

# ***Jackson Christian School***

## **STUDENT HANDBOOK**

**2009-2010**

**Grades 9-12**

### **WELCOME**

Welcome to the 2009-2010 school year at Jackson Christian School. We're excited to welcome you to our school this year! We expect God to do some exciting things in your life, so get ready!

This handbook has been put together to help you better understand the expectations we have for you while at JCS. Please read its contents carefully and ask questions if anything remains unclear. Once you have read the handbook, please sign, have your parent's sign, and return the statement page indicating that both you and your parents have read this handbook. It is important to us that your parents know our expectations for you as well. A signed hard copy or an email to the high school principal will meet this requirement.

After you have read this handbook, please keep it in a safe place which you will remember. You will need to look at it from time to time during the school year.

On behalf of the faculty and staff at Jackson Christian School, we are praying for your year at JCS. GOD BLESS YOU!

Very Truly Yours,

JCS Faculty and Staff

### **YOUR UNIQUENESS**

Psalms 139:1-16, Psalm 119, Romans 3, Romans 12:1-8, Galatians 5:17, Ephesians 4:11, 15-16, Philippians 3:12-14

At Jackson Christian School, we see every student as different and uniquely created by God. You are a special work of God, the likes of which there is no other. There is no one like you; and no one other than you capable of fulfilling God's call in your life. He has a uniquely ordained plan for your life, which He would like for you to fulfill. Our goal for you as a student at Jackson Christian School is that you would develop skills and abilities, along with self-confidence, and a great sense of value in God's eyes, a personal understanding of who you are, and fellowship with God which would enable you to live out the rest of your life in a successful and Christ-like way.

Because we live in a fallen world and have a sinful nature, this is a constant struggle. We are continuously battling in the areas that God wants us to change. We all have a tendency to accept sinfulness, mediocrity, and poor attitudes in our own lives. Because of this, all of us have areas which represent things that we need to overcome or areas in which we need to grow. For some of us, this will be in various academic disciplines such as math, reading, spelling, language arts, Spanish, music or some other subject. Sometimes these areas will be working on getting along with others, understanding Biblical principles, dealing with authority, etc. Please expect to have these areas identified as a student at Jackson Christian School. The faculty, Board of Directors, principals and administration also have goal areas that they are working on. It is the job of the body of Christ to hold each other accountable. Please expect this, and help hold us to the areas of accountability in which we need to be held.

## LEARNING AT JCS

Genesis 1:1; Matthew 25:14-30; John 14:6; Romans 7:18, 14:12; Philippians 4:8-9; 1 Corinthians 1:25, 3:5-8; II Corinthians 13:8; Galatians 5:16-26

If you are a new student at Jackson Christian School, you'll find that learning is different here. Smaller classes, more individual attention, and a hands-on philosophy allow you to become more directly involved in the learning process. You won't get lost in the crowd. Your work will not be overlooked. We will treat you as an individual with strengths and weaknesses and your good qualities will be maximized. You will find that JCS is a fun place to learn. You will find teachers, staff, and students supportive, friendly, and helpful in your learning process and in their desire for you to achieve your academic goals. Please remember—talk with us! You may also discover (particularly if you came from a secular school) that the basic philosophies behind the academic processes are different at Jackson Christian School. There is a sound reason for that! Our goal is to help you develop a Christian worldview that is based on biblical principles needed to deal with life. These principles are becoming more and more different than the principles being exhibited by the world. We want you to be able to draw strength from God as you face life's challenges and depend upon His truths as you understand the problems that you face in your continuing growth as an individual.

Some of these things are manifested in the differences between creationism and evolution. Some of them are related to whether everybody is expected to know the same things or whether you are treated like an individual. Some of them refer to how we see evil in the world. Some of it correlates to how we see God relating to us personally and to our world. Some of it has to do with how we treat each other and how we are expected to treat others.

It's exciting to be a part of a Christian organization, but it also requires a lot of hard work, especially for all of the areas that each of us carry with us that haven't been directly influenced by a Christian family. Once again, please talk with teachers and staff about why things are different at Jackson Christian School. Sometimes it makes us all nervous. Please remember to talk and gather information from appropriate sources as you evaluate those differences at JCS.

## CHRISTIAN CHARACTER

I Corinthians 2:1-5; II Corinthians 5:20; Colossians 3:17, 22; Jude 3; I Peter 3:15; I Timothy 2:3-4

You do not have to be a Christian to attend Jackson Christian School, but please remember that our goal is to have you want to become a Christian! We will not push you or demand that you become a Christian, but we will present you with many facts and pieces of information that we believe will point out the truth as well as the excitement of having a Christian faith.

Your decision about whether to make a commitment to Christ is entirely your own. As a school, we strongly believe in developing within our students a Christian worldview. You need to understand that everything taught at JCS will be presented from a Christian perspective. We expect students at JCS to be able to identify and work from a Christian perspective. This is not negotiable, and will be reflected in all of our policies and procedures.

## FOREWORD

This handbook was written and adopted by the Administration and Board of Trustees of Jackson Christian School. The entire document is considered official Board Policy. The Board of Trustees reserves the right to change portions of this document through the course of the school year as necessary.

JCS is governed by a Board of Trustees made up of responsible Christian men and women whose function is to set policy for the operation of the school. The Administration is assigned to a President who oversees the total school program with the support of Principals who oversee the academic curriculum and daily operations of the school. JCS is a co-educational day school for students in grades pre-kindergarten through 12. The board, administration, and teachers are all members of the church of Christ. The school has an open admission policy and is dependent upon individual donations and tuition for income. JCS is committed to academic excellence in a Christian environment. We are proud of our school and welcome this opportunity to make you a part of our growing facility and family.

## History

For several years, concerned Christians in west Tennessee had a dream of a school in which young people could receive quality education in a Christian environment. A steering committee was formed in 1975 to study the feasibility of beginning such a school. The dream became a reality with the incorporation of JCS in May, 1976. In September of 1976,

Jackson Christian School formally opened its doors for classes. It was located in the Central Church of Christ building from July, 1976, to March, 1979, at which time the school moved to its present facility at 832 Country Club Lane.

## **Mission Statement**

The mission of Jackson Christian School is to lead students to love God by providing the opportunity for a quality, values-oriented education in a Christian environment. Fulfilling the mission statement, philosophy, and objectives set forth on these pages is a task that demands the full effort and cooperation of school personnel and the student's family. The quality of education available at JCS and the level of success attained by any child upon admission to JCS depend upon the effort put forth by and the ability of the student, support of the parents, educational background of the student, as well as the attitude displayed on a daily basis.

## **Philosophy**

Jackson Christian School holds that there is dignity and worth in the life of each young person who passes through its doors. Every student is viewed as an end—not a means to an end. It is the desire of all JCS personnel to help each student fulfill individual goals and become proficient in a unique way. Each student is taught to respect every other person. Fostering willingness to accept others is essential to personal growth and development. JCS aims through its academic training to involve its students in participation and contribution within the community. An integral part of the academic aim is an emphasis on high spiritual and moral values—values based upon New Testament Christianity which will help prepare a student to make a positive contribution to society.

In summary, the philosophy of Jackson Christian School is to be academically strong, spiritually vital, and socially aware. Our goal is to provide a quality education designed to develop body, mind, and spirit; to develop in our students a profound love for God, country, and their fellow man.

## **Objectives**

1. To develop the whole person—physically, mentally, socially, and spiritually.
2. To direct the students to a greater understanding and appreciation of the Bible.
3. To direct the students in the basics of reading, writing, and arithmetic.
4. To develop skills which are necessary for achievement in high school, college, vocational training, or careers that might be chosen.
5. To instill moral values in the students.
6. To develop self-confidence in the students.
7. To teach the principles of healthful living.
8. To encourage students to participate in co-curricular and class-related activities.
9. To develop constructive attitudes in all students.
10. To seek out, encourage, and promote individual potentials and aspirations.

## **Notice of Non-discriminatory Policy to Students**

Jackson Christian School may admit students of any race, gender, national or ethnic origin or religion. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other extra curricular programs. The Board may limit participation in certain religious activities.

## **Admission/Readmission/Continuing Enrollment**

Subject to the Non-Discriminatory Policy described above, Jackson Christian School reserves the right to make all admission, readmission, and continuing enrollment decisions on a case-by-case basis for each student. Accordingly, each student and each parent or guardian understands and, by agreeing to abide by the policies in this handbook, agrees that JCS shall have the right to deny admission or readmission, or expel any student from continuing enrollment at JCS whenever the Jackson Christian School administration determines that such decision would be in the best interests of the student or the school.

Exchange students are welcomed at JCS. Foreign exchange students accepted upon making application through official agencies such as the Open Door Exchange may receive a tuition discount. Checklist procedures shall be followed.

## **Notification of Medical Conditions**

The parents or guardians of each student, by agreeing to abide by the policies in this handbook, agree to notify the administration of Jackson Christian School immediately if the student has at the time of enrollment or contracts or develops during the school year or summer months, any medical condition that might require special medical attention, have adverse effects on the educational ability of the student to do the work required at JCS, or be contagious or

communicable in any manner. Examples of such medical conditions include but are not necessarily limited to diabetes, epilepsy, asthma, tuberculosis, HIV infection, viral hepatitis, etc.

## ACADEMIC POLICIES AND PROCEDURES

### Grading Scale

The following legend will be used for all academic and conduct evaluations:

A = 93 - 100	I = Incomplete	E= Excellent
B = 85 - 92	P = Pass	S= Satisfactory
C = 75 - 84	F = Fail	N= Needs Improvement
D = 70 - 74	NG= No Grade	U= Unsatisfactory
F = 0 - 69		

### GPA Calculations

Grade point average (GPA) will be calculated on a numerical scale (0-100%) carried out four decimal places. Honors courses will be weighted four (4) points. These points are added on all academic records, report cards, transcripts, and when figuring GPA for class rankings.

### Honor Roll

An honor roll will be published each quarter. There will be an **All A Honor Roll** and an **A/B Honor Roll**. Any student who makes a conduct grade of U will not qualify for or be listed on the honor roll.

### Academic Policy for Extra-Curricular Participation

Students must maintain standards of the TSSAA for athletic participation at the varsity level. This is a minimum standard. Current TSSAA standards are that all students participating in varsity athletics must pass five subjects the previous semester (summer school counts for fall eligibility). Activities which have standards already prescribed which are more rigorous than this policy may continue to use those previously established standards with administrative approval.

### Awards

Academic awards will be presented in a spring assembly. Teachers will submit nominees for each award to the Awards Committee based on performance. This committee will choose the winners of awards based upon overall performance.

### Grade Sheets and Report Cards

Progress Reports may be viewed by parents at any time on Renweb which may be accessed on the school website at [www.JCSEagles.org](http://www.JCSEagles.org). New families may call or email the high school office to have their Renweb passwords activated. All students and parents must have a valid email address on file with the high school office in order to access student records on Renweb.

**Report Cards** are computer generated and are accessible on Renweb at the end of each grading period. These are given to students to deliver to the parents. There should be no changes on these forms. Parents may keep the report cards, with no need to sign and return them. Replacement cards will be available in the office. Non-delivery or altering of cards in any manner by the student will be considered a serious offense.

### School Counselor

The secondary School Counselor is prepared to assist students in grades 6-12 with personal, educational, and vocational needs and concerns. Individual counseling appointments may be requested by the student. The counselor is also available to work with teachers concerning problems with individual students and to assist in any way to facilitate the school's programs.

## Testing

Standardized achievement tests are administered on an annual basis at JCS. The tests generally measure the student's scholastic progress. JCS usually administers the NWEA test battery, EXPLORE, PLAN, PSAT, ACT, and SAT. Test scores, as well as all school records, are protected by the right to privacy.

## Transcript Release

Transcripts of a student's record will be released by the counselor to educational institutions, parents, or the student for any requested purpose without cost to the student or institution. The request must come in writing from the parent or guardian. No student may have a transcript released for any reason unless the financial account to JCS is current.

## Semester Exams

Students will take exams at the end of each semester. These will be administered during a special schedule with no more than two exams scheduled on any one day. The release time of 11:30 A.M. is to enable students to have adequate time to prepare for the next day's exams. The exam schedule will be announced by the principal prior to exam week. Students are expected to adhere to all exam procedures and guidelines which will be published and posted in advance of these exam days. Semester exams will count 1/5 of the final semester average. Semester exams will be administered for any course in grades 9-12 for which students receive credit with the exception of Physical Education, Yearbook, and Chorus. In order to make up a semester exam, the student must present a doctor's statement to the office and have had the absence cleared with the principal prior to the time of the examination. Retaking of failed semester exams is generally not permitted. Permission of the administration is necessary for any deviation from this policy.

## Exam Exemption Guidelines

All students will take all exams through the Fall semester of their senior year. Only seniors may be exempt from Spring exams by meeting all of the following conditions:

1. Have an A average for the semester at the end of the fourth quarter when the 3<sup>rd</sup> and 4<sup>th</sup> quarter averages are added together and divided by two.
2. Have no more than 5 excused absences and no unexcused absences for that class that semester. No exceptions will be made for extended absences due to illness.
3. Have no U in conduct for that class that semester.

## Academic Dishonesty

Academic Dishonesty (cheating) at JCS is considered a very serious offense. Cheating includes but is not necessarily limited to getting unauthorized help from any source on a quiz or test, copying another's homework, turning in as one's own another's report or project, etc. Teachers are expected to have evidence that substantiates the incident. Seeing the student communicating in any manner during a test or looking as though help is being received from any unauthorized source or from another's paper during any graded assignment is considered adequate proof. Both the one getting the help and the one supplying the help will be penalized in a consistent manner. Using technology such as calculators, cell phones, or computer disks for any type of help that is unauthorized by the teacher will be considered cheating. Teachers shall adhere strictly to these guidelines for cheating every time it occurs so discipline is consistent

school wide:

1. The **first and every subsequent cheating offense** by a student in a teacher's class during the year will cause a grade of "Zero" on that work, a "U" in conduct for the quarter, a phone call to the parent, and an office referral so the principal can check that student's record of other cheating offenses.
2. A **second offense** in any class during that school year will cause the above as well as one (1) day of Saturday School
3. A **third offense** will mean all of the above penalties plus two (2) days out-of-school suspension (OSS).
4. A **subsequent offense** shall mean suspension for the remainder of that school year with the right to have an application for admission reconsidered for the beginning of the next school year.

## Requirements for the JCS Diploma

In keeping with guidelines of the Tennessee Department of Education and Southern Association of Colleges and Schools (SACS), JCS offers two (2) academic diplomas in the university track which meet or exceed state requirements. Requirements for earning these diplomas are as follows:

1. The **Liberal Arts Diploma** denotes the university track course of study with no GPA requirements.
2. The **Honors Diploma** (designated by a special seal on the diploma) denotes the university track course of study with a GPA requirement of 90%. To qualify for this diploma, 08-09 and 09-10 graduates must complete four (4) Honors courses, 10-11 graduates must complete six (6) Honors courses, and 11-12 graduates must complete eight (8) Honors courses. '09 and '10 graduates must include three Honors core subjects (math, science, English, or social studies), and no more than one of the four from a non-core area. '11 graduates must have at least five core Honors courses, and '12 graduates must have at least seven (7) core Honors courses. A student completing the Honors Diploma requirements with at least a 94% GPA will generally qualify for the National Honor Society. That seal, indicative of graduating with high honors, will be affixed to the diploma.

All students will be required to take the ACT or SAT and file their scores with the school counselors office at JCS prior to being awarded either diploma.

### Liberal Arts Diploma

- 4 units of English
- 3 units of Social Studies (world geography or history; American History; Economics/Government)
- 4 units of Mathematics (through Algebra II)
- 3 units of Science Note: at least 1 unit must be from a "life" and 1 from a "physical" science.
- 2 units of Foreign Language (same language)
- 1 unit of Fine Arts (visual or performing)
- 1 unit of P.E./Wellness
- 4 units of Bible Note: all students must pass Bible each semester enrolled at JCS (see "Bible Curriculum" section)
- 1 unit of electives

Total 22 units required for graduation with Liberal Arts diploma

### Honors Diploma

- 4 units of English
- 3 units of Social Studies (same as for regular diploma)
- 4\* units of Mathematics (suggested from Algebra I, Geometry w/Trig, Algebra II w/Trig, Pre-calculus, or Calculus)..
- 3 units of Science (suggested from Physical Science, Biology I, Chemistry I, AP Chemistry II-H, Ecology, Human Anatomy and Physiology, or Physics-H) Note: at least 1 unit must be from a "life" and 1 from a "physical" science.
- 2 units of Foreign Language (same language)
- 1 unit of Fine Arts (visual or performing)
- 1 unit of P.E./Wellness
- 4 units of Bible (same as for regular diploma)
- 1 unit of electives (one unit for freshmen 2004, 2007 graduates)

Total 22 units required for graduation with honors diploma

## High School Curriculum

The High School Course Catalog will be made available to assist students and parents in selecting the electives within the course of study at JCS. Some courses have prerequisites such as a prior course, minimum grade in a course,

recommendation of the teacher, audition, etc. Others may only be offered if there is sufficient student interest. The administration reserves the right to add or delete courses as is warranted by available staffing, facilities, student interest, student need, or changes in requirements by the Board of Trustees or the State of Tennessee.

## Dual Credit and Honors / Advanced Classes

When dual credit courses are offered, they may be taken for college credit at the discretion and expense of the student enrolled. Admission into dual credit classes is subject to guidelines established by the cooperating university and JCS administration.

Any student enrolled in an honors course or an advanced course will be transferred to the non-honors equivalent for that course at the end of any grading period in which the student has failed to earn a grade of at least 85%, with the inclusion of any added points for honors courses. If valid or unusual circumstances exist, the teacher may, at his or her discretion, request that the principal delay the transfer for one nine-week grading period to allow that student to earn a grade of 85%.

## **Bible Curriculum**

The mission of Jackson Christian School is to lead students to God by providing the opportunity for a quality, values-oriented education in a Christian environment. The Bible curriculum—including Bible classes for every student every day, daily chapel assemblies and devotionals, and other service and spiritually-oriented activities—has as its foundation the Mission Statement, Philosophy, and Objectives specified earlier in this handbook. The goal is to develop the whole person—physically, mentally, socially, and spiritually. To this end, the Bible curriculum is developed and implemented.

The Bible is the very foundation and textbook used in all Bible classes. Students are led and encouraged to read and study God's Word as it forms the very essence of faith in God and a life of service to Jesus Christ and His church. No religious creeds, extra-Biblical doctrines, or personal agendas are part of the JCS Bible curriculum. Instruction and discussion are centered on what the Bible states.

JCS serves students and families from a wide-range of religious backgrounds. Bible is taught as a graded subject and—along with mathematics, English, science, and social studies—forms our core curriculum within the university track of college preparatory study. Questions regarding the Bible curriculum at Jackson Christian School may be directed to the Director of Bible and Chapel or to any JCS administrator.

In order for there to be uniformity within the class for ease of discussion, reference, testing, and memorization, a JCS Bible teacher may require that his students all have one version or that they select from choices he will offer. The JCS Bible Department and administration do not feel that using one version is an indication that it is the only accurate one or even that it is necessarily superior to some other versions. It is simply useful sometimes for all students to have the same text. Other times, it is profitable for scripture to be read and compared from various versions. Teachers will indicate the appropriate version(s) from which memorization and testing may be acceptably done. Since there are several versions recognized as comparatively accurate, choices are made based on a desire to use a version that is as modern and up-to-date as possible linguistically, as well as one that is widely used without sacrificing textual accuracy. Individual teachers may require or suggest that students have one of the following: New King James, New American Standard, or New International versions. Others that might be acceptable to some teachers would include the King James, American Standard, and Revised Standard versions. It is suggested that students contemplating buying a new Bible for the school year delay that purchase until schedules are set and the teacher has indicated a preference.

A student failing Bible at JCS will be required to complete an independent study during the summer months under the direction of the head of the Bible Department. Upon satisfactory completion of the designated assignments by the established deadlines, a passing grade of 70% will be entered on the student's transcript and calculated in the same manner as other summer school grades. Failure to complete this requirement may cause the student to be refused readmission to JCS for the fall semester.

## **Commencement Participation**

Generally certain guidelines will be in effect for participation in the year-end graduation ceremony and receipt of the JCS diploma. A student must be enrolled full time at JCS (at least 4-5 JCS courses may be combined with no more than two approved college courses) the semester that concludes with the graduation ceremony. A student must meet the criteria for total credits and specific course credits as set forth in this handbook. Exceptions to this policy will be considered on an individual basis as follows:

1. A senior with failed courses or credit deficiencies from the prior three years of high school that were not made up in an approved program and are required for graduation will generally not be allowed to participate in the commencement exercise.
2. A student who is "on track" for graduation at the start of the senior year and failed course(s) during the senior year that can only be made up in summer school, may be allowed to participate in the graduation ceremony.
3. Other requirements established for seniors must be satisfactorily completed before participation in commencement or issuance of diploma will be granted. These might included, but are not necessarily limited to having senior pictures made for the yearbook and senior composite in a timely manner at the studio designated by JCS (no purchase necessary; sitting fee is applicable), completion of the Senior Checklist, following the appropriate dress code for all ceremonies and senior activities, avoiding serious behavior infractions during the last weeks of the school year, fulfilling all financial obligations owed to JCS or any of its organizations, etc.

## **Valedictorian and Salutatorian**

Valedictorian and Salutatorian awards will be determined using a numerical (100%) scale encompassing all credit grades from the beginning of their 9th through 12th grade years all the way through the final semester including semester exams if applicable. In the event of a tie, co-winners will be named. Numerical averages will be carried out to four decimal places.

To be eligible for selection as Valedictorian or Salutatorian, a student must have been enrolled and attending JCS for at least the last four consecutive full high school semesters (junior and senior years); however, students transferring to

JCS during the first semester junior year may have their status subject to administrative review. Students transferring to JCS after the completion of the junior year would be eligible for selection as honor graduates but NOT as Valedictorian or Salutatorian. An Honors Diploma is required for consideration as Valedictorian or Salutatorian.

## **Honors Courses**

Various high school courses in the course catalog will be designated as Honors (H) courses. For all such designated courses, a weighted calculation will be used uniformly throughout the JCS system. Students satisfactorily completing Honors classes at JCS will have four (4) points added to their earned percentage grade on all academic records, report cards, and transcripts. A designation of (H) will be placed by the course title. When calculating GPA, class rank, and the like, this grade with the four (4) weighted honors points will be part of the average for all courses designated (H).

Transfer students who have earned honors credit (s) in an accredited school will have those honors credits recorded on their Jackson Christian School transcript under the following guidelines:

JCS will give honors credit only when the same course is offered for honors at JCS. All grades for honors classes will be recorded at the time the transfer student is accepted. The grade reported to JCS is the grade that will be recorded. No points will be added. If the transfer grade is a letter grade only, a numerical grade will be assigned according to the policies in this handbook.

## **Transfer Credit**

Students who transfer from a non-accredited institution or home schooling will be evaluated on an individual basis. A grade of "P" (Pass) may be assigned when credit is granted for high school courses. In such cases, it is the responsibility of the parents to furnish documentation of accreditation. A description of course content and/or an examination the equivalent of the semester exam in the course given at JCS may be required before credit is awarded. Students who transfer to JCS from an accredited institution with "letter grades" on their official transcript will have a numerical value assigned and recorded on the official JCS transcript in order to determine GPA on an equal basis with all JCS students. This transition from letter to numerical average will be done as follows: A = 97% B = 89% C = 80% D = 72% F = 60%

To qualify for the JCS diploma, a minimum of 22 credits is necessary. Transfer students who are unable to meet this requirement because of a lower requirement in the previous school will be evaluated on an individual basis with a minimum requirement that they must pass all seven (7) subjects during their years at JCS (or make them up satisfactorily in an approved summer program).

## **Academic Probation**

Academic Probation (AP) is defined as a designated period of time (usually one or two semesters) during which a student is expected to show improvement in academic grades or possibly not be readmitted to JCS the following semester. Each case will be evaluated on an individual basis. Behavior and attitude of the student will be a consideration. All students on AP will be reevaluated each semester.

Students may be placed on Academic Probation when their low grades appear to be the result of poor effort (poor record of homework completion, lack of participation in class observed by the teacher, spotty attendance record).

## **Make-Up Credit Policy**

Courses failed at JCS may be made up under the following guidelines:

1. Any course may be repeated at JCS for full credit at any time.
2. JCS will accept make-up credit from public school summer school programs when;
  - A. No more than two courses are made up in one year;
  - B. No more than two courses are made up in any one discipline over the course of a high school career;
  - C. No more than four courses may be made up from outside programs in a four year high school career;
  - D. Transfer students may make up the number of courses equal to the number of years left in their high school program (example - a transferring sophomore would be allowed three courses to be made up from outside programs);

# ATTENDANCE PROCEDURES

Hebrews 12:7-13; I Corinthians 9:24-25

## Absences: Excused, Approved, and Unexcused

**Excused Absences.** All students must be punctual and regular in attendance. Absences, checkouts, and tardies will be excused for personal illness, illness or death in the family, emergency medical or dental attention, court appearances, drivers license tests, and other legitimate emergency situations with documented evidence or proof and administrative approval.

Absences, checkouts, and tardies for reasons other than those listed above, are NOT excused. Student absences will be confirmed by the office. Parents are asked to call the school office before 8:30 A.M. when their child will be absent or tardy for any reason. Any type of doctor's appointment should be verified by a written statement from that doctor's office or from the parents upon return of the student to school.

All notes, phone calls, or emails requesting or excusing absences must be presented to and cleared through the office. The administration reserves the right to deem any absence or tardy as either excused or unexcused in accordance with the stated guidelines. When a student is absent, checked out, or tardy for all or any part of a day, the following procedures apply:

1. A student is absent if he misses half of the period or more (25 minutes of a 50-minute period.) If a student is late by 25 minutes or less, he is tardy. If he is late or checks out for 26 minutes or more, he is recorded as absent for that period.
2. Absences and tardies are recorded in Renweb by the high school office staff. Parents have access to attendance records for their children through Renweb, which can be accessed via the school website at [www.JCSEagles.org](http://www.JCSEagles.org). Since attendance is kept electronically, students are not required to get "admit slips" from the high school office the day after an absence.
3. An unexcused absence from any class carries with it a grade of "zero" in all work missed in that class for that day. The only exception to this is in-school suspension (ISS). Even though ISS is an unexcused absence for attendance and exam exemption purposes, students are allowed to make up all work missed during the ISS.
4. **Student absences for which parent fail to confirm the reason for the absence by the time the student returns to school will be recorded as unexcused.**

**Principal-Approved Absences.** Occasionally parents remove students from class for reasons other than these listed as excused. There is a provision for these absences called Principal Approved Absences. Principal Approved Absences must be approved by an administrator **in advance** and arrangements made by the student with the teacher for work due. **A minimum of three day's written notice must be given for approved absences. Absences will be approved during semester test weeks only in extreme emergencies.** Failure to obtain approval **before** the absence will result in these absences being unexcused.

**College Days.** Seniors are permitted two (2) college days; juniors, one during the school year. The request must be submitted in advance and official written verification must be obtained from the college and returned to the office within 3 school days in order for the absence to be excused.

**Religious.** Church or trips of a religious nature but not JCS related should be handled as Approved Absences with the three day notice as outlined above.

**Note.** When a student accumulates his or her 10<sup>th</sup> and 13<sup>th</sup> absences (excused, principal approved, or unexcused) in any class in a semester, Saturday School will be assigned. The only absences not included in the 9 allowable are JCS school trips and sponsored activities. Students earning Saturday school will be assessed a \$10 per session fee as well. Failure to attend Saturday School will result in an additional session being assigned. Students who refuse to complete assigned Saturday School will be dismissed from JCS. Extended illnesses (illnesses requiring three consecutive full days of absence) will be considered on a case by case basis only with documentation from a physician. It is the responsibility of the student and parents to keep up with the absences accrued in each class.

## Checking Out of School

When a student needs to check out during the school day for any reason, parents must either speak with a secretary by phone or send a note with the student in advance. Written notes may be verified with a phone call. Parent phone calls may be verified with a return call from the office staff.

**All students must sign out in the office when leaving campus during the school day and sign back in upon their return if they return that same day.**

Students who get sick and need to check out during the day should come to the office. The parents must be called to give permission for their child to leave or to come and pick up the student.

## Tardy to School

Valid reasons for tardiness include illness, injury, accident, transportation problems, and other unforeseen emergencies. Oversleeping is not a valid reason. Every student who is not in his/her first period class by 8:00 A.M. is considered tardy to school and must come to the office. Tardies to school will be excused only when the following procedures are followed by parents and students:

1. Parents phone the office before 8:00 A.M. stating their child will be tardy, the valid reason for the tardy, and the expected time of arrival.
2. Upon arrival at school, the student reports to the high school office to sign in before reporting to class.

Unavoidable car trouble or other emergencies that make a phone call impossible should be verified in the written note and will be handled on an individual basis. Unless there is reasonable doubt as to the authenticity of the phone call or note, the valid reason given by the parent will be accepted as an excused tardy. In cases of reasonable doubt, the office staff will phone the parents. The administration reserves the right to question all excuses.

The following consequences will be followed in order to discourage unexcused tardies to school:

1. On the **second unexcused tardy** to school per quarter, a written discipline notice will be sent home informing the parents that the next unexcused tardy will result in detention.
2. On the **third unexcused tardy** to school per quarter, the student will receive written notification of assignment to lunch detention.
3. On the **fourth unexcused tardy** to school per quarter, the student will be given written notification of the assignment of a day of in-school suspension (ISS) usually for the next school day or Saturday School.
4. Subsequent unexcused tardies will result in varying progressive lengths of out-of-school suspension and possible permanent expulsion from JCS.

## Tardy to Class

All teachers will keep accurate records of tardiness for the students in their classes and execute discipline in accordance with this policy upon those who are tardy without a valid reason. A student who misses less than  $\frac{1}{2}$  the class period will be considered tardy. Missing more than  $\frac{1}{2}$  of the class period will result in an absence being recorded.

Students who arrive late to school must come by the office and sign in. After first period, each teacher has the authority to determine whether a student has a valid reason for being tardy to class. Valid reasons might include being detained by a staff member, helping with lunch cleanup, or a real restroom emergency.

If a student does not have a valid reason, the tardy will be unexcused. In that case the teacher follows this procedure:

1. The **student is notified** of the Tardy To Class Unexcused (**TCU**) being recorded in Renweb. The first TCU to class in the quarter is simply a verbal warning to the student and is noted in Renweb.
2. **Each subsequent UT** should be handled as an office referral although teachers are not prohibited from assigning classroom penalties as well. Repeated referrals to the office for Tardy to Class Unexcused will result in Saturday School.

## Before and After School

This policy, like many others in this handbook, can be summarized by the statement: *students should be where they are supposed to be, when they are supposed to be there, doing what they are supposed to be doing.* Students may enter the building at 7:30 A.M. to visit their lockers, study in the library, visit in the halls, sit in the cafeteria, or be with a teacher or coach. At 7:50 A.M. students may enter classrooms with the permission and supervision of the teacher or sponsor. A warning bell will sound at 7:58 A.M. and students are tardy to school if not in their classrooms at 8:00 A.M. All students must be picked up by 5:00. There shall be no unsupervised play in the gym, parking lot, playground, or other area on campus. JCS staff on duty must be respectfully obeyed at all times on campus and at school functions. JCS

administration, faculty, and staff are not responsible or liable for accidents or injury to students who violate the times, locations, and conditions of this policy.

### **Attendance at Extra-Curricular Events**

Because of the issue of liability and supervision on campus these regulations will be in effect for all JCS athletic contests and all other school functions on campus beyond school hours. Students are expected to be on campus at these times for the sole purpose of being either a participant or a spectator at the event. Students should *NOT* wander away from the event area, play or loiter in the locker room hallways, or go in and out of the event to other areas of campus. Students violating this rule will be subject to disciplinary action which may include loss of the privilege of attending these activities.

### **Perfect Attendance**

Perfect attendance awards will be presented only to those students who have not been absent, checked out, or tardy during the school year whether excused or unexcused. School-sponsored activities, magazine sale reward days, Rotary Club lunches, college days, and senior lunch privilege will **NOT COUNT** against perfect attendance.

### **Make-Up Work**

It is the responsibility of the student to get make-up work completed within the guidelines set by the school. The student is responsible for contacting either the teacher or a reliable classmate for assignments missed. The following procedure must be used by all teachers unless variance is approved by the principal:

1. Students who are absent two or more days will have that many days plus one additional day to make up the work.
2. If a student misses **ONLY THE DAY OF A TEST OR DUE ASSIGNMENT**, that student will be expected to take the test or hand in the assignment upon return to school.
3. All unexcused absences from school or class will carry a “zero” in all work missed each period with no opportunity for make-up work. The exception to this is in-school suspension which counts as an unexcused absence with the right to make up work missed.
4. For any extended illness, assignments may be gathered on Renweb or by contacting the teacher(s) via email. High School office staff will generally be unable to collect assignments for students who miss class.
5. Normally, work is not to be made up during regular class time.
6. Any “I” (incomplete) on a report card must be removed within two (2) weeks of issue unless an extension is granted by the principal. Semester exams or any other work from the previous grading period must be made up within those allotted two weeks or a grade of “zero” will be recorded and the average figured accordingly. As with all make-up work, it is the student’s responsibility to schedule and complete past assignments at the teacher’s convenience within the time allotted by this policy.

### **Withdrawal from JCS**

Any student withdrawing from school for any reason during the school year should obtain a *Withdrawal Clearance* form from the office. The student may complete this form by turning in all books and clearing all fees, fines, and tuition. Each teacher will record the withdrawal grade on the form and sign or initial it. A copy of the form will be given to the student to take to the new school. JCS cannot send official copies of the student records to a new school until the withdrawal process is completed.

## **Philosophy of Discipline**

Every community is guided by a fundamental set of expectations that define appropriate and inappropriate behavior within the context of the community. Members of the community seek to encourage appropriate behavior through encouragement and positive reinforcement while also seeking to discourage inappropriate behavior through teaching and correction.

As a school community JCS desires to follow Biblical principles in all we do, including the areas of defining appropriate and inappropriate behavior, teaching and encouraging good behavior, and discouraging inappropriate behavior. Moreover, we wish to foster an atmosphere of forgiveness, grace, and accountability as we learn and grow together. When a student engages in inappropriate behavior, teaching and correction become an important part of the broader learning process. After all, the ultimate goal of school discipline is to help our children learn indispensable life lessons about personal responsibility, self-discipline, and the importance of making Godly choices.

The Biblical model of discipline emphasizes two important factors: Teaching and correction. At JCS we seek to teach and model appropriate behavior on a daily basis, and we seek to reinforce and encourage good behavior whenever and wherever possible. On occasion, however, it becomes necessary for us to apply the corrective phase of discipline when inappropriate behavior (as outlined in this *Handbook*) occurs.

Should your child engage in inappropriate behavior (as outlined in this *Handbook*), please know and understand the following:

- 1) While inappropriate behavior is often a public matter, discipline at JCS is treated as a private matter between the school, the child, and the parent(s). Our administration desires to partner with you in teaching and training your child. In conversations regarding discipline matters affecting your child we are not at liberty to discuss other children or families.
- 2) Since our goal is to teach and encourage personal responsibility, our approach to investigating whether inappropriate behavior has occurred will most often begin with the student(s) allegedly involved. In most cases, parental notification will only take place in the event of a serious discipline matter, and then only after the matter has first been investigated and discussed with the student(s) involved.
- 3) Holding our students accountable for their actions is a difficult but important part of the maturation process. Though we strive to make the discipline process as objective as possible there are often special circumstances or issues that must be viewed in a subjective light. To those who may be unaware of all the relevant facts, it may appear that preferential treatment is being given. We work hard to be consistent, even though at times it may not seem that way.
- 4) Though we seek to extend forgiveness and grace in the area of discipline, we must also recognize the need for accountability. If a student manifests (through repeated actions or choices) an unwillingness to recognize the behavioral goals and expectations of the JCS school community, he or she will be held accountable and may forfeit the opportunity to remain a part of the school community.

## DISCIPLINARY PROCEDURES

The student body of JCS is counseled at the beginning of the year as to the rules and regulations of the school. The orientation period, combined with the written statements of policy in this handbook, should help eliminate any doubt as to the behavior that is expected of students at JCS.

Each student is expected to behave in a responsible manner at all times. Serious infractions in some areas may result in suspension or expulsion when the behavior is exhibited or becomes public knowledge whether or not it occurs during school hours or at school functions (the "24-hour" policy). These behaviors might include, but will not necessarily be limited to those connected with alcohol, illegal drugs, sexual misconduct, vandalism, violence, etc. Conduct and language not in keeping with Christian standards or interfering with the educational process is prohibited. Any student at school functions both on and off campus shall be governed by school rules and regulations and is subject to the authority of school personnel.

The JCS administration feels strongly about helping each student become a more responsible citizen who understands the sincere need for respect for authority, property, government, peers, and self. The school will strive to

strengthen every student in these areas. Every student must allow the teacher to manage the classroom and teach in the manner appropriate to that teacher. No student has the right to be disrespectful or disrupt the class in any way.

The ATTITUDE of each student always either strengthens or hinders the educational process. JCS has the ultimate goal of each student possessing and displaying an attitude that will create a stronger environment for learning and development. When poor attitudes are encountered, action will be taken to help improve the student's outlook.

Serious injuries or damage to equipment or property may occur during moments of "horseplay." Accidents are never planned. Oftentimes fights result from students just kidding or playing around. **Bullying, harassing, or picking on other students will not be tolerated.** The acceptable method of self defense at JCS is telling a staff member, not fighting back physically.

All teachers have the authority and responsibility to correct inappropriate behavior of the students. Counseling is a preferred method of correction at JCS; however, the administration reserves the right to use other disciplinary means including, but not necessarily limited to, the following: restriction of participation in activities, special seating, detention before or after school, detention during lunch, extra writing assignments, corporal punishment, Saturday School, in-school suspension, probation, out-of-school suspension, expulsion, etc. Inappropriate behavior will be dealt with in a manner deemed suitable to the occasion by the faculty member or administrator in charge at the time.

Lunch detention may be used when deemed appropriate by the principal. The student assigned to LD for up to a week at a time will be instructed about when to get lunch, where to eat it, how to clean up, and when to be dismissed to class. Skipping LD will be grounds for more serious discipline at the discretion of the principal.

Students who misbehave in chapel will be subject immediately to the assignment of special seating and other disciplinary action at the discretion of the chapel leadership and the administration.

Perpetrating a fraud such as aiding or abetting anyone sneaking into or entering JCS events without legal and proper authorization is a serious offense and may be grounds for suspension from JCS, its athletic or extracurricular programs, or other disciplinary action.

When written or electronic notification of inappropriate behavior or poor academic performance is sent to the parents, not delivering it, intercepting it from the mail, or forging signatures will be considered dishonesty and dealt with as a serious offense. Placing of the parents' names on these or other forms by students will be considered forging unless the parent has notified the principal or teacher in advance of circumstances that would necessitate students' signing their parent's names and subsequently placing their own initials beside the signature on the document or notice.

## **Suspension and Expulsion**

There are different types of suspensions at JCS. These include in-school suspension (ISS), out-of-school suspension (OSS), and suspension for the remainder of the semester or year.

ISS is an unexcused absence, but students are allowed to make up work missed. Parents will be notified by phone or in writing as soon as possible after a student is assigned to ISS. Students report to the office by 8:00 A.M. on the day of ISS with all their books. Teachers send work to the office. This may be class work, homework, or other extra assignments. ISS may be for one or more days depending on the seriousness of the offense and the student's previous behavior record. On occasion ISS will be served at home when the number of students suspended exceeds the space available at school. This will be the decision of the JCS administration.

OSS is also an unexcused absence. Students receive a "zero" on all work that day with no possibility of making up credit for the work missed. Written notification is sent to the parents in advance, and the parents are generally contacted by phone as well. OSS may be for one or more days depending on the seriousness of the offense and previous behavior record. A parent is generally required to accompany the student's return to JCS for reinstatement to classes.

For certain acts of misbehavior, suspension may result on the first offense. These include but are not necessarily limited to the following: cutting class, leaving school grounds at any time without permission, fighting, destruction of school property (student will also pay for damages), defiant and hostile attitude, disrespect for authority, insubordination, profanity, gambling, academic dishonesty and the use or possession of tobacco products. For most other acts of misbehavior, designated discipline procedures should be followed in or out of the classroom.

An expulsion or lengthy suspension of a year or more may result from the seriousness of a single incident or the accumulation of a significant number of occurrences of misconduct such that the administration deems it necessary to impose such a disciplinary penalty. Some offenses which may warrant immediate expulsion from JCS include, but are not limited to the following: Sexual activity; immorality; theft; sale, use or possession of alcoholic beverages or illegal drugs; persistent disregard for school rules and policies; persistent attitude contrary to the nature of a Christian school; and statements about or possession of weapons or dangerous instruments.

Any student who is selected as Mr./Miss JCS or Mr. /Miss Citizenship may have that award removed if and when it becomes confirmed that one of these students has been guilty of a major rules violation in the realm of Christian living. The infraction may have occurred either before or after the selection and announcement of the award winners. The principal will consult with a committee of teachers and students (SGA President, Senior Class President, and Junior Class President). They will forward their recommendation of removal or non-removal to the JCS President for his approval.

## **Infractions Involving Arrest**

Students guilty of major rule violations that are also accompanied by arrest or other involvement by law enforcement should expect more severe school sanctions due to the involvement of law enforcement personnel.

## **Self-Reporting Violations**

Parents and students are encouraged to self-report serious infractions to the high school principal. Open attitudes and communications demonstrate that the student recognizes the need for honesty and responsibility for his actions. The administration will make every effort toward leniency with students who self-report. Families who decide to self report should do so within 48 hours of the infraction.

## **Office Referrals and Designated Discipline**

For serious offenses, students may be sent to the office immediately on the first offense. Whenever a staff member refers student misconduct to the office for discipline, the principal will use his own discretion within handbook guidelines in dealing with the problem.

An Office Referral simply means that a serious offense or a series of minor offenses have caused the task of disciplining a student to be referred to the principal. For most misbehavior in the classroom or around the campus, faculty members use the following steps:

1. Warning by the teacher.
2. Recorded in Renweb if problem persists.
2. Further discipline by the teacher, possibly including a phone call or email to the parent.
3. Office referral.

**All student discipline records are viewable by parents on Renweb, which may be accessed through the school website at [www.JCSEagles.org](http://www.JCSEagles.org)**

## **Behavioral Probation and Readmission**

The following procedures generally will be used in determining Behavioral Probation for the following semester, the year, or the remainder of the student's career at JCS: By definition, students who commit specified related offenses while on behavior probation will likely be dismissed from JCS.

1. Students guilty of a major rule infraction (alcohol, drugs, sexual misconduct, theft, destruction of property, and others) will be placed on behavior probation for the remainder of their time at JCS.
2. Students who persist in a pattern of repeated minor violations may be placed on behavior probation for a specific infraction for the semester or the year.
3. Building principals may place students on Behavioral Probation when they feel it is in the best interest of the school and/or the student.

## **Substance Use and Abuse**

JCS is concerned with substance use and abuse among our students. The use of alcohol, drugs, or tobacco is a negative reflection on Jackson Christian School and disciplinary action will be necessary. Purchase, possession, concealment, or use of these types of substances is prohibited. The first offense will result in expulsion or suspension with the length and type of the suspension at the discretion of the administration. In particular, involvement in any manner with alcohol or illegal drugs is governed by the "24-hour policy."

**Drug and Alcohol Screening.** Given the times in which we live and the responsibility felt by the Board, administration, faculty, and staff to keep Jackson Christian School as much of a "Christian environment" as possible, this drug and alcohol screening policy is now in effect for all current and future students. The JCS administration reserves the right to require a drug and/or alcohol screen of a current or prospective student at any time under the following conditions:

1. A "**For Cause**" screening may be required of currently enrolled students in a confidential manner and within a time frame dictated by JCS. This may include having the student give a urine sample at school, using a school authorized vehicle to transport the student to a lab, having a lab come to JCS for the sample, or having the parent transport the student to the lab. "For Cause" simply indicates that "reasonable suspicion" based on evidence or reliable testimony exists that the student may be involved in drug or alcohol use. A positive result will bring disciplinary action which may include suspension or expulsion from JCS. Refusal to have the screening or follow

the procedures established by the administration may have the same results as a positive screening.

2. A "**History Of**" screening may be required of past students reapplying or prospective students attempting to enroll for the first time. If evidence or testimony is ascertained as truthful and relevant within the "reasonable suspicion" scenario, the "History of" screening may be required under the same conditions and possible methods as described above. A positive result will probably mean that admission to JCS is denied.

## **Prescription Medication**

Parents should send a note to the office in the event that their child must be on prescribed medication during school hours. All such medication must be kept in and administered by the office. The medication with exact written directions for taking the medication should be brought to the office at the beginning of the school day. All medication must be in the original container, labeled with the original label including the name of the medication, strength of the medication (each unit), dosage amount and time, physician's and student's name. The student must be able to self-administer the medication under the observation of office personnel. All prescriptions must be ready to administer. Office personnel cannot measure or break any prescription medication.

## Items Forbidden on Campus

Items that present danger to any person on campus or that disrupt the educational process are not to be brought to school. The decision is totally at the discretion of the administration and includes before and after school, school functions, and other times as well. Some forbidden items include radios, tape/cd players, tapes/CDs, Ipods, cameras, laser pointers, pagers, beepers, drug or tobacco paraphernalia, fireworks, noisemakers of any kind (including all wildlife calls), gang apparel or paraphernalia of any kind, etc. On the first offense the item may be taken up and discarded and the student receives an office referral. Weapons or dangerous objects of any nature are strictly forbidden on campus and at JCS functions with suspension or expulsion as a consequence. Students discovering forbidden or questionable items listed here, elsewhere in this handbook, or simply understood by most to be inappropriate at JCS should take immediate action to avoid being disciplined for possession of such items. Upon finding an inappropriate item that does not belong to them in a locker, desk, pack, bag, etc., they should turn the item in to the nearest staff member immediately with the information of where it was found and when.

## Cell Phones

Students may possess cell phones at school but may not use them to make or receive calls or send or receive text messages **at any time** during the school day. Cell phones must be **TURNED OFF** and stowed in a purse, book bag, or pocket at all times during the school day. Any student observed using or handling a cell phone during the school day will have the phone confiscated for a period of three school days. Any phone that makes a noise during the school day will be confiscated for three school days. Repeated offenses may lead to suspension.

## Sexual Promiscuity.

Consistent with the school's mission, Jackson Christian School is a school whose goal is to create an environment that will give its students the encouragement, teaching, and fellowship that will enable them to see clearly and live consistently a God-honoring lifestyle. JCS strives to be a light in the community, and therefore, not only its policies but also its people, including its students, must bear witness to Christ. We want to teach all of God's nature—holiness and purity along with love and forgiveness and restoration. We also want to teach personal responsibility.

JCS upholds a Biblical view of sexual morality (1 Thessalonians 4:3-5). Inappropriate public displays of affection are considered in poor taste and are not permitted on campus or at school functions. School is not the place for embracing, kissing, and other displays of affection. Students shall not engage in sexually promiscuous behavior on or off campus. Violation of this policy will result in one of four options: either (1) suspension, (2) exclusion from regular school attendance and regular school activity participation (homebound education), (3) request that the student be withdrawn from the School, or (4) expulsion from the School.

In the event a student becomes, or causes another student to become pregnant, we want what is best for the prospective parent(s) and the child. Pregnancy itself is not a sin, and in implementing this policy we want to be clear in our dealing with it that we not confuse the act of immorality with the value of the child. JCS values the sanctity of life. The purpose of this policy is intended to be restorative in nature. We want to encourage and foster an atmosphere of compassion and support in which a pregnant student will feel strengthened in her decision to preserve her pregnancy and will not, at anytime, feel compelled to seek an abortion. However, in an effort to support what is best for the prospective parent(s) and the child, it is important for all parties to understand that young men and women facing parenthood face special difficulties as they prepare to bring a new human life into the world, and we do not believe, in most situations, that JCS will

be able to meet the physical, emotional and spiritual needs of a student facing such situation. Accordingly, while full-time reenrollment at JCS will be prayerfully considered, it is our anticipation that the long-term educational plan for such student(s) will likely involve a transition to an environment better suited to meet the student's new needs.

Accordingly, when a current JCS student becomes pregnant or aware that he is a prospective parent, the student shall immediately inform the administration of the situation. The student's parents should accompany the student to a meeting with the administration as quickly as reasonably possible to discuss the conditions of the student's continued enrollment and a plan to assist the student in preparing for what lies ahead. The student will immediately be placed on out-of-school suspension for a limited period of time for the parents, the student and the administration to work together to develop a transition plan that is in the best interest of the student's continued spiritual and academic future. The goals of the transition plan will be (i) to assist the student in making plans for his or her future and the future of the child, (ii) to get the student to a point academically that will enable the student to more easily continue his/her education in whatever manner is recommended by the administration or otherwise determined by his/her parents, and (iii) to encourage and restore the student spiritually during a difficult, stressful time in the student's life.

It is our anticipation that a student will be provided the opportunity to complete coursework (via home-bound instruction) for at least the current term if not the entire school year. If the administration determines homebound coursework to be warranted under the circumstances, continued enrollment at JCS will be subject to the following conditions:

1. Abortion is not an option to be considered in dealing with the pregnancy.
2. Parents and students must agree to ongoing counseling with their minister and with Agape Child & Family Services, or another Christian counseling program that is approved by the administration.
3. The student must attend and complete parenting classes with Agape Child & Family Services, or another Christian counseling program that is approved by the administration.
4. Academic standards of the school must be maintained.
5. The student must forfeit any student leadership positions and will not be allowed to participate in student activities, until permitted by the administration pursuant to the transition plan.
6. The Student may be subject to additional fees that will be assessed to compensate for the additional time and resources that may be needed to provide and monitor meaningful homebound coursework. These fees will be discussed with the family in connection with the development of the transition plan.

As alluded to previously, reenrollment, probationary periods, graduation status, and participation in commencement exercises will also be considered by the Administration on a case-by-case basis and will be addressed in the development of the transition plan.

Students who disrupt the school environment by promoting promiscuous practices or beliefs or by professing to be homosexually or bisexually oriented are subject to disciplinary action up to and including expulsion of the student. The Administration reserves the right to use its own discretion to determine, on a case-by-case basis, what constitutes disruption of the school environment. The Administration also reserves the right to make inquiries of students and parents regarding these issues and to expect truthful responses.

## **Marriage**

Jackson Christian School is a coeducational institution that expects students to maintain high standards of moral purity and remain accountable to their parents or guardians. Married students are classified by law as adults and are no longer subject to the will of their parents. Additionally, the educational environment of JCS is not designed to respond to the needs of young, married persons. Therefore, married students will not be enrolled and will be terminated from enrollment in this school should a student get married.

Cohabitation is an unacceptable lifestyle. A student living under such conditions will neither be accepted for enrollment nor be permitted to continue attending JCS.

The above policies relating to both sexual promiscuity (and pregnancy) and marriage govern both male and female students.

## **Vehicles on Campus**

Driving onto and parking on the JCS campus is a privilege for students. They must register all vehicles and follow all campus regulations or the privilege may be revoked. Students driving cars to school should leave them parked in the designated parking lots and spaces. The administration reserves the right to search vehicles parked on campus; additionally, vehicles parked on campus may be required to be free of visible bumper stickers, decals, or other inappropriate items not adhering to JCS standards. No one is permitted to leave campus without checking out in the office. Unless permission is granted from the office, all students should stay out of the parking lot areas; under no circumstances can students sit in parked cars before, during, or after school hours. Students who fail to observe these rules and who do not observe traffic and parking regulations on campus will be subject to disciplinary action, and loss of campus driving/parking privileges. Speed limit on campus is 10 mph and will be strictly enforced. Drivers are especially cautioned when around the elementary parts of the campus.

## **School Technology**

In recent years, the school has added technology such as office and library computers, several computer labs, the Internet, etc. Stringent guidelines are set down by those in charge of these areas. Students found to be in violation of rules or guidelines will be subject to disciplinary action which may include but not be limited to denying or removing access to computers at JCS.

By signing the signature page in the back of this handbook, you agree to abide by the following Acceptable Use Policy.

I understand that:

- The only purpose for school computers and other Information Technology resources is to support teaching and classroom learning.
- The school will do its best to keep me safe while using global information systems such as the computer and the Internet.
- I know that I am NOT PERMITTED to access material through the Internet which is offensive (e.g. pornographic), dangerous, inappropriate at school, or illegal.
- I am forbidden to pass on such material by copying, storing, or printing it.
- If I use e-mail at school, I am NOT PERMITTED to send any messages which are offensive, dangerous, inappropriate at school, or illegal.
- I may use the Internet or e-mail at school only if there is a teacher supervising me.
- I must take care of Information Technology resources, such as computers and the Internet.
- I must be careful with equipment and furniture.
- I must respect the copyrights on software that prohibit copying.
- I must use only school software on school computers.
- I must be considerate of others by sharing available equipment and be careful not to waste computer resources like paper, toner and ink.
- I must avoid any disruption of the running of any computer or network.
- I must take care to avoid scanning or displaying any graphics, recording or playing sounds, or type messages which could cause offense to others.
- I must remove immediately from the screen any materials that would not be allowed at school, which I accidentally come across, and tell the teacher right away.
- I may not utilize any means to by-pass filters placed on the JCS network.
- Sites such as MySpace, FaceBook, and Xanga may not be accessed via the school network. Students who utilize proxy sites to access these (and any other) sites will lose their access to the school network. Other disciplinary measures may be taken.
- I understand that if I break these rules, I might lose the right to use a school computer and the school may take other disciplinary actions against me, which could include removal from any course that involves computer use.

## **DRESS CODE**

1 Peter 2:11-13; Romans 14:12-13; I Timothy 2:9-10; Ephesians 5:8-11

The JCS Personal Appearance Code is available at the following link: <http://www.jcseagles.org/dress/index.htm>

### **Athletics, P. E. Classes, and Extra-curricular Events**

Athletic dress to and from as well as after games should reflect a positive image. Team members should dress alike in sweat suits or street attire. All students enrolled in physical education classes in grades 6-12 must wear appropriate athletic attire designated by the coach during class in order to receive a full credit for that day. This normally consists of shirt, shorts (mid-thigh for girls) or sweatpants, and athletic shoes. Shirts must be worn at all times in or out of the gym unless specific administrative approval is granted. Exceptions to athletic or physical education dress may be granted on religious grounds, but these must be authorized by the administration. Athletic attire is to be worn only in physical education areas of the campus and student parking area (only for the purpose of leaving campus immediately). Athletic clothes are not to be worn into the main building or the front parking lot.

For events requiring formal attire, such as the Jr.-Sr. Banquet, the following dress policies are required. Dresses must come no higher than the top of the knee. Young ladies must be conscious of the cut of the neckline and the thickness and type of material from which the garment is made. Modesty remains a primary factor during these formal events. If, in the opinion of the designated person, the dress does not meet these guidelines, the young lady will not be allowed to attend the event. Young men are responsible for seeing that their dates who do not attend JCS are aware of these guidelines. If

uncertain of whether a dress will be appropriate, please consult with the principal for a decision prior to attending the event.

**Note:** The dress code for all extra-curricular, athletic contests, and other school activities is the same as for school with a few exceptions. Special dress up days for events such as homecoming are permitted with administrative approval. Special trips and events may require a stricter dress code as mandated by the sponsoring staff member. Students who are spectators at JCS athletic contests are permitted to wear shorts that are obviously mid-thigh (such as walking shorts) and not tight fitting. Female students should be concerned especially with tops that are immodest when bending and stretching (those that show much skin or undergarments at the waist, bust line, or arm holes).

## **Consequences**

Responsibility for enforcing the Dress Code rests with the building principal; however, all teachers and staff are expected to bring possible violations to the attention of the principal. Students who violate the dress code will generally receive lunch detention for the first offense, and Saturday School, ISS or OSS for subsequent or repeated offenses. All violations must be corrected immediately by returning home or having appropriate clothing brought to school." Students dressed inappropriately at school functions or athletic contests will be asked to leave. Frequent violations may be dealt with more severely. Seniors must be in compliance with all aspects of this code (including hair length for males) in order to participate in Commencement ceremonies.

# **STUDENT ACTIVITIES**

## **Sponsorship and Approval of Activities**

All activities related to JCS and its student body must be properly approved, planned, and chaperoned. Sponsors must accept responsibility for insuring that all school activities contribute to the purpose and aims of JCS. No decisions will be made or communicated without the express consent of the sponsor and the approval of the administration. Student groups must be under the complete supervision of the sponsor. All programs, projects, parties, functions, etc. must be approved by both the sponsor and principal.

The junior class is responsible each year for fund raising for the Junior-Senior Banquet. Participation in the appointed funding activities or donation of the equivalent amounts due are acceptable methods of fulfilling this obligation. When this responsibility is not met, it will be treated in the same manner as any other delinquent account.

## **Purchases**

No purchase of clothing, sports needs, literature, etc. is to be made by any JCS personnel (staff or students alike) without the WRITTEN authorization to purchase by the business manager. All moneys collected must be receipted and will be deposited into the proper account and all bills paid through the JCS bookkeeper's office with proper approval of the President. Deposits with the JCS bookkeeper's office are to be made immediately and funds spent through the Purchase Order (PO) system with proper authorization. Purchase orders must be approved BEFORE a commitment is made to spend any money. The PO must be filled in completely with signatures of both sponsor and business manager before they will be considered by the President.

## **Special School Trips**

Because of the increasing number of students at JCS, off-campus trips and special activities will be limited and must have administrative approval. A *Trip & Transportation Permission* section will be part of the *Registration & Emergency Student Information Form* to be completed and signed at the first of the school year. This card will be sufficient for all

school-related trips.

Field trips are generally those taken for educational purposes during one school day. Prior displays of inappropriate attitudes or behavior may cause a student to be excluded from such trips.

Educational trips requiring overnight stay are a privilege and may require stricter criteria for student participation including both behavior and academic standards.

Misconduct on any school-sponsored trip may cause the student to be excluded from future JCS trips.

School-sponsored, non-educational trips or special activities generally will not be approved.

## **Student Government Association (SGA)**

The purposes of the SGA at Jackson Christian School shall be to promote unity and understanding between the students and faculty, to encourage school spirit and cooperation, to uphold Christian standards and ideals, to promote a social atmosphere on campus, to serve the students, and to instill within students pride and loyalty toward our school.

The SGA serves as the mediator between the students and the administration. Officers work with a sponsor and committee of faculty members on proposals to improve student life at JCS.

## **Extra-Curricular Activities**

Students at JCS have the opportunity to participate in various extra-curricular activities. These generally fall into the areas of clubs and organizations or athletic teams. Some are more active than others; these may also be disbanded or allowed to be inactive in a given year due to a lack of interest or participation. Interest in forming a new organization should be brought to the attention of the principal by way of verbal communication and then a written proposal.

Students whose business office accounts are not current may be denied participation in any and all extracurricular activities until appropriate arrangements have been made with the Business Manager.

Clubs and organizations at JCS include chorus, band, cheerleaders, Eagles for Christ SGA, National Honor Society, Art Club, *Wings* (yearbook) staff, Mu Alpha Theta (math club), Tri Sigma (science club), Spanish club, and others. Requirements for membership, dues, activities, areas of service, and special activities can be ascertained by speaking with the sponsor or members of the organization. The JCS athletic program at the varsity level operates under the mandates of the TSSAA (Tennessee Secondary Schools Athletic Association). JCS operates as wide a range of sports teams as facilities and funds permit; these are subject to change or addition at any time. The boys' athletic program includes football; golf; varsity, basketball; tennis; soccer; cross country; track and field, and baseball. The girls' athletic program includes golf; basketball; tennis; cross country; soccer; track and field, and softball.

## **Extracurricular Participation and Academic Performance**

Student participants in extra-curricular activities will be evaluated every third week of the school year by the athletic/activity director. All students are subject to the board-approved guidelines for academic performance for extra-curricular eligibility. Please be aware that students who fail to maintain the required academic standards will be required to miss performances or games.

# **MISCELLANEOUS**

## **Telephone Use**

Students will not be excused from class in order to use the office counter phone for personal reasons. Use of cellular phones during school hours without permission of the office is prohibited. Students may possess cell phones at school but may not use them for calls, to receive or send text messages, or any other purpose without special permission from the high school office. Students observed handling or using cell phones during the school day will have them confiscated for three school days. It is recommended that students turn their phones off during the school day and that parents refrain from texting their students during the school day.

## **Locks and Lockers**

Students will be assigned the blue lockers in the high school hallway. If the student wishes and requests, the JCS school office will issue a combination lock for the student's use during that school year. Students may not use any lock other than one issued by the office. Any such lock will be cut off the locker without warning.

The locker must be kept in good shape, neat, free of trash and inappropriate pin-ups such as pictures of rock bands or other pictures, decals, and items not adhering to the standards of JCS. All locks must be returned at the end of the school year or the student will be expected to pay a \$10 replacement charge. Students may be restricted from visiting lockers

except during designated times if problems arise. Students should not disclose their lock combination to others. Contents of the locker, whether locked or unlocked, are the responsibility of the student. Valuables should never be left in an unlocked locker. The administration and faculty reserve the right to inspect lockers for neatness or contraband at any time without prior warning. Lockers should not be forced open or shut and should never be slammed. Items within the locker should be arranged in such a manner that the locker closes completely without being forced. The locker privilege may be rescinded if abused. Lockers should be cleaned out by students on or before the last exam day. Generally, the maintenance staff will clean out all lockers after Memorial Day.

## **Secondary Library**

Secondary teachers may reserve the library for class sessions. Students should not be sent to the library during classes without prior approval of the librarian. Students may check out books for two weeks, and they may be renewed if necessary. Lost books will cost the student the full replacement price of the book. The library will be open between the hours of 7:45 A.M. and 4:00 P.M. whenever possible. With the addition of computers and the Internet, students are expected to follow regulations fully. Not adhering to all rules may cause a student to lose his library privilege as well as facing other disciplinary action on the first offense.

## **Visitors to Campus**

The only school-aged visitors allowed on campus during the school day are students who are considering enrolling in JCS. These visits must be arranged in advance through the Admissions Office. JCS families who wish for their out-of-town guests to visit must make arrangements in advance with the High School Principal.

JCS students who must be picked up after school by friends should have their parent request this in writing.

## **Lunch Program**

Secondary students will eat lunch during 4th period in the cafeteria. They may bring lunch from home, buy from the restaurant, buy from the vending machines, or any combination of these. When parents drop off lunch at school, it must be left in the office and it will be the student's responsibility to check in the office to see if a parent has brought the lunch or money with office personnel.

Appropriate behavior must be maintained in the cafeteria at all times. This means no "horseplay" including running, shoving, etc. Students are asked to clean up after themselves; classes of students are assigned on a weekly basis to help keep the cafeteria in good shape. When break is available students are expected to eat and drink only in the cafeteria, dispose of all trash, and replace chairs as they were found so the cafeteria is ready for the first lunch. Only rarely is permission granted for students to eat in a classroom. This may only be done with specific permission of the principal.

Seniors with good conduct records are allowed to participate in the senior open lunches. The schedule and guidelines are prescribed by the principal at the beginning of the school year.

## **Emergency Drills**

There will be both announced and unannounced emergency drills during the year. Instructions for evacuation of the buildings and where to go as a place of safety will be announced and posted in each room. The alarm will sound to indicate all fire drills. During fire drills, students must stay in a calm, orderly line walking quietly to the nearest designated exit and well away from the building. Lights in classrooms should be turned off and doors closed but not locked. Students must remain with their class so the teacher can check the roll.

During a tornado drill, the announcement will be made over the PA system and a short series of bells sounded; additionally, the alarm horn may be sounded. Students should move to the interior hallways in a quiet, orderly fashion. They should sit on the floor near the walls and away from doors and windows with their arms covering their heads in the tucked position. The school bell will sound the all clear to return to classes.

## **Announcements**

All notices of activities, events, reminders, general information, etc. for the day should be turned in to the high school office in writing by 8:00 A.M. each morning. These announcements will be made at the conclusion of first period. Emergency announcements and other very important notifications will be made near the conclusion of 6th period. Whenever possible, announcements should be given to the office in writing the day before.

All distribution of literature, communication, or publicity on campus must be approved in advance by the administration. This includes but is not necessarily limited to handing out of literature to students or staff; posting of items on bulletin boards, in hallways, on doors, and other places; announcements made in chapel, classes, other assemblies, or over the intercom system; etc.

All schedule changes shall be given to all three (3) offices in writing as soon as the new information is known so

accurate communication with parents and others can be maintained.

## **Communication between Parents and JCS Personnel**

Conferences between parents and any JCS personnel (teachers, coaches, etc.) are important to the evaluation process at JCS. Requests for conferences generally should be made through the school office or by sending a note to the teacher. Teachers and coaches are usually available for conferences either before or after school or during their planning period. The opportunity for a successful conference improves when all parties involved can plan for the meeting in advance; therefore, parents are asked not to approach teachers or coaches without making an appointment in advance.

While positive, encouraging comments are always welcome, individuals with complaints or criticisms should follow proper procedures. There are actions which are deemed appropriate and others that are not. The time the contact is made as well as the attitude displayed by all parties concerned will likely affect the atmosphere during the conference and the outcome. The best time for communication with a teacher, coach, or other sponsor is not just before, during, or after a class, game, contest, practice, or rehearsal. The appropriate method is to set up an appointment in advance at a time convenient for all parties (probably before school, during a planning period, or after school).

All complaints from parents should first be made to the appropriate teacher, coach, or other responsible staff member (this is both school policy and Biblical). When this fails to resolve the issue, the parent should follow the proper channels beginning with a meeting with the appropriate building principal who will discuss the matter with the staff member involved and with the parent. Should this fail to resolve the matter, the parent may request a meeting with the JCS President. If still not satisfied, the complaint may be brought in writing before the Executive Committee of the Board at their next regularly scheduled meeting. At that point the matter would be brought before the entire Board of Trustees at their next regularly scheduled meeting if that request is made by the Executive Committee. Parent complaints are not to be taken to the Board or its individual members outside this procedure administered by the President. All decisions of the Board are final.

## Newsletters

*The JCS Builder* is the school's news bulletin with articles of special interest that is mailed to each family once a quarter.

## Lost and Found

A designated lost and found area is located in the middle school hallway near the cafeteria. The school makes every attempt to discourage thefts; however, the cooperation of parents and students is needed to eliminate the problem. Valuables should not be left unattended in bags or unlocked lockers. Large sums of money should not be brought to school. Students should never leave anything of value in the physical education or athletic locker rooms.

## Parent Support Organizations

JCS has several active clubs that support the school's programs. All families and friends of the school are encouraged to join and actively participate in the PTF (Parents, Teachers, and Friends organization), the Athletic Boosters, and the Band Boosters.

## Inclement Weather Closings

In case of school dismissal because of inclement weather or other unexpected conditions, the announcement will be made on WNWS 101.5 and WBBJ. Parents may also register on Parent Alert for automated phone, email, and text message notification. Parents and students may also log onto [www.jcseagles.org](http://www.jcseagles.org) for closing information. Even though JCS often closes for bad weather on the same days as the Jackson-Madison County Schools, this cannot always be assumed. Listen to the media; they will have the latest information on JCS. Please **DO NOT CALL OR TEXT MESSAGE SCHOOL PERSONNEL!** The school administration will do the best it can in making a timely decision; we ask for your patient cooperation and tolerance as we make these sometimes difficult decisions. Unless announced otherwise, school will be open.

Because of the passage of the *Snow Bill* by the state of Tennessee and the JCS Board of Trustees, up to eight days may be missed for inclement weather without their having to be made up. Therefore, snow days will no longer be built into the school calendar.

## School Bus Safety

At various times throughout the school year, student groups will be using the JCS busses for field trips, traveling to athletic events, and other transportation purposes. In order that such vehicle use be safe and enjoyable, these safety guidelines are to be observed by all students riding JCS transportation:

1. Students must get on and off the vehicles in an orderly manner without running, pushing, shoving, or tripping, etc.
2. Students may talk but not loudly, and must be absolutely quiet when the bus is stopped at a railroad crossing or

whenever the driver asks for silence.

3. The emergency door may not be used as a regular entrance or exit.
4. Students must remain seated at all times while riding. When unloading, students should remain seated until the bus is completely stopped and the driver opens the door.
5. Trash must not be left on JCS vehicles. It is best if students do not eat or drink while riding.
6. When weather permits, students may lower the bus windows provided they have the driver's permission; they must close them before exiting.
7. Nothing may be thrown from the bus windows; students may not dangle their hands, arms, etc. out the windows.
8. Students should not enter the bus unless the driver is present; they should not attempt to force the door open when it is locked.
9. Sponsors of student groups are responsible for leaving the JCS vehicles clean after each use.
10. Students who refuse to abide by these guidelines may be referred to the principal for disciplinary action. Continued disobedience will cause the student to lose the privilege of riding school transportation.
11. Students riding vans must be on time; van drivers are instructed to stay on schedule.

## Picking Up/Dropping Off Students

Anyone picking up or dropping off secondary students at JCS is asked to follow these guidelines:

1. If you must leave your vehicle, please pull into a lined parking space (several visitor's spaces are provided out front).
2. When dropping off or picking up students in front of the buildings, please drive in the circle lane nearer the buildings and pull up to the farthest spot available in front of the middle school building. Use the drive through lane for just that; please don't pick up students in that lane — it is dangerous.
3. When picking up or dropping off in any of the outer parking lots, please pull into a lined space so as not to block those who wish to park, drive through, or exit; let the student carefully walk to your vehicle that is properly parked.
4. Always drive cautiously when on campus to prevent accidents; the campus speed limit is 10 MPH.
5. Please do not park in reserved or handicap parking spaces.

## Asbestos Management Plan

The JCS Asbestos Management Plan, developed in compliance with AHERA, is located in the office of the school President.

## Errors in This Handbook and Compliance

Any misprints or typographical errors will not eliminate the full responsibility to conform to the correct policies, standards, procedures, fees, etc. Policies are subject to change at any time with approval of the JCS Board of Trustees.

Please read this handbook carefully. At the start of the school year, you will be asked to document that you have read and understood this handbook and agree to abide by the policies and procedures herein. While trying to be as complete as possible, this handbook is not entirely comprehensive in its coverage of rules, regulations, and procedures. Some of the policies of JCS are either implied or accepted as such even though unwritten. The basis for this may be tradition, accepted protocol, reasonableness, prudence, etc. Items in these categories are still binding upon JCS personnel (including staff, students, and parents) once they are communicated. Your cooperation and understanding are appreciated.

Please sign the following page and turn it in to the high school office on or before August 18<sup>th</sup>, 2006, or email [sgatlin@jcseagles.org](mailto:sgatlin@jcseagles.org) confirming that you have read and intend to comply with the policies in the high school handbook

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Thanks,

Scott Gatlin

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Signature of Parent      Date

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Signature of Student      Date