

Jackson Christian School

STUDENT HANDBOOK

2009-2010

Grades 6-8



*Offering the Opportunity for a Quality Education
in a Christian Environment!*

Please note: Shaded parts indicated new or changed information for this school year.

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.

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 Middle School Faculty and Staff

YOUR UNIQUENESS

Psalm 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, unlike any 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 administrators 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, and the 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 which 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 or 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.

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

Curriculum

Middle school students take five core courses which are English, Math, Science, Social Studies, and Bible. Curriculum choices are limited to trying out for band, chorus, or an athletic team when these are offered and available. “Exploratory” classes may not be offered every year. Length, duration, and scheduling of the class may vary. Placement in these classes, as well as academic schedules, are determined on a combination of random and “what’s best” basis by the administrators and counselor. Basic subjects are sometimes offered that will progress at a slower pace than the regular academic class. These may be required of students with a grade average of less than 85% in that particular subject.

From time to time new classes are added to improve the academic program and promote a higher level of success in students.

Bible Curriculum

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. The Bible curriculum—including Bible classes for every student every day, daily chapel assemblies and devotional 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. The curriculum is set up to minimize both teacher preparations and the repetition of subject matter for the students.

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 the students all have one version or that they select from choices which will be approved by the teacher. 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 the purchase of 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 course of study during the summer months under the direction of the head of the Bible Department. Upon the 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.

Questions regarding the Bible curriculum at Jackson Christian School may be directed to the Director of Bible and Chapel or to any JCS administrator.

Grading Scale

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

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

GPA Calculations

Grade point average (GPA) will be calculated on a numerical scale (0-100%) carried out four decimal places.

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

Student participants in extra-curricular activities will be evaluated periodically during 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.

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. Specific criteria have been established for some special awards such as the A-Team, etc.

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.

Report Cards

Report Cards will be e-mailed to parents through RENWEB.

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 (NorthWest Evaluation Association) test to all middle school students. The EXPLORE test is given to every 8th grader and end-of-course exams may be given to those 8th graders completing algebra 1. 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 in Grades 6-8 will take exams at the end of each semester. These will be administered during a special schedule with no more than one exam scheduled on any one day. The release time of 9:30 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 in grades 7 and 8. Middle school participation classes and "Exploratory" classes will not have semester exams.

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. **PLEASE DO NOT SCHEDULE TRIPS WHICH WILL REQUIRE STUDENTS TO MISS SEMESTER OR FINAL EXAMS.** As a general rule, approved absences are not granted during these two weeks. Leaving early on a trip will not be an approved absence.

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. Extra time with the teacher before or after school and special tutoring are just two ways that students on AP are helped. Each case will be evaluated on an individual basis. The behavior and attitude of the student will be a consideration. All students on AP will be reevaluated each 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 and turning it in as one's own, 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, **phones, or other electronic devices** 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 in-school suspension (ISS).
3. A **third offense** will mean all of the above 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.

Readmission

First and second semester grades will be averaged to determine a passing grade for the year in a given subject. Middle school students who fail to make a passing grade in any core subject for the school year will generally be readmitted only if the failed course is retaken in an approved summer school program offered by a school accredited by the state as a category 1, 2 or 3 school. Any variance from this policy must be approved by the principal in advance. Students who fail more than 2 core classes must repeat the grade regardless of make-up work during the summer. If failed courses are not made up, not readmitting the student or retaining the student in the previous grade are options for the principal's discretion. Middle school students who have any failing grades in core courses from the previous semester or year, as well as those who transfer to JCS with such failing grades during the last full semester will be placed on Academic Probation (AP).

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.

ATTENDANCE PROCEDURES

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

Absences

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 and other legitimate emergency situations with documented evidence or proof and administrative approval.

Approved Absences. Occasionally parents remove students from class for reasons other than those listed as excused. There is a provision for these absences called Approved Absences. 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.

Religious Absences. Church or trips of a religious nature but not JCS related will generally be approved if a letter from the minister on church stationery with the student's name listed as participants and the days of the trip is presented a minimum of three days in advance to the office for principal approval.

Absences, checkouts, and tardies for reasons other than those listed above, are NOT excused.

Parents are asked to call the school office before 8:30 A.M. when their child will be absent or tardy for any reason. Even with the phone call, a written explanation is required by law upon the student's return to school. 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. Student absences will be confirmed by the office.

All notes requesting or excusing absences must be presented to and cleared through the office by the student. The administration reserves the right to deem any absence or tardy as either excused or unexcused. When a student is absent, checked out, or tardy for all or any part of a day, the following procedures must be followed for admission to class the next day:

1. The student is to report to the office before 8:00 A.M. to receive an admission pass to the classes missed. For the absence to be excused written verification must be presented to the office.
2. The student must present the valid admission pass to the teacher in each class missed. Teachers sign or initial the admit and the teacher of the last class missed turns it in to the office at the end of the day. It is the responsibility of the student to get the teacher to sign the admit at a time that does not disrupt class. A student who tries to enter a class without an admission pass is to be sent to the office to obtain one and will be considered tardy without excuse to that class.
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 purposes, students are allowed to make up all work missed during the ISS.

Note: Any student who receives more than ten (10) absences for any reason, excused or unexcused, in any class during a semester is subject to loss of credit for that class. A grade of NG will be placed on the official record for that semester in those classes. The only absences not included in the 10 allowable are JCS school trips and sponsored activities. Students exceeding the 10 days in a semester may be required to make up the excess periods missed either after school or at some other time designated by the principal as an alternative to loss of credit. Failure to make up the time missed once scheduled shall be grounds for loss of credit for that semester. A lengthy illness or hospital stay on consecutive days with official verification will be considered when evaluating the student's attendance record. 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, the following procedures should be followed:

1. Before 8:00 A.M. on the morning of the check out, the student should bring a note from the parent to the office requesting this. The note should include the time, destination and reason.
2. Based on this note, the student will be given an attendance slip that serves as permission to leave class. At the designated check out time, the student presents this attendance slip to the classroom teacher. The teacher signs the slip and the student comes to the office.
3. The student signs the check out list in the office and leaves.
4. Upon returning to school, the student must follow the admission procedures for any absence listed previously in this handbook. If the student had a valid note to check out, only the admit slip is necessary for readmission to school.
5. A student generally will NOT be dismissed to check out of school on the basis of a phone call except in cases of emergency.
6. All students must sign out in the office when leaving campus during the school day.
7. Students who get sick and have to check out during the day without prior notice should come to the office. The parents will be called to come and pick up the child.

Notification of Valid Reason

Students can be forgetful, therefore to have an absence excused the proper note must be brought to the office by 8:00 A.M. no later than the second day following the absence. For a tardy to be excused, the student must bring the proper note to the office on the day of the tardy or by 8:00 A.M. on the day immediately following the tardy. Notes must state the date of the absence or tardy and the valid reason for excusing it. Not following this timetable and procedure will generally mean the absence or tardy will remain unexcused.

Tardy to School

School is too important to miss. Students should not be tardy to school or class without a valid reason. Valid reasons would include illness, injury, accident, transportation problems and other unforeseen emergencies. Oversleeping is not a valid reason. Every student who is not in 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 parent comes to the office to sign the child in or the child delivers a written note from the parent stating the valid reason for the tardy.

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. In cases of reasonable doubt, the office staff will phone the parents. The administration reserves the right to question all excuses and will limit the number of excused tardies.

Unexcused tardiness demonstrates a lack of self-discipline, causes undo amounts of paperwork, and interrupts the educational process. Therefore the following DISCIPLINARY PROCEDURE (which is the only one that starts over each quarter) will be followed in order to discourage unexcused tardies to school:

1. On the **second unexcused tardy** to school, 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, the student will receive written notification of assignment to DAS (detention after school) or LD (lunch detention).
3. On the **fourth unexcused tardy** to school, the student will be given written notification of the assignment of a day of in-school suspension (ISS), usually for the next school day.
4. Subsequent unexcused tardies will result in varying progressive lengths of out-of-school suspension and possible permanent expulsion from JCS.

Tardy to Class

Unexcused tardiness to class shows a lack of responsibility on the part of the student and is a disruption to the educational process in the classroom. 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 ½ the class period will be considered tardy. Missing more than ½ of the class period will result in an absence being recorded.

Students who arrive late to school must come by the office and obtain an admit slip. 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 **verified by prior permission of a staff member**.

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 unexcused tardy (**UT**) being recorded in the grade book. The first UT to class in the quarter is simply treated with a verbal warning to the student and is noted in the grade book.
2. **Each subsequent UT** should be handled as an office referral, although teachers are not prohibited from assigning classroom penalties as well.

Make-Up Work

It is the responsibility of the student to get make-up work completed within the guidelines set by the school. The following procedure must be used by all teachers unless variance is approved by the principal:

1. Students who are absent will have a period of time equal to the number of excused absence days plus one additional day to make up the work. Any work not made up during this time frame will be scored with a zero and may not be made up later. The principal may, under extraordinary circumstances, extend the period of time to make up work.
2. 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.
3. For any **extended** illness, work may be requested with the office being given 24 hours notice in order to get assignments from the teachers. Example: if a parent calls on Monday at 8:00 A.M., the assignments can be picked up by Tuesday at 8:00 A.M. **Parents are encouraged to use the Student @ssignment section of the JCS web-site to determine assignments missed by students. Middle school teachers are required to maintain this site regularly. The site is www.jcseagles.org/assignments.**
4. Normally, work is not to be made up during regular class time.
5. 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.

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.

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.

JCS DOES NOT PROVIDE AFTER-SCHOOL CARE FOR MIDDLE SCHOOL STUDENTS. PLEASE MAKE ARRANGEMENTS FOR THEM TO BE PICKED UP AS SOON AFTER SCHOOL IS OUT AS POSSIBLE.

Perfect Attendance

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

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. Parents are asked to supervise their own children or keep them at home. Students violating this rule will be subject to disciplinary action which may include loss of the privilege of attending these activities.

DISCIPLINARY PROCEDURES

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.

The student body of JCS is counseled during orientation each 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 (commonly known as 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.

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. Students must leave the person and possessions of others alone. Situations such as these may be very serious requiring immediate attention and disciplinary consequences.

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, special work details (such as cleaning rooms, dusting shelves or furniture, picking up trash, scraping gum, etc.), detention before or after school, detention during lunch, extra writing assignments, corporal punishment, 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.

When inappropriate behavior is such that the principal deems Detention After School (DAS) to be the best course of action to get the misbehavior changed, the following conditions will apply:

1. Those assigned by the administration to DAS will have a detention day scheduled. It will be scheduled as needed when a sufficient number of students have been assigned to DAS.
2. All students assigned to DAS will be notified at least a day in advance of the designated meeting place. DAS takes precedence over any and all personal, work, or school activities. A parent may request in writing that the student be allowed to delay the DAS until the next scheduled day. This request may only be made one time during a semester for that student. The idea is NOT to be assigned to DAS.
3. DAS will be from 3:20 to 4:00 P.M. on the scheduled day. A student skipping, forgetting, or for any reason missing the scheduled day will be assigned to a day of In-School Suspension (ISS) with all the penalties associated with it in addition to serving the DAS on the next scheduled day.
4. DAS may be a supervised work assignment directed by the principal or other designated staff member. Students arriving at the designated meeting place late will serve additional time or be required to attend another DAS session. Students are suggested to change into old clothes (no shorts) and bring gloves.

Detention during lunch (DDL) may be used when deemed appropriate by the principal. The student assigned to DDL 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 DDL will be grounds for more serious discipline at the discretion of the principal.

Specific Offenses

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 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.

When students display inappropriate behavior which is either frequent or serious, they may be referred to the Faculty Discipline Committee (FDC) by the principal at his discretion. The FDC serves to review the situation and recommend appropriate disciplinary action to the principal.

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 the work. 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 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 possession of weapons or dangerous instruments.

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. In this case written notification of the inappropriate behavior is usually sent to the parents. For most misbehavior in the classroom or around the campus, faculty members use the following steps:

1. Warning by the teacher.
2. Discipline by the teacher--*reasonable* detention (30 minutes or less), write off (1 page, 25 lines, or less) or other similar action. When this discipline is not completed on time or is skipped, the teacher may double it and must phone the parent. If this is also missed, the misbehavior becomes an office referral.
3. Further discipline by the teacher, including a phone call to the parent (parents may expect a phone call from the teacher when there is any problem with behavior or academics).
4. Office referral.

Behavioral Probation and Readmission

The following procedures generally will be used in determining Behavioral Probation and readmission for the following semester or year:

1. For students admitted, readmitted, or who begin any semester on BP:
 - a. Parents will be notified of each disciplinary referral (in writing, by phone, or both depending on the seriousness of the inappropriate behavior.
 - b. On the 4th disciplinary referral during the probationary year, the student will probably be asked to withdraw from JCS or will not be readmitted the following semester.
2. For a student who begins the school year NOT on BP:
 - a. On receiving a 4th disciplinary referral that school year, the parents will be notified in writing of the seriousness and the potential consequences of this policy.
 - b. A 5th disciplinary referral during that year will probably result in the student's being placed on BP; this could carry over through at least the first semester of the following year with #1 above being in effect.
 - c. A 7th disciplinary referral during the remainder of that school year will probably result in the student's being asked to withdraw immediately or not being readmitted the following semester.
3. Building principals may place students on BP when they feel it is in the best interest of the school and/or the student.

Substance Abuse

JCS is concerned with substance abuse among its 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. Involvement in any manner with alcohol, illegal drugs, or sexual activity 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 in effect for all 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 and paid for 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 and Sick Room Use

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. The school does not provide over-the-counter medication for students.

A sick room equipped with a cot, pillow, and quilt is available in the office. This is for emergency use only, usually when students are waiting for parents to pick them up or the office staff is having difficulty contacting the parents of the sick student. This is not a room where a student will be permitted to stay until they “feel better” and can return to class. If students are well, they should be in class; if sick, they should be at home.

Sexual Misconduct

JCS is a place of learning for young people. 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. Sexual misconduct is a very serious offense. The consequence may include expulsion or suspension with the length of time to be determined by the administration. An extensive elaboration of this policy is included in the high school handbook. That policy applies in all aspects to middle school students as well. You can view it at:

http://www.jcseagles.org/v2006/Handbook_HS.pdf

Cell Phones and Other Electronic Devices

Students are permitted to possess cell phones which have been turned off (not silenced) in purses, pockets, or backpacks. Students are not permitted to make or receive calls on their cell phones at any time during the school day. The office phone should be used for all incoming and outgoing student calls. Simply put, cell phones should be neither seen nor heard during the school day (7:45 until 3:15). Violation of this policy will result in the cell phone being taken and kept in the office for 3 school days when the parents may come to pick it up. **The second time a phone is taken up, it will be kept for 6 days.** Repeat offenders will lose the privilege of bringing the phone to school. During emergency type events, (storms, early and unexpected dismissal, etc.), administrators will notify students that it is okay to turn on their phones and call parents.

iPods and similar devices are not allowed during the school day. Teachers are required to take them up if they are either seen or heard. These devices will be held in the office for three school days after which the parent may come and pick them up. **The second time a device is taken up, it will be kept for 6 days.** Repeat offenders will face additional consequences.

Chewing Gum, Candy, and Other “Junk Food”

Eating and drinking outside of the cafeteria during school hours is prohibited without prior administrative approval. Chewing gum is permitted within guidelines established by the teacher within the classroom. The teacher may prohibit gum or simply discipline for improper disposal and disruption of the educational process. When problems arise, the teacher will use the “Designated Discipline” procedures stated elsewhere in this Handbook. Disrespect exhibited when disciplined, frequent abuse of this rule or any teacher’s guidelines, etc. may necessitate an office referral and subsequent administrative discipline.

Assistance from the SGA and student body in general will be expected for cleanup and maintenance problems that may arise from time to time because of this policy. Students are expected to demonstrate a level of maturity so that chewing gum will not become a distraction to others in class or assemblies, violate a classroom rule set by any teacher, or cause a mess due to improper disposal. Items such as lunches, drinks, candy bars, bags of individual pieces of candy, other snack foods, etc. are still prohibited outside of the cafeteria.

This “gum” policy will be evaluated closely to see how it is working; it may be rescinded without warning by the administration if students frequently violate it by improper disposal of wrappers and gum.

Improper disposal of gum has become a problem over the past two years. If students continue to spit gum out on the ground, sidewalks, and floors and place chewed gum under tables and chairs, this policy will be changed to prohibit chewing gum at school. Students will receive at least one week’s warning before the new policy goes into effect.

Items Forbidden on Campus

Generally any 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, cameras, laser pointers, pagers, beepers, drug or tobacco paraphernalia, fireworks, toys or games not for instructional use (including playing cards and other cards of any kind), 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 may receive 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 notify or turn the item in to the nearest staff member immediately with the information of where it was found and when.

Hall Pass

Students are not permitted to leave the classroom unless accompanied by a teacher or they have an approved HALL PASS filled in properly. Violations may result in an office referral or loss of hall pass privileges.

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.
- Social-networking 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 may not utilize any means to by-pass filters placed on the JCS network.
- 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

Guidelines:

- All clothing must be of appropriate size, worn modestly, and be in good repair.
- All questions and concerns relating to the appropriateness of dress and personal grooming at school shall be determined by the administration in its sole discretion.

Shirts:

- Long or short-sleeved royal blue, white or black knit shirt with JCS monogram. (all)
- White oxford cloth shirt (short- or long-sleeved) with JCS monogram. (all)
- White ¾-sleeved overblouse with JCS monogram. (girls)
 - Black Shirts will not be allowed to be worn with Black Pants/Shorts.
 - T-shirts and camisoles worn under collared shirts must be white and have no visible lettering. **No undershirts or camisoles may extend below the hem of the JCS uniform shirt.**
 - All boys' shirts are to be tucked in and be long enough to remain tucked in throughout the school day.
 - Belts are required when girls' shirts are tucked in.

Pants:

- All pants must have waist bands, should be purchased at the proper waist size so as to eliminate sagging, and must be worn at the waistline. Pants may have a pleated or flat front, be cuffed or un-cuffed, and must be made of cotton or a cotton blend.
- Khaki or black pants - Purchased from Parker or the store of your choice. Pants must be similar in color and style to the traditional khaki or black pants offered by Parker. (all)
- Khaki or black walking shorts (knee length) are allowed. Shorts may be purchased from Parker or the store of your choice, but must be similar in color and style to Parker Uniform shorts. (all)
- Khaki or black capri slacks from Parker or the store of your choice, but must be similar in style and color to the Parker Uniform capri slacks. (girls)
 - Cargo shorts and pants are not allowed.
 - Pants may not be cut vertically at the hem.

Skirts and Skorts:

- Plaid uniform box-pleated skirt. (girls)
- Plaid or khaki uniform single-pleated skort. (girls)
 - Girls' skirt and skort length must be to the knee. If you choose to hem the skirt, please leave adequate room for growth.

Outerwear (Sweaters, Jackets):

- Black V-neck sweater with JCS monogram. (all)
- Black sweater vest with JCS monogram. (all)
- Black cardigan sweater with JCS monogram. (girls)
- Any solid black jacket or coat may be worn in the classrooms. Logos no larger than a "North Face" logo are permitted on these jackets.
 - Approved outerwear may be worn throughout the school day. All other outerwear must be placed in lockers during the school day.

Shoes:

- Closed-toe shoes are required.
- No heels over 2" (two inches) are permitted.
- Boots are not allowed with skirts, jumpers, or skorts.
 - Shoes may be purchased from any vendor.
 - "Crocks" are allowed as long as they meet the other requirements.
 - Shoe laces must match the shoes.
 - Shoe colors should not draw undue attention to the student.

Miscellaneous (Socks, Belts, Hats, etc.):

- Solid white, khaki or black crew/ankle socks purchased from any vendor. (boys)
- Solid white knee, crew, or ankle socks from any vendor. (girls)
- Solid white or black, opaque, non-ribbed tights purchased from any vendor. (girls)
- "Modesty" shorts. (girls)
- Belts are required for boys. Belts are also required for girls when their shirts are tucked in. Belts must be black or brown and may be purchased from any vendor.
- Hats are not permitted during the school day.
- Only buttons, badges, or pins issued through the school are permitted.
 - "Leggins" are not permitted. Hosiery (other than socks) must cover the entire leg.
 - Socks are NOT required.

Appearance:

- Hair should be worn so that length, style, and color will not draw undue attention to the individual or be inappropriate for the school setting. For clarification purposes, boy's hair should not be hanging below the eyebrows, over the collar of the shirt, or completely cover the ear. Hair styles should have a neat appearance and all students are expected to comb their hair.
- Boys must be clean-shaven and sideburns must not extend beyond the bottom of the earlobe. Boys are not allowed to wear earrings or fingernail polish. Other visible body art or body piercing is not allowed.
- Girls may wear an appropriate number of earrings in the conventional manner. All other types of body piercing are not allowed. Visible body art is not permitted.

Spirit Days:

The final school day of every week will be designated as a "Spirit Day". Students may wear JCS t-shirts or sweatshirts, or other JCS apparel above the waist

Shirts are considered to be "JCS" if they have writing that represents Jackson Christian School on them somewhere that is visible.

Boys shirts do not have to be tucked in on Spirit Days.

Undershirts and camisoles still cannot extend below the hem of the JCS shirt.

There will be NO Spirit Day during Semester or Final exam weeks.

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. Distasteful T-shirts should not be worn on campus or at any school function including all practice sessions. All students enrolled in physical education classes in grades 5-8 must wear appropriate athletic attire designated by the coach during class in order to receive full credit for that day. This normally consists of shirt, shorts (mid-thigh) 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 athletic banquets, the following dress policies are required. Dresses must come to 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 events, 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 ASD for the first offense, and ISS or OSS for subsequent offenses. A robe or other type of clothing may be provided for students who violate the dress code to wear for the remainder of the day. 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.

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.

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.

Clubs and organizations at JCS include chorus, band, beginning band, cheerleaders, SGA, National Jr. Beta Club, and possibly others that have been overlooked in this list. Requirements for membership, dues, activities, areas of service, and special activities can be ascertained by speaking with the sponsor or members of the organization.

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; basketball; tennis; soccer, track, and cross country. The girls' athletic program includes basketball; tennis; track, cross country; soccer; and softball.

In order for any student to be eligible for any extra-curricular activity or trip, his/her account must be current in the business office. Students with outstanding accounts will be denied participation in these activities until arrangements have been made with the Business Manager.

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. **Financial accounts must be current before students can register and/or attend "major" field trips like Chicago and St. Louis.**

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 middle school 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.

MISCELLANEOUS

Locks and Lockers

Students in grades 6-8 will be assigned lockers. If the student wishes and requests it in writing, 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. The locking mechanism should not be tampered with in an attempt to keep the locker unlocked. Items within the locker should be arranged in such a manner that the locker closes completely without being forced. Locker privileges 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 the final exam is over and discard any contents that have been abandoned.

Library

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 (usually around \$15.00). 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

Friends of students, college students, or other persons are not to visit with JCS students on the campus before, during, or immediately after school hours (approximately 7:30 A.M. to 4:00 P.M.) without proper administrative authorization. A *Student Visitation Form* should be picked up in advance, completed, and returned to the office for approval. Normally students who have left JCS under unfavorable conditions, as well as local students who have no intention of attending JCS, will not be approved for visitation. Even those students who left voluntarily but had less than satisfactory academic or behavior records will usually not be approved to visit. Visitors are expected to adhere to all JCS rules and wear clothing similar to the JCS dress code. Shirts and pants of the approved color and style and approved footwear will be required in most cases. They must report to the school office and get a *Visitor's Badge* to be displayed during the visit and returned at day's end. JCS students who must be picked up by friends should have their parent request this in writing.

Lunch Program

Students may bring lunch from home or buy from the vending machines or the vendors. 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 a 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.

Newsletters

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

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 horn 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. The regular school bell will be sounded for return to classes.

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 office in writing by 8:00 A.M. each morning. Emergency announcements and other very important notifications will be made either during homeroom or 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.

Lost and Found

A designated lost and found area is located in the hall by the cafeteria doors. 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.

Insurance

Accident insurance is available to all students. Athletes and cheerleaders are required to purchase school accident insurance or submit a letter stating the student is insured.

Conferences and Communication

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 a school policy and the Biblical approach to conflict resolution). If 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. Finally, the matter may 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.

Telephone Use

Students will not be excused from class in order to use the phone for personal reasons. Use of cellular phones during school hours is prohibited and will result in the phone being confiscated in accordance with the Cell Phone policy. As previously stated, if an emergency situation occurs, the administration will notify students that they may use their cell phones to contact parents.

Inclement Weather Closings

In case of school dismissal because of inclement weather or other unexpected conditions, the announcement will be made via AlertNow. It is very important that your telephone and email contact information is kept current or you will not receive these announcements! Please **DO NOT CALL 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 are no longer built into the school calendar.

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.

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 school busses to school must be on time; bus 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. Middle School parents are asked to drop-off using the circle drive (in front of the old buildings). 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!
2. If you must leave your vehicle, please pull into a lined parking space (several visitor's spaces are provided out front).
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.

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 sign a statement indicating 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.

Dear Students and Parents,

Please sign the following page and turn it in to your homeroom teacher on or before August 15th, 2009. Attendance at JCS is predicated on your acceptance of these policies; therefore, the parent and student signatures on this sheet are required for enrollment and class attendance.

Thanks,

Mr. McLaughlin

I acknowledge that I have received and read a copy of the JCS Middle School Student Handbook and I agree to accept and follow the rules and policies it contains.

Signature of Parent Date

Signature of Student Date

Be sure you understand the discipline policy beginning on page 14 and the acceptable use policy for technology on page 19.

Do not schedule vacation trips in December and May that will cause students to miss semester or final exams! Check the calendar now and become familiar with the restrictions to the approved absence policy.