

# Jackson Christian Elementary School

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Student Handbook

**2018 - 2019**

**Kindergarten – 5<sup>th</sup> grade**



**Jackson Christian**

**Quality Education in a Christian Environment!**

# Jackson Christian School

## Student Handbook for K – 5<sup>th</sup> grade

### WELCOME

Welcome to the 2018-2019 school year at Jackson Christian School.

This handbook has been designed to help students and parents better understand the expectations we have for our students while attending JCS. **We ask that parents read this handbook carefully and share its contents with your children.** Please ask questions if anything remains unclear. Once you have read the handbook, refer to your RenWeb account under “**Yearly Web forms**” and electronically acknowledge that you and your child have read and understand the rules and regulations. **The policies contained herein will be enforced and students and parents will be responsible for adhering to the rules set forth.**

We, as the faculty and staff at Jackson Christian School, appreciate the opportunity we have to work with your children, and we strive to be the Christian examples that you desire for your children.

Sincerely,

JCS Elementary Faculty and Staff

## **YOUR UNIQUENESS**

Psalm 139:1-16; Psalm 119; Romans 3; Romans 12:1-8; Galatians 5:17; Ephesians 4:11, 15-6; 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! There is no one like you; and no one other than you is 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 will 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 enables 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. 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, administration, and the Board of Directors 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**

Academics at Jackson Christian School are centered around the philosophy that every individual is uniquely gifted by God. It is our desire that every student be exposed to a challenging curriculum, presented in an engaging and relevant learning environment. Our academic objective is to develop students who are analytical thinkers and effective communications.

Our underlying approach is based on the STREAM model of education. STREAM is an acronym for Science, Technology, Religion, Engineering, Arts, and Math. The goal of this cross-curricular/problem based approach is to empower students to think critically, so that they will be prepared to become the innovators, educators, researchers, and leaders who can solve the most pressing challenges facing our nation and our world, both today and tomorrow.

**S**cientific study is the foundation for the way we learn about our world.

**T**echnology provides students with tools to gather, organize, transform, format and transmit information into usable knowledge and provide products that are measurable evidence of learning.

**R**eligion is the lens through which we view the world. This Christian worldview lays the foundation of truth.

**E**ngineering provides the platform for students to solve authentic problems by applying knowledge, analyzing data, evaluating results, and creating solutions.

**A**rts provide students avenues for the expression and communication of ideas. The material presented in these classes allows our students to analyze and evaluate the human experiences throughout time.

**M**athematics provides the students with the instruments to solve real-world problems.

## CHRISTIAN CHARACTER

I Corinthians 2:1-15; 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 outlook. 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 is 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 Dean of Elementary Students who oversee the academic curriculum and daily operations of the school. JCS is a co-educational day school for students' ages' infant through 12<sup>th</sup> grades. 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 where young people could receive a 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 in September of 1976 when 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. A new elementary building was completed at 649 Rushmeade Road in August, 1995. During the 2000-2001 school year, an addition to the primary wing of the elementary building and a new gymnasium were utilized for the first time. The Early Learning Village opened in January 2009, and became home to our Junior Kindergarten and Kindergarten classes. In August 2014, we expanded our ELV to incorporate a program for 2 and 3 year olds. And in August 2016, we expanded the ELV program again to include classes for infants and toddlers.

- **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. We believe that every child is created by God for His purpose. 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 spelled out in its Portrait of a Graduate. The Portrait is broken down into four categories ~ Spirituality, Academics, Leadership, and Social Development.

## **I. Spirituality**

Graduates of JCS will have a clear understanding of the essential truths of the Christian faith as laid out in the Scriptures, particularly the gospel of Jesus Christ and the transformed life that results from a right relationship with Him.

More specifically, the JCS graduate:

- Has read the Gospels and encountered the person of Christ as He is presented in the New Testament
- Has a basic understanding of the Church's teaching about Jesus and His redeeming mission as well as the expression of that mission in and through the Church
- Has a basic working knowledge of the Bible
- Recognizes that according to Scripture man's purpose in life is to glorify God
- Recognizes and practices prayer and a Godly lifestyle as effective means of impacting the world for the glory of God
- Can articulate their spiritual convictions and the basis for these
- Practices personal disciplines that contribute to spiritual growth
- Has developed relations with spiritual mentors
- Voluntarily participates in Christian fellowship regularly
- Voluntarily participates in sacrificial ministry to others

## **II. Academics**

### **A JCS graduate will:**

- Understand the primacy of the Word of God and have the ability to logically apply it to every area of life
- Demonstrate the ability to integrate and articulate a Biblical worldview within and across the various academic disciplines
- Have the ability to communicate effectively and persuasively in writing and in speech
- Develop critical thinking skills and problem-solving techniques that enhance the ability to form logical conclusions and make informed decisions
- Locate, manage and use informational and technological resources for data gathering, data processing/analysis and communication
- Be aware of creative expression in the fine and applied arts, recognize their value and develop the skills for self-expression
- Develop and apply necessary math skills for problem solving and the gathering, processing and analysis of data
- Demonstrate respect for and knowledge and understanding of local, national and global societies, past and present, and the individual's role and responsibilities within these

- Demonstrate an understanding of the scientific method and science concepts, generalizations and theories, and apply them to scientific investigations, current scientific topics and the world
- Demonstrate the ability to communicate using a language other than English
- Possess the knowledge and physical skills necessary to maintain personal health and to participate in recreational activities

### **III. Leadership**

#### **A JCS Graduate will:**

- Take initiative
- Be faithful in little things
- Be a servant who leads, fully respecting those he leads
- Persist to complete that which he begins
- Practice effective time management as demonstrated by diligent completion of responsibilities, balanced with time for extracurricular activities
- Be committed to his family and friends
- Have a long-term perspective in temporal matters and an eternal perspective in spiritual matters

### **IV. Social Development**

#### **A JCS Graduate will:**

- Demonstrate sensitivity to the needs, opinions and concerns of others while holding to Biblical and personal convictions
- Demonstrate dress and behavior consistent with Biblical principles and appropriateness within the current cultural context
- Relate to authority with understanding and respect
- Respect the rights and property of others
- Resolve conflict appropriately
- Actively contribute to the well-being of others
- Display positive character traits such as love, integrity, loyalty, kindness, patience, joy and self-control
- Demonstrate appropriate etiquette and social skills, particularly within a cross-cultural, cross-gender and/or cross generational context
- Have a basic understanding of the influence current events have on the global scene and identify avenues for responding to such influences within the context of a Biblical worldview

## ACADEMIC PROCEDURES

- **Academic Progress Reports**

JCS parents have been provided with RenWeb passwords, allowing them to access their students' daily and cumulative grades in all subject areas. In order to receive the passwords, parents **must** provide a current email address to the elementary office.

- **Admission/Readmission/Continued Enrollment Policy**

Grade K – Grades must be at the 85% satisfactory range for a child to proceed to the 1<sup>st</sup> grade.

Grades 1st– 5<sup>th</sup> - A student shall be promoted to the next grade level provided he/she receives appropriate grades (C or above) in the subject areas listed as follows: (1) Bible, (2) Math, (3) Language, (4) Reading, (5) Science, (6) Social Studies, (7) Spelling, (8) Handwriting. Students who are to be retained must have two or more subjects with cumulative averages below 70 for the year. Satisfactory levels of performance must be maintained in all of the following subjects as well: (9) Physical Education, (10) Music, (11) Library, (12) Computer (13) Spanish (14) Art and (15) Guidance. A child may score a maximum of two unsatisfactory grades in any of the subjects listed as 10-16. In the event a child scores predominately in the D/unsatisfactory range, parents will be encouraged to seek appropriate interventions.

Academic readmission/student placement will always be considered with the best interest of the student in mind. The parents, faculty and administration are considered a team and will, within the scope of what is "best" for the child, make a decision as one body. In the rare case that the parent, faculty or administration cannot agree, the administrator/teacher must make the placement/re-admission decision.

If, based upon student performance, a teacher recommends that a student be tested to determine if a learning disability exists, parents must be willing to agree to the testing.

Any previous testing administered by a qualified professional must be submitted before acceptance at JCS. If, after admission, a discrepancy is discovered, enrollment may be terminated.

- **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 extracurricular programs. The Board may limit participation in certain religious activities.

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.

- **Awards**

Academic awards will be given in an assembly in the spring to students in grades 3 – 5. Check school calendar for scheduled date.

- **Elementary Guidance Counselor**

The Guidance Counselor is prepared to assist students of all grade levels with personal and educational problems. The parent may request individual counseling appointments. The student will be notified through their homeroom teacher of the date and time of the appointment. The counselor is available also to work with teachers concerning problems with individual students and to assist them in any way to facilitate the school's programs.

- **Grading Scale - Grades 1-12**

A = 93 - 100  
 B = 85 - 92  
 C = 75 - 84  
 D = 70 - 74  
 F = 0 - 69

- **Explorer Classes**

E = Excellent  
 S = Satisfactory  
 N = Needs Improvement  
 U = Unsatisfactory  
 I = Incomplete

- **Honor Roll**

For grades 3-5, an honor roll will be published each grading period. Names of students in grades 3-5 who make all A's will be placed on the "Honor Roll List" and names of students who make no grade lower than B will be placed on the A/B Honor Roll. Any student who makes a conduct grade of U will not have his/her name listed on the honor roll. For elementary students, an "N" will not prohibit the child from the honor roll. For K – 2<sup>nd</sup> grades, each teacher will be responsible for periodic academic reinforcement and recognition.

- **Testing**

NWEA (Northwest Evaluation Association) test is administered twice per year at JCS. This test is basically an achievement test to measure the student's scholastic progress. Group test data, such as that derived from this test, is sometimes supplemented by special individual test data when the Principal, counselor, parents, teachers, or students feel such additional information would be helpful. Test scores, as well as all school records, are protected by the right to privacy. **It is strongly recommended that parents not schedule trips which require students to miss NWEA testing.**

- **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.

### **ATTENDANCE AND APPROVED ABSENCE POLICY**

All students must be punctual and regular in attendance. Absences, checkouts and tardies will be excused for personal illness, illness or death in the immediate family, medical or dental attention, or other legitimate emergency situations with documented evidence or proof. For a student's personal illness not requiring a doctor's visit, the parent must present a note of explanation to the office immediately upon return to school in order that the absence may be determined as excused or unexcused. Dental/Doctor appointments must have a written statement from the doctor's or dentist's office upon the student's return to school. Absences, checkouts and tardies for other reasons are **not** excused. Any unexcused absence from school will carry with it a "zero" on all work missed per class or subject area. Student absences will be confirmed by the school office. Parents are encouraged to call the office before 8:30 A.M. when their child will be absent or tardy for any reason. (Notes should state the **specific** reason for the tardy or absence.)

**\*\*Absences of three days or less do not require principal approval. An absence of four or more days requires a minimum of a three-day written notice to the principal prior to the absence. Failure to obtain this designated prior approval will result in the absence being unexcused. Prior to the absence, parents/students are responsible for notifying the individual classroom teachers to request missed assignments. For an extended absence, all work may not be available at the time requested. (See "Make up Work" for details)**



- **Starting and Dismissal Times for Elementary Students**

Classes will begin at 8:00 a.m. for all students, K – 5<sup>th</sup> grades. However, there will be staggered dismissal times. K - 2<sup>nd</sup> grades will be dismissed at 3:00 p.m. at their assigned door; 3<sup>rd</sup> - 5<sup>th</sup> will be dismissed at 3:10 p.m. This is to aid in traffic flow and to insure the safety of the students. (Please refer to additional instructions available in the Elementary office.)

- **Half Day Dismissal:** We will dismiss at **11:00am** on the days designated as ½ days. All students must be picked up by 11:30 on these days. If your child is not picked up by 11:30, there will be a \$1.00 late fee per minute applied.

- **Before and After School**

Before School Care is available from 7:00 A.M. until 7:30 A.M., for students in grades K – 5<sup>th</sup> grades. Students must report to the elementary lobby and sign in with the Before School supervisor. The cost is \$4.00. Charges will be uploaded to your FACTS account at the beginning of each month.

Students may enter the building at 7:30 A.M. and should report to their respective classrooms. At 3:25 p.m., all students (K – 5<sup>th</sup> grades) who have not been picked up will report to the after-care room. This designated service is provided for all elementary students at a charge of \$6.00 per day per child. After-care hours are 3:30-5:30 p.m. A fee of \$1.00 per minute will be applied for those children not picked by 5:30. After 5 times of being late, parents will be required to meet with the Director and the late fee will increase to \$5.00 per minute. Please be mindful of the school hours and those that tend to your children.

There will be no after-care provided on days of any early dismissals, in-service days, or holidays. Parents that will not be using the after-care service are encouraged to pick up children in the afternoon through the pick up line. In the interest of security, we request that no one enter the building for pick up during normal dismissal times, unless it is necessary.

- **Checking out of School**

The following procedure must be observed in order to check out elementary students:

1. Parent or guardian must sign out the student in the elementary office.
2. The student will wait in the classroom until the parent arrives at school. The student will then be notified to come to the office. **Parents must wait in the office for the child, rather than go to the classroom.**
3. If a student returns to school, the parent must sign-in the student in the elementary office.
4. Excessive use or abuse of the privilege of leaving school early is discouraged. The student should be checked out only for necessary appointments and this should be on an occasional basis.

- **Holiday Care (K-5)**

JCS will be offering Holiday Care for children during breaks throughout the school year. There will need to be a minimum of 10 children for each break. Parents will need to sign up in order for this to be available. There will be information/registration forms sent a few weeks before the breaks for you to fill out, if you are in need of this service. The cost will be \$30.00 a day and it will be located on the JCS campus.

The dates for Holiday Care are as following: Oct. 8-12, Dec. 17-21, March 25-29.

- **Make-Up Work**

It is the responsibility of the STUDENT to get make-up work **completed within the guidelines set by the school.** Teachers will make available missed homework assignments on their web pages.

1. Students who are absent two or more days will have that many days plus one additional day to make up work.

2. Students who are absent only one day, their make-up work will be available on the teacher's website or the student may pick up any missed assignments the following day from their teacher.
3. If a student needs work for extended days, lesson plans will be available on the teacher's web page for the student to follow while absent.
4. 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.
5. All unexcused absences from school or class will carry a "zero" in all work missed each absence with no opportunity for make-up work.
6. For any extended illness, work may be requested from the teacher. A 24-hour notice must be given to allow time to get assignments from the teachers. (Ex: if a parent calls on Monday at 8:00am, the assignments can be picked up by Tuesday at 8:00am.) **Parents are encouraged to use the Student Assignment Section on the JCS web-site to determine assignments missed by students. Elementary school teachers are required to update this site regularly. The site is [www.jcseagles.org/assignments](http://www.jcseagles.org/assignments).**
7. No work is to be made up during regular class time.
8. Any "I" (incomplete) on a report card must be removed within two (2) weeks of issue unless an extension is granted by the principal. 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.

- **Perfect Attendance**

Perfect attendance awards will be presented only to those students who have not been absent or tardy, checked out, or assigned to ISS during the entire school year, whether excused or unexcused. School-sponsored activities will not count against perfect attendance.

- **Sickness**

In order to insure the health of the entire student body, a student who has been ill may not return to school for a period of 24 hours after the last physical sign of illness (fever, vomiting, etc.).

- **Tardy Policy**

Classes are too important to miss. Students should not be tardy to school or class without a VALID REASON. 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 class by 8:00 A.M. is considered tardy to school and must come to the office with a parent or guardian to sign in.**

JCS has the following policy for dealing with tardiness:

For tardy students to be admitted, **parents/guardians must sign students in at the office.** All teachers will keep accurate records of tardiness for the students in their classes and report these on a daily basis to the office. Both excused and unexcused tardys will be reported. The office will notify both parents and student on the fourth unexcused tardy per grading period to schedule a conference with the principal. After the fourth unexcused tardy in a grading period, standard disciplinary action will be determined by the administrator.

This policy is for the benefit of our children. As they learn to be punctual in their lives, they will grow into responsible and dependable adults.

- **Withdrawal from School**

Any student withdrawing from school for any reason should contact the school administrator for information on how to proceed.

## 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. It is of vital importance that the parents be a supporting part of this discipline plan.

## DISCIPLINE

The student body is counseled during orientation as to the rules and regulations of the school. The orientation period, coupled 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. Conduct and/or 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. JCS feels strongly about helping each student become a more responsible citizen, and one who understands the sincere need of respect for authority, property, government, peers and self. The school will strive to strengthen every student in these areas.

The ATTITUDE that each student displays 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.

Many serious injuries may occur during moments of "horseplay." Accidents are never "planned." Oftentimes, fights result from students "just kidding" or "just playing around." Bullying, harassing, or picking on other students will not be tolerated. Situations such as these may be very serious and will require immediate attention and disciplinary action. All teachers have the responsibility and authority to correct inappropriate behavior of the students. Counseling is a preferred method of correction at JCS; however, the administration does reserve the right to paddle, to put the student on probation, to detain the student before or after school hours, to suspend, or to expel the student. Inappropriate behavior will be dealt with in a manner suitable to the occasion.

- **Alcohol, Drugs and Tobacco**

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 for alcohol, drugs and/or tobacco will generally result in suspension with the length of the suspension at the discretion of the administration.

- **Boy/Girl Relationships**

Jackson Christian School is a place of learning and development for young people. Inappropriate public displays of affection are considered to be in poor taste and will not be permitted on campus. School is not the place for embracing and other such extreme displays of affection.

- **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 flashdrives/USB 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:

- 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.
- All subsequent offenses will be left to the discretion of the Principal. It is of vital importance that the parents be a supporting part of this discipline plan.

- **Chewing Gum**

Chewing gum is **not** permitted in the building.

- **Designated Discipline**

For certain acts of misbehavior, suspension may result on the first offense (such as fighting, alcohol, drugs, tobacco, destruction of school property, insubordination, defiance of authority, etc.). If any teacher sees misbehavior in the hall, that teacher may handle the situation or send that student to the office and the Principal will handle the situation.

- **Approved Dress Attire:**

- Long or short sleeve black, royal blue, white or gray knit shirts from Uniform Source
- Long sleeve white oxford cloth shirt from Uniform Source
- Khaki or black pants or shorts
- Shoes: closed toe and closed heel
- Boots may be worn, but students will be responsible for bringing athletic shoes to participate in PE.
- Socks are required for students in grades Junior K – 5. Students may choose from solid white, khaki, blue or black.
- Outerwear: Solid black fleece or navy quarter zip with the school logo purchased through Uniform Source or the Jackson Christian store. Solid black fleece with a logo no larger than a credit card will still be acceptable. A jacket of any other color may be worn to school, but must remain in the cubby during the school day. Hoodies will be permitted on Spirit Day.
- Hairstyles should have a neat appearance
- No caps or hats are permitted in the building
- All questions and concerns relating to the appropriateness of dress and personal grooming at school shall be determined by the administration.

**Specific to Girls:**

- White  $\frac{3}{4}$  sleeve over blouse from Uniform Source
- White short sleeve over blouse from Uniform Source
- White Peter Pan collared over blouse from Uniform Source
- Black cardigan sweater from Uniform Source
- Plaid jumper or skort from Uniform Source
- Khaki skirt, skort and capris
- "Modesty" shorts/compression shorts may be worn under skirt
- Solid white or black, opaque, non-ribbed tights

**Disciplinary action for any dress code violations is defined as follows:**

1. First Offense – A "Behavior Report" will be documented by the teacher on RenWeb, and sent via email to the parents.
2. Second Offense – The parents will be contacted and asked to bring the appropriate clothing to the school.
3. Third Offense – The student and parents will be required to meet with the teacher and principal.
4. Fourth Offense – The student will be assigned to either in-school or out-of-school suspension, as determined by the principal.

- **Spirit Days**

“**Spirit Day**” is designated as the final school day of every regular week. Tee-shirts worn on Spirit Day must be associated with JCS and /or should display the school name in some way. Shirts acquired by various student clubs/groups are subject to approval by the principal. Neat jeans and shorts are allowed. Shoe requirements are NOT relaxed for “Spirit Day.”

- **Items Forbidden on Campus**

The following items are not permitted on campus without prior administrative approval and may be confiscated: Fireworks and any other items which present danger to any person on campus or disrupt the educational process. Weapons of ANY nature are strictly forbidden on campus and is a suspendable offense.

- **Prescription Medication**

It is necessary that parents send the “Permission to Administer Medication” form to the office in the event that their child must be on prescribed medication during school hours. The medication must be in the original container and be labeled with the original label. The label must include the student’s name, name of medication, strength of medication (each unit), dosage amount and time, date, and physician’s name. The medication and the exact directions for taking the medication written on the note should be brought to the office at the beginning of the school day. All such medication (including Tylenol and aspirin) must be given to the office and administered there with the permission slip only. The student must be able to self-administer the medication under the observation of the office personnel. **All prescriptions must be ready to administer.** Office personnel cannot measure or break any prescription medication. Medicines that are given one, two, or three times a day should always be given at home.

All nonprescription over-the-counter medication must be labeled with the student’s name so as not to cover the original container label.

- **Pediculosis (Head Lice) Policy**

Jackson Christian School has a NO NIT policy. The following guidelines will be used as the official Pediculosis policy for JCS Elementary. These are from the Tennessee School Boards Association with minor modifications to our handbook.

No student will be denied an education solely by reason of head lice infestation and his educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the infestation.

It shall be the responsibility of the principal/office to notify the parents in the event a child has head lice. A letter will be sent home by the child to explain the condition, requirements for readmission and deadlines for satisfactory completion of the treatment. Upon exclusion, satisfactory evidence must be submitted to school personnel that the student has been treated for head lice. This evidence may include but may not be limited to: (1) proof of treatment with a head lice shampoo, and (2) satisfactory examination by office staff. Treatment and prevention procedures will be distributed to all classroom teachers.

Any subsequent incidents of head lice for that student during the school year will require submission of satisfactory evidence of treatment for head lice and be found free of nits by the office staff. A student will be expected to have met all requirements for treatment and return to school no later than two (2) days following exclusion for head lice. All days in excess of the allowable period will be marked as excused.

- **Probation Policy**

Any student with severe behavior problems during the school year runs the risk of not being readmitted the following school year. A student whose behavior requires consistent visits to the office for disciplinary action jeopardizes his/her standings with the school. Elementary students are subject to being placed on probation when the student's behavior is disruptive to a good learning environment.

- **Student Valuables**

Students are **URGED NOT TO WEAR EXPENSIVE JEWELRY** to school. The school cannot be responsible for any missing valuables.

- **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. Time assigned to ISS prohibits perfect attendance recognition.

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 contacted by phone. 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.

## **STUDENT ACTIVITIES**

Since sponsors must accept responsibility for insuring that all activities contribute to the purpose and aims of the school, students must work with them in all activities. No decisions will be made and/or communicated without the express consent and approval of the sponsor.

Student groups must be under the complete supervision of the sponsor. This means that all programs, projects and parties (socials) must be approved by the sponsor and the Principal. No purchase of clothing, sports needs, literature, etc., is to be made by any person (teacher, sponsor, coach, club officer, organization, etc.) without the WRITTEN authority to purchase by the President and money deposited into the proper account in the school office.

All money collected by any school group must be deposited in the school account immediately and spent through the Purchase Order system with the approval of the school administration.

Purchase orders must be approved BEFORE a commitment is made to spend any money. (These requisitions must be completed in full with the Business Manager's signature before submitting to the President.)

- **Chapel**

Students in grades K – 5 begin each day with chapel at 8:05. All families and friends are invited to share these devotional times with faculty, staff, and students.

- **Class Parties**

Any official class, group, or school party that is planned outside of class or during class time by faculty, parents or students must be approved in advance by the Principal. Class parties must be planned at the end of the school day. The time of class parties should not exceed 30 minutes. Teachers will be asked to monitor and limit the time away from instruction for parties.

- **Field Trips**

In order for your child to attend a class field trip a "Parent's Permission" form should be completed and signed before each trip.

- **Gifts**

Gifts for teachers should be handled only as individual's desire. Group gifts may be given; however, no parent or student is obligated to contribute to a group or individual gift. If a group gift is being planned for a teacher, any class letter requesting money needs to be approved by the Principal.

- **Party Invitations**

Party invitations should not be handed out in class unless invitations are available for every student in the classroom. The exception to this would be in the case of the need to give out invitations to one gender only. **Please be advised that any invitations sent to school which do not follow these guidelines will be returned to the sender.**

## MISCELLANEOUS

- **Announcements**

General information for the day and specific instructions will be announced in chapel and/or included in the morning report. Anyone desiring to have an announcement made must give the written announcement to the Principal before 8:00 a.m. and preferably the afternoon of the day before the announcement is to be made.

- **Asbestos Management Plan**

The Jackson Christian School Asbestos Management Plan, developed in compliance with AHERA, is located in the office of the President.

- **Cell phone Policy**

Cell phones have become a vital part of our lives. While understanding that cell phones are useful to our children, they will **NOT** be allowed to be used at school. The child may have one in their possession if needed, but the use of a cell phone during school hours, emergency or otherwise, will result in the following sanctions:

- 1<sup>st</sup> Offense: The phone will be confiscated. A parent can pick up in the office.
- 2<sup>nd</sup> Offense: The phone will be confiscated and parent can pick up after 3 days.
- 3<sup>rd</sup> Offense: The parent/student will be asked not to bring the cell phone back to school for the remainder of the school year.

- **Ipads and Gaming Devices**

The use of personal ipads and/or gaming devices is not allowed during class time or carpool, unless otherwise instructed.

- **Custody Clarification**

For purposes of clarification, Jackson Christian School considers the parent/guardian who has registered the student and is paying the tuition to be the primary parent/guardian of record. This person will receive all official correspondence from the school and be contacted by the school for decisions pertaining to permission, check-outs, discipline, etc. Additional parties may be designated by the parent/guardian of record to receive information, visit the school, and or check the student out of school. Issues governed by an approved court decree will supersede this policy statement. See your building principal if you need further clarification of this policy.

- **Fire, Tornado and Earthquake Drills**

There will be both announced and unannounced fire and tornado drills during the year. Instructions for evacuation of the buildings and/or where to go to a place of safety will be posted in each room. During these drills, students must stay in line, walk (no running) and must not talk. Each student is to remain with his/her class. In a tornado drill, students should sit on the hall floor facing the wall with their arms covering their heads in a tucked position.

- **Library**

Elementary teachers will bring their students to the library on a regular basis for work in the library. Students may check out books for two weeks, and they may be renewed, if necessary. Lost books will cost the student the full price of the book.



- **Lost and Found**

A designated lost and found area is located in the cafetorium. Your child's name should be placed on coats, lunch boxes, and all other articles that may be misplaced.

- **Stolen Items**

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, and large sums of money should not be brought to school.

- **Lunch Program**

Students in K-5 will either bring their lunches or purchase food from the cafetorium. Milk or bottled water will be available to purchase. If any lunches are brought from home after 8:00 AM, they must be left in the office.

Parents are encouraged to come to chapel and lunch to be with your child. However, please understand that these times should be limited for the benefit of the child's social development.

Appropriate student behavior must be maintained in the cafetorium.

- **Parent Complaint Procedure**

Complaints from parents should first be made to the appropriate teacher and then to the Principal. If the complaint concerns a teacher, the Principal will consult the teacher and then the matter will be discussed with both the complainant and the teacher present.

Should the above procedure fail to resolve the complaint, the parents may request a meeting with the President. If not satisfied, then the complaint may be brought in writing before the Executive Committee of the Board at their next regularly scheduled meeting. From that point, the matter would be brought before the entire Board at the next regularly scheduled meeting if the request is made in writing to the Executive Committee. Parent complaints are not to be taken to the Board outside this procedure administered by the President. The decision of the Board is final.

Any complaint concerning school policy not covered by the Student Handbook or other published documents must be presented in writing to the Principal. If a satisfactory resolution to the complaint cannot be reached the matter will then be presented to the President by the Principal for further review.

- **Parent Organization**

JCS has active clubs that support the school programs. All families and friends of the school are encouraged to join and actively participate in them. They are the PTF (Parents, Teachers, and Friends) and the Booster Club.

- **School Bus**

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

1. Students must get on and off the bus in an orderly manner without running, pushing, shoving, or tripping.
2. Students may talk, but not loudly, and must be absolutely quiet when the bus is stopped for or crossing a railroad track.
3. The emergency door may not be used as a regular entrance or exit.
4. Students must remain seated at all times while riding the bus. 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 the bus. It is best if students do not eat or drink while riding the bus.

6. When weather permits, students may lower the bus windows, provided they close them when getting off the bus.
7. Nothing may be thrown from the bus windows and students may not dangle their hands, arms, or other body parts out of the windows.
8. Students should not enter the bus unless the driver is present, nor should they attempt to force the door open when the bus is locked.
9. Student groups using the bus are responsible for leaving the bus/vans filled with gas and swept clean after use.
10. Students who refuse to abide by these guidelines will not be permitted to ride the bus/vans.
11. Students riding buses must be on time, as bus drivers are instructed to stay on schedule.

- **School Closings**

In case of school dismissal because of weather or other unexpected conditions, the announcement will be made via **Parent Alert**.

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 the patient cooperation and tolerance as we make these sometime 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.

- **Emergency Communication**

Jackson Christian has the ability to contact parents and students electronically via email and/or text message. This is especially beneficial during emergency situations, including but not limited to severe weather and anything that prompts a lockdown or other school alert.

Be advised that Jackson Christian will ALWAYS notify you of developments at school that potentially affect the safety of your child. However, as these incidents unfold, you must realize that our only task is to do everything possible to ensure that our children are safe. For that reason, we will usually not be able to take or return phone calls or text messages during a critical incident.

Once we have ensured the safety of our students, you will be notified. If we need you to take any action, we will likely use text messaging to notify you. However, if we are simply making you aware of an event that has occurred, and no action is needed on your part, we will likely use email.

For these purposes, it is crucial that you confirm both your email addresses and your cell phone numbers in RenWeb. If those contact points change in the future, please correct them yourself or notify us so we can make those changes promptly.

- **Telephone Use**

Students are encouraged not to use the office telephone before, during or after school. If a genuine emergency arises during the day, a student may come to the office with a hall pass and the secretary will make the necessary call.

**Parents are urged not to call the school during the day to leave messages for their child.** Only in the case of emergency can we relay messages to students. Please make arrangements each morning before school as to your child's transportation needs, lunch or lunch money needs, etc.

- **Visitors**

To guard our instructional time and to ensure safety precautions, visitors to the campus must report to the school office to receive a Visitor's Pass before entering classrooms. Parents of students are welcome to observe their child's class during the school day.

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Students and Parents,

Please read the handbook carefully. At the start of the school year, you will be asked to document that you have read and understand the contents of 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 (staff, students, and parents) once they are communicated. Your cooperation and understanding are appreciated.

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 electronically acknowledge that you have read and understand the rules and regulations on or before September 7, 2018. Attendance at JCS is predicated on your acceptance of these policies; therefore, a parent's electronic acknowledgement is required.** This acknowledgement form is located on your RenWeb account under "Yearly Web Forms."

Thank you,

Linda Bradford  
Director of Elementary