



# Jefferson County Christian School

experience the difference

## Parent/Student Handbook 2016-17

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**JEFFERSON COUNTY CHRISTIAN SCHOOL**

Parent/Student Handbook 2016-2017

Table of Contents

**INTRODUCTION**

Message From the Administrator	Intro
What is a Christian Education	1
Brief History of J.C.C.S	1
Statement of Faith	1
Statement of Moral Integrity	1
View of Education	2
Statement of Non-Discrimination	2
Membership	2
Educational Goals	2
Student Culture	3

**ACADEMIC**

Grading System	3
High School Graduation Requirements	4
Math Course Descriptions	5
Electives Course Descriptions	6
Sport's Teams	6
Organizations and Clubs	6
Athletic/Extracurricular Eligibility	6
Curriculum	7
Terra Nova Testing	7
Pupil Promotion/Retention	7
Homework Assignments	7
Textbooks	7
Parent/Teacher Conference	7
Field Trips	7
Bible Translation Statement	7
Chapel	7

**ATTENDANCE**

Attendance	8
Afternoon Absences	8
Early Pick Up	8
Pre-Approved Absence	9
School Day	9
Before and After School	9
Emergency Closing of School	9

**CONDUCT AND EXPECTATIONS**

Standards of Conduct	10
Discipline Policy for Grades K-6	11
Explanation of terms	12
Conduct Policy for Grades 7-12	13
Demerits and detention 7-12	14
General Daily Guidelines	15
Uniform Dress Code	17
Non-Uniform Dress Code K-3	18
Non-Uniform Dress Code 4-12 (Males)	19
Non-Uniform Dress Code 4-12 (Females)	20
Pre-school Dress Code	21

**HEALTH AND SAFETY**

Immunization Policy ..... 21
Medication ..... 21
Communicable Diseases ..... 21
Speech and Hearing Screenings ..... 22
Emergency Med Forms ..... 22
Medication Policy ..... 22
First Aid ..... 22
Emergency Drills ..... 23
Policy of Search and Seizure ..... 23
Weapons/Threats of Violence Policy ..... 23
Sexual Harassment Policy ..... 23

**MISCELLANEOUS**

Computer Acceptable Use Policy ..... 24
InfoDirect ..... 24
Cell phone / Electronic Device ..... 24
Social Media Guidelines ..... 25
Library Policy ..... 25
Visitors/Volunteers ..... 25
School Telephone Use ..... 25
Lost and Found ..... 26
School Colors ..... 26
Pledges: ..... 26
Parent Packet ..... 26
Parking/Picking Up and Dropping Off Students ..... 26
A Change For Child’s Transportation ..... 26
Addressing Concerns (Matt. 18:15-17) ..... 26
Telephoning Private Homes ..... 27
Religious Holidays ..... 27
Classroom Parties ..... 27
Tuition ..... 27
Tuition Discounts and Scholarships ..... 27
Fund-raisers ..... 27
Lunch Program ..... 27
Parent Teacher Fellowship ..... 27

**MESSAGE FROM THE ADMINISTRATOR**

Welcome! We praise God for your decision to join us at Jefferson County Christian School. At J.C.C.S., our mission is to assist the Christian family by providing a Bible-based, academic education in a Christ centered environment. Here we believe that Jesus Christ is Lord and that the Word of God is absolute Truth. Faith in this guides us in all that we do at J.C.C.S. We assume you are here in accordance with this belief.

Through the use of this handbook, it is hoped that parents will be in a better position to understand and appreciate the objectives, policies, and practices of our school. We suggest that parents keep this handbook throughout the year for reference. You may also use it as a source of information when discussing the Jefferson County Christian School with others who might be interested.

It is our prayer that we will be able to serve families by providing a Godly training ground for young disciples of Christ and that together, staff, parents, and students, we will bring glory and honor to our Lord and Savior!

*Diane Hutchison*

EDUCATED IN CHRIST
TO MAKE A
DIFFERENCE FOR CHRIST

Romans 12



## **What Is Christian Education?**

For an in-depth discussion of this question, please read the Educational Goals of J.C.C.S. Briefly stated, Christian education seeks to teach Christians to think from a moral, biblical perspective.

Christian education aims to relate each area of study to a Christian view of life and the world, while encouraging each student to develop his or her capabilities to the glory of God.

This is done in an environment that reinforces this perspective and includes Bible study and prayer times both as a part of the curriculum and as a spontaneous response to student needs.

## **Brief History of Jefferson County Christian School**

In February of 1977, a small group of concerned parents initiated a series of meetings open to the Christian community. From these meetings a planning committee was formed to establish a Christian school as an independent, non-denominational, tax-exempt corporation. Since these early beginnings, Jefferson County Christian School has grown from the kindergarten, first, and second grades of the 1978-1979 school year to a complete academic program, Pre-K through 12th grade.

## **Statement of Faith**

- We believe that only the Scriptures of the Old and New Testaments were inspired by God and are infallible and that they are of supreme and final authority in faith and life.
- We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit.
- We believe that Jesus Christ was begotten by the Holy Spirit and born of the Virgin Mary and is fully God and fully man.
- We believe that man was created in the image of God, that he sinned and thereby incurred the penalty of physical death and the liability of spiritual death and eternal separation from God and that all human beings are born with a sinful nature.
- We believe that the Lord Jesus died for our sins according to the Scriptures, as a representative and substitutionary sacrifice and that all who believe in Him are justified by faith in His atonement.
- We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven and in His present life there for us as High Priest and Advocate.
- We believe in "that blessed Hope"; the personal and glorious return to earth of our Lord and Savior, Jesus Christ.
- We believe that all who receive the Lord Jesus Christ as Savior, by faith, are born of the Holy Spirit and thereby become the children of God.
- We believe in the bodily resurrection of the just and unjust, the eternal blessedness of the saved, and the everlasting conscious punishment of the lost.

## **Statement of Moral Integrity**

Students need to be taught that the Bible dictates the standards for sexual behavior. This is particularly important in a society where young people can become confused by the conflicting values reflected on TV, movies, the Internet, some secular music, etc.

The Bible teaches that sex is God-ordained within the covenant of marriage and is a spiritual bond between (male) husband and (female) wife (Gen. 2:24; Matt. 19:4-6; Heb. 13:4; I Cor. 7:3-5). Those who are not involved in such a marriage are to live celibate lives (I Cor. 7:1,2).

The unique roles of the male and female are clearly defined in Scripture. Romans 1:24-32 states that God recognized homosexuals, lesbians, and other deviates as perverted. Other Scriptures dealing with living godly lifestyles include Romans 12:1,2; I Cor. 6:6-20; Gal. 5:19-21; Eph. 5:3-5; I Thess. 4:3-8; I Tim. 4:12.

Jefferson County Christian School's biblical role is to work in conjunction with the home to mold students to be Christ-like. Therefore, it is required that all those involved with JCCS honor God by having lifestyles that are based on these Biblical standards. This includes (but is not necessarily limited to) board members, staff members, parents, students, and volunteers.

## **Non-Admission/Disenrollment Based on Religious Principles**

On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual sexual orientation, or inability to support the moral principles of the school (Refer to STATEMENT OF MORAL INTEGRITY). In some cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

## **View of Education**

**Purpose of School:** The Jefferson County Christian School is a non-profit, Christ-centered, non-denominational, Christian school that offers a strong Bible-based curriculum that encourages academic excellence. J.C.C.S. is an alternative choice of education that teaches Jesus Christ as the center of all learning and living and presents the way of salvation to each student. The religious training given at the Jefferson County Christian School does not stress any particular religious denomination, but emphasizes a strong Bible foundation and basic principles of Christian conduct and character. Children are taught to obey their parents, to respect their teachers and those in authority, and to appreciate our great American heritage.

**Role of Parent in Christian Education:** God has given the parents the responsibility to teach their children. The Christian School is a tool to help the parent in fulfilling their responsibility of education. (Deut.7:4-9)

**Role of the Teacher:** The Christian philosophy of education is based on Christian teachers who understand these basic principles of Christian education, who are personally committed to them, and who demonstrate effectiveness in their ability to communicate them. (Phil. 4:9)

## **Statement of Non-Discrimination**

The Jefferson County Christian School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students, and the Jefferson County Christian School does not discriminate on the basis of race, color, or national origin in administration of its education policies, admissions policies, scholarship and loan programs, athletic, and other school-administered programs. Romans 2:21, "For there is no respect of persons with God."

## **Membership**

Jefferson County Christian School is chartered by the Ohio Department of Education and is a charter member of the Association of Christian Schools International.

## **Educational Goals**

The Jefferson County Christian School exists today to provide excellent, Bible-based instruction in all curricular areas. **Reasoning:** God requires that for the understanding of His Word and of the world around him, mankind must develop strong reasoning powers. Each student should develop a command of logical thought processes. He should acquire the basic skills for the formation of mature appraisal. He should also be given the opportunity to apply these skills in classroom situations. Reasoning skills would be applied to all academic areas including mathematics, social studies, language arts, and science.

**Creativity:** God has blessed each person with an individual level of creativity in order to give spiritual and mental expression. Each student should be afforded the opportunity to develop expression through exposure to various artistic fields and gain experience in different media. He should also be able to appreciate aesthetic experiences from a Christian perspective.

**Communication:** God has instilled in man the ability to communicate; both with Him and with each other. Each student should develop a command of basic language skills and the ability to put them into practice. The ability to communicate well is essential for excellence in all academic areas.

**Scientific Inquiry:** God has made man a little lower than the angels and made him ruler over all the earth. Each student should acquire a knowledge of God's creation, how it functions, and how it interrelates.

**Well-being:** God has made man to be the temple of God. Each student should learn to be a good steward of his or her own body. He should develop good health habits and an understanding of how his environment affects his physical and emotional well-being.

**Develop Christian Character:** God created man in His own image in order to fellowship with Him. Each student should be guided toward making Christian values the foundation for his everyday lifestyle. The development of self-discipline and responsibility is encouraged based on respect for and submission to God and the authorities God has placed in his life. He should also come to an understanding of God's will for man's relationship to God, to others, and to the world around him. This character development is intended to lead the student to a personal, born-again, experience with Jesus Christ.

**Study of the Bible:** The word "philosophy" means the study of truth. Since all truth stems from the Bible, a study of the Bible is essential to any Christian school. Since the Bible is foundational to all learning, Bible truth is essential in the study of all academic areas.

## Jefferson County Christian School Student Culture

At JCCS our environment is founded on the belief that students who are seeking to live out their relationship with Christ, can be trusted and held accountable in a way that reflects mutual respect for one another. This fundamental principle serves to intentionally create an environment specifically designed to help students flourish and build a culture unique to JCCS.

- We focus on the results of doing right.

We share the joy of living God's way and experiencing the positive nature consequences. We encourage students to discover their potential in such a way that they become a positive influence and make an impact in Christ for Christ.

- We take our core values seriously. Obedience, integrity, and respect are God's standards and accordingly are non- negotiable. We expect that students will follow these school standards and be responsible. Students are trusted but simultaneously held accountable to be good stewards of their opportunities.

- We value the individual. We see every countenance. Students respond positively when they understand they are known and valued as individuals.

- We are student-focused. We seek to organize our activities and schedules around what is best for student learning. First and foremost we are interested in incorporating what helps students learn.

- We give students room to grow. Opportunities are given to students create, innovate, and lead now, not just in the future. Student leadership and spiritual growth is a work in progress.

### Grading System

Grades in the Jefferson County Christian School are an evaluation of the student's achievement, not a reward for effort. The following grading system is used by Jefferson County Christian School.

Grading Scale (1st-12th): The following grading scales shall be the standard used in grading the student's performance in Grades 1 through 12.

Scale: 100-94% = A Excellent	73-66% = D Passing
93-86% = B Good	65 - 0% = F Failing
85-74% = C Average	

Grading Scale (K): The following grading scale shall be the standard used in grading the Kindergarten students.

Scale: O - Outstanding  
S - Satisfactory  
U - Unsatisfactory

Grading Scale (Pre-K): The following grading scale shall be the standard used in grading the Pre-K students:

Scale: S - Satisfactory  
N - Needs Development

Specials: All specials such as, music, physical education etc. in grades K-6 will be graded with:

O- Outstanding  
S - Satisfactory  
U - Unsatisfactory

Report Cards: Report cards shall be sent home four times a year. Parents are urged to study their child's report card with care and then sign and return it to the school by Wednesday of the following week. All questions are to be addressed to the child's teacher and/or the Administrator. Arrangements must be made through the school office.

Lost Report Cards: A fee of \$2.00 shall be charged as a replacement fee for "lost" report cards.

Progress Reports: Interim reports shall be made mid-way through each 9 week period to inform parents of pupil progress. Because of the ability of parents to track student grades and progress online through Info-Direct, hard copies of the progress report will only be sent home by request.

## High School Graduation Requirements

To graduate from JCCS, a student must complete a minimum of 20 credits as mandated by the State High School Curriculum for Ohio, one year of Bible for each year of attendance at JCCS, and pass all required testing. We offer 2 tracks to earn a College Prep Diploma – a Math and Science Track and a Liberal Arts Track. We offer an Honors Diploma to students who complete the rigorous requirements. JCCS also provides a General Diploma to students with documented needs with approval of the Education Assessment Team.

Honors Diploma		College Prep Math/science		College Prep Liberal Arts		General Diploma	
Bible	1-4	Bible	1-4	Bible	1-4	Bible	1-4
English	4	English	4	English	4	English/General English	4
Math Must include Pre-calc and/or AP Calc through 2017	4	Math Must include CP Alg II and Pre-Calc	4	Math Must include CP Alg II or Alg Essentials and College Review Math	4	Math/General Math Must have Alg II fundamentals	4
Science	4	Science Must include Physics and/or Anatomy & Physiology	4	Science	4	Science/General Science	3
Social studies	4	Social studies	4	Social studies	4	Social studies	4
Foreign language -4 years of French or -4 years of Spanish or -2 years of French and 2 years of Spanish or any 4 year combination	4	Foreign language Must include French I and II or Spanish I and II	2	Foreign language Must include French I and II or Spanish I and II	2	French or Spanish cultural studies	2
P.E.	½	P.E.	½	P.E.	½	P.E.	½
Health	½	Health	½	Health	½	Health	½
Financial literacy Included in Bible 12	-	Financial literacy Included in Bible 12	-	Financial literacy Included in Bible 12	-	Financial literacy Included in Bible 12	-
Electives	1-4	Electives	1-4	Electives	1-4	Electives	1-4
Passage of State of Ohio testing		Passage of State of Ohio testing		Passage of State of Ohio testing		Passage of State of Ohio testing	
Honors Diploma includes 40 hours of community service per high school year. 94% GPA						Requires approval from the Educational Assessment Team	

## Graduation Requirements and General Information

- Mathematics units must include 1 unit of Algebra II or Algebra II fundamentals.
- Science units must include 1 unit of physical sciences, 1 unit of life sciences, 1 or more units of the following advanced sciences: chemistry, physics, anatomy and physiology or other physical sciences.
- Social studies units must include at least ½ unit of American history and ½ unit of American government.
- Financial Literacy will be covered in 12<sup>th</sup> grade Bible.
- P.E. (.5 credits) Requirements may be fulfilled by taking a combination of summer P.E. sessions, playing 2 complete high school sports, or by taking weight lifting or aerobics. Each offering is worth .25 credits.
- Honors Diploma students must complete 4 years of French, 4 years of Spanish or 2 years of French and 2 years of Spanish.
- Additional instruction rather than study hall/s may be included in some student's schedules.

## Service Letter/Academic Letter

- A Service Letter is earned by maintaining at least an 80% GPA and completing 100 service hours (50 hours of which may be done at JCCS and a minimum of 50 hours to be done in the greater community). These hours will be documented and signed by a supervising adult and will be completed between May 1<sup>st</sup> and April 30<sup>th</sup> of the next year.
- An Academic Letter is earned by maintaining at least a 96% GPA and completing 40 service hours (20 hours of which may be done at JCCS and a minimum of 20 hours to be done in the greater community). These hours will be documented and signed by a supervising adult and will be completed between May 1<sup>st</sup> and April 30<sup>th</sup> of the next year.

## Valedictorian/Salutatorian

To be eligible for Valedictorian or Salutatorian, a student must graduate with a College Prep or Honors Diploma. The student must have attended JCCS from at least the sophomore year through the end of the senior year.

## Course Descriptions for Mathematics

### Pre-algebra

This course is designed for students as a preparation for Algebra I. Algebra I topics will be covered to encourage mastery of the material.

### Algebra I

This course is designed to provide a solid foundation for all future work in mathematics. The major emphasis is placed on the meaning of mathematical structures. A strong background in fractions, decimals, variables and logical reasoning is essential.

### Geometry

This more demanding college prep course is designed to emphasize applications of geometric properties and the development of formal deductive proofs. There is a continual use of algebra as it relates to the applications of geometry.

### CP Algebra II

This course is designed to expand the foundational facts, concepts and skills of Algebra I. It also introduces concepts in conic sections, exponential and logarithmic functions, sequences, series and trigonometry. This course prepares students to take Pre-Calculus and AP Calculus.

### Algebra II Essentials

This course covers all the essential elements and key topics needed for college math and standardized testing. It covers critical concepts taught in a typical Algebra II course, from polynomials, conics, and systems of equations to rational, exponential, and logarithmic function.

### College Review Math

This course continues the study of functions from Algebra II, focusing on an increased understanding of the properties and attributes of functions. Geometric properties of functions, such as symmetry and transformation, along with technology will be incorporated. Students will use various functions to solve real-life problems.

### Pre-Calculus

This is an advanced course. The course is suitable for high school students who exhibit high levels of commitment, motivation and academic maturity. This course is designed to cover trigonometric functions in degrees, circular function, solving triangles, vectors, graphing functions using graphing calculators, and emphasizes real-world application. The course covers the analysis topics of matrices, multivariable systems, parametric equations, polar coordinates and infinite series.

### AP Calculus

This is an advanced course. The course is suitable for high school students who exhibit high levels of commitment, motivation and academic maturity. This course will continue with a more exhaustive study of certain Pre-Calculus topics. It will approach the fundamentals of Calculus (limits, differentiation, and integration) by involving itself only with algebraic and trigonometric functions. Emphasis will be placed on the mechanics of the Calculus relative to polynomial functions as they appear on the Cartesian plane.

### AP Stats

This is an advanced course. The course is suitable for high school students who exhibit high levels of commitment, motivation and academic maturity. The purpose of the course in statistics is to introduce students to the major concepts and tools for collecting, analyzing and drawing conclusions from data.

Grade level	Accelerated Math Sequence for Honors Diploma	Math Sequence for Math/Science College Prep Diploma	Math Sequence for Liberal Arts College Prep Diploma	Math Sequence for General Diploma
8	Algebra I	Algebra I	Pre-algebra	Pre-algebra
9	Geometry	Geometry	Algebra I	General Algebra I
10	CP Algebra II	CP Algebra II	Geometry	General Geometry
11	Pre-Calculus	Pre-calculus	Algebra II or Algebra II Essentials	Algebra II Fundamentals
12	AP Calculus and or AP Stats	AP Calculus or College Review Math	College Review Math	Business Math

## Course Descriptions for Electives

### Art

Students will learn about the basic elements and principals of design through media exploration, art history and art appreciation exercises, self-assessment, and utilizing a variety of media to create 2 dimensional and 3 dimensional work. This course will fulfill the fine arts requirement for high school.

### Computer Science

The course content teaches the foundations of computer science and basic programming in JavaScript.

### Creative Writing/ Speech

Students will be introduced to varying writing and speaking skills and have the opportunity to work collaboratively in the production of a publication in this highly interactive class.

### Early Childhood Education

This course is designed to provide understanding of the developmental process of human growth. Students will be engaged in course work during 3 class periods per week. During 2 class periods per week students will be placed in elementary classrooms to observe, organize and implement teaching and learning experiences.

### Fitness/Aerobics

This course will teach the value of fitness through aerobic exercise. The student will have an individual fitness program that will enable the student to increase in endurance and strength.

### Performing Arts

This repertoire will include music from classical, standard and modern choral literature performed in 2,3, or 4 part harmony as well as instruction in drama performance. Concerts and events outside of the normal school day are required

### Photography

Students will learn about the basic elements and principals of photography through media exploration, art history and art appreciation exercises, self-assessment, and utilizing a variety of media to create a finished product. This course will fulfill the fine arts requirement for high school.

### Weightlifting

This course will teach the value of weight training and conditioning. The student will have an individual training program, which will progress through the learning of proper lifting form and spotting techniques.

### Yearbook

This course will challenge students to work collaboratively to design and produce the school's annual yearbook. Students will take photographs, design layouts and artwork for the publication, as well as sell ads and participate in fundraising activities.

## Student Clubs and Organizations

	Grades		Grades
Accent	9-12	Yearbook	9-12
Student Council	7-8	Discipleship Teams	9-12

### **Sports teams at the school are:**

Boys and Girls - Jr. H Soccer	Girls - Jr. H Volleyball
Boys - Jr. H Basketball	Girls - Jr. H Basketball
Boys - Varsity Soccer	Girls - Varsity Volleyball
Boys - Varsity Basketball	Girls - Varsity Basketball
Boys - Varsity Baseball	Girls - Varsity Softball

## Extracurricular Activity Eligibility

Students participating in extracurricular activities are expected to maintain passing grades in all major subjects. A student who receives a failing course grade (65% or less) in a major subject will be required to attend AI (Additional Instruction). The student may continue to practice and participate in games or activities. Failure to attend AI without a pre-approved excuse will result in the student being excluded from games, practices and activities until the student attends AI and works toward the goal. Students will attend every individually scheduled one-hour session until passing course grade is attained. Students with low D's will be strongly encouraged to attend AI. *\*Discretionary Clause: The administrator may remove a student from extracurricular activities or place student(s) into AI based on academic performance and /or behavioral record.* ATTENDING AI AND MARKED IMPROVEMENT IS YOUR TICKET TO PARTICIPATE.

### Student Athletes

-In order to participant athletes must have the following forms completed before the first practice:

- \*Ohio HS Athletic Assoc. Medical Release Form – Physical Evaluation (found on the Ohio HS Athletic website)
- \*Ohio Department of Health Concussion Form (found on the Ohio Dept. of Health website)
- \*JCCS Emergency Medical (found on the JCCS website)

## **Curriculum**

In Grades Pre-K through 6th, JCCS uses predominately Christian curriculum which offers a sequential, structured, traditional approach to give students the tools they need to succeed in the areas of math, reading, science, social studies, language, spelling, penmanship, health and Bible. The junior high and high school courses of study use a combination of Christian and secular textbooks, however, all have been carefully evaluated and selected to be in accordance with the objectives and philosophy of the school.

## **Achievement Testing**

Each spring J.C.C.S. administers the Terra Nova 3 to all grade levels through K-10. These standardized tests reveal information about achievement in several academic areas for the individual student and for the grade level as a whole. This information is used to give us feedback concerning our curriculum and academic program. Students in the odd grades (1,3,5,7) are also given PTCS, which measures their learning potential. Your child's scores on these assessments will be sent home in a full report when they are received.

## **Pupil Promotion/Retention**

Promotion Policy: In Grades K-8, Students shall be promoted to the next grade level upon satisfactory completion of the previous grade level. If a student has received a failing grade in any two of the major subject areas (reading, mathematics, spelling, social studies, health, science, or language), he/she shall be retained unless conferences between teacher, parent, and Administrator determine that it would be detrimental to the child. If the child receives a failing grade in one major subject area, he will be promoted, but will remain on the lower grade level in that subject. If only fair (D) grades are received in three of the major subject areas, the student will be promoted on condition he/she succeeds in that grade the first six weeks of the next year. If a student receives a failing grade the last grading period of the year, the teacher may use discretion as whether or not to pass the student for the year. Students in Grades 9-12 who receive a failing final grade for a course receive no credit for that course and, if a requirement to graduate, must repeat it and pass it in order to receive credit.

## **Homework Assignments**

Parents are urged to assist in seeing that homework is done. However, the work must be done by the child and he/she is fully responsible for it. Incomplete assignments due to family emergencies are to be accompanied by a written explanation from a parent or guardian. Homework assignments are to consist of reading or research in preparation for the next day's instruction or as follow-up and reinforcement of that day's instruction.

## **Textbooks**

Parents are expected to purchase consumable textbooks for their child/children by submitting the instructional/consumable fee. Textbooks owned by the school are loaned to students for their use during the school year. These textbooks are to be kept covered (grades 3-12) and handled carefully. Students will be required to pay for lost or damaged books.

## **Parent-Teacher Conferences**

Parent/Teacher Conferences are scheduled for two days in the fall and one day in the spring. Additional Parent/Teacher Conferences may be scheduled at any time throughout the school year at the request of the parent or the teacher. Pre-School will have both fall and spring conferences.

## **Field Trips**

JCCS believes that field trips provide a valuable educational experience for students. Parents will be notified beforehand and must sign a permission slip in order for the student to participate. If needed, parents may volunteer to drive on a field trip. Those parents must read, sign and submit the Field Trip Volunteer Driver form and conform to JCCS Field Trip policies concerning chaperones and drivers. Chaperones also must read, sign and submit the Volunteer Chaperone Form. (Forms are on the school website – myjccs.org)

## **Bible Translation Statement**

Jefferson County Christian School believes the Bible to be the only infallible, authoritative, Word of God. Due to the fact that we are non-denominational in stance, we have chosen to use the King James/New King James Version of the Bible in our school as the official version and the versions used for memory verses. Teachers may also read from another version if it aids in clarification.

## **Chapel**

Each Wednesday students participate in a chapel service. The purpose of Chapel is to come together in unity as a student body to worship the Lord and hear God's Word. Chapel presenters include teachers, local pastors, missionaries, classes, and special guests.

## Attendance

Ohio School Law requires punctual and regular attendance at school. Parents must be aware of the fact that prolonged or continuous absences cannot but have an adverse affect on the child's education; therefore, faithful attendance should be a priority in the training and schooling of the child.

**Absences:** According to Ohio Revised Code, the only acceptable/excusable reasons for absences are:

1. Personal illness
2. Critical illness in the family
3. Quarantine in the home
4. Medical/ dental appointments
5. Observance of a religious holiday
6. Death of a relative
7. Those pre-approved by the Administrator

Any student who has been absent is **required to bring a written explanation** from his/her parent or guardian **on the day of his/her return. Failure to do so will result in an unexcused absence. Unexcused absences earn a grade of "F" in all subjects missed for that day.** (Absences due to employment, oversleeping, missing the bus, shopping, hunting, sports activities, baby-sitting are examples of unexcused absences.) These notes are kept on file. The student is responsible for making up all schoolwork.

### Procedure for getting your student's work when absent:

- Request homework in the morning when reporting your student absent.
- Make up work and materials will be available by end of the school day in the school office. (There may be times when a teacher may not have had time to gather the materials and you may see that teacher after school to get the work)

### School Attendance Accountability:

- We ask that parents call the school office before 8:00 A.M. if their child will not be in school that day. This enables us to know for sure where the students are and helps provide safety for all of our children.
- If a phone call is not received, the school will notify the parent (or other person responsible for the student) regarding the absence. Our policy will be as follows:

1. A phone call will be made in an attempt to notify the person responsible for that student
  - a. First phone call will be made to the home.
  - b. Second phone call will be made to place of work of person(s) responsible.
2. Even when the parent responds verbally to the attendance clerk, **a written explanation is required on the day of the student's return. When no written explanation is received, the absence will be considered unexcused.**

**Afternoon Absence:** Any student absent after 12:00 when a school activity is taking place after school or in the evening (practices, choir concerts, athletic events, etc.), will not be allowed to take part in the activity unless his/her absence during the day was prearranged with the Administrator.

**Signing In and Out:** All students who arrive late or who leave before school is out must sign in or out at the main office.

**Picking Up Children Early:** For the safety of the children, we ask that all visitors, including parents, report to the office first. Teachers will not release a student except to authorized school personnel.

### Parent Attendance Accountability - Grades K-8

After 10 absences, a letter will be sent home to parents reminding them of the 20-day rule. (see below)

After 15 absences, a Parent-Administrator meeting will be scheduled to discuss the nature of the student's absences.

After 20+ absences (excused or unexcused), the student is automatically considered for retention. Parents must appear before the school board in a hearing to determine the nature/cause of the excessive absenteeism and whether or not the student shall be retained. Parents will be notified in writing when the child has been absent over 20 days as to the policy and the date of the hearing.

### Parent Attendance Accountability - Grades 9-12

More than 5 absences per quarter (excused or unexcused) without a doctor's excuse or without prior Administrator's approval, will result in a failing grade for the quarter for classes missed. If unusual circumstances exist to warrant permission to make up the work and the time missed in order to pass the class, parents should contact the Administrator.

Parents will be notified by phone/letter when 3 absences in a quarter occur. Parents will be notified by certified letter when 5 absences in a quarter occur and to be notified of the failing grade to be issued. Parents will have one week from the receipt of the letter to contact the Administrator with documentation that warrants the withdrawing of the failing grade, otherwise, the failing grade will stand.

**Pre-Approved Absences:** Permission may be granted for a planned absence from school from 1-5 days in length by special request and approval of the administrator. Prior to your child's absence, you must read, complete and sign the REQUEST FOR PRE-APPROVED ABSENCE FORM found on the JCCS website. The PRE-APPROVED ABSENCE FORM must be submitted to the school office 2 weeks prior to the planned date of absence. The Administrator will then approve or deny the request. If requests are not submitted on the form within the timeline and pre-approved by the Administrator, those planned absences will be unexcused. Students will be responsible for the classwork missed during the absence. After returning to school, all assignments, quizzes, and tests must be completed and returned to the teacher(s) within 1 week. Any assignments not completed within the 1- week time frame will result in an F grade.

**Tardiness:**

- Students in grades K-12 who arrive after the 8:05 bell will not be admitted to class without a tardy slip from the school office.
- Pupils in grades K-3 will be allowed three unexcused tardies per nine weeks. The fourth, fifth, and sixth will result in an entire lunch period detention. The seventh and all consecutive unexcused tardies will be addressed as a conduct concern.
- Grades 4-6 will be allowed one unexcused tardy per nine weeks. The second, third, and fourth will result in an entire lunch period detention. The fifth and all consecutive unexcused tardies will be addressed as a conduct concern.
- Grade 7-12 will be allowed one unexcused tardy per nine weeks. The second and all consecutive unexcused tardies will result in a demerit.
- Excessive unexcused tardies (over 12 per year for Grades K-3 and over 4 per year for Grades 4-12) will eliminate a student from being eligible for a Perfect Attendance Award at the end of the year.

**School Day**

The school day for grades K-12 begins at 8:00 a.m. and dismissal is at 2:35. Students arriving after the 8:05 morning bell will be counted as tardy (with the exception of students who arrive by bus after the bell). Those arriving after 10:00 a.m. will be marked 1/2 day absent. If students arrive after 12:00, they are marked absent all day. If students leave before 1:05, they are marked absent for the afternoon. The school day for half-day PRE-K begins at 8:15 a.m. and dismisses at 11:15 or all day Pre-K is from 8:15-2:15.

**Before and After School**

The school doors will be unlocked by 7:15 a.m. each morning. For their safety, students may not arrive before 7:15 because they may be unable to enter the building and are thus unsupervised. The school will not be responsible for any incidents that occur prior to the student entering the building, however students will be accountable for their conduct on the school grounds.

Pre-K-6 grade students who arrive between 7:30-8:00 a.m. shall report to the multi-purpose room where they will be monitored by a staff member and dismissed to class at 8:00 a.m.

7-8 grade students who arrive between 7:30-8:00 a.m. shall report to the lunchroom and will be monitored by staff members until dismissed to go to the lockers at the 8:00 bell. Students in Grades 9-12 who arrive between 7:30 AM and 8:00 AM may go upstairs to the locker area where they will be monitored by staff members until the 8:00 bell, at which time they shall report to their first class. Students may not leave campus without permission once they have arrived.

**Students may remain after school for only three reasons:** (1) extracurricular activities sponsored by the school (2) detention (3) an unforeseen emergency situation (missed bus, etc.). All other students should be picked up promptly at the 2:30 dismissal time. After 2:30 all students remaining in the building must be under supervision. A parent, a coach, a club leader or the after-school room monitor may provide supervision. The after-school room is available until 3:00 p.m. No students will be permitted to roam the building or to be in rooms unsupervised.

**Emergency Closing of School**

-Emergency closings will be announced on WTOV-TV, WTRF-TV, and FROGGY/WSTV 103.5 radio.

-When there is bad weather, one of two messages will be conveyed: (1) school is closed (2) school is delayed. If no message is aired, then one can assume that school is in session as usual.

-When school is delayed by two hours, the bell for grades K-12 will ring at 10:00 a.m. and the students will meet for each class for an abbreviated time. The bell for grades Pre-K will ring at 10:15 a.m. at which time class will begin.

-Do not assume because the public schools have canceled or delayed that our school has done so until you see a specific announcement for Jefferson County Christian School. By carefully determining weather conditions for our families, we hope to avoid missing unnecessary days. If the public school providing transportation for your child is delayed or canceled and J.C.C.S. is in session, please find transportation for your child to school that day. However, if you are unable to find alternative transportation, your child's absence/tardy will be excused.

## **Standards of Conduct**

At Jefferson County Christian School, we want to develop a life of faith and obedience in our students, based on God's standards found in His Word. It is our intent to apply these Truths in a consistent manner and therefore, we expect our students to:

### **1. Cultivate an active and authentic relationship with Jesus Christ.**

- a. This includes studying God's Word, maintaining an active prayer life, being part of a church community, making oneself accountable to others, and seeking to share Christ through word and deed.
- b. Also, students should make every effort to avoid influences that create a heart divided from the Lord. This includes what one watches and listens to, recognizing that anything that mocks or disregards biblical standards can be destructive to a life of faith.

### **2. Treat others with respect and love.**

- a. Encourage one another and build each other up (I Thess 5:11) – This requires us to treat others with kindness and respect at all times. It also requires us to be a positive influence in the lives of those with whom we associate.
- b. Communicate with others in a spirit of love. This requires us to refrain from such things as gossip, anger, unkind words, and cruel jokes at the expense of others.
- c. Develop relationships that edify our relationship with Christ and inspire us to live righteously (I Cor. 15:33)

#### **Respect Today:**

The world around us, for the most part, has done away with the notion of respect. Respect for one's elders, respect for another's feelings and property, and respect for one another has become a thing of the past. This is evidenced in the media (a child's back talk to his parent in a sitcom is seen as funny), in sports (a tantrum-throwing ball player spits in the umpire's face), in the classroom (children think nothing of interrupting or talking when an adult is speaking).

### **3. Live a life of integrity**

- a. Respect authority. This includes the authority of one's parents, as well as the authority figures at school and the greater community.(I Thess. 5:12)
- b. Be honest and above reproach. We must always speak truth, and avoid any appearance of dishonesty (Prov. 8:7). This includes avoiding such things as lying, cheating, stealing, plagiarism and deception.
- c. Demonstrate self-control (James 1:19). We must avoid allowing our behavior or responses to a situation to be a hindrance or a distraction to the community as a whole.

### **4. Maintain God's standards for morality, purity, and righteous living.**

- a. Students are expected to flee from the presence of, the appearance of, and association with any sinful, inappropriate or illegal activities (Eph. 5:3-7).
- b. Violation of the school's biblical standard of sexual morality through sexual contact as defined in the Statement of Moral Integrity will result in dis-enrollment.

**Philosophy of Discipline:** According to the Bible, discipline is a responsibility given to parents and granted to those in authority by the Lord. As Christian parents and educators, we discipline students because we love them and want them to live a Christ-centered life. We discipline in order to help students learn to choose desirable behaviors instead of unacceptable ones. When students make wrong choices, we seek to help redirect, guide, heal, and restore. Our goal is that hearts are changed and better choices are made in the future. When discipline at school becomes necessary, our desire is for students to increasingly develop self-control, self-discipline and godly character. Hebrews 12:11

**Elementary Discipline Code**

LEVEL 1 Conduct Concerns

- Disruptive classroom behavior
- Work not in
- Unprepared for class
- Talking without permission
- Attitude lacking
- Out of order
- Dress code violation
- Papers not signed and returned
- Other \_\_\_\_\_

LEVEL 1 Possible Consequence

- Warning
- Time out / sitting at recess
- Writing assignment
- Lunch detention
- Quiet area in room
- Parent conference with teacher
- Afterschool detention 2:20-3:15
- 0% on assignment/s not turned in
- Other

LEVEL 2 Conduct Concerns

- Cheating
- Lying
- Stealing
- Pushing and / or shoving
- Dangerous horseplay
- Insults / rudeness
- Swearing / offensive language
- Inappropriate/offensive actions, ideas or materials
- Habitual offenses from Level 1
- Insubordination
- Other \_\_\_\_\_

LEVEL 2 Possible Consequence

- Removal from class
- Lunch detention with Principal
- Writing assignment
- Missing special activity
- Written Plan for Changed Behavior
- Parent conference with Administration
- Afterschool detention 2:20-3:15
- In-school suspension/s
- Other

LEVEL 3 Conduct Concerns

- Open defiance
- Refusal to obey authority
- Intentional violence with intent to harm
- Defacement of property
- Possession, use, or distribution of weapons, drugs, tobacco, alcohol and/or inappropriate materials.
- Leaving campus without permission
- Habitual conducts from level 2 or 3
- Other \_\_\_\_\_

LEVEL 3 Possible Consequences

- Mandatory parent/administration conference
- Missing special activity/s
- Afterschool detention/s 2:20-3:15
- Writing assignment/s
- In-school suspension/s
- Suspension/s
- Expulsion
- Other

The behavior concerns in the Discipline Policy for Grades K-6 are not an all inclusive list, rather an illustration of the types of behaviors and activities, which are unacceptable at JCCS.

**Parent Notification of Conduct Concerns:** Parent/s will be notified of each Conduct Concern Sheet to be signed and returned the next school day. Sheets that are not signed or not returned the next school day result in another Level 1 consequence. In asking parents to sign the sheet, we are confirming that you have seen it, not to have you approve or disapprove. Parents who have questions about a conduct concern should contact the teacher by email or in writing, but not in hearing or viewing of the student. Parents and teachers should work to resolve any discipline issues together and approach the student as a unified front.

**Conduct Concerns:** All conduct issues shall be recorded on the report card at the end of each nine-week grading period. Conduct concerns do not carry over to the next quarter.

**Definition of Terms for Elementary Conduct Concerns:**

**In-School Suspension:** In-school suspension means the student will be removed from his/her class, including lunch and will work under the supervision of the Principal or the Administrator. The student will be given all work assignments and will be expected to complete them in order to reenter class.

**Suspension from School:** Suspension from school means the student will be suspended from school for a specific period of time. The school will not provide homework assignments missed during this time. Any tests or quizzes missed during this time will result in 0%.

**Expulsion from School:** Expulsion from school means the student will be dismissed indefinitely until satisfactory reconciliation is made with the school. The school board must approve the expulsion.

**Probation:** Probation is a period of time given to a student to resolve a serious problem and may be enforced by the Administrator up to 60 days. The Education Committee will review the probation and the Board will be notified. Probation of more than 60 days requires Board approval.

Conditions for Probation: Students may be placed on probationary status if they do not respond positively to the discipline code.

## The Discipline Policy for Grades 7-12

### **Class 1 Offenses**

- Disruption of school activities by the use of violence, threat, disregard of other's rights, riots, sit-ins, walkouts, false alarms or reports, obstructing movement of students, teachers, staff, etc. or by encouraging others to do any of the above.
- Intentional physical harm to students or staff or threatening blackmail, hazing or fighting.
- Indecent exposure
- Leaving school without permission, cutting class, truancy
- Possess, handle, transit, use or threaten to use any sexually explicit material in any form.
- Possess, handle, transmit, conceal, use, or threaten to use any dangerous weapons or instruments, alcohol, narcotics, drugs, tobacco in any form or appear at, attend, or participate in any school function while under the influence of drugs or alcohol.
- Major destruction of school, teacher's property or another's property.
- Stealing
- Gambling

### **Class 2 Offenses**

- Destruction of public or private property by damaging, defacing, marking, cutting, carving, painting, scratching, breaking, burning, or damages done by a vehicle driven by a student.
- Lying
- Inappropriate displays of sexual or sexually related behavior (fondling, necking, petting, kissing, excessive body contact) at school or school functions.
- Displaying, possessing or expressing obscene, indecent, or immoral acts, ideas, or material.
- Bullying, cyber-bullying, stalking
- Unauthorized use of cell phone on school property
- Insubordination, disrespect, or harassment of others including teachers, staff or volunteers by students.
- Repeatedly scorning or defying the philosophy and foundation on which the school is founded.
- Violation of the guidelines for electronic devices policy.
- Violation of the social media guidelines.

### **Class 3 Offenses:**

- Pushing, shoving, running on the steps or in the hallways
- Use of profanity or obscenity in any form (verbal or nonverbal)
- Cheating, copying, or encouraging others to do so.
- Unauthorized borrowing or tampering with another student's locker, books or personal property
- Plagiarism

### **Class 4 Offenses:**

- Behavior which is disruptive to group learning or distracting to the class.
- Gum chewing
- Name calling, insults, teasing which purposefully offends.
- Tardy to class, homework not in, not having materials for class
- Talking without permission
- Physical "horseplay"
- Constant complaining, scowling, laziness, too little effort or uncooperative
- Dress code violations

### **Class 1 Possible Recourses:**

- 15-20 demerits
- Student sent to school office
- Parents are called
- Christian counseling
- professional Christian counseling
- suspension
- expulsion with Board approval
- conference
- probation
- calling the authorities
- restitution
- removal from extracurricular or special activities

### **Class 2 Possible Recourses:**

- 10-15 demerits
- Call parents
- in-school suspension
- suspension
- restitution
- Christian counseling
- professional Christian counseling
- writing assignment
- probation
- expulsion
- conference
- removal from extracurricular special activities

### **Class 3 Possible Recourses:**

- 5-10 demerits
- in-school suspension
- call parents
- Christian counseling
- conference
- restitution
- writing assignment
- 0% grade given for plagiarism
- as well as other possible

### **Class 4 Possible Recourses:**

- 1-5 demerits
- withdrawal from class
- conference
- in-school suspension
- call or note to parent
- writing assignment

### **Demerits and Detention Grade 7-12:**

- Each teacher will have demerit slips to be filled out and signed. A copy of the student behavior referral slip will be sent to the school office for recording and a copy will be sent home for parent's signature. All slips must be signed and returned the next school day. Failure to do so will result in the student receiving further demerits. All demerits will be recorded on report cards.
- Demerit slips will be sent to the office for the secretary to fill in the number of detentions, if any, before the demerit slip is sent home for the parent's signature. In asking parents to sign the demerit slip, we are confirming that you have seen it, not to have you approve or disapprove. The demerit is issued whether you sign the slip or not. Parents who have questions about demerits should contact the teacher by email, by writing a private note or by setting up an appointment through the school office. Communication with the teacher should not be conducted within hearing or viewing of the student. Parents and teachers should work to resolve any discipline issues together and approach the student as a unified front. Any unresolved issues may be taken to the Administrator by the teacher or parent.
- Every 2 demerits will earn 1 detention.
- Detention will be held on Tuesdays and Thursdays from 2:30-4:30 p.m.
- Demerits are not erased at the end of each nine-week grading period, but continue to add toward detentions.
- No student will serve detention on the day he/she receives a detention/demerit slip. Students will serve detention on the next scheduled detention day.
- Demerit/detention book will be picked up by the detention teacher and attendance will be taken. The book will then be returned to the school office.
- Detention attendance is mandatory unless there is an approved excuse: death in the family, absence from school, etc.
- Approved absences from detention will be made up immediately.
- All unexcused absences from detention will result in 2 additional demerits.**

### **The definitions of terms for Discipline Policy 7-12:**

**Conference:** All involved parties will attend including parent/s, student/s, teacher/s and the Administrator.

**Professional Christian counseling:** Will be required in certain cases when deemed beneficial for the student. Student will be required to receive counseling from a certified, professional Christian counselor.

**In-School Suspension:** In-school suspension means the student will be removed from his/her class, including lunch and will work under the supervision of the Principal or the Administrator. The student will be given all work assignments and will be expected to complete them in order to reenter class

**Suspension from School:** Suspension from school means the student will be suspended from school for a specific period of time. The school will not provide homework assignments missed during this time. Any tests or quizzes missed during this time will result in 0%.

**Probation:** Probation is a period of time given to a student to resolve a serious problem and may be enforced by the Administrator up to 60 days. The Education Committee will review the probation and the Board will be notified. Probation of more than 60 days requires Board approval.

Conditions for Probation: Students may be placed on probationary status if they do not respond positively to the discipline code. On probation, a student must improve his/her behavior or he/she will be dismissed from school. Probationary status is automatic upon accumulation of 30 demerits. While on probation, a student is not permitted to participate in any extracurricular activities.

**Expulsion from School:** Expulsion from school means the student will be dismissed indefinitely until satisfactory reconciliation is made with the school. The school board must approve the expulsion.

Some problems warrant special consideration and will be dealt with on an individual basis. Any unforeseen conduct violation will be handled by the Administrator and/or School Board. These situations could include: committing a serious breach of conduct inside or outside the school, which has an adverse effect on the testimony of the school. Action taken by the school will be based on the nature and degree of the offense and will be left to the discretion of the Administrator and/or School Board. Acts of rebellion against school norms or complete lack of cooperation by students or parents could result in disenrollment.

## **General Guidelines for Daily Conduct for All Students**

**Leaving the Building:** Students MUST NOT leave the school building other than at regular dismissal time, except by permission of the school office. A written note, signed by one parent, MUST be presented to the school office for approval prior to the time of early dismissal. Parents MUST sign the student out in the office when leaving early.

**Afterschool:** Students staying for approved after-school activities MUST have adult supervision, and are to remain on the premises until picked up by parents.

**Conduct in Hallways:** Running in school hallways will not be permitted. Students should stay to their right in the hallway. No horseplay or games shall be permitted in hallways. Students should speak quietly in the hallways as a courtesy to other classes that are in session.

**Conduct on Stairways:** Running and jumping/skipping steps will not be permitted up or down stairs. Students should stay to the right on the stairways.

**Conduct in Restrooms and at Water Fountains:** When students are on a restroom break, there is to be no loitering in the restrooms. All conversation in the restrooms should be quiet. There will be no tolerance for "horseplay" in the restrooms or at the water fountains.

**Lockers:** Lockers are furnished to all students in Grades 6-12. No student should ever enter another student's locker. Students should take enough books for several classes to avoid using the lockers between every class. Lockers are inspected periodically. They must be kept clean and neat. Nothing may be posted on the outside of the lockers and anything posted inside must be acceptable to the administration. Tape is not to be used posting of any items in the lockers. Food and drink, other than sack lunches, are NOT to be kept in the lockers. The administration reserves the right to check the lockers at anytime. The student occupying the locker is responsible for the damages done to the locker. Locker number and combinations are to be registered with the school office.

### **Conduct During Lunch Period:**

- Prayer to God will be offered in each classroom before going to the lunchroom.
- Conversation shall be in a normal tone of voice.
- Students will sit facing tables. No standing, kneeling, turning around, or sitting sideways will be allowed.
- No object, food, or paper will be tossed or thrown in the lunchroom.
- **NO trading or sharing of lunch with other students!**
- Conversation with a teacher on duty will only be permitted on the basis of specific need.
- When the lights in the lunchroom are turned off by the duty teacher, all talking will stop.
- All papers, drinks, food, and crumbs shall be removed from tables and placed in waste containers when students are dismissed.
- When students are dismissed by the duty teacher, students are required to line up as directed with no talking.
- Students will be courteous in the lunch line and to all lunchroom/kitchen personnel.
- Only assigned students may sit at the allergy table.

**Leaving School Premises at Lunch:** Due to time and safety issues, students will not be permitted to leave the premises for lunch. Students in Grades 11-12 will have the privilege to order food everyday from a local vendor. The food will be delivered to the school at lunchtime.

**Dismissal to Recess:** Students are to take necessary coats or sweaters with them to lunch. Students will be dismissed to go from the lunchroom to recess by the teacher on duty. Lunch boxes must be placed in the appropriate place. Students shall WALK to the playground area or to the gym on days recess is held inside.

**Going Outside at Recess:** Students will be required to go out for recess (even on cold days) unless the weather is wet or extreme. For this reason, please make sure your children are dressed for the weather (gloves, hats, etc.). Students will be allowed to stay in from recess only when a note has been received from the parent because the child has been ill recently. Students staying in from recess must report to the detention room.

**Recess:** No baseballs or hard balls will be permitted on the playground. Students will only play in the designated areas. No snowballs will be permitted. Playground equipment must be used as intended. All playground equipment shall be returned to its proper location after recess.

**Responsibility:** Older students should be encouraged to "look out" for younger students and assist them when help is needed. Students must have permission of teacher on duty to go off school limits to get a ball.

### **Rules for Gym K-3:**

1. Will NOT change for gym.
2. Need to wear athletic shoes the day of gym class.

### **Rules for Gym 4-6:**

1. Wear school uniform to school the day of gym class
2. Wear school athletic shoes for gym class.
3. Students may change, but are not required to change into "basketball" shorts (no more than 2" above the knee or loose fitting sweatpants.
4. Students who change will be required to change back into their uniform following gym class.
5. Uniforms and gym clothes are not to be left on the restroom floor.

### **Rules for Gym 7-12:** Students will be required to dress for gym class. The following is appropriate dress for gym:

1. Gym shoes
2. Shorts (no more than 2" above the knee)
3. Sweats (in good condition)
4. T-shirt or sweatshirt (plain, JCCS, Christian logo, sports team name, or team logos only)
5. Uniforms and gym clothes are not to be left on the restroom floor.

**Eating in Classrooms:** There will be no eating or drinking in the classrooms during regularly scheduled class time. The exception to this is when a teacher has planned and scheduled a special activity that involves food.

**Activity Limitations:** Students are not permitted to bring toys from home to school or objects that may be a hazard, such as pocketknives, matches, lighters, etc. Please do not send glass containers to school in that they present a safety hazard. Students are not permitted to bring pets, except where permission has been received. When pets are permitted, it must be in conjunction with a learning situation. There shall be no modern form of dancing which could be construed as indecent in the Christian School.

### **Care of Property**

Much expense and effort has gone into improving the building. Caring for school property is the responsibility of each and every member of the J.C.C.S. family including and/or especially all students in grades Pre-K through 12.

The way the property is maintained and cared for is important because it reflects the Christian testimony of the school and of its students. Thus, willful damage, defacing of, or destruction to school property will not be tolerated. The parent must pay for all damage, whether the incident was willful or accidental.

If a student willfully destroys school or private property, suspension and subsequent dismissal may be necessary. If a student happens to damage something by accident, he/she should report it to a teacher immediately.

Our custodians work very hard to keep the building clean for all of us. Please remember that the custodian is not in the school to serve us but is serving God through his/her contribution to the school. It is our duty out of loving consideration for the custodian to help in any way we can - by cleaning up after ourselves and helping to keep the hallways and bathrooms clean and neat. Nothing less will be expected of any student.

### **Uniform Dress Code Philosophy**

The JCCS uniform code was developed across the course of several years taking into consideration the vision for our school for the future, our students, and their families. The code was developed at the committee level with input from our constituents (staff, parents, students) and was adopted by the School Board in February of 2012. The top ten goals of the code as it developed included the following:

1. To create a school identity in the community
2. To not be generic (navy pants/white shirts)
3. To dress in classic, classroom attire to set "class time" apart
4. To eliminate sloppy, shabby, immodest dress in the classroom
5. To minimize emphasis on popular trends, name brands, worldly wear
6. To make choosing appropriate dress for school a non-factor
7. To truly maintain a uniformed look by purchasing the foundational pieces from only one source
8. To eliminate humiliation for staff, students, and parents caused by dress code discipline
9. To provide a range of cost and style options and combinations for families to choose
10. To make the uniform transition as simple, sane, and smooth as possible

## Uniform Dress Code

- Students can choose any of the "foundation" items (tops, bottoms, over-wear) from the SchoolBelles "buy list" that are listed for their grade level and gender. All "foundation" uniform items must be purchased from SchoolBelles. Students may wear the "foundation" items (tops, bottoms, and over-wear) in any combination. Skirt and jumpers must be worn "at the knee". George Uniform black pants and shorts only may be ordered at Walmart.com (NO skinny style uniform pants will be acceptable). Black, zip-up hoodie with the logo purchased through JCCS may be worn in class.
- Uniform shorts may be worn year round.
- Shirts may be worn in or out with two exceptions (The princess blouse must be worn out and "tailed" shirts must be worn tucked in).
- Necklines: no more than one button left unbuttoned.
- Skirts/Jumpers: Girls must wear black "biker shorts" underneath that cannot "show" below the hem. Biker shorts may be purchased anywhere.
- Shoes: Can be bought anywhere. Dress and casual shoes must be ALL black, must have no more than a one inch heel, cannot be boots, sandals, flip-flops or crocs. Athletic shoes can be worn, but the main, upper body of the shoe must be black. Athletic shoes may have other colors as trim. The administration reserves the right to decide if a tennis shoe is predominately black. Students who buy tennis shoes with too much trim or color or design may have to rebuy to abide by the intent of the uniform code.
- Socks can be bought anywhere and can be all black, grey, or white. They can be any style (crew, ankle cut, low cut, etc.) Girls may wear tights that are all black, grey, or white with no pattern. Legging cannot be worn. Hose can be nude or black. Girls can go without socks when wearing a slip on shoe. Guys must wear socks at all times.
- Guys' t-shirts worn under uniform shirts must be white. Other than guys' white t-shirts, underwear items worn under uniform clothing cannot be visible outside of OR through uniform clothing.
- Girls' hair accessories such as headbands, scrunchies, barrettes, etc. must be neutral in color or a color in the uniform. No hats, scarves, feathers, extreme accessories can be worn to class.
- Belts can be worn and purchased anywhere but they must be all black with a regular buckle (not oversized or containing writing or logos).
- Jewelry for Girls: no excessive jewelry. Earrings can be worn. One pair at a time in the earlobes only. They can be posts or wires that hang less than one inch from the lobe. They can be gold, silver, diamond, birthstones, or a color of the uniform. (No neon or bright colors.) No other pierced jewelry of any kind.
- Jewelry for guys: No excessive jewelry can be worn. No pierced jewelry of any kind.
- Hair regulations are the same as in the current JCCS dress code. Girls' hair must be neat, clean, and well-groomed. No extreme hair coloring (unnatural colors, drastic contrasts, et.). No extreme hairstyles or haircuts. Guys' hair must be clean, neat, and well-groomed, off the collar, off the ears, and above the eyebrows. For guys: the dying of hair, extreme hairstyles, shaved heads and/or designs or lettering shaved into the hair will not be permitted.
- Facial hair: male students must be clean-shaven at all times. No mustaches, beards, or sideburns past the bottom of the ear.
- Tattoo/Body Markings: Temporary or permanent tattoos or body markings that are visible will not be permitted.
- Hats: no hats are to be worn inside the building by girls or guys.
- Outerwear and accessories. Jackets worn outside are not under the uniform code. Jackets are not permitted to be worn in class unless specific permission is given. Accessories (book bags, lunch boxes, binders, etc.) should be non-offensive (not gruesome, crude, anti-Christian, controversial, or unwholesome images, symbols, characters, or product logos).
- When students are at school activities where uniforms are not required, they are to abide by the current JCCS Non-Uniform Dress Code or the Gym Attire Dress Code as it is listed in the current handbook and on [www.myjccs.org](http://www.myjccs.org)
- When students are permitted to dress down, they are to abide by the gym attire guidelines that are listed in the current JCCS dress code.
- Uniforms must be clean and in good condition-no tears, fraying, and properly fitting etc.
- Make is for girls only: see guidelines for makeup under the Non-Uniform Dress Code

## **Non-Uniform Dress Code**

The purpose of the dress code at J.C.C.S. is to maintain a standard of dress that is neat, clean, safe, modest, and God-honoring. The following guidelines are set forth in order for students to achieve that standard. The Student Dress Code will be the accepted mode of dress on those days or during those activities when students are not required to be within the JCCS Uniform code.

### **Non-Uniform Dress Code for Grades K-3**

- Pants
  - Dress, casual or jeans in proper condition having no holes, frayed edges, or bleach spots. Pants must be proper size and fit, properly hemmed and cannot drag upon the ground. They must be worn at the waistline (no hip-huggers or sagging). Sweat pants and sport/gym type pants are not permitted for class. Leggings cannot be worn as pants.
- Shirts
  - Dress, Casual, Tee Shirts, Sweatshirts, Fleece, Sweaters: May be worn untucked. May contain non-offensive pictures, (no gruesome or unwholesome images) non-offensive words, and non-offensive logos. Must be proper size and fit (not oversized or too tight.) Must properly cover. Sleeveless shirts may be worn, but no tank style or thin straps.
- Dresses
  - Girls may wear dresses, skirts, or split skirts that are no shorter than 2 inches above the knee.
- Shoes
  - Shoes must be worn in school at all times. They can be dress, casual, athletic shoes, or sandals (no flip flops). For safety and practical reasons, shoes/boots with heels higher than 2" will not be permitted. If sandals or dress shoes are worn, sports activity may be restricted at the discretion of the teacher on duty.
- Shorts
  - Shorts must be dress, casual, or walking type shorts. Shorts for class may not be clinging knits, sport/gym shorts, or sweat shorts. Shorts must be no shorter than 2 inches above the kneecap. They must be proper size and fit (not tight or oversized) and they must be worn at the waistline (no sagging). No holes, frayed edges, or bleached spots will be allowed.
- Underclothing
  - Proper underclothing must be worn and must be worn so as not to be seen by others.
- Jewelry
  - No excessive jewelry. Boys may not wear pierced jewelry of any kind. Girls are permitted to wear only one pair of earrings (one in each ear lobe ONLY). Earrings worn in the cartilage of the ears are not permitted to be worn at school.
- Tattoos
  - No temporary or permanent tattoos that are visible will be permitted.
- Hats
  - No hats will be worn by students in the building.
- Hair
  - Clean, neat, and well groomed. For boys hair must be off the collar, ears, and eyebrows/no ponytails. For boys and girls: No extreme hairstyles in cut or style, no hair coloring or designs shaved into hair will be permitted.
- Make-up
  - No make-up is permitted to be worn in Grades K-3 including fingernail polish or artificial nails.
- Gym Attire
  - Students in K-3 are not required to change clothes for Physical Education class. On gym days, students should come in pants that fit the dress code, but that they can play in comfortably. If a student needs to change to gym clothes, he/she may wear shorts (no more than 2 inches above the knee) or sweat pants. Properly fitting Tee shirts, team shirts, and sweatshirts with a Christian logo, or a non-offensive team or sport logo may be worn. Athletic shoes must be worn.
- Accessories
  - Book bags, lunch boxes, etc. These should be chosen to be non-offensive. Due to the controversial nature of the Harry Potter books among the Christian community, accessories and materials pertaining to the Harry Potter book series will not be permitted to be brought to school, as well as, other materials that are gruesome, crude, anti-Christian, controversial, or unwholesome images, symbols, or characters (WWF nWo, South Park, Goose Bumps, etc.). Please consider your brothers and sisters in Christ and use wise judgment in this matter.

*\*Noncompliance with the dress code will result in a demerit/s, conduct concern or a parent being called to bring a change of clothes. Final discretion on matters of compliance or noncompliance will be made by the Administrator based upon the intent of school policy.*

## **Non-Uniform Dress Code Grades 4-12 Male Students**

- Pants
  - Casual, dress, or jeans/ Must be in good condition (no fraying, tears, holes or bleach spots). Must be proper size and fit (not oversized or tight). Must be worn at the waist (no sagging or low cut). Must be properly hemmed (not frayed, not rolled up, cannot drag the ground). No sports/gym type pants are permitted for class.
- Shirts
  - Dress; Casual; Tee Shirts; Sweatshirts; Fleece; or Sweaters may be worn that have NO WRITING other than JCCS Wear or a small logo of the name brand of the shirt. Generic pictures are permitted but NO TRADEMARK pictures. Must be proper size and fit (not oversized or too tight). Must properly cover. May be worn un-tucked. No sleeveless or tank style shirts. Outdoor jackets cannot be worn to class without permission.
- Shoes
  - Dress; Casual; Athletic shoes must be worn with socks/Sandals may be worn with a back strap (no flip flop style/ Must be in good condition and proper fit). Certain shoes may result in restricted activity for safety.
- Underclothing
  - Proper underclothing must be worn and must be worn so as not to be seen.
- Shorts
  - Dress; Casual; Walking type shorts may be worn. No gym/sports shorts for class. Shorts must be no shorter than 2 inches above knee. Pants that do not reach the floor are considered shorts. Shorts must fit properly (not oversized or too tight) Must sit at the waistline (no sagging or low cut)/ Must be in good condition with no fraying or holes.
- Belts
  - Must be proper fitting. Logos or lettering must be non-offensive (no gruesome, or unwholesome images, wording, characters, trademarks, or logos). Cannot contain spikes or large gauge chains.
- Hats
  - No hats will be worn by the students inside the building.
- Hairstyles
  - Hair must be clean, neat and well groomed, off the collar, off the ears, and above the eyebrows. Dying of hair, extreme hairstyles, ponytails, shaved heads and/or designs or lettering shaved into hair will not be permitted.
- Facial Hair
  - Male students must be clean-shaven at all times. No mustaches, beards, or side burns past the bottom of the ear.
- Tattoos/Body Markings
  - Temporary or permanent tattoos or body markings that are visible will not be permitted.
- Jewelry
  - No excessive jewelry. Male students may not wear pierced jewelry of any kind. Jewelry must be non-offensive (no unwholesome, anti-Christian symbols or images). Jewelry with spikes or large gauge chains cannot be worn to school.
- Gym Attire
  - Shorts (no more than 2" above the knee) or sweat pants. They must be proper fitting (not tight, or oversized) and must be worn at the waistline (no sagging). Proper fitting Tee shirts and s sweatshirts may be worn that contain Christian logos and non-offensive team or sport logos. Athletic shoes must be worn with socks. Shoes must be clean and in good condition.
- Accessories
  - Book bags, lunch boxes, binders, etc. These items should be chosen to be non-offensive (no gruesome, crude, anti-Christian, controversial, or unwholesome images, symbols, characters, or product logos). Due to the controversial nature of the Harry Potter books among the Christian community, accessories and materials pertaining to the Harry Potter book series will not be permitted to be brought to school as well as other materials that are possibly offensive (WWF nWo, South Park, Goose Bumps, etc.) Please consider your brothers and sisters in Christ and use wise judgment in this matter. Accessories (such as wallets) with large gauge chains or spikes are not permitted.

*\*Noncompliance will result in demerit/s, conduct concerns or parents being called to bring a change of clothes. Final discretion on matters of compliance or noncompliance will be made by the Administrator based upon the intent of school policy.*

## **Non-Uniform Dress Code Grades 4-12 Female Students**

- Pants**      ▪ Casual, dress, or jeans/ Good condition (no fraying, tears, holes or bleached spots.) / Proper size and fit (not oversized or tight)/ Must be worn at the waist (no sagging or low cut). Properly hemmed (not frayed, rolled up, and cannot drag the ground)/ NO clinging knit pants, leggings, stirrup pants or sport pants are permitted for class.
- Shirts**      ▪ Dress; Casual; Tee shirts; Sweatshirts; Fleece; Sweaters may be worn that have NO WRITING other than JCCS Wear or a small logo of the name brand of the shirt/ Generic pictures are permitted but NO TRADEMARK pictures. Must be proper size and fit (not oversized or tight)/ Must properly cover (must cover midriff when seated) / Must cover chest (no more than four finger width below collar bone)/ May be untucked/ No tank; sleeveless; or spaghetti strap shirts.
- Jackets**      - Cannot be worn to class without permission.
- Dresses/Skirts/Split Skirts**
- Dresses, skirts, and split skirts to the knee. Must be in good condition (no tears/fraying). Proper size and fit (not tight). Must cover (no sleeveless or low cut).
- Shoes**      ▪ Shoes must be worn in school at all times. They can be dress, casual, athletic shoes, or sandals (no flip flops). For safety and practical reasons, shoes/boots with heels higher than 2" will not be permitted. If sandals or dress shoes are worn, sports activity may be restricted at the discretion of the teacher on duty.
- Shorts**      ▪ Shorts must be dress, casual, or walking type shorts. Shorts for class may not be clinging knits, sport/gym shorts, or sweat shorts. Shorts must be no shorter than 2 inches above the kneecap. They must be proper fitting (not oversized or too tight) and they must be worn at the waistline (no sagging or low cut). No holes, tears, frayed edges, or bleached spots will be allowed.
- Underclothing** ▪ Proper undergarments must be worn at all times and will be worn so as not to be seen by others.
- Belts**      ▪ Must be proper fitting. Logos or lettering must be non-offensive (no gruesome, or unwholesome images, wording, characters, trademarks, or logos). Belts cannot contain spikes or large gauge chains.
- Hats**      ▪ No hats will be worn by students inside the building.
- Hairstyles**   ▪ Hair must be neat, clean, and well-groomed. No extreme hair coloring (unnatural colors, drastic contrast, etc.), extreme hairstyles or haircuts.
- Tattoos/Body Markings**
- Temporary or permanent tattoos or body markings that are visible will not be permitted.
- Make-up**      ▪ Grades 4-6 are not permitted to wear make-up, nail polish or artificial fingernails to school. Grades 7-12 only natural looking, light shaded make-up may be used. This includes eye shadows, eyeliners, mascara, lipstick, blushes, facial make-up. For safety and practical reasons artificial nails cannot be worn.
- Jewelry**      ▪ No excessive jewelry. Girls are permitted to wear only one pair of earrings (one in each ear lobe ONLY). Earrings worn in the cartilage of the ears are not permitted. No other pierced jewelry may be worn. Jewelry must be non-offensive (no unwholesome, anti-Christian symbols or images). Jewelry with spikes or large gauge chains are not permitted.
- Gym Attire**   ▪ Shorts no more than 2" inches above the knee, sweat pants. They must be proper fitting (not tight or oversized) and MUST be worn at the waistline (no rolling of waistbands). No clinging knit pants, leggings or yoga pants. Properly fitting and properly covering Tee shirts and sweatshirts may be worn that contain Christian logos or non-offensive team or sport logos. Athletic shoes must be worn with socks. Shoes must be clean and in good condition.
- Accessories**   ▪ Purses, backpacks, book bags, lunch boxes, binders, etc. These items should be chosen to be non-offensive (no ugly, gruesome, crude, anti-Christian, controversial, or unwholesome images, symbols, characters, or product logos). Due to the controversial nature of the Harry Potter books among the Christian community, accessories and materials pertaining to the Harry Potter book series will not be permitted to be brought to school as well as other materials that would be possibly offensive (WWF, South Park, Goose Bumps, etc.). Please consider your brothers and sisters in Christ and use wise judgment in this matter. Accessories with spikes and large gauge chains are not permitted.

*\*Noncompliance with the dress code will result in demerit/s, conduct concern or parents being called to bring a change of clothes. Final discretion on matters of compliance or noncompliance will be made by the Administrator based on the intent of school policy.*

**Preschool Dress Code:** The dress code for preschool is separate from the other grades. Preschoolers should wear casual clothes that are comfortable and safe for indoor and outdoor play. In Pre-K, shorts and sweat suits may be worn throughout the year. Shoes must be athletic shoes or shoes that the student can safely run in when playing outside. Pictures on shirts or on accessories (book bags, lunch boxes, etc.) should be chosen to be non-offensive. Due to the controversial nature of the Harry Potter books among the Christian community, clothing, accessories, and materials pertaining to the Harry Potter book series will not be permitted as well as other materials that are gruesome, crude, anti-Christian, controversial, or unwholesome images, symbols, or characters (WWF, nWo, South Park, Goose Bumps, etc.). Please consider your brothers and sisters in Christ and use wise judgment in this matter.

### **Immunization Policy**

Immunization Records: Students enrolling in J.C.C.S. must meet current state immunization requirements by September 30<sup>th</sup> and submit records OR show a written statement from the physician stating that immunizations were withheld due to medical reasons OR an official exemption document if immunizations were withheld for personal/religious reasons. Failure to meet one of the above criteria will result in the student being excluded from school until such requirement is met.

### **Medication**

We strongly encourage that, whenever possible, the timing of taking medications be scheduled so that they can be taken at home. Only when no other arrangements can be made will it be acceptable for them to be taken at school.

If it is necessary for your child to be given a medication at school, the following requirements must be met:

1. Written request signed by the physician and parent/guardian for each and all prescription and non-prescription medications. The form must include the dosage to be given, the time the medication is to be given and the route of administration.
2. A separate form must be filled out for each medication.

**NO** student is to have medication in his possession at school. Medications (both prescribed and non-prescribed) must be kept in the school office. For this reason, no medication should ever be passed from one student to another. If this should happen, the students involved will be subjected to disciplinary action. The only exception to this is that students may keep prescribed inhalers or “epi-pens” on their person to self-administer these medications as needed as long as written documentation is on file as outlined below.

### **NO medications will be given without completion of the above forms.**

All medications must be sent to school in the original container that must be properly labeled with the student's name, name of the medication, dosage of medication to be given, and the time medication is to be given.

It will be the student's responsibility to come to the office for self-administration of medication that will be taken in the presence of school personnel. Our staff will do their best to remind the younger children to report to the office to receive their medication at the proper time.

Should there be any change in the administration of the medication, notification is to be sent to the secretary in writing on the proper form signed by a physician.

**The school will assume no responsibility for liability in association with administration of medications at school.**

### **First Aid and Illness**

The school is equipped with first-aid supplies for use in case of accidents or illness. When students are ill, parents will be contacted to come and pick them up.

### **Communicable Diseases**

The Ohio Department of Health requires that students with the following conditions be excluded from school:

Strep Throat	→ may return to school 24 hours after medication is begun if no fever is present
Chicken Pox	→ excluded from school until all lesions are crusted over
Impetigo	→ may return after 24 hours of treatment is taken and no drainage present
Hepatitis A	→ excluded from school at least 10 days after onset of jaundice
Measles	→ excluded from school at least 5 days after rash appears
Influenza	→ excluded from school until symptoms are gone
Head Lice	→ excluded from school until treated and head inspection by school personnel reveals no live nits
Mumps	→ excluded from school 9 days after swelling occurs
Ringworm	→ excluded until 24 hours of treatment taken
Scabies	→ excluded until student and household contacts have been treated
Conjunctivitis	→ (pink eye) excluded during acute state until discharge has ceased.
Common Cold	→ excluded from school until acute symptoms are gone
HIV-Hepatitis B	→ approval of administration required

**Parents may assist in the health program by:**

1. Meeting the immunization requirements on time
2. Carefully observing children for signs of disease or sickness and keeping them home when ill (students must be free of fever for 24 hours in order to return to school)
3. Promptly sending in statements concerning a child's sickness
4. Providing a sound health program for your children at home:
  - a. Adequate rest
  - b. Outdoor recreation
  - c. Balanced diet
  - d. Good study habits
  - e. Regular medical examinations
  - f. Encourage the importance of good hand washing to prevent illness

**Emergency Medical/Transportation Authorization Form**

Each parent must complete an emergency medical authorization form upon the child's enrollment. This form is to be kept at the school office as record of the student's home phone number, parents' employment numbers, family or friend's numbers, physician number, dentist number, and signature indicating permission to contact a licensed physician if own is not available. This must be on file by the first day of school.

**Speech, Hearing, Vision and Postural Screenings**

Speech and hearing screenings will take place each year in Grades K-9, and for all new students through the months of August and September. If difficulties are suspected, parents will be notified and referred to the proper professional and/or our speech therapist. If speech therapy is recommended, parents will be notified and permission obtained prior to placement. Vision and postural screenings will be done for students and parents will be notified if there is any problem. Parents must contact the office if they do not wish for their student to be screened.

### **Fire / Tornado Drills / Lockdown Drills**

Fire drills will be held regularly with instruction as to the proper exiting and safety procedures for each event. Tornado drills will be held in the spring. Lockdown drills will be conducted.

### **Policy of SEARCH and Seizure**

Based on reasonable cause, Jefferson County Christian School reserves the right to request any student to empty the contents of his/her pocket, purse, book bag, or the like or to provide access into any personal property including a vehicle. In the event that this request is not honored, the student will remain in the office until his/her parents or legal guardian can be contacted. At this point, refusal to honor said request may subject student to suspension or expulsion from the school.

### **Weapons/Threats of Violence Policy**

**Weapons:** Students who possess or claim to possess, use, or threaten to use, or display a weapon at school, or at a school event shall immediately be suspended from school pending full investigation. Students will be subject to expulsion from JCCS and to legal prosecution. A weapon is defined to be any material or object (by design or by its use) that can be used to harm, injure, threaten, or intimidate another individual or oneself. (This includes look-alike items and nonfunctional items.) Possession includes, but is not limited to, any student found to have a weapon in his/her locker, book bag, purse, or car, or on his/her person, or who has brought such an item onto a bus provided for daily student transportation, or onto any transportation provided for school-related events. This rule is in effect 24 hours a day, seven days a week.

**Threats of Violence:** JCCS has a no tolerance policy involving threats of violence by students whether the threat involves a weapon or is a physical or verbal threat. Parents should understand that the school's first responsibility is the protection of all its students. The school takes this responsibility very seriously. Students making a threat of violence will be immediately suspended pending full investigation. If the school determines that the threat of violence is credible and specific (directed toward particular students or staff), the student(s) making the threat of violence will be subject to expulsion from JCCS and the threat will be reported to the appropriate legal authorities. The school administration will also report the threat to the one(s) who were threatened. For purposes of this policy, credible means reasonable belief or suspicion, determined at the discretion of the administration, that the threat was or might be genuine, or that the student might be capable of carrying out the threat. In those circumstances in which the school determines that the threat is likely not credible, the school will suspend the student pending a parent meeting. These will include all cases in which the student was "just joking." If circumstances warrant, the school may conduct further investigation. The school may require the student to obtain counseling, at family expense, from a Christian counselor or other professional approved by the school in order for the student to remain enrolled at JCCS. No student will be permitted to continue enrollment in the school if the counselor advises that the student (in the counselor's opinion) presents a threat of danger to anyone including him/herself.

### **Sexual Harassment Policy**

- Sexual harassment has no place at Jefferson County Christian School, whether between the supervisor and the supervised, between co-workers, between employees and the students, between students or between any student or employee and a member of the public visiting the school.
- For the purpose of this policy, sexual harassment shall be defined as follows: "Sexual harassment is the solicitation of sexual activity or references to sexual themes in a manner which the offender knows or should know is offensive to the listener or observer."
- In the event that any employee or student of the school is suspected of sexual harassment occurring on school property or occurring off school property, but involving the possibility of coercion due to the non-offender's status as an employee or student, the school administration shall promptly investigate the allegation. Any employee of the school who becomes aware of, or suspects activity constituting sexual harassment shall immediately report it.
- Complaints or information regarding sexual harassment shall be directed to the Administrator or his/her designee who shall have a duty and the authority to conduct an independent investigation in a manner which preserves confidentiality to the maximum practical extent, recognizing that the thoroughness of the investigation is not to be compromised. The administration shall then take such preventive, remedial or disciplinary action as the circumstances warrant, up to and including termination or expulsion, following established procedures.

## **JCCS Computer Acceptable Use Policy**

Computers at Jefferson County Christian School are to be used for educational purposes only. After receiving instruction, students may gain access to the Internet and e-mail for educational purposes only. Use of computers at Jefferson County Christian School is a privilege, which can be revoked for non-compliance with the following standards.

### **I. Use of computers**

- A. Computers can only be used with permission and under supervision of a JCCS staff member.
- B. No food or drink is permitted near any computer, printer, or any other computer related equipment.
- C. Only programs reviewed and authorized for student use may be used.
- D. Computer games or other outside software are not permitted. Exceptions are educational games that are part of the classroom teacher's lesson plan and have been reviewed and approved for use.
- E. Modification of any computer without permission and supervision of a qualified instructor is prohibited. This includes:
  - 1. Installing or deleting programs to any computer.
  - 2. Modification of the desktop, screen-savers, software or hardware configuration of any computer.
  - 3. Downloading any program from a computer for personal use.
  - 4. Going to unauthorized sites without permission (you tube, Facebook, Twitter, etc.)

### **II. Use of School Copiers or Printers**

Students may not use JCCS printers or copiers for personal use, which includes required class assignments. Exceptions will be determined by the teacher/administrator.

### **III. Use of Jump-drives**

For the protection of our internal computer system, student personal flash-drives may not be downloaded into any JCCS computer. "NO EXCEPTIONS"

### **IIII. Internet Use**

- A. Internet can be used only by those students having parental permission on file.
- B. Internet can only be used under supervision of a JCCS staff member.
- C. Any computer used by students must use our current filtering software.
- D. Abusive, profane, or obscene content is not permitted.
- E. Use of chat rooms or instant messaging is not permitted, unless it is part of a classroom teacher's lesson plan.
- F. Using the Internet to play games is not permitted.
- G. Using the Internet to play music is not permitted.
- H. Promotion of unlawful or inappropriate activities in the school setting is prohibited (i.e., alcohol, tobacco, drugs, computer hacking, pornography, gambling).
- I. Hypertext links to any inappropriate sites as described above are not permitted.
- J. No downloading of music or videos from Internet is permitted.

*Disclaimer - JCCS has a filter in place, but there is always the possibility that a picture/image may sneak through the filter. This is not something that JCCS can control, as all filters are not completely fail proof.*

### **InfoDirect**

InfoDirect is an online component that we offer to all of our JCCS families to improve communication between school and home. This service allows you to check your child's homework assignments and current grades from home. An enrollment sheet is sent home in August. This service is included in the technology fee.

### **Cell Phone / Electronic Devices Use**

- Students are not permitted to use individually owned electronic equipment such as music playing devices or Internet ready devices (iPods, iPads, tablets, laptops, MP3 players, CD players, hand held video games, CDs) during school or at school-sponsored activities without permission from the Administrator and/or teacher.
- Cameras (digital, cell, or other) can only be used during the school day as part of a class assignment and/or with teacher permission, and with the consent of the subject(s) in the picture.
- No cell phone use (in any way) is permitted in school from the time the student enters the building until the student leaves the school premises unless the student is given specific permission from a teacher.
- Cell phones are to be kept in the student's assigned locker out of sight.

## School Guidelines Concerning Social Media Outlets

### **School Related Communications**

For the protection of all involved, including the staff, parents and students of JCCS, all school related issues, comments, conversations and questions should be posted only through the official JCCS website/e-mail or through a phone call to the office during school hours.

### **School Related Postings**

In trying to keep information about JCCS and anyone involved with JCCS as authentic as possible, the JCCS staff, parents and students should only post through JCCS's Development Director for school related postings on the web.

### **Social Media Guidelines for Students**

Guidelines: Social Media, such as Facebook, Twitter, YouTube, MySpace, LinkedIn, personal texting and others are powerful tools of communication that have significant impact on your personal reputation as well as the reputation of JCCS. Students and parent/guardian must read the following guidelines to be aware of the student's responsibility in using social media as a member of the JCCS school family.

### **Please use the following guidelines when posting on Social Media sites.**

1. **Be authentic.** Be honest about your identity. Never pretend to be someone else when you post personally or as a student of JCCS. Tracking tools enable supposedly anonymous posts to be traced back to authors. Be honest about yourself and your views without providing personal information that could be used against you.
2. **Be responsible.** Make sure you are aware of the Code of Conduct and Expectations stated in the JCCS Handbook as you share personal views or information about yourself, other students, school personnel, or the school. Inappropriate conduct revealed on social media will be dealt with in the same manner as inappropriate student conduct at school.
3. **Be cautious.** Privacy does not exist in the world of Social Media. Consider what could happen if a post becomes widely known and how that may reflect upon your reputation, the reputation of your family and friends, the reputation of another student and the reputation of your school.
4. **Be respectful and thoughtful.** As a student of JCCS, be mindful of the school's commitment to a Christian worldview by showing respect and dignity for all people and to the civil, thoughtful discussion of opposing ideas. Remember that the Lord, your God, is omniscient and aware of all your communication.
5. **Be informed.** Become familiar with the terms of service, policies and the appropriate code of ethics required on the Social Media sites and networks in which you participate.
6. **Be kind.** Cyber bullying is the willful and repeated bullying or harassment of another person or persons through the medium of Social Media, which includes electronic text. Students who engage in cyber bullying, including electronic texting can be disciplined at school. Always abide by Mark 12:31. "You shall love your neighbor as yourself" when you post on any Social Media site.

### **Library Policy**

The school and library staff will screen the contents of the library to the best of their ability to see that there are no materials that are offensive or in opposition to our Christian worldview. However, if parents run across material that they believe is objectionable or questionable, they should notify the school Librarian/Administrator of their concern.

### **Visitors/Volunteers**

All visitors and volunteers to the school **MUST** report to the office and register first. When parents are volunteering or visiting a classroom, they **MUST REGISTER** in the office prior to going to the classroom or to their assignment. When you sign in, you will receive a sticker/badge to identify you as an authorized visitor/volunteer to our school personnel.

- When visiting the school, never leave your car parked in such a manner as to restrict the movement of traffic.
- Use specified parking areas.
- Never smoke on school premises or when participating in any school related activity.
- When parents visit the school for any reason, they should be properly dressed.

### **School Telephone Use**

All school telephones are for school business only. Students are not permitted to use the telephone without permission from a staff member and only for unforeseen circumstances. Students will not be allowed to call home for forgotten items, assignments, or to communicate things that can or could have been taken care of at home. Teachers and students should not be called during school hours except in the case of an emergency.

## Lost and Found

"Lost and Found" items are kept in the school. After two weeks have passed and items have not been picked up, they will become the property of the school and will be given away or discarded.

## School Colors

Purple: Purple is a school color because it has long been a symbol of royalty. This is not to be construed as pride or self-exaltation, but instead it is to signify our exalted "Royal" position with Jesus Christ. We all need to be reminded of our position in Christ and that we should reflect that relationship as we represent Him!

----- "Seek those things which are above"-----

Gold: We are constantly striving for success! We are to strive for eternal rewards, not temporal. Gold is a school color because it reminds us that we are to gain eternal victories. We want to achieve that which will last!

----- "When he is tried, he shall come forth as gold"-----

## Pledges

The following pledges will be spoken during opening exercises in grades K-12.

- American Flag: I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands: one nation under God, indivisible, with liberty and justice for all.
- Christian Flag: I pledge allegiance to the Christian flag, and to the Savior for Whose Kingdom it stands. One Savior, crucified, risen, and coming again, with life and liberty for all who believe.
- Bible Pledge: I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its Word in my heart that I might not sin against God.

## Parent Packet

A monthly newsletter and other information will be sent home. This newsletter will contain up-to-date information pertaining to the school. This is the main line of communication between the school and home. Please read through all the information carefully and then sign and return the envelope with forms that need to be returned on the next school day. (E-packets) Receiving a packet by email is now available upon request through the school office.

## Parking/Picking Up and Dropping Off Students

Parents MUST pick up and drop off students in the large parking lot at the south end of the building. Please follow the designated procedure for cars in the pick-up loop. If you park to await your students, they will be dismissed at the end of the car pool line. Picking up students before 2:30 in the office will not be permitted on a regular basis. When arriving or leaving school, students MUST cross at the crosswalk with the crossing guard. Please do not drive/park your car on the playground at anytime during regular school hours.

## A Change for Child's Transportation

Students must have a note of permission in order to change his/her usual transportation arrangement or to go home on the bus with another student. The note needs to be seen by the student's homeroom teacher and the school office. Students who do not bring a note will not be allowed to get on the bus with another student. Students who are to go home with another student (other than those in his/her car pool) must have a note of parental permission to be shown to his/her homeroom teacher. If a regular bus student is not to ride the bus home on a certain day, a note must be sent from home to be signed in the office or the parent must be present before the bus leaves the building to take his/her child. Without a note or parent present, a bus student will be sent home on the bus as per regular instructions. Word of mouth by the student is not sufficient to change busing or riding arrangements.

## Addressing Concerns (Matthew 18:15-17)

If a parent has a question or concern related to a classroom situation, he/she should first meet with the particular classroom teacher. If a person has a question or concern related to a non-classroom situation, he/she should first meet with the individual "in charge". If the matter is not resolved, the Administrator is the proper person to contact next. If a parent feels that he/she cannot accept the decision or explanation given by the Administrator, the final recourse is to take the matter before the School Board, with the Administrator and involved person present. A written request for such a meeting must be submitted to the School Board. Jesus taught several principles for solving people-to-people problems:

- 1) Keep the matter confidential. Share only with those directly involved.
- 2) Keep the circle small. Most problems can be solved at the two-people level.
- 3) Be straightforward. Speak the truth in love.
- 4) Be forgiving.

### **Texting/Telephoning Staff**

Due to consideration for the staff and their need to devote time to their families, parents and pupils are requested to not call or text the teachers, secretary, or Administrator at their homes except in emergencies (pupils forgetting homework assignments is not an emergency). Please honor this request.

### **Religious Holidays**

The Jefferson County Christian School will not teach children that mythical characters such as Santa or the Easter Bunny are wrong, nor will the school criticize children for speaking of their fantasies. However, in respect for the families who have convictions against such traditions, the JCCS will refrain from introducing such characters in the classroom.

### **Classroom Parties**

- Classroom teachers will make arrangements individually to obtain homeroom mothers to help with and organize special activities. Some teachers do not have homeroom mothers but call upon different parents throughout the year.
- School wide parties are held in Grades Pre-K through 6 at Christmas time and Valentine's Day. Teachers in Grades Pre-K through 12 may arrange other parties for specific occasions throughout the year. Parents are often asked to assist or donate items for the parties. **Please do not bring PEANUT products to the school.**

### **Tuition**

- Tuition **MUST** be paid according to the terms described on your financial contract. Monthly payments are due the 1<sup>st</sup> of each month. A \$35.00 late fee will be assessed after the 10<sup>th</sup> of that month.
- Parents or sponsors are responsible for tuition as contracted. It is essential that all those who enroll their children in the Christian School be faithful in meeting their payments. There is a thirty-five dollar (\$35.00) charge for checks returned to us for insufficient funds.
- Please call the school office for the current tuition rate.

### **Tuition Discounts and Scholarships**

There are discounts available:

- Pastor Discount - Multi-child discount - Ed Choice Scholarship - J CCS Scholarship
- Please contact the Administrator for more information.
- Scholarships are available to families who meet certain criteria of financial need. Applications may be obtained from the Administrator who will submit them to the Scholarship Committee upon completion.

### **Fund-Raisers**

Tuition provides approximately 70-80% of our budget. Fund-raising and contributions provide the remaining 20-30%. There are several major and some minor fund-raisers held throughout the year. All parents are asked to support these fund-raisers as a part of the JCCS school family.

### **Lunch Program**

Students may bring a packed lunch from home or may order a hot, lunch item from the PTF. Orders must be placed with the office on the Thursday prior to the week that the lunch is needed. Information concerning schedule and pricing will be sent home. Parents cannot deliver hot lunches or forgotten lunches to the students during the day. We will care for a student without a lunch by providing a \$3 Lunchable, which you pay for the following day. Students have no access to a microwave or a refrigerator. Younger students need to have items in their lunches that they can open and handle themselves. No student may leave the school premises for lunch. Juniors and seniors have the privilege of ordering lunch daily from a carry-out menu.

**Drinks:** JCCS has drinks from United Dairy available to the students for purchase. We offer white milk, chocolate milk, and apple juice at a cost of \$2.00 per week (\$.40 per drink). Orders must be placed with the office on the Thursday prior to the week that the drink is needed. Milk can be ordered for snack (Grades K-2) and lunch. Please send the order and money in an envelope marked with the student's name to school on Thursday. Bottles of water are sold by the Accent Club for \$1.00.

### **Parent Teacher Fellowship**

Please plan to join and participate in the Parent Teacher Fellowship (PTF) this year. This group meets to plan and implement those activities that will benefit the students, teachers, and the well being of the school in general. The more that participate, the more successful and effective this school organization will be. Please plan to lend your support when and where you can.

***THE JEFFERSON COUNTY CHRISTIAN SCHOOL BOARD RESERVES THE RIGHT TO CHANGE POLICY AT ITS SOLE DISCRETION AT ANY TIME BASED ON WHAT IS IN THE BEST INTEREST OF THE SCHOOL.***

**\*\*PLEASE SIGN AND RETURN THE AGREEMENT BELOW\*\***

Please receive and read this updated copy of the J.C.C.S Student/Parent Handbook. The Handbook serves as a type of “agreement” between you the parent/guardian and JCCS so that you know what you can expect from the school and you know what we will expect from you throughout the school year. By being aware of expectations, the home and school can work together cooperatively to the optimal good of the students and to the Glory of God.

I/We have read the contents of the handbook of the Jefferson County Christian School and are in agreement with the policies, philosophies, and procedures of the school and I/we are committed to them. I/We agree to cooperate with requests and policies of the administration on daily practices even though we may not understand the reason. I/We agree to give thoughtful consideration to all notes and correspondence from teachers and administration.

We agree to support the school with our prayers and with a positive attitude. Complaints or negative comments will be shared only with the teacher, administrator, or person involved and not with our child or other people, following the Matthew 18 principle.

We understand that if at any time the school determines, in its sole discretion, that our actions do not support the ministry, or reflect a lack of cooperation and commitment to the home and school working together, the school has the right to request the withdrawal of our child(ren) or pursue disenrollment of my child(ren).

Student Name \_\_\_\_\_  
Please Print

Parent/Guardian Name \_\_\_\_\_  
Please Print

Signature of Parent/Guardian \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date Signed by Parent/Guardian \_\_\_\_\_

This Box is For Office Use Only

Received by: \_\_\_\_\_

Date Received: \_\_\_\_\_

# Jefferson County Christian School for Students

*Experience the Difference*

## Social Media Guidelines

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Please Print

Guidelines: Social Media, such as Facebook, Twitter, YouTube, MySpace, LinkedIn, personal texting and others are powerful tools of communication that have significant impact on your personal reputation as well as the reputation of JCCS. Students and parent/guardian must read the following guidelines to be aware of the student's responsibility in using social media as a member of the JCCS school family.

Please use the following guidelines when posting on Social Media sites.

- 1. Be authentic.** Be honest about your identity. Never pretend to be someone else when you post personally or as a student of JCCS. Tracking tools enable supposedly anonymous posts to be traced back to authors. Be honest about yourself and your views without providing personal information that could be used against you.
- 2. Be responsible.** Make sure you are aware of the Code of Conduct and Expectations stated in the JCCS Handbook as you share personal views or information about yourself, other students, school personnel, or the school. Inappropriate conduct revealed on social media will be dealt with in the same manner as inappropriate student conduct at school.
- 3. Be cautious.** Privacy does not exist in the world of Social Media. Consider what could happen if a post becomes widely known and how that may reflect upon your reputation, the reputation of your family and friends, the reputation of another student and the reputation of your school.
- 4. Be respectful and thoughtful.** As a student of JCCS, be mindful of the school's commitment to a Christian worldview by showing respect and dignity for all people and to the civil, thoughtful discussion of opposing ideas. Remember that the Lord, your God, is omniscient and aware of all your communication.
- 5. Be informed.** Become familiar with the terms of service, policies and the appropriate code of ethics required on the Social Media sites and networks in which you participate.
- 6. Be kind.** Cyber bullying is the willful and repeated bullying or harassment of another person or persons' through the medium of Social Media, which includes electronic text. Students who engage in cyber bullying, including electronic texting can be disciplined at school. Always abide by Mark 12:31: "You shall love your neighbor as yourself" when you post on any Social Media site.

**I have read and am aware of the JCCS Social Media Guidelines**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date