

Jefferson County  
Christian School



# Parent/Student Handbook

## 2025 – 2026

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# Introduction

## What Is Christian Education?

For an in-depth discussion of this question, please read the Educational Goals of Jefferson County Christian School. 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 both Bible study and prayer times 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.

## JCCS Core Values

- Family
- Integrity
- Dignity

## Membership

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

## 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 the supreme and final authority in faith and life. (II Tim. 3:14-17; II Peter 1:20-21)
- We believe in the God, eternally existing in three persons: Father, Son, and Holy Spirit. (Matt. 3:13-17)
- We believe that Jesus Christ was begotten by the Holy Spirit and born of the Virgin Mary and is fully God and fully man. (John 1:1-3, 14; Luke 1:34-35)
- 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. (Gen. 1:26-27; Rom. 5:12-19; Rom. 3:22-24)
- 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. (I Cor. 15:1-5; Rom. 5:1-2, 8; II Cor. 5:20-21)
- 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. (John 21:12-14; Acts 1:9-11; Acts 10:39-41; Heb. 4:14-16; John 2:1-2)
- We believe in "that blessed Hope"; the personal and glorious return to earth of our Lord and Savior, Jesus Christ. (Titus 2)
- 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. (Eph. 1:13-14; John 1:12-14)

- 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. (John 5:28-29; John 3:36)
- We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps 139.)

## **Final Authority for Matters of Belief and Conduct**

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Jefferson County Christian School's faith, doctrine, practice, policy, and discipline, our School Board is Jefferson County Christian School's final interpretive authority on the Bible's meaning and application.

## **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.

## **Statement on Marriage, Gender, and Sexuality**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

We believe that in order to preserve the function and integrity of Jefferson County Christian School as the local Body of Christ, and to provide a biblical role model to the [the organization] members and the community, it is imperative that all persons employed by Jefferson County Christian School in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hatred and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accordance with Scripture nor the doctrines of Jefferson County Christian School.

## **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. Jefferson County Christian School 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."

## **Confidentiality of Student Records**

Jefferson County Christian School is committed to maintaining the confidentiality of student records, including Individualized Education Programs (IEPs) and Evaluation Team Reports (ETRs), in compliance with the Family Educational Rights and Privacy Act (FERPA) and all applicable state and federal regulations.

Student records, including special education documents such as IEPs and ETRs, are securely maintained and accessible only to authorized personnel who have a legitimate educational interest in supporting the student's academic and developmental needs. These records will not be disclosed to unauthorized individuals or organizations without written consent from the parent/guardian, except as permitted by law.

Parents/guardians have the right to review their child's records upon request and may seek amendments if they believe any information is inaccurate or misleading. Requests for access or corrections must be submitted in writing to the school administration.

Any questions or concerns regarding student records and confidentiality should be directed to the school office.

## **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 Holy Spirit. 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, biblical truth is essential in the study of all academic areas.

## **Jefferson County Christian School Student Culture**

At JCCS our culture 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 it right.
- We share the joy of living God's way and experiencing the positive natural consequences. We encourage students to discover their potential in such a way that they become a positive influence and make an impact for Christ.
- We take our core values seriously. Family, integrity, and dignity 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 help students create, innovate, and lead now, not just in the future. Student leadership and spiritual growth is a work in progress.



# Academics

## Grading System

Grades in the Jefferson County Christian School are an evaluation of the student's achievement, not a reward for effort.

### Grading Scale (3rd-12th):

The following grading scales shall be the standard used in grading the student's performance in Grades 1 through 12.

- 100-92% = A Excellent
- 91-83% = B Good
- 82-72% = C Average
- 71-64% = D Passing
- 63 - 0% = F Failing

### Grading Scale (PreK-2<sup>nd</sup> and Elementary Specials: Music, PE, Computers, and Art)

- P - Proficient
- D - Developing
- N - Needs Improvement

## Report Cards

Report cards can be accessed online through the FACTS Family Portal. If a hard copy of the report card is required, parents may contact the school office. The final report card, at the end of the fourth quarter, will be mailed to the home with the student's standardized test scores. All questions about grades should be addressed to the child's teacher.

## Progress Report

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

## Jon Peterson Scholarship Quarterly IEP Progress Reporting

Jefferson County Christian School Intervention Specialist will enter a Quarterly Progress Report related to a student's IEP goals and services into the Jon Peterson Special Needs Scholarship site providing the student's home district access to the student's progress as per the IEP.

## High School Graduation Requirements

To graduate from JCCS, a student must:

- Complete a minimum of 20 credits as mandated by the Ohio Department of Education
- One year of Bible for each year of attendance at JCCS
- Pass all required testing
- Earn two educational state seals.

We offer a College Prep Diploma and an Honors Diploma to students who complete rigorous requirements. JCCS also provides a General Diploma to students with documented needs with the approval of the School Board.

## Principal's List and Honor Roll

Third through twelfth grade students have the opportunity to earn a place on the Principal's List by receiving all A's in their core classes (Bible, Mathematics, English/Language Arts, Science and Social Studies) and have not received any demerits. Honor Roll students are those who have earned A's and B's and have four or less demerits.

## **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, JCCS administers the Iowa Assessments or the Ohio State Tests to all grade levels in K-12. These standardized assessments reveal information about achievement in several academic areas for the individual student and for the grade level as a whole. Students in K-2 also take a cognitive ability assessment. This information is also used to give us feedback concerning our curriculum and academic program. Your child's scores on these assessments will be sent home in a full report when results 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 major subject areas or (D) grades in three major subject area (i.e., reading, mathematics, spelling, social studies, science, or language), a conference between teacher, parent, and Administrator will determine next year's placement and will be most beneficial to the child. 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.

## **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 one or two times during the school year. Additional conferences may be scheduled at any time throughout the school year at the request of the parent or the teacher. Preschool 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.

## **Bible Translation Statement**

Jefferson County Christian School believes the Bible to be the only infallible, authoritative Word of God. Since 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, which will be used for memory verses. Teachers may also read from another version if it aids in clarification.

## **Chapel**

Weekly, 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

## Attendance

Ohio School Law requires punctual and regular attendance at school. Parents must be aware of the fact that prolonged or continuous absences can have nothing but adverse effect 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.** (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 the schoolwork.

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

- Request homework in the morning when reporting your student absent.
- Kindergarten-6<sup>th</sup> grade make-up work and materials will be available by the end of the school day in the school office.
- 7<sup>th</sup> -12<sup>th</sup> grade students will be able to access their homework through FACTS and Google Classroom.

## School Attendance Accountability

We ask that parents **email [attendance@myjccs.org](mailto:attendance@myjccs.org)** or call the school office before 8:00 AM if their child will not be in school that day. This enables us to know for sure where the students are and help provide safety for all of our children.

In accordance with Ohio Revised Code 3321.14, if an email or phone call is not received from the parent reporting their child off from school, the school will send an email notification to the parent/guardian by 10:00 a.m. stating their child is not in school.

**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.**

## Parent Attendance Accountability - Grades K-12

- **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 students' 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 should 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

Excessive absenteeism will affect a student's academic performance. You will be notified by the teacher or Administrator when the student is at risk of failing a class because of excessive absenteeism.

## Pre-Approved Absences

Permission may be granted for a planned absence from school of 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 their absence. After returning to school, students have one day per each day absent (up to 5 days) to complete and return all assignments, quizzes, and tests. Any assignments not completed within the allotted time frame will result in a grade of F.

## School Day

- Half-day PreK - 7:50 a.m. to 11:30 a.m.
- Full-day Pre-K - 7:50 a.m. to 2:20 p.m. Dismissal begins at 2:25 p.m.
- Elementary (K-6<sup>th</sup> Grade) – 7:50 a.m. to 2:20 p.m. Dismissal begins at 2:25 p.m.
- Secondary (7<sup>th</sup> -12<sup>th</sup> Grade) – 7:50 a.m. to 2:40 p.m. Dismissal begins at 2:40 p.m.

## Tardiness

Students in grades K-12 who arrive after the 7:50 a.m. bell will not be admitted to class without a tardy slip from the school office.

- Students arriving after 7:50 a.m. but before 8:15 will be counted as tardy.
- Students arriving between 8:15 a.m. and 11:15 a.m. will be counted as a half-day absent.
- Students arriving after 11:15 a.m. will be counted as a full-day absent.
- Students in grades K-6 will be allowed 2 unexcused tardies per nine weeks. All consecutive unexcused tardies will be handled 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.
- Twelve unexcused tardies will eliminate a student from being eligible for a Perfect Attendance Award at the end of the year.

## Students Signing Out and Returning

The Attendance Clerk will calculate attendance for any student signing out and returning.

- If a student is only in school more than 3 ½ hours –Half-day absence
- If a student is not in school more than 3 ½ hours – Full-day absence

## Afternoon Absence

Any student absent after 11:15 a.m. 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.
  - Students signing out before 11:15 a.m. and NOT returning will be counted as a full-day absent.
  - Students signing out after 11:15 a.m. and NOT returning will be counted as a half-day absent.

## Arrival/Student Drop Off

Parents MUST 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. 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 any time during regular school hours.

The parking lot side school doors will be unlocked by 7:15 a.m. each morning when all students are to enter. 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 students will wait in the 1st floor hallway with their teacher for all students to arrive, and then students will be escorted to their classroom at 7:50 a.m.
- K- 6th grade students who arrive between 7:15-7:40 a.m. shall report to the multi-purpose room where they will be monitored by a staff member and dismissed to home room at 7:40 a.m.
- 7-12 grade students who arrive between 7:15 AM and 7:40 AM will report to the cafeteria where they will be monitored by staff members until 7:50 AM, at which time they shall report to their home room.
- **ALL MORNING BEVERAGES MUST BE DISCARDED BEFORE LEAVING THE CAFETERIA.**

### **Dismissal/Student Pick Up**

Parents **MUST** pick up 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 wait for your students, they will be dismissed at the end of the carpool line. Picking up students before 2:30 in the office will not be permitted on a regular basis.

#### **Students may remain after school for only two reasons:**

- Extracurricular activities sponsored by the school.
- An unforeseen emergency (missed bus, etc.). All other students should be picked up promptly at the 2:45 dismissal.

After 2:45 PM all students remaining in the building must be under supervision of a parent, a coach, a club leader. No students will be permitted to roam the building or to be in rooms unsupervised.

### **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 carpool) 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.

### **Emergency Closing of School**

Emergency closings will be announced on WTOV-TV, WTRF-TV, and via the J.C.C.S text/all-call alert system, and social media.

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 9:50 a.m. and the students will meet for each class for an abbreviated time.

Do not assume because the public schools have canceled or delayed that JCCS has done so. Look for 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 JCCS 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.

# Conduct and Expectations

## Standards of Conduct

At Jefferson County Christian School, we want to develop a life of faith and obedience in our students and parents, 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. 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)

### 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. 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.

**Some problems warrant special consideration and will be dealt with on an individual basis. Any unforeseen conduct violation will be handled by the Principal, 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/guardians could result in disenrollment/expulsion.**

## Philosophy of Discipline

According to the Bible, discipline is a responsibility given to parents and granted by the Lord to those in authority. 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

Jefferson County Christian School students are expected to always conduct themselves in appropriate manner by being respectful of fellow classmates, school staff and school property. Students should always come prepared to class and ready to learn. Teachers will implement appropriate class consequences for behavior violations.

The behavior concerns in the Discipline Policy for Grades K-12 are not an all-inclusive list, but rather an illustration of the types of behaviors and activities, which are unacceptable at JCCS.

# K-6 Discipline Code

Offenses	Possible Consequences
<b>LEVEL 1 (Teacher/Principal)</b>	
<ul style="list-style-type: none"> <li>• Disruptive classroom behavior</li> <li>• Dangerous horseplay</li> <li>• Insults /rudeness</li> <li>• Swearing / offensive language</li> <li>• Inappropriate/offensive actions, ideas, or materials</li> <li>• Insubordination</li> <li>• Degrading or disgraceful acts</li> </ul>	1-5 Demerits
<b>LEVEL 2 (Principal or Administrator)</b>	
<ul style="list-style-type: none"> <li>• <b>Repeatable Level 1 Offense</b></li> <li>• Cheating</li> <li>• Lying</li> <li>• Stealing</li> <li>• Open defiance</li> <li>• Leaving classroom without permission</li> <li>• Refusal to obey authority</li> <li>• Bullying</li> <li>• Threatening/hazardous acts</li> </ul>	5-10 Demerits
<b>LEVEL 3 (Administrator)</b>	
<ul style="list-style-type: none"> <li>• <b>Repeatable Level 1 or 2 Offense</b></li> <li>• Intentional violence with intent to harm</li> <li>• Defacement of property</li> <li>• Possession, use, or distribution of weapons, drugs, marijuana and/or paraphernalia, tobacco, alcohol, inappropriate material, pornography</li> <li>• Leaving campus without permission</li> <li>• Any other illegal activity</li> </ul>	10+ Demerits Mandatory Parent Conference In-school Suspension Out-of-School Suspension Board Approved Expulsion

All consequences are issued at the discretion of the Principal and Administration (School Board when appropriate) and the possible consequences are not limited to those listed above. All consequences should be kept confidential by all parties, and consequences can vary based on severity from student to student.

Level 1 & 2 Parental Conferences are mandatory upon the request of the Principal, Administration or School Board. The parents/guardian are to respond to all requests in an expeditious manner, or your child may be put on suspension until the parents/guardian are able to meet.

# 7<sup>th</sup>-12<sup>th</sup> Discipline Code

Students 7-12<sup>th</sup> must sign the Student Conduct Commitment before enrolling at JCCS. That commitment includes conducting themselves in a respectful manner and always maintaining an appropriate attitude. Students must always reflect the biblical principles of modesty, purity, obedience, and respect in both actions and speech, at all times, whether on or off campus.

Offenses	Possible Consequences
<b>LEVEL 1 (Teacher/Principal)</b>	
<ul style="list-style-type: none"> <li>• Being disruptive to group learning or distracting to the class</li> <li>• Gum chewing</li> <li>• Name calling, insults, teasing which purposefully offends, coarse jesting (Eph. 5:3-4)</li> <li>• Tardy to class</li> <li>• Talking without permission</li> <li>• 2 or more dress code violations</li> <li>• Physical “horseplay”</li> <li>• Running on the steps or in the hallways, causing disruption to other classrooms</li> <li>• Bringing food or beverages into classrooms or other areas where it is not permitted.</li> <li>• Constant complaining, scowling, laziness, too little effort or uncooperative</li> </ul>	1-5 Demerits
<b>LEVEL 2 (Principal or Administrator)</b>	
<p><b>Repeatable Level 1 Offense OR</b></p> <ul style="list-style-type: none"> <li>• Use of profanity or obscenity in any form (verbal or nonverbal), euphemisms, taking the Lord’s name in vain</li> <li>• Pushing, shoving, and physical “horseplay”</li> <li>• Cheating, copying, or encouraging others to do so.</li> <li>• Unauthorized borrowing or tampering with another student’s locker, books, or personal property.</li> <li>• Plagiarism</li> <li>• Lying</li> <li>• Unauthorized use of cell phone on school property</li> <li>• Degrading or disgraceful acts</li> </ul>	5-10 Demerits
<b>LEVEL 3 (Administrator)</b>	
<p><b>Repeatable Level 1 or 2 Offense OR</b></p> <ul style="list-style-type: none"> <li>• Destruction of public or private property by damaging or defacing property or damages done by a vehicle driven by a student</li> <li>• <b>PDA</b> - Inappropriate displays of sexual or sexually related behavior</li> <li>• Bullying or cyber-bullying</li> <li>• Insubordination, disrespect, or harassment of others including teachers, staff, or volunteers</li> <li>• Violation of the guidelines for electronic devices policy</li> <li>• Violation of the social media guidelines</li> <li>• Cutting Class</li> <li>• Leaving school without permission</li> <li>• Threatening/hazardous acts</li> </ul>	10-15 Demerits In School Suspension



LEVEL 4 (School Board & Administrator)	
<ul style="list-style-type: none"> <li>• Disruption of school activities using 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</li> <li>• Repeatedly scorning or defying the philosophy and foundation on which the school is founded.</li> <li>• Intentional physical harm to students or staff or threatening, blackmail, hazing, or fighting.</li> <li>• Displaying, possessing, or expressing obscene, indecent, or immoral acts, ideas, or material.</li> <li>• Stalking</li> <li>• Indecent exposure</li> <li>• Truancy</li> <li>• Request, possess, handle, transmit, use, or threaten to use any sexually explicit material in any form.</li> <li>• Sexual harassment or Sexting</li> <li>• Possess, handle, transmit, conceal, use, or threaten to use any dangerous weapons, chemicals, or instruments, alcohol, narcotics, drugs, marijuana, tobacco in any form.</li> <li>• Drug or Alcohol Use of Any Kind</li> <li>• Stealing</li> <li>• Gambling</li> </ul>	<p>Immediate Suspension &amp; Placed On Probation</p> <p>Mandatory Parental Conference with Administration &amp; School Board</p> <p>Calling of Authorities</p> <p>Board Approved Expulsion</p>

**All consequences are issued at the discretion of the Principal, Administration (School Board when appropriate) and the possible consequences are not limited to those listed above. All consequences should be kept confidential by all parties, and consequences can vary based on severity from student to student.**

**The parents/guardian are to respond to all requests in an expeditious manner, or your child may be put on suspension until the parents/guardian are able to meet.**

### **K-12th Student Behavior Referrals**

**Parent Notification of Student Behavior Referral:** Parent/s will be notified with a Student Behavior Referral to be signed and returned the next school day. Forms that are not signed or not returned the next school day result in another Level 1 consequence. In asking parents to sign the form we are confirming that you have seen it, not to have you approve or disapprove. Parents who have questions about the Behavior Referral should contact the teacher by e-mail, through writing a private note, or by setting up an appointment through the school office. Communication with the teacher should not be conducted with the 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.

#### **Detention – K-6th**

- Every 2 demerits (will earn one lunch detention).
- No student will serve detention on the day he/she receives a detention/demerit slip. Students will serve detention on the next scheduled detention.

#### **Detention 7<sup>th</sup> -12<sup>th</sup>**

- Every 2 demerits will earn two lunch detentions.
- All demerits will be recorded on report cards. Demerits are not erased at the end of each nine-week grading period and continue to add toward detentions.
- No student will serve detention on the day he/she receives a detention/demerit slip. Students will serve detention the next day.
- After 6 Lunch Detentions have accrued, the student will be placed in **In-School Work Suspension** moving forward.
- If deemed necessary by the Principal or Administrator, morning detention or Saturday detention will be implemented.

## **Definitions of Terms for Discipline Policy K-12**

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

**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.

**Any student expelled from another school or JCCS, will be unable to enroll or re-enroll at JCCS.**

**In-School Work Suspension:** In School Work Suspension means the student will be removed from his/her class, including lunch, and will work under the direction of the Administrator and the Head Custodian doing work assignments to help clean the school, and other service projects within their physical capabilities. The student will also be given their schoolwork assignments for the day, and they will be expected to complete them **at home** in order to reenter class. If the assignments are not complete, they will get a zero (0%) for those assignments.

**Probation:** Students may be placed on probationary status for up to 60 days if they do not respond positively to the discipline code. On probation, a student must improve his/her behavior, or he/she may be dismissed from school. Probationary status is automatic upon accumulation of 25 demerits. While on probation, a student is not permitted to participate in any extracurricular activities.

A probationary letter will be drafted with the reasons for the probation. Both the student and the parent will be required to sign the probationary letter. The JCCS Board and Administration have the right to expel or not grant re-enrollment to students who are on probation.

**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.

**Public Display of Affection (PDA)** – Holding hands, kissing or any other display of affection. God's Word set an extremely high standard for purity in relationships. Therefore, public display of physical affection between students is not appropriate at school or at school activities.

**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 any will be made up during the student's lunch period, or before or after school.

## **General Guidelines For Daily Conduct Of 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 or other authorized /designated individuals.

**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 3-12. 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 and anything posted inside must be acceptable to the administration. Tape is not to be used for the posting of any items in the lockers. Food and drink, other than sack lunches, are NOT to be kept in lockers. The administration reserves the right to check the lockers at any time. The student occupying the locker is responsible for the damage done to the locker. Locker numbers and combinations are to be registered with the school office.

**Conduct During Lunch Period:**

- Due to time and safety issues, students will not be permitted to leave the premises for lunch.
- 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!**
- 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.

**Conduct During Recess**

- **Dismissal to Recess:** Students are to take necessary coats or sweaters with them to lunch. Students will be dismissed 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.
- 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.
- Older students should be encouraged to "look out" for younger students and assist them when help is needed. Students must have permission from the teacher on duty to go off the school grounds to get a ball.

**Conduct For Gym K-6:**

- Adhere to the student conduct policy while participating in gym.
- Will NOT change for gym.
- Need to wear athletic shoes on the day of gym class.

**Conduct for Gym 7-12:**

- Adhere to the student conduct policy while participating in gym.
- Students are required to dress for gym class. The following is appropriate dress for gym:
  - Gym Shoes
  - Shorts (No more than 2" above the knee)
  - Sweats (In good condition)
  - T-Shirt or Sweatshirt (Plain, JCCS, Christian Logo, Sports Team Name or Logos)
  - Uniforms and gym clothes are not to be left on the restroom floor.

**Conduct for Bus:**

- Riding the bus is a privilege and is offered as a convenience for parents.
- The bus is an extension of the classroom and students must conduct themselves appropriately.
- Any negative behavior report from the bus driver will be handled in the same as a misbehavior in the classroom. Punishment may include detention, demerits, and suspension from riding the bus.

**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.

**Morning Coffee:** High school students may have coffee in an enclosed container in the morning only. Students must drink or dump out before dismissing to their homerooms. **Absolutely no coffee by students will be permitted outside of the cafeteria.**

**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. 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.

## 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 JCCS family including and/or especially the students.

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 parents 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.

## Cell Phone / Electronic Devices / Social Media

**Cell Phones & Electronics:** Students are not permitted to use individually owned electronic equipment such as music playing devices or Internet ready devices (Apple Watches, smart watches, iPods, iPads, tablets, laptops, MP3 players, CD players, handheld video games, CDs) during school.

- 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 or smart watch 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.
  - When students participate in after school activities (sports practice, drama practice, etc.), cell phones should be in the student's bookbag.
  - These policies apply to ALL students - Elementary, Jr High and High School

**Social Media Guidelines for Students:** Social Media, such as Facebook, Twitter, YouTube Instagram, 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.

- **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.
- **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.
- **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.
- **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.

- **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.
- **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.

### **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, verbal, or cyber threat. Parents should understand that the school's first responsibility is the protection of all its students and staff. 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 people and to 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 and school board.

### **Parents 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 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:

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

# Dress Code

## Uniform Dress Code Philosophy

Jefferson County Christian School strives to maintain a positive and professional learning environment which reflects God's call to modesty and purity. Consequently, our appearance should encourage concentrated study and in no way distract from the learning environment. Therefore, our dress code is defined by two specific standards: modesty and professionalism.

**Modesty** – First and foremost, a student's appearance should reflect his/her identity as a follower of Christ. Everything we do is an expression of our relationship with God and His Word. God makes it clear that we are to be modest and treat our bodies with the upmost respect. Students' appearance should also reflect the Christian value of encouraging the focus on the inner self, not the outer.

**Professional** – We want students to be comfortable, but we expect that a JCCS student's appearance should meet certain standards. Being committed to educational excellence, we desire our students to choose their attire to be appropriate and create an environment conducive to learning. This is also the place to prepare our students for the future when they have various dress codes at their place of employment or other venues.

## General Guidelines

- **The administration of Jefferson County Christian School reserves the right to determine that any article of clothing is inappropriate for school wear.**
- The general philosophy of the JCCS dress code is to remain modest and to look professional.
- Clothing must be clean, modest (no more than one button left unbuttoned), properly fitting (not too tight, not sagging or dragging the ground) and in good condition (no tears, or frays).
- No visible temporary or permanent tattoos or body markings.
- No undergarments may show outside or through clothing.
- "In-style" is not always in accordance to JCCS standards.
- Consider your brothers and sisters in Christ and use wise judgment in making clothing choices.
- If a student or parent has a question of whether a specific garment or style is appropriate, the time to check is before wearing it.
- Students must follow the "Gym Attire" Dress Down or regular school uniform policy when participating in after-school activities such as rehearsal/practices.

## Pre-School 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 preschool 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/belongings should be chosen to be non-offensive and should avoid anti-Christian, controversial, and unwholesome images/characters.

## Dress Code Violations

### K-6<sup>th</sup> Grade

- For each dress code violation, a Dress Code Violation Form will be sent home and a parent must sign and return.
- After three violations, administration will call the parent. Demerits may be issued.

### 7<sup>th</sup> -12<sup>th</sup> Grade

- If the dress code violation falls within the modesty category of being too tight/form fitting or too short, parents must bring a change of clothing or student must find appropriate clothing in the JCCS used uniform closet.
- **Any student who is not in compliance with the school dress code (clothing, hair, facial hair, etc.) will not be permitted to attend any classes or participate in any school activities, both during and after school, until they**

**are properly uniformed. If a student arrives at school in any way that does not align with the dress code, the parent will be contacted to bring the student the correct clothing/shoes, etc. If that is not possible, then the student will remain in a separate area away from the other students where he/she can complete class assignments.**

- For each dress code violation, a Dress Code Violation Form will be sent home and a parent must sign and return.
- After the third violation two demerits will be issued.
- For each subsequent violation, two more demerits will be issued.

## Regular School Uniform Days School Uniform – K-12 Girls



Allowed	Not Allowed
<div data-bbox="175 216 722 352" data-label="Image"> </div> <p><b>Tops - ONLY</b></p> <ul style="list-style-type: none"> <li>• Clancey's Official Wear</li> <li>• Grit Gear Official Wear</li> <li>• JCCS Polo: School Belles/ Clancey's (Grey, Purple, Gold or Black)</li> <li>• Collared Blouse – White Only</li> </ul> <p><b>Bottoms</b></p> <ul style="list-style-type: none"> <li>• Black, straight leg relax fit (cotton/twill/chino) casual dress pants-equivalent to SchoolBelles style <ul style="list-style-type: none"> <li>◦ No S's – no skinny, no slim, no stretch</li> <li>◦ No cargo/jogger pants</li> </ul> </li> <li>• Black (cotton/twill/chino) casual dress shorts (no shorter than 2" above the knee)</li> <li>• School Belle Jumpers (worn to the knee all the way around with shorts/tights underneath)</li> <li>• School Belle Skirts (worn to the knee all the way around with shorts/tights underneath)</li> <li>• Scooter skorts with shorts built in – black or grey- worn to the knee.</li> </ul> <div data-bbox="669 611 786 779" data-label="Image"> </div> <p><b>Jackets/Hoodies</b></p> <ul style="list-style-type: none"> <li>• Clancey's or Grit Gear official wear (lion logo) *Hoods must be taken down off head while in the school building.</li> <li>• <b>JCCS ATHLETES ONLY</b>, can wear team hoodies just during the current season (no soccer hoodies during baseball season)</li> </ul> <p><b>Hose/Tights:</b> Natural Skin Tones, Black, White, Grey with no patterns</p> <p><b>Leggings:</b> Black Only - <u>if worn under skirt/dress that are knee length</u></p> <p><b>Shoes:</b> Black or mostly with white ONLY trim- no colored trim (dress, casual, athletic, sandals with back strap, heels) K-6 – heels must be less than 1" 7-12 – heels must be less than 2"</p> <p><b>Socks:</b> Black, grey or white. Socks must be worn with athletic shoes.</p> <p><b>Accessories:</b> hairbands, barrettes, hair ties – neutral in color or matching school uniform</p> <p><b>Belts:</b> Black with regular buckle – no writing</p> <p><b>Makeup:</b> 7-12 natural looking make-up</p>	<ul style="list-style-type: none"> <li>• T-shirts and hoodies with “homemade” JCCS logos or “bling” JCCS logo- must come from Clancey's or Grit Gear</li> <li>• Sleeveless or Tank Style Shirts</li> <li>• Leggings (unless worn under a skirt/dress)</li> <li>• Skinny/Slim Style, Form Fitting, Snug Pants</li> <li>• Cargo or Jogger Pants</li> <li>• Denim Pants</li> <li>• Crocs, boots, Flip-Flops, Slides</li> <li>• Jacket worn in class – unless given permission</li> <li>• Extreme hair colors or hair styles/cuts</li> <li>• Extreme or excessive jewelry (neon/bright colors, facial piercings, gauge earrings)</li> <li>• Earrings that cause a distraction due to size or length</li> <li>• Hats, scarves, bandanas, feathers or extreme accessories</li> <li>• Artificial Nails</li> <li>• K-6 Make-up or hair coloring/highlights</li> </ul>



## Gym Attire – 7-12th Girls

Allowed	Not Allowed
<ul style="list-style-type: none"> <li>Shorts (no shorter than 2" above the knee)</li> <li>Athletic pants</li> <li>T-shirts/Sweatshirts (JCCS, Christian logos, sport logos)</li> <li>Athletic Shoes – must wear socks</li> </ul>	<ul style="list-style-type: none"> <li>Sleeveless or tank style shirts</li> <li>Logo's, icons, or messages that are contrary to biblical or JCCS standards</li> <li>Leggings</li> <li>Yoga Pants</li> </ul>

## School Uniform – Boys K-12

Allowed	Not Allowed
<div style="text-align: center;">  </div> <p><b>Tops - ONLY</b></p> <ul style="list-style-type: none"> <li>Clancey's Official Wear</li> <li>Grit Gear Official Wear</li> <li>JCCS Polo: School Belles/ Clancey's (Grey, Purple, Gold or Black)</li> </ul> <div style="text-align: center;">  </div> <p><b>Bottoms</b></p> <ul style="list-style-type: none"> <li>Black straight leg (cotton/twill/chino) casual dress pants equivalent to SchoolBelles style</li> <li>No cargo/jogger pants</li> <li>Black (cotton/twill/chino) casual dress shorts</li> </ul> <p>(no shorter than 2" above the knee)</p> <p><b>Jackets/Hoodies</b></p> <ul style="list-style-type: none"> <li>Clancey's or Grit Gear official wear (lion logo)</li> <li>Hoods must be taken down off head while in the school building.</li> <li><b>JCCS ATHLETES ONLY</b>, can wear team hoodies just during the current season (no soccer hoodies during baseball season)</li> </ul> <p><b>Shoes:</b> Black or mostly black with white ONLY trim- no colored trim (dress, casual, athletic)</p> <p><b>Socks:</b> Black, grey or white. Socks must be worn with athletic shoes.</p> <p><b>Belts:</b> Black with regular buckle – no writing</p>	<ul style="list-style-type: none"> <li>Skinny Style, Form Fitting Pants</li> <li>Joggers or Cargo Pants</li> <li>Denim Pants</li> <li>T-shirts and hoodies with "homemade" JCCS logos or "bling" JCCS logo- must come from Clancey's or Grit Gear</li> <li>Crocs, Boots, Flip-Flops, Sandals, Slides</li> <li>Jacket worn in class – unless given permission</li> <li>Extreme hair colors or hair styles/cuts - hair must be cut off collar, ears, above eyebrows, and out of the face. No manbuns, braids, ponytails, mohawks, or dreadlocks</li> <li>Mustaches, beards, or sideburns past the bottom of the ear (must be clean shaven at all times)</li> <li>Pierced jewelry of any kind</li> <li>Hats, scarves, bandanas, feathers, or extreme accessories</li> </ul>

## Gym Attire – 7-12 Boys

Allowed	Not Allowed
<ul style="list-style-type: none"> <li>Shorts (no shorter than 2" above the knee)</li> <li>Athletic pants</li> <li>T-Shirts/Sweatshirts (JCCS, Christian Logos, sport logos)</li> <li>Athletic Shoes – must wear socks</li> </ul>	<ul style="list-style-type: none"> <li>Sleeveless or Tank Style Shirts</li> <li>Logo's, icons, or messages that are contrary to biblical or JCCS standards</li> </ul>

## Out Of Uniform Days

These guidelines may not address every style that might show up on Out of Uniform Days. It is our desire at JCCS to teach discernment and responsibility to our students. To do so, we allow students to make choices within a framework such as this, trusting that they will choose wisely.

The administration of Jefferson County Christian School reserves the right to determine that any article of clothing is inappropriate for school wear. This may include clothing items that are too tight, immodest, worn inappropriately or goes against biblical and JCCS principals. In this case, students may be sent home to change, or parents may be contacted to bring a change of clothing.

## Dress Down Days – K-12 Girls

Allowed	Not Allowed
<ul style="list-style-type: none"> <li>JCCS Uniform</li> <li>Athletic Wear</li> <li>T-Shirts/Hoodies</li> <li>Shorts (no shorter than 2" above the knee)</li> <li>Jeans (not skinny/slim/stretch)</li> <li>Joggers and cargo pants</li> <li>Dresses/Skirts (Worn to the knee with shorts underneath)</li> <li><b>Shoes:</b> dress, casual, athletic, sandals with back strap, heels K-6 – heels must be less than 1" 7-12 – heels must be less than 2"</li> <li>7-12 Natural Looking Make-Up</li> </ul>	<ul style="list-style-type: none"> <li>Sleeveless or Tank Style Shirts</li> <li>Logo's, icons, or messages that are contrary to biblical or JCCS standards</li> <li>Jeans with holes or frays or any clothing that is ripped or has holes, even if it is layered over something else</li> <li>Leggings (unless worn under a skirt/dress)</li> <li>Skinny Style, Form Fitting, Snug Pants</li> <li>Crocs, Boots Above Knees, Flip-Flops, Slides</li> <li>Hats, scarves, bandanas, feathers, or extreme accessories unless part of Dress Down Theme</li> <li>Artificial Nails</li> <li>K-6 Make-up or hair coloring/ highlights</li> </ul>

## Dress Up Days/Special Events – K-12 Girls (i.e., Picture Day, Special Assemblies)

Allowed	Not Allowed
<ul style="list-style-type: none"> <li>• JCCS Uniform</li> <li>• Shorts (no shorter than 2" above the knee)</li> <li>• Dresses/Skirts (Worn to the knee with shorts underneath)</li> <li>• Hose/tights – natural skin tones, black, white, grey, with no patterns</li> <li>• Leggings if worn under skirt/dress that are knee length</li> <li>• <b>Shoes:</b> dress, casual, athletic, sandals with back strap, heels <ul style="list-style-type: none"> <li>○ K-6 – heels must be less than 1"</li> <li>○ 7-12 – heels must be less than 2"</li> </ul> </li> <li>• 7-12 Natural Looking Make-Up</li> </ul>	<ul style="list-style-type: none"> <li>• Sleeveless or Tank Style Shirts</li> <li>• Leggings (unless worn under a knee length skirt/dress)</li> <li>• Denim Pants</li> <li>• Skinny Style, Form Fitting Pants</li> <li>• Crocs, Boots Above Knees, Flip-Flops, Slides</li> <li>• Any clothing that is ripped or has holes, even if it is layered over something else</li> <li>• Extreme hair colors or hair styles/cuts</li> <li>• Extreme or excessive jewelry (neon/bright colors, facial piercings, gauge earrings)</li> <li>• Earrings that cause a distraction due to size or length</li> <li>• Artificial Nails</li> <li>• K-6 Make-up or hair coloring including highlights</li> </ul>

## Dress Down Days – K-12 Boys

Allowed	Not Allowed
<ul style="list-style-type: none"> <li>• JCCS Uniform</li> <li>• Athletic Wear</li> <li>• Joggers/cargo pants</li> <li>• T-Shirts/Hoodies</li> <li>• Shorts (no shorter than 2" above the knee)</li> <li>• Shoes: Dress, Casual, Athletic, Boots Without Protective Toe</li> </ul>	<ul style="list-style-type: none"> <li>• Sleeveless or Tank Style Shirts</li> <li>• Logo's, Icons, Messages Contrary to Biblical or JCCS Standards</li> <li>• Skinny, Form Fitting Jeans</li> <li>• Jeans with Holes</li> <li>• Crocs, Boots with Protective Toe, Flip-Flops, Sandals, Slides</li> <li>• Hats, scarves, bandanas, feathers, or extreme accessories unless part of Dress Down Theme</li> </ul>

## **Dress Up Days/Special Events – K-12 Boys (i.e., Picture Day, Special Assemblies)**

<b>Allowed</b>	<b>Not Allowed</b>
<ul style="list-style-type: none"><li>• JCCS Uniform</li><li>• Dress Shirt – With White T Shirt Underneath</li><li>• Polos/"Dressy" T Shirt</li><li>• Ties</li><li>• Shorts (no shorter than 2" above the knee)</li><li>• Shoes: Dress, Casual, Athletic, Boots Without Protective Toe</li></ul>	<ul style="list-style-type: none"><li>• Skinny Style, Form Fitting Pants</li><li>• Large Graphic T Shirts</li><li>• Denim Pants</li><li>• Crocs, Boots, Flip-Flops, Sandals, Slides</li><li>• Extreme hair colors or hair styles/cuts - hair must be cut off collar, ears, above eyebrows, and out of the face. No manbuns, braids, ponytails, mohawks, or dreadlocks .</li><li>• Mustaches, beards, or sideburns past the bottom of the ear (must be clean shaven at all times)</li><li>• Pierced jewelry of any kind</li><li>• Hats, scarves, bandanas, feathers, or extreme accessories</li></ul>

# Health and Safety

## Immunization Policy

Immunization Records: Students enrolling in JCCS must meet current state immunization requirements by **the first day of school** 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 requirements are 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:

- 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.
- 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, “epi-pens”, or insulin 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 various health conditions/sickness to be excluded from school. Parent should refer to the list of communicable diseases and the exclusion times list on the JCCS website or contact the school to find out when the child can return to school.

## How Parents May Assist In The Health Program

- On the first day of school, meeting the immunization requirements on time or waiver form is on file in the office.
- Carefully observing children for signs of disease or sickness and keeping them home when ill (students must be free of vomiting for 24 hours and free of fever for 24 hours without fever reducing medication in order to return to school)
- Promptly sending in statements concerning a child's sickness
- Providing a sound health program for your children at home:
  - Adequate rest
  - Outdoor recreation
  - Balanced diet
  - Good study habits
  - Regular medical examinations
  - 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. Students cannot attend school without this form on file in the office.**

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

Speech and hearing screenings will take place each year in Grades K-9, for all new students, and students with Individual Education Plans as requested during the first semester. 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 / Severe Weather / 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 as required by the State of Ohio.

## **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.

## **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 at 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.

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.

## **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.

# Miscellaneous

## 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.

### The following conditions must be followed when using JCCS Technology on or off campus:

- If you have Internet access at home and the laptop/device can access this service without any configuration changes, then you may use the laptop/device to connect to the Internet, provided that you use the device as if you were at school.
  - Regardless of whether you are at home, a hotel, a restaurant, or anywhere with Internet access, you should not visit sites that would be blocked at school.
  - Do not allow family members or others to use the device.
- Do not install any personally owned software onto the device. Do not store any files on the device which could constitute a copyright or licensing violation or could be deemed illegal or of an inappropriate nature. Any installed software/files should be related to the function and support of online learning and approved by the IT admin.
- If the device is lost, stolen, or damaged, you are responsible. If the device is stolen, file a police report immediately. The insurance provider of JCCS will not cover the loss; it will expect your homeowner's policy to cover it. The school may require you to pay for repairs or replacement prior to any settlement you may receive from your homeowner's or other personal insurance policy. If your insurance company denies your claim, you are still financially responsible for the repair or replacement of the device.
  - This includes any cables, chargers, or additional devices that come with the device.
- You may not transport any data on the device that would compromise the identity of others, or put any other protected data, passwords, or information at risk. This includes student information that would violate FERPA if that data is accessed by others, or if the device is lost or stolen. You are expected to keep the antivirus and operating system updated and functioning properly.
- You are not released from any responsibility of damage until the device is inspected by a member of the IT team and the device is deemed undamaged or in excellent condition. Once this has been completed you will receive confirmation that the device does not need any repair(s) or replacement(s).
- Any use of JCCS Property for personal use is not permitted. This includes using a JCCS issued device for personal use as well as using any JCCS provided services such as Wi-Fi.
- The only software that may be installed on a school computer is software that has been approved by the Administrator or IT Director. This includes but is not limited to Screen Savers, games, music, or any executable (.exe) programs or files.
- Students may not use personal devices such as laptops and tablets at school.

*This agreement applies to any technology device owned by the school or the school system. This includes digital cameras, camcorders, laptops, and any other technology equipment. All conditions of the Board policy for Acceptable Use apply regardless of where or by whom this device is used. You may not take any technology device "off campus" that is not permanently assigned to you without first asking permission and completing a checkout form for that technology. You take sole responsibility for the device and its use during the checkout period, including when you transport it in a personal vehicle or use it during off hours at your home or any other non-work location except when travelling for work related business.*

## FACTS Family Portal

FACTS is an online component that we offer to all 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. This service is included in the technology fee.

## 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.

## 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.

## 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 Administration at their homes except in emergencies (pupils forgetting homework assignments is not an emergency). Please honor this request.

## 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/ Principal of their concern.

## 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 one 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. Receiving a packet by email is now available upon request through the school office.

## 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 these characters. However, in respect for the families who have convictions against such traditions, JCCS will refrain from introducing such characters in the classroom.



## Classroom Parties

Classroom teachers will make arrangements individually with parents to help with and organize special activities. 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 on 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 forty-dollar (\$40.00) 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:

- Ohio Ed Choice Scholarship
- Ohio Jon Peterson Scholarship
- West Virginia Hope Scholarship
- 2023 Legacy Scholarship
- JCCS Scholarship

Scholarships are available to families who meet certain criteria of financial need. Applications may be obtained from the Business Office. Completed scholarship applications will be referred to the Scholarship Committee.

## Release & Transfer Procedures for Jon Peterson Special Needs Scholarship Services

Parents/guardians who wish to release or transfer their student from Jon Peterson Special Needs Scholarship (JPSN) services must follow the procedures outlined below to ensure a smooth transition and compliance with state regulations:

1. **Written Notification:** A formal written request must be submitted to the school administration stating the intent to discontinue or transfer JPSN services. This request should include the student's name, reason for release or transfer, and the desired effective date.
2. **Review of Services:** A meeting may be scheduled with school administration and/or the intervention specialist to discuss the implications of discontinuing services, review the student's progress, and explore alternative support options if needed.
3. **Completion of Required Forms:** Parents/guardians must complete any necessary withdrawal or transfer forms required by both Jefferson County Christian School and the Ohio Department of Education.
4. **Notification to Provider & ODE:** The school will notify the current JPSN service provider and submit any required documentation to the Ohio Department of Education to officially discontinue funding for the student's services.
5. **Records Transfer (If Applicable):** If transferring services to another provider or school, parents/guardians must provide consent for the release of the student's records to ensure continuity of services.
6. **Finalization & Confirmation:** Once all documentation has been processed, parents/guardians will receive written confirmation of the release or transfer from JPSN services.

It is important to note that discontinuing JPSN services may impact the student's access to specialized supports. Parents/guardians are encouraged to consult with school administration before making a final decision.

For further assistance, please contact the school office.

### **Fund-Raisers**

Tuition does not cover all the expenses of Jefferson County Christian School. 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 from the JCCS Cafeteria. Orders must be placed online through FACTS Parent Portal or through the office on the Thursday prior to the week that lunch is needed. Information concerning the schedule and pricing will be sent home. Students have no access to a refrigerator and only 4<sup>th</sup> -12<sup>th</sup> have access to a microwave. 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. Milk and juice are also available for purchase.

### **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 WITHOUT NOTICE AND AT ITS SOLE DISCRETION AT ANY TIME BASED ON WHAT IS IN THE BEST INTEREST OF THE SCHOOL. THE JCCS PARENT HANDBOOK DOES NOT CONTRACTUALLY BIND THE SCHOOL IN ANY WAY.**

# Addendums To Manual

Throughout the course of the academic year the JCCS School Board and administration may make changes to the current policy manual. All changes will be acknowledged in this addendum until the publishing of the new manual. All addendums to the manual will be issued to parents/guardians.

[illegible]

## **\*\*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 (s) Name \_\_\_\_\_  
Please Print

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

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

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

7<sup>th</sup>-12<sup>th</sup> Grade Student(s) Signature \_\_\_\_\_

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, Instagram, 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 and parent'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