



Parent/Student Handbook 2026 - 2027

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Introduction

Brief History of Jefferson County Christian School

Jefferson County Christian School was founded in 1977 when a group of dedicated Christian parents and community members came together with a shared vision of providing a Christ-centered education for children in Jefferson County. Their commitment led to the establishment of Jefferson County Christian School as an independent, interdenominational, tax-exempt Christian school.

JCCS welcomed its first students during the 1978–1979 school year, offering classes for kindergarten through second grade. Through God's faithfulness and the support of countless families, churches, staff, volunteers, and donors, the school has grown into a thriving Pre-K through 12th grade educational community.

Today, Jefferson County Christian School remains committed to partnering with Christian families to provide an education that pursues academic excellence, nurtures Christian character, and equips students to discover and fulfill God's purpose for their lives.

Mission Statement

We provide an education that pursues academic excellence while nurturing our students' Christian character and pointing them towards their Kingdom purpose.

JCCS Core Values

- Family
- Integrity
- Dignity

Membership

Jefferson County Christian School is chartered by the Ohio Department of Education and Workforce and is a member of the Association of Christian Schools International (ACSI). These affiliations reflect the school's commitment to meeting state educational requirements while maintaining high standards of academic excellence and Christ-centered education.

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 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 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 in the Great Commission to “Go therefore and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, teaching them to observe all things that I have commanded you; and lo, I am with you always, even to the end of the age” (Matthew 28:16-20).
- 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.)
- The Bible teaches that sex is God-ordained with the covenant of marriage and is a spiritual bond between (male) husband and (female) wife (Gen 2:24, Matthew 19:4-6, 1 Cor 7:3-5, Hebrew 13:4). Those who are not involved in such marriage are to live celibate lives (1 Cor. 7:1-2)
- Scripture teaches that God designed marriage as the covenant union of one man and one woman and calls all believers to pursue holiness and purity in every area of life. Employees are expected to uphold biblical standards of conduct and to model Christian character consistent with the school’s Statement of Faith. Romans 12:1-2, 1 Cor. 6:6-20, Galatians 5:19-21, Ephesians 5:3-5, 1 Thess. 4:3-8, 1 Timothy 4:12.
- We believe that in order to preserve the function and integrity of Jefferson County Christian School as an extension of the Body of Christ, and to provide a biblical role model to the community, it is imperative that all members of the Board, faculty, and staff of Jefferson County Christian School in any capacity agree to and abide by all points put forward within this statement of faith (Matthew 5:16, Philipians 2:14-16, 1 Thessalonians 5:22).

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; 1 Cor. 7:3-5). Those who are not involved in such a marriage are to live celibate lives (1 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; 1 Cor. 6:6-20; Gal. 5:19-21; Eph. 5:3-5; 1 Thess. 4:3-8; 1 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.) Hateful 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.

Philosophy of Education

The Board of Directors, administration, and faculty of Jefferson County Christian School believe the school must be in cooperation with the home and the church to serve Christian families who desire to see their students educated in a Christian-oriented atmosphere. Jefferson County Christian School's view of life is based upon the Bible as God's only infallible, written revelation to man.

Jefferson County Christian School, the board, administrator, and faculty & staff, is God-centered (theistic) interdenominational institution and seeks to view life in every dimension as God sees it. JCCS believes it is vital for all the churches with students at JCCS, the homes that JCCS students are sent from along with the students of JCCS, together, these disciples will become socially integrated and yet spiritually distinct.

Education is directed toward an understanding of God, man, and the universe and their interrelated natures. Therefore, the relationship of the Bible to the humanities and science is emphasized.

Students are taught to live a disciplined life under the Lordship of Jesus Christ. Discipline-based on God's Word is administered firmly in Christian love.

Non-Christian viewpoints are presented to enable students to evaluate all knowledge critically and develop their ability to discern right from wrong. Students are challenged to develop their talents for the honor of God and the service of others in all areas of life. Therefore, the Christian school broadens its influence within the communities in which the student(s) live.

Statement of Non-Discrimination

Jefferson County Christian School does not discriminate based on a student's scholastic, music, or athletic ability. Students shall not be denied admission based on race, gender, national origin, or ethnic background.

Jefferson County Christian School seeks to partner with families who support the school's Statement of Faith, mission, and philosophy of Christian education. Ordinarily, at least one parent or guardian should be able to articulate a personal relationship with Jesus Christ as Lord and Savior and demonstrate active involvement in a Bible-believing church.

Admissions decisions shall be based upon the school's ability to effectively serve the student within available programs and resources while maintaining alignment with the school's mission and philosophy.

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 the 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.

Protection of Student Records

In accordance with the requirements of the Jon Peterson Special Needs Scholarship Program and applicable federal and state law, Jefferson County Christian School maintains strict confidentiality of all student education records, including Evaluation Team Reports (ETRs), Individualized Education Programs (IEPs), Section 504 Plans, scholarship documentation, and related service records. All records are maintained in secure, limited-access files, whether physical or electronic and are accessible only to authorized personnel with a legitimate educational interest. The school complies with applicable provisions of the Individuals with Disabilities Education Act (IDEA), ensuring that personally identifiable information is protected from unauthorized disclosure. Written parental consent is obtained prior to releasing records to outside agencies or individuals, except as otherwise permitted by law.

Admissions Process

Jefferson County Christian School (JCCS) welcomes scholarship students including those with identified disabilities who qualify for the Jon Peterson Special Needs Scholarship Program. The following pathway outlines the admission and scholarship coordination process.

Step 1: Initial Inquiry and Information Meeting

1. Parent/guardian contacts the JCCS office to express interest in enrollment. Parents communicate if enrollment falls under the EdChoice or the Jon Peterson Scholarship.
2. Family receives:
 - o JCCS Admissions Packet
 - o Tuition and Fee Schedule
 - o Scholarship Information Sheet

- o Records Release Authorization Form
- 3. An informational meeting is scheduled with the Administrator to:
 - o Discuss the student's academic, behavioral, and spiritual needs
 - o Review current Evaluation Team Report (ETR) and Individualized Education Program (IEP) if applicable
 - o Explain services JCCS can reasonably provide for students applying under the Jon Peterson Special Needs Scholarship

Step 2: Documentation Review

Parents must provide:

- Most recent report cards/transcripts
- Most recent **ETR (Evaluation Team Report) (for JPSN Scholarship)**
- Current **IEP (for JPSN Scholarship)**
- Any related service documentation (speech, OT, PT, counseling, etc.)

JCCS will:

- Review documentation to determine service feasibility
- Determine whether the school can appropriately implement the required specially designed instruction and related services within available staffing and resources

Step 3: Conditional Acceptance Determination

1. If JCCS determines the student's needs can be appropriately met:
 - o The family receives a **Letter of Conditional Acceptance**
 - o The letter specifies anticipated services and estimated scholarship category
2. If JCCS determines the student's needs exceed the school's capacity:
 - o The family will be notified in writing
 - o Referral guidance may be provided when appropriate

Admission is contingent upon scholarship funding approval and finalization of a services plan.

Step 4: Parent Application Through ODEW Portal

Parents must:

1. Apply for the EdChoice or Jon Peterson Scholarship through the online scholarship portal.
2. Ensure the resident public school district has completed:
 - o Scholarship verification
 - o Funding category determination
3. Monitor application status through the parent portal.

JCCS will:

- Confirm enrollment intent in the provider portal
- Approve the scholarship award once funding is confirmed

Step 5: Development of Services Plan

Upon Jon Peterson Special Needs Scholarship approval:

1. JCCS works with the parents and the district of residence to determine:
 - o Specially designed instruction
 - o Related services
 - o Service frequency and provider information
2. Parents sign all required documentation.
3. Services begin upon enrollment and funding activation.

Step 6: Enrollment Finalization

To finalize enrollment, parents must:

- Complete JCCS Enrollment Forms
- Pay applicable registration fees
- Sign tuition agreement (if applicable beyond scholarship amount)
- Acknowledge Parent/Student Handbook

Ongoing Responsibilities

Parents agree to:

- Maintain active scholarship status
- Participate in annual ETR/reevaluation processes through the resident district
- Cooperate with required progress reporting

JCCS agrees to:

- Provide services consistent with the approved Services Plan
- Submit required documentation to ODEW
- Maintain compliance with state scholarship regulations

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 3 through 12.

- 100-90% = A Excellent
- 89-80% = B Good
- 79-70% = C Average
- 69-60% = D Passing
- 59 - 0% = F Failing

Grading Scale (K-2)

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

Grading Scale (K-6 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 and available through FACTS. 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 Specialists 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.

College Prep Diploma and Honors Diploma are offered to students who complete the 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). Honor Roll students are those who have earned A's and B's.

Curriculum

In Grades Pre-K through 6th, JCCS uses a predominantly 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.

Assessments

Each spring, JCCS administers 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. . 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-12, 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

Students will be prepared in their academic disciplines by demonstrating understanding of concepts learned. Students will pursue timeliness (stewardship of time) and diligence in work habits (stewardship of the mind), and perseverance to complete all coursework. Homework is up to the discretion of the teacher and each teacher will handle missing assignments as they see fit.

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. Books lost, damaged, or not returned will be charged to the student's account.

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

Jefferson County Christian School supports field trips and school-sponsored activities that enhance student learning, strengthen school community, and align with the mission of the school.

Bible Translation Statement

Jefferson County Christian School believes the Bible to be the only infallible, authoritative Word of God. Jefferson County Christian School recognizes the **New King James Version (NKJV)** as the primary Bible translation used in school-wide instruction, chapel, and Scripture memorization. To enhance biblical understanding, clarity, and age-appropriate instruction, faculty members may also reference other widely accepted evangelical translations, limited to:

- New International Version (NIV)
- English Standard Version (ESV)
- New American Standard Bible (NASB)
- King James Version (KJV)

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

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 effects on the child's education, therefore, faithful attendance should be a priority in the training and schooling of the child. Attendance and engagement are key to success in school. Students who attend school regularly have a greater opportunity to develop well academically and socially. Research shows that Ohio students who are never chronically absent are much more likely to read and perform on grade level and graduate on time. It is the policy of the district to support removing barriers to full participation in learning.

Absences

According to Ohio Administrative Code Rule 3301-69-02 the only acceptable/excusable reasons for absences are:

1. Illness of the student
2. Critical illness in the family
3. Quarantine in the home
4. Death of a relative
5. Medical, behavioral or dental appointment
6. Observance of Religious holidays
7. Those pre-approved by the Administrator

5 consecutive days will require a doctor note. If we have not heard from you after 3 consecutive absences, the office will contact you.

School Attendance Accountability

We ask that parents email attendance@myjccs.org or call the school office before 9:00 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 3321.141, 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.

Any student who has been absent is **required to provide a written explanation** from his/her parent or guardian. If the parent emailed attendance@myjccs.org, that is considered their written explanation. No further action is required. If the parent only phoned, the student will need to bring in a written note **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 or no explanation given are examples of unexcused absences.) These notes are kept on file. The student is responsible for making up all the schoolwork.

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.

Procedure for getting your student's work when absent:

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

Parent Attendance Accountability - Grades K-12

Guidelines for Habitually Truant (ORC 2151.011)

- 30 or more consecutive hours of unexcused absences (miss 5 consecutive days)
- 42 or more hours per month unexcused absences (miss 7 days in a month)
- 72 or more hours per year of unexcused absences

When a student reaches the threshold of habitually truant, according to the above guidelines, the student and parent must participate in an "attendance intervention meeting" with the school administrator.

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 to communicate with teachers to receive their missed work prior to the start of their pre-approved absences. Quizzes and tests will need to be made up at the discretion of the teacher. 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-6th Grade) – 7:50 a.m. to 2:20 p.m. Dismissal begins at 2:25 p.m.
- Secondary (7th -12th 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 absence..
- Students in grades K-6 will be allowed 2 unexcused tardies per nine weeks.
- Grade 7-12 will be allowed one unexcused tardy per nine weeks.
- K-6 – eight unexcused tardies will eliminate a student from being eligible for a Perfect Attendance Award at the end of the year.
- 7-12 – four unexcused tardies will eliminate a student from being eligible for a Perfect Attendance Award at the end of the year.

**** Excessive tardies will result in communication from administration****

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.

The parking lot side school doors will be unlocked by 7:20 AM each morning where all students are to enter. For their safety, students may not arrive before 7:20 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 library or 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 7:20 AM-7:40AM. shall report to the multi-purpose room where they will be monitored by a staff member and dismissed to homeroom at 7:40 a.m.
- 7-12 grade students who arrive between 7:20 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
- Breakfast will be served 7:20-7:50
- **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.

Pre-K-6th students without 7-12 siblings will be dismissed at 2:20 in the pick-up line

Pre-K-6th students with 7-12 siblings will remain in the lunchroom until the 2:40 dismissal. Older siblings will pick up younger siblings in the lunchroom and walk to the parking lot.

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. In the event of an emergency that you are not going to make it to pick-up, please call the office with your ETA.

After 2:45 PM all students remaining in the building must be under supervision of a parent, a coach, or 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 or email/phone call to the office in order to change his/her usual transportation arrangement. The note needs to be seen by the student's homeroom teacher and the school office. Students who do not bring a note or email/phone call to the office will not be permitted to leave with another student. Non bus students will not be allowed to ride the bus with bus riders due to each district having their own rules. They will need to be a pick up that day.

Emergency Closing of School

Emergency closings will be announced on WTOV-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/tardiness will be excused.

Withdrawal/Transfer

Withdrawal from Jefferson County Christian School (JCCS) requires email notification from the parent or legal guardian submitted to the school office. Upon receipt of the written request, the administration will schedule a brief exit conference, confirm the student's last date of attendance, and review any outstanding tuition, fees, or scholarship obligations. All late fees and returned check charges are parental responsibility. All textbooks, technology devices, athletic uniforms, and other school property must be returned prior to records release. Student records will be forwarded to the receiving school upon receipt of a signed records request. For students participating in state scholarship programs, including the EdChoice Scholarship Program or the Jon Peterson Special Needs Scholarship Program administered by the Ohio Department of Education and Workforce, withdrawal will be reported to the state in accordance with scholarship regulations.

Conduct and Expectations

Standards of Conduct

At Jefferson County Christian School, we partner with families to encourage students to grow in their faith and live according to biblical principles. Students are expected to:

Grow in Christ

- Develop a personal relationship with Jesus Christ through prayer, Bible study, church involvement, and Christian fellowship.
- Choose entertainment, activities, and influences that honor God and strengthen their faith.

Treat Others with Christ-like Love

- Show kindness, respect, and encouragement to others.
- Speak with honesty and love, avoiding gossip, bullying, unkind words, and hurtful behavior.
- Build friendships that encourage spiritual growth and wise choices.

Live with Integrity

- Respect parents, teachers, school staff, and other authorities.
- Be honest in all situations, avoiding lying, cheating, stealing, plagiarism, and deception.
- Demonstrate self-control and take responsibility for personal choices and actions.

Honor God's Standards

- Live in a manner that reflects biblical values by avoiding sinful, inappropriate, or illegal behavior.
- Students are expected to uphold the school's Statement of Moral Integrity. Violations of the school's biblical standards regarding sexual morality may result in disciplinary action, including possible disenrollment.

Philosophy of Discipline

Discipline is an important part of Christian education and is intended to help students grow spiritually, emotionally, and socially. The Bible teaches that discipline is an act of love, designed to guide, correct, and restore (Hebrews 12:11).

At Jefferson County Christian School, discipline is intended to help students develop self-control, personal responsibility, and Christ-like character. When students make poor choices, our goal is to provide corrections that encourage growth, restoration, and wiser decisions in the future.

Students are expected to conduct themselves respectfully toward classmates, faculty, staff, visitors, and school property. They should arrive prepared to learn and contribute positively to the school community. Teachers and administrators will address behavior concerns using appropriate disciplinary measures.

The disciplinary guidelines for grades K–12 are intended to provide examples of unacceptable behaviors and are not an exhaustive list. The school reserves the right to address any conduct that is inconsistent with its mission, values, or standards of behavior.

K-6 Discipline Code

Offenses	Possible Consequences
LEVEL 1 (Teacher/Principal)	
• Disruptive classroom behavior • Dangerous horseplay • Insults /rudeness • Swearing / offensive language • Inappropriate/offensive actions, ideas, or materials • Insubordination • Degrading or disgraceful acts	1-5 Demerits
LEVEL 2 (Principal or Administrator)	
• Repeatable Level 1 Offense • Cheating • Lying • Stealing • Open defiance • Leaving classroom without permission • Refusal to obey authority • Bullying • Threatening/hazardous acts	5-10 Demerits
LEVEL 3 (Administrator)	
• Repeatable Level 1 or 2 Offense • Intentional violence with intent to harm • Defacement of property • Possession, use, or distribution of weapons, drugs, marijuana and/or paraphernalia, tobacco, alcohol, inappropriate material, pornography • Leaving campus without permission • Any other illegal activity	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 2&3 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.

7th-12th Discipline Code

Students 7-12th 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
LEVEL 1 (Teacher/Principal)	
• Being disruptive to group learning or distracting to the class • Gum chewing • Name calling, insults, teasing which purposefully offends, coarse jesting (Eph. 5:3-4) • Tardy to class • Talking without permission • 2 or more dress code violations • Physical "horseplay" • Running on the steps or in the hallways, causing disruption to other classrooms • Bringing food or beverages into classrooms or other areas where it is not permitted. • Constant complaining, scowling, laziness, too little effort or uncooperative	1-5 Demerits Lunch Detention
LEVEL 2 (Principal or Administrator)	
Repeatable Level 1 Offense OR • Use of profanity or obscenity in any form (verbal or nonverbal), euphemisms, taking the Lord's name in vain • Pushing, shoving, and physical "horseplay" • Cheating, copying, or encouraging others to do so. • Unauthorized borrowing or tampering with another student's locker, books, or personal property. • Plagiarism • Lying • Unauthorized use of cell phone on school property • Degrading or disgraceful acts	5-10 Demerits Lunch Detention In-School Suspension
LEVEL 3 (Administrator)	
Repeatable Level 1 or 2 Offense OR • Destruction of public or private property by damaging or defacing property or damages done by a vehicle driven by a student • PDA - Inappropriate displays of sexual or sexually related behavior • Bullying or cyber-bullying • Insubordination, disrespect, or harassment of others including teachers, staff, or volunteers • Violation of the guidelines for electronic devices policy • Violation of the social media guidelines • Cutting Class	10-15 Demerits In-School Suspension Out-of-School Suspension

● Leaving school without permission ● Threatening/hazardous acts ● Intentional violence with the intent to harm	
LEVEL 4 (Administrator and School Board)	
● 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 ● Repeatedly scorning or defying the philosophy and foundation on which the school is founded. ● Intentional physical harm to students or staff or threatening, blackmail, hazing, or fighting. ● Displaying, possessing, or expressing obscene, indecent, or immoral acts, ideas, or material. ● Stalking ● Indecent exposure ● Truancy ● Request, possess, handle, transmit, use, or threaten to use any sexually explicit material in any form. ● Sexual harassment or Sexting ● Possess, handle, transmit, conceal, use, or threaten to use any dangerous weapons, chemicals, or instruments, alcohol, narcotics, drugs, marijuana, tobacco in any form. ● Drug or Alcohol Use of Any Kind ● Stealing ● Gambling	Immediate Suspension & Placed On Probation Mandatory Parental Conference with Administration & School Board Calling of Authorities Board Approved Expulsion

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. The Behavior Referral will be entered into the FACTS system and will generate an email to the parent. 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 recess 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 7th -12th

- Every 2 demerits will earn one lunch/recess detention.
- 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 5 Detentions have accrued, the student will be placed on In-School Suspension moving forward.

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.

In-School Suspension: In School Suspension means the student will be removed from his/her class, including lunch, and will be under the direction of the Administrator. The student will also be given their schoolwork assignments for the day, and they will be expected to complete them in order to reenter class. If the assignments are not complete, they will get a zero (0%) for those assignments.

Suspension from School: Suspension from school means the student will be suspended from school for a specific period of time. The school will not provide homework assignments missed during this time. Any tests or quizzes missed during this time will be made up during the student's lunch period, or before or after school.

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 will not be able to enroll at JCCS. Any student expelled from JCCS may not re-enroll.

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. Students will be required to receive counseling from a certified, professional Christian counselor.

General Guidelines For Daily Conduct Of Students

Daily Conduct Expectations

Area	Expectation
Leaving School	Students may leave only with office approval, a signed parent note, and parent/guardian sign-out.
After School	Students must remain under approved adult supervision until picked up.
Hallways & Stairs	Walk, use quiet voices, and avoid running or horseplay.
Restrooms	Use facilities promptly, keep voices low, and respect the

space.

Public Displays of Affection	Physical displays of affection are not appropriate at school or school-sponsored events.
Lockers	Keep lockers clean and orderly. Use only your assigned locker. Lockers are school property and may be inspected at any time. Lunch is allowed to be kept in a locker.
Lunch	Remain on campus, follow cafeteria procedures, clean your area, and treat others with courtesy.
Recess	Stay in designated areas, use equipment safely, follow supervisor directions, and dress appropriately for all weather.
Physical Education	Follow school conduct expectations and wear athletic shoes.
Bus	Bus transportation is a privilege. School behavior expectations apply while riding the bus. Negative behavior will be handled as a classroom misbehavior.
Food & Drinks	Food and drinks are permitted only where authorized by school staff. Only water is permitted outside of the cafeteria.
Personal Items	Toys, dangerous items, and other unauthorized objects are not permitted.

Care of Property

Students are expected to demonstrate good stewardship by treating school property, equipment, and the belongings of others with respect. Caring for our campus reflects our Christian testimony and honors those who serve our school community.

Students are expected to:

- Respect all school property and the property of others.
- Report accidental damage to a teacher or school office immediately.
- Help keep classrooms, hallways, restrooms, and other areas clean and orderly.
- Clean up after themselves and show appreciation for those who care for our facilities.

Parents/guardians are financially responsible for repairing or replacing damaged property, whether the damage is accidental or intentional. Willful destruction or vandalism may result in disciplinary action, including suspension or dismissal.

Cell Phone / Electronic Devices / Social Media -

Cell Phones & Electronics: Per Ohio Revised Code §3313.753, Students are not permitted to have individually owned electronic equipment such as cell phones, smart watches, tablets, etc. during the instructional day. An instructional day includes formal instruction time as well as supervised activities such as transitioning between classes, recess, meal periods, and field trips Ohio Department of Education. This means that if a field trip is considered part of the instructional day, students are generally not allowed to use cell phones during it.

- 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.

Campus Security

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.

Biblical Conflict Resolution (Matthew 18:15-17)

Conflict resolution at Jefferson County Christian School follows the heart of Scripture, seeking reconciliation, humility, and peace in all relationships.

We first encourage parties to address concerns directly and privately with the individual involved—such as a teacher, coach, or staff member—aiming for understanding and restoration, in keeping with the spirit of Matthew 18:15.

If the matter remains unresolved, it should be brought to the immediate supervisor—such as the principal or department head—accompanied by one or two others if needed for wise counsel, reflecting Matthew 18:16 and Ephesians 4:2–3.

Should further escalation be necessary, the matter may then move to the Administrator, then to the appropriate Board committee, and finally to the full School Board as the final step.

At every level, Jefferson County Christian School seeks to respond with humility, patience, grace, and a sincere desire for peace, always aiming to honor God and reflect Christ's love in resolving disagreements.

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 utmost 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 with 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

Grades K–6

A Dress Code Violation Notice will be sent home and must be signed by a parent or guardian.

The dress code concern must be corrected by the next school day.

Continued violations may result in a parent conference and additional disciplinary action.

7th -12th Grade

Students whose clothing does not meet dress code requirements may be required to change into appropriate clothing before returning to class.

Parents or guardians may be contacted to provide appropriate clothing if necessary.

A Dress Code Violation Notice will be sent home and must be signed by a parent or guardian.

After the third violation, demerits will be issued in accordance with the school's discipline policy.

Repeated violations may result in additional disciplinary action.

Regular School Uniform – K-12 Girls

Allowed



Tops - ONLY

- Grit Gear Official Wear
- JCCS Polo, T-Shirt, Sweatshirt, Hoodies (Grey, Purple, Gold or Black)
- Collared Blouse (under jumper) – White Only

Bottoms

- Black, straight leg relax fit (cotton/twill/chino) casual dress pants-equivalent to SchoolBelles style
 - No S's – no **skinny, slim, or stretch**
 - No cargo/jogger pants
- Black (cotton/twill/chino) casual dress shorts (**worn to the knee**)
- School Belle Jumpers (**worn to the knee all the way around with shorts/tights underneath**) Black or Grey
- School Belle Skirts (**worn to the knee all the way around with shorts/tights underneath**) Pleated are allowed
- Scooter skorts with shorts built in – black or grey (**worn to the knee all the way around.**). Pleated are allowed



Jackets/Hoodies

- Grit Gear official wear (lion logo)
- *Hoods must be taken down off head while in the school building.
- **JCCS ATHLETES ONLY**, can wear team hoodies just during the current season (no soccer hoodies during baseball season)

Hose/Tights: Natural Skin Tones, Black, White, Grey with no patterns

Leggings: Black Only - if worn under skirt/dress that are knee length

Shoes: Black, Grey or White in color (dress, casual, athletic, sandals with back strap, heels)

K-6 – heels must be less than 1"

7-12 – heels must be less than 2"

Socks: Black, Grey or White. Socks must be worn with athletic shoes.

Accessories: hairbands, barrettes, hair ties – neutral in color or matching school uniform

Belts: Black with regular buckle – no writing

Makeup: 7-12 **ONLY**- natural looking make-up

Artificial Nails: 7-12 **ONLY**- natural looking/moderate length

Not Allowed

- T-shirts and hoodies with “homemade” JCCS logos or “bling.” Clothing with the JCCS logo must come from Grit Gear.
- Sleeveless or Tank Style Shirts
- Leggings (unless worn under a skirt/dress)
- Skinny/Slim Style, Form Fitting, Snug Pants
- Cargo or Jogger Pants
- Denim Pants
- Crocs, boots, Flip-Flops, Slides
- Jacket worn in class – unless given permission
- Extreme hair colors or hair styles/cuts. **Hair color must be close to natural color. Hair Style and color permittance is up to the discretion of the Administration**
- Extreme or excessive jewelry (neon/bright colors, facial piercings, gauge earrings)
- Earrings that cause a distraction due to size or length
- Hats, scarves, bandanas, feathers or extreme accessories
- K-6 Artificial Nails
- K-6 Make-up or **hair coloring/highlights**

Sports Practice Attire – 7-12th Girls

Allowed	Not Allowed
- Shorts (no shorter than 2" above the knee) - Athletic pants - T-shirts/Sweatshirts (JCCS, Christian logos, sport logos) - Athletic Shoes – must wear socks	- Sleeveless or tank style shirts - Logo's, icons, or messages that are contrary to biblical or JCCS standards - Leggings - Yoga Pants

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
- JCCS Uniform - Athletic Wear - T-Shirts/Hoodies - Shorts (no shorter than 2" above the knee) - Jeans (not skinny/slim/stretch) - Joggers and cargo pants - Dresses/Skirts (Worn to the knee with shorts underneath) Shoes: dress, casual, athletic, sandals with back strap, heels K-6 – heels must be less than 1" 7-12 – heels must be less than 2" 7-12 Natural Looking Make-Up	- Sleeveless or Tank Style Shirts - Logo's, icons, or messages that are contrary to biblical or JCCS standards - Jeans with holes or frays or any clothing that is ripped or has holes, even if it is layered over something else - Leggings (unless worn under a skirt/dress) - Skinny Style, Form Fitting, Snug Pants - Crocs, Boots Above Knees, Flip-Flops, Slides - Hats, scarves, bandanas, feathers, or extreme accessories unless part of Dress Down Theme - Artificial Nails - K-6 Make-up or hair coloring/ highlights

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

Allowed	Not Allowed
• JCCS Uniform • Shorts (worn to the knee) • Dresses/Skirts (Worn to the knee with shorts underneath) • Hose/tights – natural skin tones, black, white, grey, with no patterns • Leggings if worn under skirt/dress that are knee length • Shoes: dress, casual, athletic, sandals with back strap, heels ○ K-6 – heels must be less than 1" ○ 7-12 – heels must be less than 2" • 7-12 Natural Looking Make-Up	• Sleeveless or Tank Style Shirts • Leggings (unless worn under a knee length skirt/dress) • Denim Pants • Skinny Style, Form Fitting Pants • Crocs, Boots Above Knees, Flip-Flops, Slides • Any clothing that is ripped or has holes, even if it is layered over something else • Extreme hair colors or hair styles/cuts • Extreme or excessive jewelry (neon/bright colors, facial piercings, gauge earrings) • Earrings that cause a distraction due to size or length • Artificial Nails • K-6 Make-up or hair coloring including highlights

Regular School Uniform – Boys K-12

Allowed	Not Allowed
Tops - ONLY • Grit Gear Official Wear • JCCS Polo, T-Shirt, Sweatshirt, Hoodies (Grey, Purple, Gold or Black) • Collared Blouse – White Only Bottoms • Black straight leg (cotton/twill/chino) casual dress pants equivalent to SchoolBelles style-no skinny, slim or stretch • No cargo/jogger pants • Black (cotton/twill/chino) casual dress shorts (worn to the knee) Jackets/Hoodies • Grit Gear Official Wear (lion logo) • Hoods must be taken down off head while in the school building. • JCCS ATHLETES ONLY, can wear team hoodies just during the current season (no soccer hoodies during baseball season) Shoes: <u>Black</u>, <u>Grey</u> or <u>White</u> in color (dress, casual, athletic) Socks: Black, grey or white. Socks must be worn with athletic shoes. Belts: Black with regular buckle – no writing Mustaches, beards, or sideburns are permitted- must be neatly trimmed and well kept at all times. Permittance is always up to the discretion of the Administration.	• Skinny Style, Form Fitting Pants • Joggers or Cargo Pants • Denim Pants • T-shirts and hoodies with “homemade” JCCS logos or “bling.” Clothing with the JCCS logo must come from Grit Gear. • Crocs, Boots, Flip-Flops, Sandals, Slides • Jacket worn in class – unless given permission • Extreme hair colors or hair styles/cuts - hair must be cut off the collar and out of the eyes. Hairstyles must be neatly trimmed and well kept. No manbuns, ponytails, mohawks. Hair Style permittance is always up to the discretion of the Administration • Pierced jewelry of any kind • Hats, scarves, bandanas, feathers, or extreme accessories

Sports Practice Attire–7-12 Boys

Allowed	Not Allowed
• Shorts (no shorter than 2” above the knee) • Athletic pants • T-Shirts/Sweatshirts (JCCS, Christian Logos, sport logos) • Athletic Shoes – must wear socks	• Sleeveless or Tank Style Shirts • Logo’s, icons, or messages that are contrary to biblical or JCCS standards

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 Boys

Allowed	Not Allowed
- JCCS Uniform - Athletic Wear - Joggers/cargo pants - T-Shirts/Hoodies - Shorts (no shorter than 2" above the knee) - Shoes: Dress, Casual, Athletic, Boots Without Protective Toe	- Sleeveless or Tank Style Shirts - Logo's, Icons, Messages Contrary to Biblical or JCCS Standards - Skinny, Form Fitting Jeans - Jeans with Holes - Crocs, Boots with Protective Toe, Flip-Flops, Sandals, Slides - Hats, scarves, bandanas, feathers, or extreme accessories unless part of Dress Down Theme

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

Allowed	Not Allowed
- JCCS Uniform - Dress Shirt – With White T Shirt Underneath - Polos/"Dressy" T Shirt - Ties - Shorts (worn to the knee) - Shoes: Dress, Casual, Athletic, Boots Without Protective Toe - Mustaches, beards, or sideburns are permitted, but must be neatly trimmed and well kept at all times.	- Skinny Style, Form Fitting Pants - Large Graphic T Shirts - Denim Pants - Crocs, Boots, Flip-Flops, Sandals, Slides - Extreme hair colors or hair styles/cuts - hair must be cut off the collar and out of the eyes. Hairstyles must be neatly trimmed and well kept. No manbuns, ponytails, mohawks.. Hair Style permittance is always up to the discretion of the Administration - Pierced jewelry of any kind - Hats, scarves, bandanas, feathers, or extreme accessories

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. Students need to go to the medical office & he will contact their parents if necessary. **Students are not allowed to call home from their cell phones to go home.**

Communicable Diseases

The Ohio Department of Health requires that students with various health conditions/sickness be excluded from school. Parents 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

- 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 a 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 students to suspension or expulsion from the school.

Sexual Harassment Prevention and Reporting

Jefferson County Christian School is committed to providing a safe, stable, and Christ-centered learning and working environment for students and employees. Sexual harassment of students or employees is unlawful, contrary to biblical values, and inconsistent with the mission and beliefs of Jefferson County Christian School. The school will not tolerate sexual harassment in any form.

It is the policy of Jefferson County Christian School that all interactions between students, employees, volunteers, and members of the school community demonstrate respect for the dignity of everyone, maintain appropriate personal boundaries, and support a safe and stable educational environment.

Sexual harassment may include, but is not limited to:

- unwelcome sexual advances;
- improper physical contact;
- inappropriate sexual comments or gestures;
- requests for sexual favors;
- communication or conduct of a sexual nature that is unwelcome; or
- behavior that creates an intimidating, hostile, unsafe, or offensive educational or work environment.

All students and employees are expected to behave with respect, professionalism, and regard for the dignity and well-being of others.

Any student who has concerns regarding conduct, communication, or physical contact by an employee, volunteer, another student, or a member of the public should immediately report the concern to the Administrator, a faculty member, or a School Board member and is encouraged to also communicate the concern to a parent or guardian.

Students are encouraged to report any conduct or contact that makes them feel uncomfortable, is inappropriate, or interferes with a safe and stable learning environment.

All reports will be addressed promptly and investigated by school administration as appropriate. When required by law, Jefferson County Christian School will report concerns to the appropriate child protection or law enforcement authorities.

Reports will be handled as discreetly and confidentially as reasonably possible while allowing the school to conduct a proper investigation, comply with legal obligations, and protect the safety of students and staff.

Any person found to have violated this policy may be subject to disciplinary action up to and including:

- expulsion from school for students;
- termination of employment for employees or volunteers; and
- referral to law enforcement or other authorities when appropriate.

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 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.
- JCCS devices that are provided for student use are the property of JCCS and do not become the property of the student they have been assigned to. Physical alterations to the devices are not permitted. Damage to or malfunction of devices is to be reported to the IT admin as soon as practicable.
- JCCS employs multiple cyber security and internet filter tools. These tools are to protect students and staff from harmful or inappropriate content from the internet. Any attempt to bypass, disable or remove any or all of these tools will be subject to disciplinary action.

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: Official school-related social media content will be posted on the school's public and parent social media platforms. Individuals wishing to submit content for publication on parent social media pages may do so through the school's social media admins. All submissions are subject to review and final approval by the school prior to publication.

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 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 ones. 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 Communication

A monthly newsletter and other information will be sent home. This newsletter will contain up-to-date information pertaining to the school. 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. A weekly email will also be sent with pertinent school related information. If you do not receive the emails, please contact the 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 1st of each month. A \$35.00 late fee will be assessed after the 10th of that month. Check fees cannot be invoiced to the Ohio EdChoice or the Jon Peterson Special Needs Scholarships.

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. Check fees cannot be invoiced to Ohio EdChoice or the Jon Peterson Special Needs Scholarships.

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 Business 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.

Breakfast and Lunch

JCCS offers the Free and Reduced Breakfast and Lunch Program. Lunch orders must be submitted through Facts Family Portal by Thursday for the following week's lunches. If a family does not have internet access, orders may be placed through the school office by the same Thursday deadline. Students may bring a packed lunch from home if they do not want to order. Milk is available for purchase al' la cart. Students have no access to a refrigerator and only 4th -12th have access to microwaves. 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.

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.

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