

JEFFERSON COUNTY CHRISTIAN SCHOOL
 Parent/Student Handbook 2010-11
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MESSAGE FROM THE ADMINISTRATOR

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

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

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

Diane Hutchison

WHAT IS CHRISTIAN EDUCATION?

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

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

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

BRIEF HISTORY OF JEFFERSON COUNTY CHRISTIAN SCHOOL

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

STATEMENT OF FAITH

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

STATEMENT OF MORAL INTEGRITY

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

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

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

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

Non-admission/Disenrollment Based on Religious Principles

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

VIEW OF EDUCATION

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

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

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

STATEMENT OF NONDISCRIMINATION

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

MEMBERSHIP

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

EDUCATIONAL GOALS

The Jefferson County Christian School exists today to provide excellent, Bible-based instruction in all curricular areas.

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

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

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

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

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

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

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

GRADING SYSTEM

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

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

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

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

Scale: O - Outstanding
S - Satisfactory
U - Unsatisfactory

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

Scale: S - Satisfactory
N - Needs Development

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

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

Progress Reports: Interim reports shall be made half-way through each 9 week period to inform parents of pupil progress. In Grades 7-12, an interim report will be sent home in the mail. In Grades K-6, interim reports will be sent home in the mail only when pupil progress is unsatisfactory or if there has been a change in academic progress.

HIGH SCHOOL GRADUATION REQUIREMENTS

A total of 22 credits accumulated in grades nine through twelve is required for graduation from Jefferson County Christian School as well as fulfilling the minimum State requirements for standardized testing. Of the 22, 20 units will be derived from non-Bible classes. J.C.C.S. requires one Bible credit for each year a student is enrolled in our high school. J.C.C.S. will adhere to the mandated State Minimum High School Curriculum for Ohio, reflecting the new "Ohio Core" requirements beginning with the Class of 2011 to confer what will be termed a "College Prep Diploma". The requirements are as follows:

- ◆ English, Language Arts 4 units
- ◆ Math 4 units (including 1 unit of Algebra II or its equivalent)
- ◆ Science 3 units (including laboratory experience and including 1 unit of physical science, 1 unit of biology, 1 unit of either chemistry, physics or advance biology)
- ◆ Social Studies 3 units (including 1/2 unit American History and 1/2 American Government)
- ◆ Health 1/2 unit
- ◆ Physical Education 1/2 unit
- ◆ Foreign Language 2 units (If enrolled in 9th grade at JCCS, these 2 units must be comprised of French I and II consecutively)
- ◆ Electives 3 units (including 1 unit of business/technology or fine arts)
- ◆ Bible 1 - 4 units

Honors Diploma

Students at JCCS will also have the opportunity to earn an "Honors Diploma". In addition to fulfilling all the requirements for a "College Prep Diploma", the student earning an "Honors Diploma" must complete:

Foreign Language	4 units (four consecutive years or a combination of two languages)
Math	4 unites must include Advanced Math (senior year)
Social Studies	4 units
Science	4 units

The student earning the "Honors Diploma" must have a GPA of 93.50 or better and also complete at least 40 hours of documented Community Service.

General Diploma

A student who is subject to the Ohio Core and does not complete that curriculum may still graduate from JCCS with a "General Diploma" only if the following conditions are met:

- The student and student's parents must meet with the guidance counselor and principal to discuss the student's post-secondary plan
- The student and student's parents must be fully aware of the consequences of not completing the Ohio Core
- The student must successfully complete, at a minimum, the alternative curriculum

The alternative curriculum is as follows:

English, Language Arts	4 units
Math	3 units
Science	3 units (including 1 unit of physical science, 1 unit biology)
Social Studies	3 units (including 1/2 unit American History and 1/2 unit American Government)
Health	1/2 unit
Physical Education	1/2 unit
Foreign Language	Elective, but a student must take at least 1/2 unit of foreign language if the student's electives do not include 1 unit (or two 1/2 units) of business/technology or fine arts
Electives	6 units which must include 1 unit (or two 1/2 units) from business/technology, fine arts or foreign language
Bible	1 - 4 units

Valedictorian/Salutatorian

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

CURRICULUM

J.C.C.S. predominantly uses the Abeka curriculum throughout the course of study in grades Pre-K through Grade 6. Abeka is a 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 and health. 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.

STANFORD ACHIEVEMENT TESTING

Each spring J.C.C.S. administers the Stanford Achievement Test (SAT) to all grade levels through K-8. These standardized tests reveal information about achievement in several academic areas for the individual student and for the grade level as a whole. This information is used to give us feedback concerning our curriculum and academic program. Students in the odd grades (1,3,5,7) are also given the Otis Lennon School Ability Test which measures their learning potential. Your child's scores on these assessments will be sent home in a full report when they are received.

PUPIL PROMOTION/RETENTION

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

HOMEWORK ASSIGNMENTS

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

TEXTBOOKS

Parents are expected to purchase consumable textbooks for their child/children by submitting the instructional/consumable fee. Textbooks owned by the school are loaned to students for their use during the school year. These textbooks are to be kept covered (grades 5-12) and handled carefully. Students will be required to pay for lost or damaged books.

PARENT/TEACHER CONFERENCES

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

FIELD TRIPS

Classes may take trips to places of interest and places that will contribute to their education. These trips are a vital part of the pupil's educational program. Parents will be notified beforehand and must sign a permission slip before the student may go. Parents may be asked to drive on a field trip. At that time, parents must read and sign the Field Trip Volunteer form and conform to JCCS Field Trip policies concerning chaperones and drivers.

BIBLE TRANSLATION STATEMENT

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

ATTENDANCE

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

Absences: The only acceptable and excusable reasons for absences are:

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

Any student who has been absent is **required to bring a written explanation** from his/her parent or guardian **on the day of his/her return. Failure to do so will result in an unexcused absence. Unexcused absences earn a grade of "0" in all subjects missed for that day.** (Absences due to employment, oversleeping, missing the bus, shopping, hunting, sports activities, baby-sitting are examples of unexcused absences.) These notes are kept on file. The student is responsible for making up all school work.

School Attendance Accountability: We ask that parents call the school office before 9:00 A.M. if their child will not be in school that day. This enables us to know for sure where the students are and helps provide safety for all of our children.

If a phone call is not received, the school will notify the parent (or other person responsible for the student) regarding the absence. Our policy will be as follows:

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

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

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

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

Parent Attendance Accountability:
Grades K-8

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

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

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

Grades 9-12

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

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

Pre-Approved Absences: Permission may be granted for a student to be absent, provided the parent obtains the consent of the Administrator and arrangements are made for the student to make up the work missed. Such arrangements should be made in writing one week in advance of the date of the expected absence when possible, thus providing opportunity for the student to work ahead if the teacher deems it feasible. Pre-approved parent requested excused absences are not to exceed 5 days per school year. When the parent notifies the teacher of the pre-approved absence and requests assignments, the teacher can give the approximate place in the various subjects the class expects to be at the time the pupil returns. It is the responsibility of the pupil and parents to see that the student is able to re-enter class at the point where the class has progressed during the student's absence. Follow-up and make-up of work missed is required.

Tardiness: Pupils who are tardy (those in grades 7-12 who arrive after the 8:05 bell and those in grades K-6 who arrive after the 8:15 bell) will not be admitted to class without written permission from the school office. Pupils in grades K-3 will be allowed three unexcused tardies per nine weeks. The fourth will result in an entire lunch period detention. Grades 4-6 will be allowed one unexcused tardy per nine weeks. The second will result in an entire lunch period detention. Grade 7-12 will be allowed one unexcused tardy per nine weeks. The second and all consecutive unexcused tardies will result in a demerit.

Excessive unexcused tardies (over 12 per year for Grades K-3 and over 4 per year for Grades 4-12) will eliminate a student from being eligible for a Perfect Attendance Award at the end of the year.

SCHOOL DAY

The school day for grades 7-12 begins at 8:05 a.m. and dismissal is at 2:20. The day for grades K-6 begins at 8:15 a.m. and dismissal is at 2:20. Students arriving after the morning bell will be counted as tardy (with the exception of students who arrive by bus after the bell). Those arriving after 10:00 a.m. will be marked 1/2 day absent. If students arrive after 12:00, they are marked absent all day. If students leave before 1:05, they are marked absent for the afternoon.

BEFORE AND AFTER SCHOOL

The school doors are not unlocked until 7:30 a.m. each morning. For their safety, students may not arrive before 7:30 because they will be unable to enter the building and are thus unsupervised. The school will not be responsible for any incidents that occur prior to the student entering the building, however students will be accountable for their conduct on the school grounds.

Pre-K-6 grade students who arrive between 7:30-8:15 a.m. shall report to the gym where they will be monitored by a staff member and dismissed to class at 8:10 a.m.

7-12 grade students who arrive between 7:30-8:05 a.m. shall report to the downstairs hallway and wait in the locker area until the 8:00 bell, at which time they shall report to their first class. Students may not leave campus without permission once they have arrived.

Students may remain after school for only three reasons: (1) extracurricular activities sponsored by the school, (2) detention, or (3) an unforeseen emergency situation (missed bus, etc.). All other students should be picked up promptly at the 2:20 dismissal time. After 2:20, all students remaining in the building must be under supervision. Supervision may be provided by a parent, a coach, a club leader or the after-school room monitor. The after-school room is available until 3:00 p.m. for emergencies only. No students will be permitted to roam the building or to be in rooms unsupervised.

EMERGENCY CLOSING OF SCHOOL

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

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

When school is delayed by two hours, the bell for grades 7-12 will ring at 10:05 a.m. and the students will meet for each class for an abbreviated time. The bell for grades K-6 will ring at 10:15 a.m. at which time class will begin.

Do not assume because the public schools have canceled or delayed that our school has done so until you see a specific announcement for Jefferson County Christian School.

By carefully determining weather conditions for our families, we hope to avoid missing unnecessary days. If the public school providing transportation for your child is delayed or canceled and J.C.C.S. is in session, please find transportation for your child to school that day. However, if you are unable to find alternative transportation, your child's absence and/or tardiness in that case will be excused.

CONDUCT AND EXPECTATIONS

As you well know, the world has expected less and less of children in the way of standards of conduct. The purposes of the discipline policies here at Jefferson County Christian School are:

1. To assist students in developing a life style that is pleasing unto the Lord as they strive to become more like Him.
2. To apply biblical principles in handling daily problems.
3. To provide a consistent pattern of expectations to which students can respond positively.
4. To encourage in students a positive response to authority systems so that they will be better prepared to yield their will to God's will.
5. To protect and build respect for the personal rights of fellow students and adults.
6. To protect and build respect for the personal property of persons and organizations.
7. To encourage students to accept responsibility for their words and their actions.
8. To establish standards that would support the biblical instruction that is provided in the Christian home of which J.C.C.S. is an extension.
9. To encourage complete honesty in all matters.
10. To avoid behavior which may tempt a weaker brother.
11. To protect the integrity of the individual by keeping all disciplinary actions as private as possible.

Discipline Code: According to the Bible, discipline is a responsibility given to parents and to those in authority by the Lord. Scripture, such as Proverbs 22:6 and Proverbs 23:13-14, attest to this. "Train up a child in the way he should go; and when he is old, he will not depart from it." Prov. 22:6 KJV "Do not withhold discipline from a child; if you punish him with the rod, he will not die. Punish him with the rod and save his soul from death." Prov. 23:13-14 NIV

DISCIPLINE POLICY FOR GRADES K-6

"*HOW I ACT*" policy outlines as follows:

H - Hullabaloo: Noise that is disrupting and/or distracting to the class. Examples are tapping pencils, unnecessary rattling of paper, intentional burping, tapping of foot, etc.

O - Out of Order: Unacceptable behavior such as pushing, shoving, getting in front of someone in line, running in halls, gum chewing, etc. Any dangerous horseplay at the water fountain or in the restroom will result in a paddling for Grades K-6.

W - Work Not In: Homework or class assignments not handed in on date and time it was due. Not having proper materials for class work - pencil, paper, books, etc.

I - Intentional Disobedience: Open defiance or absolute refusal to obey a direct command. Cheating, lying, stealing, and intentional violence with intent cause injury or hurt. Destruction of any property not their own. Students who receive any intentional disobedience demerit will also receive corporal punishment.

A - Attitude Lacking: Constant complaining, scowling, laziness, too little effort, uncooperative effort, not paying attention.

C - Conduct: Actions which affect staff and peers. Name-calling, insults, teasing that purposely offends, rudeness, swearing, and similar expressions which do not express a Christian spirit.

T - Talking: Talking without permission.

For each infraction listed in the “*HOW I ACT*” discipline policy, the child shall receive a demerit. A demerit record will be kept by the teacher in a classroom file.

- First Demerit: Isolation within the classroom or lunch time detention. Student will sit apart from other students. Duration may vary.
- Second Demerit: Lunch time detention and student loses recess for one day.
- Third Demerit: Student is isolated, loses recess for one day and has lunch time detention.
- Fourth Demerit: Student is isolated, loses recess for one day, has lunch time detention and is given a writing assignment by the teacher.
- Fifth Demerit: Student is isolated, loses recess for one day, has lunch time detention and is given a writing assignment. Student will call parent either at home or work and tell parent what each of the five demerits are for and that a sixth demerit will result in a paddling.
- Sixth Demerit: Student will be paddled, isolated, lose recess, have lunch time detention, have a writing assignment, and call parent to notify about the punishment.
- Seventh Demerit: Student will receive one day of in-school suspension and receive an “F” for any test that day.
- Eighth Demerit: Student will receive two days of in-school suspension and will receive an “F” for any tests on those days.
- Ninth Demerit: Student will receive three days of in-school suspension and will receive an “F” for any tests on those days.

Parents Notification of Demerits: Parents will be notified of each demerit on a sheet to be signed and returned the next school day. Demerit slips not signed and returned the next school day result in another demerit. In asking parents to sign the demerit sheet, we are confirming that you have seen it, not to have you approve or disapprove. The demerit is issued whether you sign the sheet or not. Parents who have questions about demerits should contact the teacher by phone, in person, or in writing but not in hearing or viewing of the student. Parents and teachers should work to resolve any discipline issues together and approach the student as a unified front. Unresolved issues may be taken to the Administrator by the teacher or the parent.

Exceptions:

1. Kindergarten and First Grade will follow the same procedure except during the first weeks of school.
2. Students may be disciplined by the teachers or Administrator on any discipline code violation regardless of the number of demerits. These incidents will be reported to the Administrator and will be entered in the student’s discipline record.

Future Disciplinary Action: Future disciplinary action will be outlined for each individual student. Probationary status will commence with start of new nine-week grading period. It will be in effect for the entire nine-week period.

Explanation of Discipline Forms: Forms of punishment could be no recess, in-school suspension, suspension from school, or expulsion from school. The length of punishment will be up to each teacher and/or Administrator.

In-School Suspension: In-school suspension means the student will be removed from his/her class and will be seated in an isolated location working or reading his assignments. He/she shall also eat his/her lunch there.

Suspension from School: Suspension from school means the student will be suspended from school for a specific period of time. Homework assignments and tests missed during this time will result in a zero grade.

Expulsion from School: Expulsion from school means the student will be dismissed indefinitely until satisfactory reconciliation is made with the school. Expulsion must be approved by the School Board prior to the expulsion. Offenses for possible suspension/expulsion are (but not limited to) the following:

- Failure to accept responsibility for academic work
- Frequent critical or derogatory remarks by student or parents
- Disrespect, insolence shown toward those in authority
- Acts of rebellion against school norms by students or parents
- Cutting class or school
- Leaving school without permission
- Cheating
- Lying
- Swearing, using obscenities
- Defiance, willful disobedience of those in authority
- Abuse or willful destruction of school property
- Sexual immorality
- Drinking, smoking or possession of tobacco or alcoholic beverage
- Possession, sale, use or threatening use of a weapon of violence
- Mistreatment of other students
- Extortion
- Committing a serious breach of conduct inside or outside of the school which has an adverse effect on the testimony of the school
- Arson or false alarms
- Bomb threats
- Habitual commission of less serious offenses

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

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

Demerits: All demerits shall be recorded on the report card at the end of each nine-week grading period. In Grades K-6, demerits do not carry over to the next quarter.

Discipline Witness: In the event that corporal punishment is administered, parents will be notified first and an offer for the parent to do the paddling will be made. A witness will be present and a notice sent to the parents describing the nature of the misconduct and the correction that followed. These notices must be signed and returned to the school for records. The Administrator/teacher will administer the corporal punishment privately in the Administrator's office with the witness present.

Prayer in Discipline: Any severe disciplinary action should be explained to the child in light of the Scripture, explaining chastisement, punishment, and forgiveness. Prayer should accompany all such discipline.

THE CONDUCT POLICY FOR GRADES 7-12

"Let all things be done decently and in order." I Cor. 14:40

"That there should be no schism in the body; but that the members should have the same care one for another." I Cor. 12:25

The established guidelines for proper conduct and discipline for the students at Jefferson County Christian School are for the purpose of maintaining an effective, functional part of the body of Jesus Christ. In order to be faithful servants, we must work together to grow spiritually and academically.

Courtesy: All students are expected to be respectful and courteous to others at all times. This is exhibited by orderliness, cooperation, quietness, polite conversation (including use of "Please", "Thank You"), and proper response to correction.

"Let nothing be done through strife or vain glory: but in lowliness of mind let each esteem others better than themselves." Phil. 2:3

Discipline: All discipline shall be administered in love for the purpose of bringing about true repentance, maintaining order, and ultimately growth in the knowledge of Jesus Christ.

"Now no chastening for the present seemeth to be joyous, but grievous: nevertheless afterward it yieldeth the peaceable fruit of righteousness unto them which are exercised thereby." Heb. 12:11

Class 1 Offenses

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

Class 1 Punishment

Mandatory: 15-20 demerits
parents are called
sent to the office

Possible Recourses: (minimum of 2)

- Christian counseling
- professional Christian counseling
- suspension
- expulsion with Board approval
- conference
- probation
- calling the authorities
- restitution
- removal from extracurricular activities

Class 2 Offenses

- Destruction of public or private property by damaging, defacing, marking, cutting, carving, painting, scratching, breaking, burning, or damages done by a vehicle driven by a student.
- Lying
- Inappropriate displays of sexual or sexually related behavior (fondling, necking, petting, kissing, excessive body contact) at school or school functions.
- Sexual Immorality. Displaying, possessing or expressing obscene, indecent, or immoral acts, ideas, or material (nudity, indecent exposure, depiction of sexual acts or sexual behavior).
- Insubordination, disrespect, or harassment of others including teachers, staff or volunteers by students.
- Repeatedly scorning or defying the philosophy and foundation on which the school is founded.

Class 2 Punishment

Mandatory: 10-15 demerits
call parents

Possible Recourses: (minimum of 2)

- in-school suspension
- suspension
- restitution
- Christian counseling
- professional Christian counseling
- writing assignment
(concordance search on area of misconduct)
- probation
- work detail
- expulsion
- conference
- removal from extracurricular activities

Class 3 Offenses:

- Pushing, shoving, running on the steps or in the hallways
- Use of profanity or obscenity in any form (verbal or nonverbal)
Using the Lord's name in vain.
- Cheating, copying, or encouraging others to do so.
- Unauthorized borrowing

Class 3 Punishment:

Mandatory: 5-10 demerits

Possible Recourses: (minimum of 2)

- in-school suspension
- calling parents
- Christian counseling
- conference
- restitution
- writing assignment (10 Scriptures on area of misconduct
with two(2)paragraph explanation)

Class 4 Offenses:

- Noise which is disrupting or distracting to the class. (tapping pencils, feet, etc.)
- Gum chewing
- Name calling, insults, teasing which purposefully offends.
- Tardy to class, homework not in, not having materials for class
- Talking without permission
- Physical "horseplay"
- Constant complaining, scowling, laziness, too little effort or uncooperative
- Dress code violations

Class 4 Punishment:

Mandatory: 1-5 demerits

Possible Recourses:

- work detail
- withdrawal from class
- conference
- in-school suspension
- call or note to parent
- writing assignment (5 Scriptures in area of misconduct with one (1)
paragraph explanation)

Some problems warrant special consideration and will be dealt with on an individual basis. Any unforeseen misconduct will be handled by the Administrator and/or School Board. These situations could include:

Committing a serious breach of conduct inside or outside the school which has an adverse effect on the testimony of the school. Action taken by the school will be based on the nature and degree of the offense and will be left to the discretion of the Administrator and/or School Board.

Any student who violates the school's biblical standard of sexual morality through sexual contact as defined in the Statement of Moral Integrity will be dis-enrolled.

Plagiarism is illegal. Student caught plagiarizing or cheating will receive a 0% for the assignment in addition to a Class 3 punishment.

Demerits and Detention: Each teacher will have demerit slips to be filled out and signed. A copy of the student behavior referral slip will be sent to the school office for recording and a copy will be sent home for parent's signature. All slips must be signed and returned the next school day. Failure to do so will result in the student receiving further demerits. All demerits will be recorded on report cards. Demerit slips will be sent to the office for the secretary to fill in the number of detentions, if any, before the demerit slip is sent home for the parent's signature. In asking parents to sign the demerit slip, we are confirming that you have seen it, not to have you approve or disapprove. The demerit is issued whether you sign the slip or not. Parents who have questions about demerits should contact the teacher by phone, in person, or writing but not in hearing or viewing of the student. Parents and teachers should work to resolve any discipline issues together and approach the student as a unified front. Unresolved issues may be taken to the Administrator by the teacher or parent.

Every 2 demerits will earn 1 detention. Detention will be held on Tuesdays and Thursdays from 2:30-4:30 p.m. Demerits are not erased at the end of each nine week grading period, but continue to add toward detentions.

No student will serve detention on the day he/she receives a detention/demerit slip. Students will serve detention on the next scheduled detention day.

Demerit/detention book will be picked up by the detention teacher and attendance will be taken. The book will then be returned to the school office.

Detention attendance is mandatory unless there is an approved excuse: death in the family or absence from school. Approved absences from detention will be made up immediately.

All unexcused absences from detention will be considered a Class 1 offense.

The definitions of terms are as follows

Work detail: Class 2 offenses may include washing walls, mopping floors, sweeping the playground, raking, etc. Class 4 offenses may include board washing, eraser cleaning, sweeping carpet, etc. All work will be supervised.

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

In-school suspension: Student will be removed from all classes and will receive 0% on any quizzes or tests given during that time. Student will be given all work assignments and will be expected to complete them by the end of that day. Christian counseling will be required in certain cases when deemed beneficial for the student. Students may be counseled by their own pastor or another pastor.

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

Suspension: Student will be suspended for a specified number of days and will take 0% on all work. Student will not be able to attend any school functions.

Expulsion: With Board approval, the student will be required to leave school.

Parents wishing to discuss discipline situations MUST CALL THE OFFICE AND SCHEDULE AN APPOINTMENT with the Administrator and/or teacher(s). Parents SHOULD NOT call the teacher or Administrator at home.

GENERAL GUIDELINES FOR CONDUCT FOR ALL STUDENTS

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

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

Conduct in Hallways: Running in school hallways will not be permitted. Students should stay to their right in the hallway. When leaving a classroom as a class, students are required to walk single file and stay to the right side of the hallway. No horseplay or games shall be permitted in hallways.

Conduct on Stairways: Running and skipping steps will not be permitted up or down stairs.

Conduct in Restrooms and at Water Fountains: When classes are on restroom break, there shall be no loitering in the restrooms. All conversation in the restrooms shall be at a "whisper" level.

Conduct During Lunch Period:

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

Leaving School Premises at Lunch: Students in Grades K-10 will not be allowed to leave school premises for lunch. Students in Grades 11-12 will be allowed to leave school premises for lunch to go to the local vendors under the following conditions: A student wishing to leave school premises must have written permission from the parent. The student must "check out" upon leaving and "check in" with the duty teacher upon returning. The student must be in class on time or be counted as an unexcused tardy - no excuses will be acceptable. Note: Certain 7-12 students may be selected with parental permission to be available to go to the store for teachers or for students who have forgotten their lunch.

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

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

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

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

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

1. Gym shoes
2. Shorts (no more than 2” above the knee)
3. Sweats (in good condition)
4. T-shirt or sweatshirt (plain, JCCS, Christian logo, sports team name, or team logos only)

Students in Grades K-6 must wear gym shoes, slacks, shorts, or sweats and appropriate shirt.

There will be no playing in the gym unless supervised by a faculty member or coach.

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

Activity Limitations: Students are not permitted to bring toys from home to school or objects that may be a hazard, such as pocket knives, matches, lighters, etc. Please do not send glass containers to school in that they present a safety hazard.

Students are not permitted to bring pets, except where permission has been received. When pets are permitted, it must be in conjunction with a learning situation.

***There shall be no form of dancing which could be construed as indecent in the Christian School.

No electronic devices are permitted in school. Students are not permitted to use individually owned electronic equipment such as music playing devices or Internet ready devices (ipods, Blackberries, laptops, MP3 players, CD players, cassette recorders, radios, hand held video games, CDs, or cassette tapes) during school or at school sponsored activities without permission from the Administrator and/or teacher. No cell phone use (in any way) is permitted in school from the time the student enters the building until after the 2:20 dismissal bell. Cameras (digital, cell, or other) can only be used during the school day as part of a class assignment and/or with teacher permission, and with the consent of the subject(s) in the picture.

CARE OF PROPERTY

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

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

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

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

RESPECT

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

We, as Christians, are called to a standard of respect. Honor your mother and father. Honor your authority figures. Treat your neighbor as you would like to be treated. For this reason, students at J.C.C.S. are required to show respect for authority, for all adults, and for each other. Any disrespect shown by attitude, action, or words will result in disciplinary action.

STUDENT DRESS CODE

The purpose of the dress code at J.C.C.S. is to maintain a standard of dress that is neat, clean, safe, modest, and God-honoring. The following guidelines are set forth in order for students to achieve that standard.

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

GRADES K-3

- | | |
|---------------|--|
| Pants | ▪ Dress, casual or jeans in proper condition having no holes, frayed edges, or bleach spots. Pants must be proper size and fit, properly hemmed and cannot drag upon the ground. They must be worn at the waistline (no hip-huggers or "sagging" permitted). Sweat pants and sport/gym type pants are not permitted for class. "Leggings" cannot be worn as pants. |
| Shirts | ▪ Dress, Casual, Tee Shirts, Sweatshirts, Fleece, Sweaters: May be worn untucked. May contain non-offensive pictures (no gruesome or unwholesome images) non-offensive words and non-offensive logos. Must be proper size and fit (not oversized or too tight.) Must properly cover. Sleeveless shirts may be worn but no tank style or thin straps. |
| Dresses | ▪ Girls may wear dresses, skirts, or split skirts that are no shorter than 2 inches above the knee. |
| Shoes | ▪ May be dress, casual, or tennis shoes and must be worn with socks. Sandals may be worn only if they have a strap around the heel (no flip-flop style). Students who wear dress shoes and sandals may be restricted from playground activity at the discretion of the duty teacher. Girls in K-3 may NOT wear nude nylon hose. |
| Shorts | ▪ Shorts may be worn from the first day of school through the last day of September and from the first school day of May through the end of school. Shorts must be dress, casual, or walking type shorts. Shorts for class may not be clinging knits, sport/gym shorts, or sweat shorts. Shorts must be no shorter than 2 inches above the kneecap. They must be proper size and fit (not tight or oversized) and they must be worn at the waistline (no sagging). No holes, frayed edges, or bleached spots will be allowed. "Capri" pants that are below the knee in length are now considered pants and may be worn all year. |
| Underclothing | ▪ Proper underclothing must be worn and will be worn so as not to be seen by others. |
| Jewelry | ▪ No excessive jewelry. Boys may not wear pierced jewelry of any kind. Girls are permitted to wear only one pair of earrings (one in each ear lobe ONLY). Earrings worn in the cartilage of the ears are not permitted to be worn to school. |
| Tattoos | ▪ No temporary or permanent tattoos that are visible will be permitted. |
| Hats | ▪ No hats will be worn by students in the building. |

- Hair
 - Clean, neat, and well groomed. For boys hair must be off the collar, ears, and eyebrows. For boys and girls: No extreme hairstyles in cut or style, no hair coloring or designs shaved into hair will be permitted.
- Make-up
 - No make-up is permitted to be worn in Grades K-3.
- Gym Attire
 - Students in K-3 are not required to change clothes for Physical Education class. On P. E. days, students should come in pants that fit the dress code but that they can play in comfortably. If a student needs to change to gym clothes, he/she may wear shorts (no more than 2 inches above the knee), sweat pants, or wind pants. Breakaway pants are permitted if shorts are worn underneath. Properly fitting Tee shirts, team shirts, and sweatshirts with a Christian logo, or a non-offensive team or sport logo may be worn. Tennis shoes must be worn.
- Accessories
 - (Book bags, lunch boxes, etc.) These should be chosen to be non-offensive. Due to the controversial nature of the Harry Potter books among the Christian community, accessories and materials pertaining to the Harry Potter book series will not be permitted to be brought to school as well as other materials that are gruesome, crude, anti-Christian, controversial, or unwholesome images, symbols, or characters (WWF nWo, South Park, Goose Bumps, etc.). Please consider your brothers and sisters in Christ and use wise judgment in this matter.

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

Grades 4-12 Male Students

- Pants
 - Casual , dress, or jeans/ Must be in good condition (no fraying, tears, holes or bleach spots). Must be proper size and fit (not oversized or tight). Must be worn at the waist (no sagging or low cut). Must be properly hemmed (not frayed, not rolled up, cannot drag the ground). No sports/gym type pants are permitted for class.
- Shirts
 - Dress; Casual; Tee Shirts; Sweatshirts; Fleece; or Sweaters may be worn that have NO WRITING other than JCCS Wear or a small logo of the name brand of the shirt. Generic pictures are permitted but NO TRADEMARK pictures. Must be proper size and fit (not oversized or too tight). Must properly cover. May be worn un-tucked. No sleeveless or tank style shirts. Outdoor jackets cannot be worn to class without permission.
- Shoes
 - Dress; Casual; or Tennis shoes worn with socks/Sandals may be worn with a back strap (no flip flop style/ Must be in good condition and proper fit). Certain shoes may result in restricted activity for safety.
- Underclothing
 - Proper underclothing must be worn and must be worn so as not to be seen by others.
- Shorts
 - From the first day of school to last day in Sept./ From first day in May to the last day of school. Dress; Casual; Walking type shorts may be worn. No gym/sports shorts for class. Shorts must be no shorter than 2 inches above knee. Pants that do not reach the floor are considered shorts. Shorts must fit properly (not oversized or too tight) Must sit at the waistline (no sagging or low cut)/ Must be in good condition with no fraying or holes.
- Belts
 - Must be proper fitting. Logos or lettering must be non-offensive (no gruesome, or unwholesome images, wording, characters, trademarks, or logos). Cannot contain spikes or large gauge chains.
- Hats
 - No hats will be worn by the students inside the building.
- Hairstyles
 - Hair must be clean, neat and well groomed, off the collar, off the ears, and above the eyebrows. Dying of hair, extreme hairstyles, shaved heads and/or designs or lettering shaved into hair will not be permitted.
- Facial Hair
 - Male students must be clean shaven at all times. No mustaches, beards, or side burns past the bottom of the ear.
- Tattoos/Body Markings
 - Temporary or permanent tattoos or body markings that are visible will not be permitted.

- Jewelry
 - No excessive jewelry. Male students may not wear pierced jewelry of any kind. Jewelry must be non-offensive (no unwholesome, anti-Christian symbols or images). Jewelry with spikes or large gauge chains cannot be worn to school.
- Gym Attire
 - Shorts (no more than 2" above the knee), sweat pants, or wind pants. They must be proper fitting (not tight, or oversized) and must be worn at the waistline (no sagging). Breakaway pants may be worn if shorts are worn underneath. Proper fitting Tee shirts and sweatshirts may be worn that contain Christian logos and non-offensive team or sport logos. Tennis shoes must be worn with socks. Shoes must be clean and in good condition.
- Accessories
 - (Book bags, lunch boxes, binders, etc) These items should be chosen to be non-offensive (no gruesome, crude, anti-Christian, controversial, or unwholesome images, symbols, characters, or product logos). Due to the controversial nature of the Harry Potter books among the Christian community, accessories and materials pertaining to the Harry Potter book series will not be permitted to be brought to school as well as other materials that are possibly offensive (WWF nWo, South Park, Goose Bumps, etc.) Please consider your brothers and sisters in Christ and use wise judgment in this matter. Accessories (such as wallets) with large gauge chains or spikes are not permitted.

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

Grades 4-12 Female Students

- Pants
 - Casual, dress, or jeans/ Good condition (no fraying, tears, holes or bleached spots.)/ Proper size and fit (not oversized or tight)/ Must be worn at the waist (no sagging or low cut)./ Properly hemmed (not frayed, rolled up, and cannot drag the ground)/ NO clinging knit pants, "skinny jeans", leggings, stirrup pants or sport pants are permitted for class.
- Shirts
 - Dress; Casual; Tee shirts; Sweatshirts; Fleece; Sweaters may be worn that have NO WRITING other than JCCS Wear or a small logo of the name brand of the shirt/ Generic pictures are permitted but NO TRADEMARK pictures. Must be proper size and fit (not oversized or tight)/ Must properly cover (must cover midriff when seated)/ Must cover chest (no more than four finger width below collar bone)/ May be untucked/ No tank; sleeveless; or spaghetti strap shirts/ Outdoor jackets cannot be worn to class without permission.
- Dresses/Skirts/Split Skirts
 - Dresses, skirts, and split skirts to the knee. Must be in good condition (no tears/fraying). Proper size and fit (not tight). Must cover (no sleeveless or low cut).
- Shoes
 - Shoes must be worn in school at all times. They can be dress, casual, tennis shoes, or sandals (no thong type backless sandals such as flip flop). If sandals or dress shoes are worn, sports activity may be restricted at the discretion of the teacher on duty.
- Shorts
 - Shorts may be worn from the first day of school through the last school day of September and from the first school day of May through the end of school. Shorts must be dress, casual, or walking type shorts. Shorts for class may not be clinging knits, sport/gym shorts, or sweat shorts. Shorts must be no shorter than 2 inches above the kneecap. They must be proper fitting (not oversized or too tight) and they must be worn at the waistline (no sagging or low cut). No holes, tears, frayed edges, or bleached spots will be allowed. "Capri" pants that are below the knee in length are now considered pants and may be worn all year.
- Underclothing
 - Proper undergarments must be worn at all times and will be worn so as not to be seen by others.
- Belts
 - Must be proper fitting. Logos or lettering must be non-offensive (no gruesome, or unwholesome images, wording, characters, trademarks, or logos). Belts cannot contain spikes or large gauge chains.
- Hats
 - No hats will be worn by students inside the building.

- Hairstyles ▪ Hair must be neat, clean, and well-groomed. No extreme hair coloring (unnatural colors, drastic contrast, etc.), extreme hairstyles or haircuts.
- Tattoos/Body Markings
 - Temporary or permanent tattoos or body markings that are visible will not be permitted.
- Make-up ▪ Only natural looking, light shaded make-up may be used. This includes eye shadows, eye liners, mascara, lipstick, blushes, facial make-up, and nail polish. Female students in Grades K-6 are not permitted to wear make-up to school.
- Jewelry ▪ No excessive jewelry. Girls are permitted to wear only one pair of earrings (one in each ear lobe ONLY). Earrings worn in the cartilage of the ears are not permitted to be worn to school. No other pierced jewelry may be worn. Jewelry must be non-offensive (no unwholesome, anti-Christian symbols or images). Jewelry with spikes or large gauge chains are not permitted.
- Gym Attire ▪ Shorts no more than 2" inches above the knee, sweat pants, or wind pants. They must be proper fitting (not tight or oversized) and MUST be worn at the waistline (no rolling of waistbands) Breakaway pants may be worn if shorts are worn underneath. Properly fitting and properly covering Tee shirts and sweatshirts may be worn that contain Christian logos or non-offensive team or sport logos. Tennis shoes must be worn with socks. Shoes must be clean and in good condition.
- Accessories ▪ (Purses, backpacks, book bags, lunch boxes, binders, etc.) These items should be chosen to be non-offensive (no ugly, gruesome, crude, anti-Christian, controversial, or unwholesome images, symbols, characters, or product logos). Due to the controversial nature of the Harry Potter books among the Christian community, accessories and materials pertaining to the Harry Potter book series will not be permitted to be brought to school as well as other materials that would be possibly offensive (WWF, South Park, Goose Bumps, etc.). Please consider your brothers and sisters in Christ and use wise judgment in this matter. Accessories with spikes and large gauge chains are not permitted.

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

STUDENT CLUBS AND ORGANIZATIONS

The following clubs and organizations are available for the students:

	Grades		Grades
French Club	9-12	Yearbook	9-12
Student Council	7- 8	Discipleship Teams	9-12

Sports teams at the school are:

Boys' and Girls' Jr. Hi Soccer	Girls' Jr. Hi Volleyball
Boys' Varsity Soccer	Girls' JV Volleyball
Boys' Jr. Hi Basketball	Girls' Varsity Volleyball
Boys' JV Basketball	Girls' Jr. Hi Basketball
Boys' Varsity Basketball	Girls' JV Basketball
Boys' Varsity Baseball	Girls' Varsity Basketball
	Girls' Varsity Softball

SERVICE LETTER/ACADEMIC LETTER

JCCS students can earn a Service Letter by maintaining at least an 90% GPA and completing 100 service hours (50 hours of which may be done at JCCS and a minimum of 50 hours to be done in the greater community). These hours will be documented and signed by a supervising adult and will be completed between May 1st, and April 30th of the next year.

JCCS students can earn an Academic Letter by maintaining at least a 96% GPA and completing 40 service hours (20 hours of which may be done at JCCS and a minimum of 20 hours to be done in the greater community). These hours will be documented and signed by a supervising adult and will be completed between May 1st, and April 30th of the next year.

EXTRACURRICULAR ACTIVITY ELIGIBILITY

In order for students to participate in any extracurricular activity, he/she must maintain an academic and a disciplinary standard that is in harmony with our school's philosophy and objectives. We need to show and explain to the students that their academic studies must have priority over any extracurricular activities. They are defined as those activities that constitute voluntary participation on the part of the student. Examples are any sports activities, clubs, choir, field trips, and other events that are not a mandatory part of the school program. The following guidelines will assist the students, parents, teachers, and administration to strive towards ensuring that the students have the proper priorities in order throughout their school year.

1. Students may not participate in any extracurricular activities if they are failing (65% or less) two (2) or more major subjects. Major subjects are Bible, Language, Spelling, Reading, Mathematics, History, Science, or Health, English, or Foreign Language.
2. Students who have received 30 demerits in a nine-week grading period will not be able to participate the following nine week grading period.
3. A student may not participate if the consensus of the teachers, with the approval of the Administrator, is that academically overall the student needs to spend more time with his/her studies. This may be for a period of one week up to the entire nine week grading period.
4. A student on probation may not participate in extracurricular activities while on probation.

CHAPEL

Each Wednesday morning 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.

IMMUNIZATION POLICY

Immunization Records: Students enrolling in J.C.C.S. must meet current state immunization requirements and submit records OR show a written statement from the physician stating that immunizations were withheld due to medical reasons OR an official exemption document if immunizations were withheld for personal/religious reasons.

Failure to meet one of the above criteria will result in the student being excluded from school until such requirement is met.

EMERGENCY MEDICAL/TRANSPORTATION AUTHORIZATION FORM

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

SPEECH AND HEARING SCREENINGS

Speech and hearing screenings will take place each year in Grades K, 1, 3, 5, 7, 9, and for all new students through the months of August and September. If difficulties are suspected, parents will be notified and referred to the proper professional and/or our speech therapist. If speech therapy is recommended, parents will be notified and permission obtained prior to placement. Parents must contact the office if they do not wish for their student to be screened.

MEDICATION

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

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

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

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

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

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

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

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

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

FIRST AID AND ILLNESS

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

COMMUNICABLE DISEASES

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

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

Parents may assist in the health program by:

1. meeting the immunization requirements on time
2. carefully observing children for signs of disease or sickness and keeping them home when ill (students must be free of fever for 24 hours in order to return to school)
3. promptly sending in statements concerning a child's sickness
4. providing a sound health program for your children at home:
 - a. adequate rest
 - b. outdoor recreation
 - c. balanced diet
 - d. good study habits
 - e. regular medical examinations
 - f. to encourage importance of good hand washing to prevent illness.

FIRE / TORNADO DRILLS / LOCKDOWN DRILLS

Fire drills will be held once a month 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 in the fall and the spring.

LOCKERS

Lockers are furnished to all students in Grades 7-12. No student should ever enter another student's locker. Students should take enough books for several classes to avoid using the lockers between every class. Lockers are inspected periodically. They must be kept clean and neat. Nothing may be posted on the outside of the lockers and anything posted inside must be acceptable to the administration. Tape is not permitted to be used for the posting of any items in the lockers. Food and drink, other than sack lunches, are NOT to be kept in the lockers. The administration reserves the right to check the lockers at anytime. The student occupying the locker is responsible for the damages done to the locker. Locker number and combinations are to be registered with the school office.

POLICY OF SEARCH AND SEIZURE

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

WEAPONS/THREATS OF VIOLENCE POLICY

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

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

SEXUAL HARASSMENT POLICY

Sexual harassment has no place at Jefferson County Christian School, whether between the supervisor and the supervised, between co-workers, between employees and the students, between students or between any student or employee and a member of the public visiting the school.

For the purpose of this policy, sexual harassment shall be defined as follows: "Sexual harassment is the solicitation of sexual activity or references to sexual themes in a manner which the offender knows or should know is offensive to the listener or observer."

In the event that any employee or student of the school is suspected of sexual harassment occurring on school property or occurring off school property, but involving the possibility of coercion due to the non-offender's status as an employee or student, the school administration shall promptly investigate the allegation. Any employee of the school who becomes aware of, or suspects activity constituting sexual harassment shall immediately report it.

Complaints or information regarding sexual harassment shall be directed to the Administrator or his/her designee who shall have a duty and the authority to conduct an independent investigation in a manner which preserves confidentiality to the maximum practical extent, recognizing that the thoroughness of the investigation is not to be compromised.

The administration shall then take such preventive, remedial or disciplinary action as the circumstances warrant, up to and including termination or expulsion, following established procedures.

JCCS COMPUTER ACCEPTABLE USE POLICY

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

I. Use of computers

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

II. Use of Printers

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

III. Use of Jumpdrives

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

III. Internet Use

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

IV. InfoDirect

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

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 World View. However, if parents run across material that they believe is objectionable or questionable, they should notify the school Librarian/Administrator of their concern.

VISITORS/VOLUNTEERS

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

Lunches, homework, books, etc., may not be delivered to the student. These must be left at the office and they will be delivered to the child.

When visiting the school, never leave your car parked in such a manner as to restrict the movement of traffic. Use specified parking areas. **Do not park in the lots or in front of businesses surrounding the school.**

Never smoke on school premises or when participating in any school related activity.

When parents visit the school for any reason, they should be properly dressed.

SCHOOL TELEPHONE USE

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

LOST AND FOUND

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

SCHOOL COLORS

Jefferson County Christian School colors:

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

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

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

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

PLEDGES

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

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

PARENT PACKET

A monthly newsletter and other information will be sent home. This newsletter will contain up-to-date information pertaining to the school. This is the main line of communication between the school and home. Please read through all the information carefully and then sign and return the envelope with forms that need to be returned on the next school day.

PARKING/PICKING UP AND DROPPING OFF STUDENTS

Parents and students must not park or drop off up students in the teachers' parking lot. Parents MUST pick up and drop off students at the south end of the building. Parents can park in the lot in front of the garage or on Commercial Street. Do not park along the front of the school on Commercial Street between the yellow painted lines before 8:15 a.m. or after 1:45 p.m. as the buses need to park there at those times. Please do not drive/park your car on the playground at anytime during regular school hours. When arriving or leaving school, students MUST cross at the crosswalk with the crossing guard. Parents cannot stop in the road to drop children off but must pull against the curb. Please regard neighbors' driveways and parking lots when parking your car.

A CHANGE FOR CHILD'S TRANSPORTATION

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

ADDRESSING CONCERNS (MATTHEW 18:15-17)

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

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

TELEPHONING PRIVATE HOMES

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

RELIGIOUS HOLIDAYS

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

CLASSROOM PARTIES

Classroom teachers will make arrangements individually to obtain homeroom mothers to help with and organize special activities. Some teachers do not have homeroom mothers but call upon different parents throughout the year.

School wide parties are held in Grades Pre-K through 6 at Christmas time and Valentine's Day. Teachers in Grades Pre-K through 12 may arrange other parties for specific occasions throughout the year. Parents are often asked to assist or donate items for the parties.

TUITION

Tuition **MUST** be paid according to the terms described on your financial contract. Monthly payments are due the 1st of each month. A twenty dollar (\$20.00) late fee will be assessed after the 10th of the month.

Parents or sponsors are responsible for tuition as contracted. It is essential that all those who enroll their children in the Christian School be faithful in meeting their payments. There is a thirty-five dollar (\$35.00) charge for checks returned to us for insufficient funds.

Please call the school office for the current tuition rate.

TUITION DISCOUNTS AND SCHOLARSHIPS

There are five special discounts available:

- Pastor Discount
- Recruitment Discount for recruiting new families to the school
- Fund-raising Discount for leading and/or working on a fund-raiser
- 5% Discount if tuition is paid in full in advance by June 30th

Please contact the Administrator for more information.

Scholarships are also available to families who meet certain criteria of financial need. Applications may be obtained from the Administrator who will submit them to the Scholarship Committee upon completion.

FUND-RAISERS

Tuition provides approximately 70-80% of our budget. Fund-raising and contributions provide the remaining 20-30%. There are several major and some minor fund-raisers held throughout the year. All parents are asked to support these fund-raisers as a part of the J.C.C.S. school family. Discounts on tuition can be earned by leading or working at a fund-raising project.

LUNCH PROGRAM

Hot Lunch will be offered on Monday, Wednesday, and Friday. Students pay cash as they go through the line. The cost of Hot Lunch is:

- Small \$2.00
- Large \$2.50

The French Club serves hot dogs and nachos/cheese on Tuesday and Pizza/Ice Cream on Thursday. Money must be sent with students on those days.

In January, when the Fish Fry begins, students may order lunch on Fridays from a menu that will be sent home at that time. On the other Fridays, a fund-raiser lunch is offered and served by an organization within the school. Please watch the monthly calendar.

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

PARENT TEACHER FELLOWSHIP

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

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

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

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

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

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

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

Signed _____
(Parent or Guardian)

(Parent or Guardian)

Date _____