



JACKSON CHRISTIAN SCHOOL
ADVANCING WISDOM.

Parent – Student
Handbook



“Equipping Students to Impact the World for Christ”

Updated March 1, 2024

Contents

Mission Statement	5
Vision Statement	5
Core Values.....	5
Statement of Faith.....	5
Philosophy of Christian Education	6
Right to Change Statement	6
Goals and Objectives.....	7
Student Goals and Objectives	7
Spiritual	7
Academic	8
Social	8
Physical	8
History of Jackson Christian School	8
Policies.....	9
Admissions Policy.....	9
Student Discipline and Conduct	11
General Code of Conduct.....	11
Bullying Policy	13
Security Camera Policy	14
Personal Technology Policy	14
General Information	14
Bible	14
Chapel	15
Technology Guidelines	15
Parent-Teacher Conferences	15
Lost and Found	15
Closed Campus, Visitors	15
Student Transportation.....	15
Inclement Weather, School-Closing Procedure	16
Middle School and High School.....	17
Attendance Policies.....	18
Excused/Unexcused Absences	18
Partial Day Absence	18
Returning to school after an absence	19
Credit Losses and Grade Retention	19
Tardiness.....	19
Academic Information	20
Graduation Policy.....	20
Graduation Requirements.....	20
Academic Probation	21
Homework.....	21
Access to Academic Services Policy.....	22
National Honor Society (10 th -12 th Grade)	22

Exams and Semester Grades.....	22
Middle/High School Grade Scale	23
Dual Enrollment Policy.....	23
Work CO-OP	24
Career Center	24
MS/HS Dress Code	24
Student Discipline.....	27
Standards of Conduct/Disciplinary Procedures for High School	27
Student Driving and Parking Regulations	28
Elementary School	30
Academic Information	31
Student Evaluation.....	31
Credit Losses and Grade Retention	31
Access to Academic Services Policy.....	31
Remediation	31
Promotion Requirements.....	31
Academic Probation	31
Elementary Technology Guidelines	32
Dress Code for 1st through 5th Grade	32
Dress Code for Preschool, Begindergarten, and Kindergarten	33
Student Discipline.....	33
Standards of Conduct/Disciplinary Procedures for Elementary.....	33
Dismissal.....	34
Middle School and High School Athletic Handbook	36
Philosophy of Athletics	37
Participation in Athletics.....	37
Athletic Opportunities	38
Policies.....	39
Michigan High School Athletic Association	39
MHSAA Eligibility*.....	39
JCS Academic Eligibility Requirements.....	40
Athletic Dress.....	40
Attendance Regulations	41
Dual Sports*.....	41
Transportation	41
Schedules.....	42
General Training Rules.....	42
Minimum Number of Practices	42
Team Tryouts and Cuts.....	42
Withdrawal from a Sport	42
Athletic Fee	43
Race for Athletics Day	43
Uniforms	43
Awards.....	43

Special Award Trophies	44
Senior Award.....	44
Sportsmanship.....	44
Student Contract	44
Parents' Agreement	44
Parental/Coach Communication.....	44
Student Transportation.....	45

Mission Statement

Equipping students to impact the world for Christ

Vision Statement

Jackson Christian School students will possess wisdom, knowledge, and a Biblical worldview resulting in a lifestyle of Godly character, leadership, service, stewardship, and worship.

Core Values

The Authority of Scripture: The Bible is inerrant and is the basis for all wisdom and truth, integral to academics, programs, and activities. *II Timothy 3: 15-17*

The Priority of a Vibrant Relationship with Christ: All school personnel are expected to pursue a growing relationship with Christ. All students are encouraged to seek a growing relationship with Christ. *Colossians 2: 6-7*

The God-Given Worth of Each Child: Each child is to be developed to their full spiritual, physical, intellectual, and social potential. *I Thessalonians 5:23, Luke 2:52*

The Importance of Parents and Churches: The school's role in educating and disciplining students is to support the primary responsibility of parents and churches. *Deuteronomy 6:6-10, I Thessalonians 1:1-3*

Competency of Staff: All staff is professional and proficient in their responsibilities and is committed to continuing development. *Colossians 3:24, I Corinthians 10:31*

Proper Stewardship of Resources: Finances, capital resources, and supplies must be handled with integrity, wisdom, and accountability to provide affordable tuition, fair compensation, and fiscal stability. *II Corinthians 8:20-21*

Academic Excellence: Students will develop critical thinking, mastery of skills, and profound content knowledge through challenging curriculum and instructional methods. *Luke 2:40, II Timothy 2:2*

Statement of Faith

1. We believe the Bible to be the inspired, infallible, inerrant, and authoritative Word of God. *II Timothy 3:15, II Peter 1:21*
2. We believe there is one God, eternally existent in three persons, Father, Son, and Holy Spirit. *Genesis 1:1, Matthew 28:19, John 10:30*
3. We believe in the deity of Christ, *John 10:33*, His virgin birth, *Isaiah 7:14, Matthew 1:23*, His sinless life, *Hebrews 4:15, Hebrews 7:26*, His atoning death, burial, and resurrection, *I Corinthians 15:3, Ephesians 1:7, John 11:25, I*

Corinthians 15:4, His personal return in power and glory, Acts 1:11, Revelation 19:11.

4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature. That all men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved. *John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-9, Titus 3:5*
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. *Romans 8:13-14, I Corinthians 3:16, I Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18.*
6. We believe in a literal view of the creation account presented in Genesis (*Genesis 1 – 2:25*). During six, twenty-four-hour time periods, God created the physical world we live in. The natural laws and processes govern the universe and all living things. Biblical writings and all physical evidence in the physical world support this view. Evolution, theistic evolution, gap theory, or any other view or idea insistent with scripture is rejected as unbiblical and teaching outside of biblical truth and is therefore dismissed unconditionally.

Philosophy of Christian Education

*"Beware lest any man spoils you through philosophy and vain deceit, after the tradition of men, the rudiments of the world, and not after Christ."
Apostle Paul, Colossians 2:8*

Education, by its very nature, teaches values. By their very nature, teachers intentionally and unintentionally pass on their opinions to their students. The Scriptures teach us that all society expresses a worldview (philosophy) that ignores God and virtually all Christian thought. In our nation today, the media and secular educators shape the majority of our national opinion.

Jackson Christian School is a haven where students are given the freedom to form their worldview in harmony with the teaching they discover in God's Word. God is on a mission to impart truth, knowledge, understanding, and wisdom into the minds and hearts of His children. He does this through the home, church, and school.

We were created in God's image, enjoying His teachings and His teachings alone. However, we have fallen from that high and lofty position. We are now a fallen race living in a fallen world. God has chosen to leave His children in the world, yet we should not let the world educate us that we might think like them and act like them. We are to believe, behave, and teach so that the world changes from its philosophies and embraces the teachings of Christ.

Right to Change Statement

JCS reserves the right to change its policies at any time as the Board or administration deems to be in the best interest of the school and Royal Ministries, Inc.

Goals and Objectives

"Then they that feared the Lord often spoke one to another...." Malachi 3:16a

Communication is a way of life among God's children. This handbook is one of the methods by which we can work together in agreement for the glory of God and the well-being of your children.

Experience has taught us that perhaps the most critical factor for a child's success in a Christian school is the parents' motive for sending their children to us. We desire that parents understand that Jesus Christ is central in every aspect of a student's education. When Christ has this pre-eminence *Colossians 1:18*, this, and this alone will positively influence the entire course of your child's life. If Christ is exalted in the home, as well as in your church, and you desire for Christ to be exalted in your child's education, then JCS is the school for you.

Christian education is crucial if the next generation is to prosper, for every generation is one generation from extinction. Therefore, we either educate, or we will expire. God's Word calls us to gain knowledge, seek understanding, and grow in wisdom. God said many years ago, *"My people are destroyed for lack of knowledge."* *Hosea 4:16*

Jackson Christian School is committed to working closely with the home and the church to impart God's wisdom and knowledge to children spiritually, academically, and socially.

"...that in all things He might have the pre-eminence." Colossians 1:18b

Just as the parent's motive for sending their children to a Christian school is vital, so is the school's motive or reason for being in existence. JCS exists because we believe that Jesus Christ is honored in every aspect of life, especially a student's education.

Student Goals and Objectives

"And that from a child thou hast known the Holy Scriptures, which can make thee wise unto salvation through faith which is in Christ Jesus."
II Timothy 3:15

Spiritual

- To receive Jesus Christ as personal Savior and establish a lifelong personal relationship with Him.
- To awaken a realization that God has a plan and purpose for each child's life and teach each child how to walk that lifelong path with his/her Creator.
- To instill within each student the joy that accompanies living to be a blessing to others and living to be his/her brother's keeper. This commission from God will lead to serving others at home or in some foreign field.
- To establish a lifelong love for learning and growing, with each child developing a hunger to be conformed to the image of Christ.

Academic

- To incorporate God's truth from the Bible into all parts of the curriculum and discover the satisfaction of being a lifelong learner.
- To cultivate and enhance critical thinking skills, effective study habits, and the ability to discern truth from error.
- To build a worldview based on the eternal foundation of God's character and not on the ever-changing opinions of human wisdom apart from God.

Social

- To learn to respond to God's unimaginable love by finding Him sufficient and satisfying above all other things in life.
- To develop a deep sense of mercy, justice, and compassion towards all others, especially those less fortunate than oneself.
- To know oneself and understand one's own strengths and limitations. To deal with the roots of bitterness daily and seek to live a life of joy.
- To realize one's private life and moral character cannot be separated from one's duty towards God and others.

Physical

- To develop self-discipline in one's lifestyle that honors the pattern of God's Word.
- To understand that one's body is the dwelling place of the Holy Spirit and to yield to Him as an instrument in Christ's service.

History of Jackson Christian School

Jackson Christian School began as Jackson Baptist School in the fall of 1972. The school started as a result of meetings between concerned parents and pastors. The pastors P. Anthony, C. Berry, B. Bishop, H. Hall, A. Jennings, L. Johnson, B. Mains, D. Peterson, and R. Taylor were active participants in a pastor's fellowship, which led to JCS becoming a Christian School. Our school started with sixty-nine students in grades K-6, three full-time teachers, one part-time teacher, a secretary, and a part-time custodian. The beginning of JCS was a combination of vision for the future and a conviction that children should be educated according to the standards of God's Word.

There was a growing conviction that the school's needs would be better met under the leadership and direction of one local church. This led to a unanimous vote of the pastor's fellowship to offer the JCS ministry to Cascades Baptist Church. A board was elected from among the supporting churches and governed this ministry until 1980.

The school's classrooms were at various locations in the first few years, including Cascades Baptist Church, Rives Baptist Church, and an old four-room school building on Murphy Street. In 1973, the 6th and 7th grades were added. Each year after that, an additional grade was added, with the first graduating class receiving diplomas in 1978.

In 1980, the student population was 232 (K-12), with sixteen full-time faculty, two part-time teachers, and four support staff. Pastor Anthony Gould was instrumental in the

leadership of the school. On November 27, 1984, Cascades Baptist Church voted to purchase two public schools from the Jackson Public School system. Harrington School was assigned to house our Elementary students, and Ridgeway School became our High School. On December 7, 1984, the closing and purchase of the two buildings were finalized. With the help of the student body and a very large number of adults, we moved from the Murphy Street property (the former Woodworth Elementary School) to our two new facilities. On January 7, 1985, the first day of school was held at the new locations.

The 1990s led to several improvements in the school, including the construction of our gym in 1993. For several years, we rented the gyms of area public schools to participate in varsity athletics. The Junior High athletics used the small gym, and spectators sat in folding chairs around the perimeter. After years of planning and praying, the gym became a reality. The first varsity game was played in January of 1993. In the years of 1998-99, it was decided the school could better meet the needs of the evangelical community if the school's name were changed to Jackson Christian School.

From 2000-2005 the school incorporated a series of improvements. A new Media Center was constructed in the High School. This involved all new bookcases, tables, and librarian's desks, plus the purchase of many computers to enhance our technology instruction. Both buildings were wired to accommodate computers, the internet and protection devices were installed. The Elementary playground and High School athletic field were also improved.

On July 1, 2004, the ownership of JCS was transferred from Cascades Baptist Church to Royal Ministries, Inc., a 501 (c) 3 non-profit created to own and operate the school. JCS is now an independent school, governed by an independent School Board.

In 2004, the school embraced the mission of "Equipping Students to Impact the World For Christ." The passion of the parents and leadership of JCS is to provide a continuing school where *"Jesus Christ is pre-eminent in everything."* Col 1:18

In 2006, JCS was fully accredited by both ACSI and NCA accrediting associations. JCS was reaccredited in 2014 by Advance Ed and ACSI. In 2016, the Lord blessed the school with the completion of a new roof, raising \$274,000. School staff reorganization took place in 2017 to adjust for the change in our student population. God has continued to bless with the addition of many improvements through Women Who Care. The school enjoys broad support financially from local churches at present! The school has many donors who love our mission and are helping sustain JCS.

Policies

Admissions Policy

The following procedures are our policy for admission to Jackson Christian School.

1. Jackson Christian School student application is submitted by parents with a non-refundable application fee.
2. Parents (both) and students meet with the Administrator for admissions interviews.

Criteria for Acceptance at Jackson Christian School:

- The profession of faith and salvation by at least one parent

- Active involvement of the family in a Bible-believing church
- Parents' and students' signatures supporting the Student and Parent Commitment form
- Minimum of 2.0 GPA (high school)
- Academic testing when deemed necessary by the Principal for elementary, middle school, and high school students

Criteria for Non-Acceptance at Jackson Christian School:

- When neither parent professes faith or salvation in Christ alone
 - Families whose attitudes or lifestyles are inconsistent with the biblical values of Jackson Christian School
 - Students who have a criminal history
 - Students who have been suspended or expelled from former schools
 - Students who have had disciplinary problems at former schools
 - Students with unique educational or medical needs that Jackson Christian School does not have trained personnel to instruct or supervise
 - When the student has an unpaid tuition account at a former school
 - Jackson Christian School and its agents reserve the right to deny acceptance of any family or student for any reason.
 - Jackson Christian School and its agents reserve the right to deny acceptance without providing a reason for non-acceptance.
3. The Superintendent and the Jackson Christian School Admissions Committee will determine acceptance at Jackson Christian School. This committee is comprised of the Administration and select faculty and staff.
 4. Approval of new students will be confirmed with a written letter or a phone call.
 5. All new students are accepted on probationary status for one academic year, which may be extended at the discretion of school administration. Students, who do not follow Jackson Christian School policies, perform poorly academically or have discipline problems may be administratively withdrawn any time during this probationary time.
 6. Jackson 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 students. It does not discriminate based on race, color, national or ethnic origin in the administration of its educational policies, admissions policies, tuition assistance and loan programs, athletic or other school administrated programs.
 7. Jackson Christian School's biblical role is to work with the home and the church to mold students to be Christ-like. On occasion, the atmosphere or conduct within a particular home may be counter to or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality (Ephesians 5:1-3), homosexual orientation (Leviticus 20:13, Romans 1:27), threats, or inability to support the biblical principles of the school. The school reserves the right, within its sole discretion, to refuse admission of an applicant, to discontinue enrollment of a student, or suspend a

student who: professes, practices, or promotes homosexual/bisexual activity; is sexually active; any female student who becomes pregnant; or, any male student who fathers a child.

8. Jackson Christian School is committed to working with parents and the local church to promote a lifestyle of Godly character in its students. The school reserves the right, within its sole discretion, to refuse admission of an applicant, to discontinue enrollment of, or suspend students who move out of their family's home. However, the administration reserves the right to allow appropriate living arrangements under limited restrictions: where a student's safety at home is in question; when a student is expelled from their home; or, the student's home is temporarily destroyed. Approval for the student to leave their home to take up residence in another home will be done with the parents, church, and administration's concurrence.

Student Discipline and Conduct

Jackson Christian School is a community of young Christian learners. A fundamental principle behind all behavioral expectations is that students will honor God and respect other people, their property, and their learning opportunities. Anything that hinders learning is unacceptable. The purpose of a code of conduct is to develop group unity so that each student might have the individual freedom to succeed in his/her educational experience. A commitment to success at JCS might mean that certain personal liberties be given up so that our student body can function effectively.

Students are enrolled for one academic year at a time. The faculty and administration review students yearly. JCS reserves the right to not invite a student to re-enroll for the following year if it believes the student has educational or behavioral needs outside of the school's mission.

JCS may discipline its students for infractions of behavioral expectations regardless of whether these occur on or off school grounds throughout the calendar year. All of a student's life constitutes his/her testimony and affects other students.

Suppose a student or parent is offended by the words or actions of a teacher or any school employee, according to Matthew 18. In that case, he/she should first go to the teacher and share this with him/her. If there is no reconciliation after consulting with the teacher, they should counsel with the Principal. After consulting with the Principal, if there is no reconciliation, they can approach the superintendent to hear the complaint. The board reserves the right to not hear the complaint and default to the superintendent's decision.

General Code of Conduct

1. Students must always be respectful of others' rights, property, and the authority of all teachers and staff members.
2. Students are to pass in the halls between classes and activities in an orderly manner. Horseplay, such as running, pushing, and yelling, will not be tolerated.
3. Any school has the potential for minor distractions in the classrooms. Writing and passing notes, tossing objects, and playing with irrelevant things will not

- be allowed. A violation of this will result in a reprimand. If the violation continues, the discipline or punishment will increase with severity.
4. Students are not permitted to engage in any public display of affection (holding hands, arms around each other, etc.). This includes school activities on or off-campus.
 5. Smoking, vaping, the use of marijuana in any form, drinking alcoholic beverages, sexting, pornography, gambling, and the illegal use of drugs by anyone at any time will be grounds for suspension or expulsion from Jackson Christian School. This policy also includes off-campus and non-school time.
 6. Students must use appropriate and respectful language with other students and teachers at all times.
 7. Students found cheating on homework or tests will receive a zero or reduced grade at the teacher's discretion. A second offense must be referred to the Administrator. Suspension from school may be issued at this time.
 8. Students may possess personal technology during the school day. Students may only access phones or electronic devices when the teacher states explicitly they may do so. At all other times, they need to be silenced and stored. Personal technology is not to be used during assemblies or chapel unless requested by the speaker. Auxiliary speakers are not allowed. (See Personal Technology Policy on pg. 13)
 9. Student-owned cell phones are allowed at school-sponsored extracurricular events such as sporting events, field trips, off-site events (SSI), etc. However, phones must be turned off at the event if requested by the administration or the faculty in charge.
 10. Students are solely responsible for these devices' safe keeping, and Jackson Christian School accepts no responsibility for this equipment. All material contained in these devices is subject to viewing at any time by school personnel. Parents allowing their students to bring electronic devices should understand that material must meet all standards of the Parent-Student Handbook.
 11. Jackson Christian School requires all audio or visual material to be free from vulgarity, pornography, or other speech or visuals that would be offensive or outside of acceptable limits of decency. Students bringing material or possessing electronic devices containing material that does not meet the above requirements will be subject to discipline and the loss of this privilege.
 12. Laptops may be used during classroom instruction to facilitate note-taking or other appropriate class work. Laptops may also be used when an instructor deems them necessary for a particular class's teaching.
 13. School property is to be treated with respect and care. Deliberate damage such as writing or scratching on desks, walls, etc., will be disciplined. In addition, a fine will be assessed to cover the cost of repair.
 14. Students are expected to be in their seats and prepared to start class when the bell rings.
 15. Backpacks are generally not permitted in the classroom.
 16. Lockers are the property of JCS and are assigned to the students for their convenience. They are not the private property of the student. JCS faculty, staff,

or administration have the right to search and seize any items or information from any locker, cubby, backpack, or other locations on school property. This includes electronic devices.

17. Proper manners on school property include a courtesy to all fellow classmates.
18. Students whose attitudes and conduct (both in and out of school) are considered undesirable and in conflict with the basic principles and purposes of Jackson Christian School will be subject to observation review and possible discipline.
19. The school administration reserves the right to make rulings on new fads and changes of style during the school year (about student dress) that is considered worldly by its appearance and unique to an un-Christ-like lifestyle.
20. Respect for authority is expected of all students at all times. Parents, grandparents, business professionals, and various school representatives frequently visit the campus. We wish to maintain a positive, respectful testimony to all who visit our school. Students are the ones who will leave the most lasting impression.
21. Food and snacks from the vending machine or lunchroom are not allowed in the classrooms unless the teacher is in charge explicitly.
22. Students who drive to school must enter the building upon arrival; they are not to socialize in the parking lot or within their cars.
23. Skateboarding is not permitted on school property unless authorized as an after-school club monitored by school personnel.
24. All medication (both prescription and non-prescription) must be taken to the office. It is recommended that the medication be given at home whenever possible. However, recognizing the necessity of some children to have medication while attending school, the following requirements must be observed to comply with school policy:
 - a. The prescription medication must be sent to school in a container, labeled with the name of the medication, the amount to be given, the time of the day to be taken, and the expected duration that the medicine is to be taken.
 - b. The physician's name and the STUDENT'S name must be on the label for prescription medication.
 - c. A note signed by a parent must accompany all prescription and non-prescription medication, with dates and times it is to be taken.

Bullying Policy

Our core values at Jackson Christian include “**The God-given worth of each child**; each child is to be developed to his or her full spiritual, physical, intellectual and social potential.” Bullying, by definition, is belittling, or verbally and/or physically abusing another person; it is not only a misuse of physical power but can take the form of misusing social power or even spiritual power in a way that leaves emotional, mental, or even physical damage to another human being. Clearly, bullying attacks, rather than affirms the value or worth of another human being. It is a denial of his or her worth as an Image Bearer of God. Furthermore, our vision statement says, “Jackson Christian School students will possess wisdom, knowledge and a biblical worldview resulting in a lifestyle of character, leadership, service, stewardship, and worship.” Clearly, in no way does bullying fit that

description of what a Jackson Christian School student (or faculty or staff member) should be. Accordingly, based on Christ's command that we are to love one another (John 13:34) and Paul's command, "Be completely humble and gentle; be patient, bearing with one another in love" (Ephesians 4:2), bullying will not be tolerated.

Minor infractions of bullying and/or fighting will be dealt with at the teacher and Administrator's discretion, including the possibility of suspension. Significant violations of bullying and or fighting will result in a minimum of five days suspension for the first offense. Should a second offense occur, it would result in suspension for the remainder of the school year or permanent expulsion.

Security Camera Policy

JCS will not honor any requests to release our video footage/data from security cameras.

Personal Technology Policy

Students may possess PT during the school day. Students may use PT during passing time. Inside the classroom during instructional time, students may only access their PT when a teacher states explicitly, "PT may be used at this time." At all other times, the student's PT should be silenced and stored in the provided storage unit to not cause a distraction or take away from instruction. PT is not to be used or accessed during assemblies or chapel unless requested by the speaker. Auxiliary speakers are not allowed.

Teachers have the right to request phones to be stored in a specific way, not on their person, in their respective classrooms.

For willful violations, the following consequences will apply:

- 1st offense – Verbal warning
- 2nd offense – Teacher will take PT to the front office until the end of the day. Notification will be given to the parent and principal. Teacher will post in Renweb.
- 3rd offense – Teacher will take PT to the front office, and the parent will be notified. The student will be required to leave their PT in the front office for the entire school day.
- Based on student compliance they may be required to leave phone in the office daily indefinitely during school hours.

General Information

Bible

We encourage all students (K-12) to use an acceptable version of the scriptures. Bible teachers may require a specific version or translation for memorization. Our teachers are prepared to work with mainstream translations (i.e., NIV, RSV, and NASB).

Chapel

The chapel is a critical extension of our Bible classes. Chapels are to encourage spiritual development. Careful attention and respect should be given to the speaker, often a student, faculty member, minister, or guest. Students are expected to bring their Bibles.

Technology Guidelines

Jackson Christian School endeavors to equip students with computer literacy and keyboarding skills to promote educational excellence. This instruction aims for communication, creative expression, skill acquisition, problem-solving, and information management. Computers and technology equipment will be available in the classrooms and media center. To help protect students from inappropriate information Jackson Christian School has an Internet filtering service. Upon enrollment, each family will be provided with our technology policy and guidelines to be reviewed by parents and students. Please contact the school office in writing for families that would like to handle their child's access differently.

Parent-Teacher Conferences

A formal parent-teacher conference is scheduled before the first marking period. Other parent-teacher meetings may be scheduled by calling the teacher. Parents should take the initiative to contact the teacher if there are questions concerning their student's academics.

Lost and Found

The front office secretary is in charge of the lost and found articles. The physical education instructors will handle locker room and gym articles. Items not claimed over an extended period may be donated to a local thrift store.

Closed Campus, Visitors

Students are to remain on campus from the time they arrive in the morning until after the last class of the day. Students attending other schools may not come on campus at any time or enter the building without advance special permission granted by the Principal. Students may not go to the parking lot during the school day without special permission from the Principal or a teacher. All visitors must register in the school offices.

Student Transportation

Standard operating procedure for field trips, athletic contests, and other school-sponsored events requires the responsible school personnel to transport students using school transportation and drivers from the approved driver's list. The approved driver's list is maintained in the business office. It requires a school representative to provide the driver's license to our insurance company to be sure that they are insured through the school policy in the transportation of students. Bus drivers must maintain the appropriate CDL and training for school bus drivers as specified by the State of Michigan. Students may also be transported in the school van, provided the driver is on the approved driver's list. School buses owned by supporting churches and driven by a JCS-approved driver are acceptable for students' transportation and viewed as a better choice than individual

vehicles. Staff and faculty transporting students must have reached the age of 25 or secure approval from the school's administrator. Transportation of students in vehicles not owned by the school or drivers not on the approved driver's list requires special approval by the building principal. There are times when school transportation may not be available, or there may be circumstances that would include that transportation can safely take place in private vehicles. Still, school vehicles are to be used if possible.

In the event that a situation arises where transportation of a student is outside of a school event, for example, a student is left without transportation home, the following applies:

Employees and faculty may not transport any student alone in their car. If you are driving students, there must be either two adults or one adult with two children at all times. Please notify the principal of your plan before leaving school. Employees and faculty may not transport students in their vehicles without parental permission. Advance written permission is recommended.

Annually, the school-owned buses are inspected by the State Police as required. Other school vehicles are regularly inspected and maintained for safety by licensed mechanics. Vehicles that develop deficiencies will be removed from service until repairs are made.

Bus drivers on the approved driver list are evaluated, annually or bi-annually, based on age for physical fitness to maintain their license. The school transportation supervisor and the administrator may remove anyone from the approved list for driving any school-owned vehicle for reasons related to health, safe driving record, or any other reason that might impact the safe transport of students.

Inclement Weather, School-Closing Procedure

Jackson Christian School draws students from several surrounding communities. The weather pattern can vary within our geographic area on a bad weather day. We will always attempt to be sensitive to the safety of those who drive to our schools from a distance and locally.

- Fog... can blanket a large area, or more commonly, isolated sections. Delaying the start of school does not work well for JCS because we rely solely on family transportation and car pools. Parents, use your own discretion if the problem exists in your area. A note will be accepted as excused if the weather in your area causes you to bring your child late to school.
- Ice and Snow...The school's administration reviewed current information on weather predictions and road conditions. A decision is preferably made before 6:00AM unless conditions are rapidly changing. Please do not call the administration or teachers for school closing information. There are several methods used to notify families of closings or delays:
 1. An informational message blast from the school to cell phones and land lines.
 2. An informational message is posted on the school's website.
 3. An informational message will be broadcast to the following media channels: WLNS-Ch. 6, WILX-Ch. 10, and WSYM-Ch. 47

**Middle
School
and
High
School**

Attendance Policies

Excused/Unexcused Absences

There is a direct relationship between academic success and regular school attendance. Attendance is the responsibility of the student and parent or guardian. There is no beneficial substitute for a day's absence from school. Having this preceding statement in mind, we **urge** parents not to take their students out of school during the regular session.

An absence is excused if it occurs for one of the following reasons:

- Personal illness should be verified by a parent on the day of the absence or a note the next day when the student arrives at school.
- The parents can verify death in the family or a serious personal problem.
- A doctor or dental appointment that cannot be otherwise scheduled at a non-school time.
- Participation in a school-sponsored or church-related activity that meets both the parent's and the administrator's approval.
- Juniors and seniors are allowed two college visit days.
- Up to 5 vacation or family days per year will be granted without academic penalty if requested in writing or email 5 days before the family outing or vacation. A vacation that lasts more than 5 school days is challenging for students and teachers to manage without severe academic consequences. Requests should be directed to the building principal. If a parent requests more than 5 days, special approval must be obtained from the building principal. Parents should know that these requests can cause their students to receive lower grades due to a lack of instructional time with teachers. In addition, students are responsible for making up missed work through teacher contact and using our administrative software. Teachers may provide some work ahead of time if their standard preparation allows it. However, much of the missed work may have to be made up after the student returns.

Partial Day Absence

- The parent or student must sign out at the school office before leaving the campus. The student can only sign themselves out with permission (note or call) from a parent.
- If a student (in an extracurricular activity—such as athletics, Royal Players, band, choir) goes home from school early after being present any part of the day. In that case, he/she will become ineligible to participate in any after-school or evening activity.
- A student is ineligible to participate in any after-school or evening extracurricular activity if he/she arrives at school after 2nd period has concluded. Exceptions can be made for excused absences by administration (i.e., college day, funeral, doctor's appointment, etc.) Students who are too ill to arrive on time are encouraged to stay home.
- If four or more hours are missed, it will count as a full day's absence.

Returning to school after an absence

For each occurrence of absenteeism, the student must bring in to the office a written excuse signed by the parent or guardian. The parent is responsible for seeing that the excuse is sent. A physician's note or verification is required if the student is absent for longer than four consecutive school days.

Typically, a student will have one school day for each day missed to complete the make-up work. It is the student's responsibility to find out what was assigned and collected during his or her absence. When possible, assignments should be secured from a classmate on the day of the absence to allow maximum time for completion.

Credit Loses and Grade Retention

To receive a recommendation for credit in the course of study, a JCS secondary student (grades 6-12) must not exceed ten (10) absences in a semester. A student accumulating more than ten absences in a semester course shall not receive credit in that course unless the Principal has granted an extension to that student:

- Parents will be notified when seven (7) absences have occurred.
- When the ten-day limit has been reached, a review will be conducted.
- An extension may be given if a request is made to the Principal, and the absences are all considered extenuating.
- Students who exceed ten (10) days of excused absences in a semester and have earned a passing grade in their class may have the opportunity to earn a credit recommendation by making up 45 minutes for each class absence during the semester. This make-up time will be scheduled outside of the student's regular day, in the afternoon, evening, or weekend at the arrangement of the Administrator. All make-up time must be completed before the grades are issued or the student will not receive a credit recommendation.

Tardiness

Students must learn habits of promptness and realize that frequent tardiness is cause for concern and corrective action. Tardiness is not a desirable quality, as it is disruptive and detrimental to the entire class.

First Hour Tardiness (arrival at school)

- All students arriving late must check into the school office and receive a pass to their class.
- Tardiness to school will be excused only by an appropriate explanation from a parent or other person responsible for the student.
- Tardiness resulting from occasional difficulties with car pool and other private means of transportation may be deemed an excused tardy. A pattern of tardiness for the above reason is unacceptable and will be counted as unexcused.
- All other tardies (such as oversleeping, etc.) will be unexcused.

- Students who arrive to a class after the bell has rung are considered tardy unless accompanied by a note from the office or teacher.
- More than three unexcused tardies to class will result in makeup time.

Academic Information

Graduation Policy

Jackson Christian School does not allow for early graduation. Our position that the senior year allows for needed growth, maturity, and spiritual development. We believe that the educational experience is not based solely on credits earned.

Graduation Requirements

1. A student who desires to graduate from Jackson Christian must earn a minimum of sixty-semester credits from grades 9-12.
2. All students must earn one credit in Bible for each semester they attend Jackson Christian High School.
3. The cumulative GPA of the students determines valedictorian and salutatorian at the end of the second semester. To be eligible, students must attend a minimum of four semesters at JCHS. To be invited to speak at the graduation commencement, they must be a member of our National Honor Society, unless waived by a vote of the administration and faculty.
4. To be eligible for the class ranking, students must attend a minimum of four semesters at JCHS.
5. Graduation before a student’s final semester in their senior year is not allowed.
6. All high school students must pass the following required core courses to graduate from Jackson Christian High School:

JCS University

Bible	4 year	8 credits
English	4 years	8 credits
History, Soc. St	3 years	6 credits
Mathematics	4 years	8 credits
Science	3 years	6 credits
Physical Ed.	1 year	2 credits (or sports)
Foreign Language	2 years	4 credits
Computer Class	1 year	2 credits
Visual, Performing	1 year	2 credits
Total Required Core Classes:		46 credits
General Electives:		14 credits

Total Requirement: 60 credits

Regarding Core Classes for All Students:

- Physical education may be met by participating in two varsity or junior varsity sports from grades 9-12.

- Each student must read, write a report, and pass the Accelerated Reader test on two books from the required reading list to receive a credit each year for English classes and graduation requirements. Each year, one of the required books will be part of the students' English or Literature class.
- The senior Modern Literature class may count as English or Social Studies credit, whichever is needed, but not both.
- Each senior shall do a major thesis to qualify for graduation. The requirements, methods, and grading will be set by the teacher of the senior English class, including a minimum passing grade. A student must complete the thesis satisfactorily to receive any English credits for the second semester of the senior year.
- Two years of Drama may equal one year of English credits if scheduling conflicts arise.
- Students may be allowed to withdraw from a class and enter another one without academic penalty if it is done within two weeks of the beginning of the first semester and within one week of the second semester. A parent, classroom teacher, and Counselor must approve a drop/add form.
- A student cannot gain additional credit for a retaken class. If a student gains approval from a teacher and Administrator, the second grade will show on the transcript. High honors candidates (such as Valedictorian and Salutatorian) cannot refigure the second grade in their GPA to their advantage.
- Junior and Senior students may be allowed to take one daily non-core class on a pass/fail basis with the approval of the classroom teacher and counselor. The purpose of taking a pass/fail class is to encourage students to take a challenging course and broaden their horizons without endangering their GPA. If a student earns an "A" or "A-" in the course, he/she has the option of counting the grade towards his/her GPA. A "C-" or higher grade must be achieved to record a "P" in both marking periods, or the actual grade (which would be a "D+" or lower) would be recorded instead.

Academic Probation

A student who fails two or more major subjects in a marking period will be placed on academic probation for the next marking period. During this time, the student may not participate in any extracurricular activity.

Academic probation is a serious situation for the student. School time should be entirely used for the study to improve to a passing level. Students who continue to fail two or more subjects at the end of the probation period may be asked to receive "special tutoring" or other help, either within or outside JCS. In some cases, students may be asked to withdraw from the school.

Homework

Assignments can be expected daily for each class. At the end of each class period, time is usually given to begin the next day's homework. If the student misses' class, it is their responsibility to determine what was assigned for homework. Parents and students

have the opportunity to check for homework assignments daily using the administrative software. Teachers update their classroom information daily.

Homework provides an opportunity to practice and apply concepts learned within the classroom. Assignments given as homework are designed to develop initiative, response, and self-learning. Any assignment must be turned in on time to receive a full grade.

High school students will typically have more homework than younger students. Parents can help the students by providing a quiet, secluded place for study and a regular time to be set aside for this vital part of his/her schoolwork. If students use the time provided at school, the time needed at home will be correspondingly less.

Access to Academic Services Policy

The teaching staff will note students who display a deficit academically and that concern brought to the building principal. Teachers, parents and the building principal will confer to access appropriate evaluation through the intermediate school district or through private testing as the parent prefers.

If the parent brings an academic concern about their student's development, or if a teacher and the parents confer and decide there is value in testing for a learning disability or a concern that a student has a qualifying condition that would warrant a 504 Plan, parents will be placed in touch with the appropriate intermediate school district personnel to facilitate the evaluation or testing. After the appropriate testing and evaluation have been done, the school personnel, parents, and appropriate intermediate school district personnel will meet to view the results and determine if a 504 or IEP (individualized education plan) is required and to formulate those documents. The ISD would be required to do the IEP and a 504 would be written by Jackson Christian School administration and counselor.

National Honor Society (10th-12th grade)

The purpose of National Honor Society is to create enthusiasm for scholarship and learning, to stimulate a desire to serve others, provide leadership, and to develop character in the students of the school. To be eligible for membership a student must be a sophomore, junior or senior class member. Candidates must have been attending our school the equivalent of one semester. The Faculty Council will consider students with a 3.3 GPA for membership. The Faculty Council will look over the student's application and pastoral recommendation form to insure compliance with the spiritual and social qualifications. Students meeting the standards will then be inducted into National Honor Society during the special ceremony held during the fall of the school year. When a senior student graduates with a minimum 3.3 GPA, they will be recognized as such at our school's graduation commencement.

Exams and Semester Grades

All student 9-11th grades are required to take semester and final exams. Seniors who have earned at least an A- average are exempt from first semester exams. Seniors are exempt from taking second semester exams unless they are enrolled in a JCS University class. Final exams in every class will carry the weight of 20% of the total semester grade.

Students taking a class pass/fail fall within the above requirements. Students must be present the entire scheduled exam time.

Middle/High School Grade Scale

Grade	Scale	G.P.A. (Grade Point Average)
A	95 – 100	4.0
A-	90 – 94	3.7
B+	87 – 89	3.3
B	83 – 86	3.0
B-	80 – 82	2.7
C+	77 – 79	2.3
C	73 – 76	2.0
C-	70 – 72	1.7
D+	67 – 69	1.3
D	63 – 66	1.0
D-	60 – 62	0.7
F	0 – 59	0.0

Letter Grade Interpretation

A	Excellent
B	Above Average
C	Average
D	Below Average
F	Failure
P/F	Pass/Fail

Dual Enrollment Policy

As scheduling permits, dual enrollment for JCC and Spring Arbor University is available for juniors and seniors. Information and application for these programs are available through the counseling office. The following are guidelines for dual enrollment:

- Students must seek approval from the high school administrator or school counselor.
- Dual embedded course (take at JCS, by a JCS teacher) offer both high school and college credit.
- Online college classes offer only college credit.
- College courses outside JCS University may not substitute required high school courses.
- One JCS University course equals one high school credit.
- Dual enrollment does not allow early graduation.
- Dual online classes taken for college credit will not appear on high school transcript.
- College transcripts are available by request from the issuing institution.

Work CO-OP

Work CO-OP applications are only accepted for seniors who desire to attend school in the afternoon and work in the morning. Seniors are eligible to apply within 12 credits of our graduation requirements at the beginning of their senior year or within 6 credits at semester break. An employee verification form must be on file in the school office.

Career Center

Career Center is available to juniors and seniors in the morning. Information and applications for this program are available through the counseling office.

HS Dress Code

We expect all students to be clean, modest, and neat. Please be aware of what your student is wearing. The kind/type of clothing a student wears has a definite effect on attitude, conduct, and work habits. In school, dress should reflect the fact that the student is working on the job of being educated. Dress should be appropriate for the activity involved. If a student is not sure an article of clothing is acceptable, please have them ask a teacher or administrator for clarification before wearing.

Please note that the administration reserves the right to make necessary changes and make judgment calls with the best interest of the JCS student body in mind.

Everyone:

1. Pants/Shorts:

- Jeans/khakis are allowed but may not be too tight
- Undergarments should not be seen
- No clothing that is torn, shabby or with holes
- No sagging pants/shorts
- No leggings or spandex, unless worn under a skirt or dress shirt
- No athletic shorts/pants
- Shorts are permitted but must be modest in length. (approaching the knee, not more than 4" from the top of the knee)

2. Sweatshirts/Shirts:

- Any clothing that advertises inappropriate words or logos, skulls, gang signs, drugs, alcohol, tobacco, drugs, camouflaged, movies, rock music groups, or anything disrespectful to Christianity, sexual connotations, has occult symbolism or anything else contrary to the school's goals, beliefs, or mission is not allowed. Clothing with Abercrombie, Hollister, or Victoria's Secret PINK logo is not allowed because of what the company represents or encourages.
- No logos representing local high schools other than JCS
- Hoods are not allowed to be worn

3. Tattoos:

- May not display tattoos
- If a student has a tattoo, it must be covered at all times (This includes when wearing sports uniforms)

4. Shoes:
 - No flip flops, beach sandals, slides, or slippers
5. Coats:
 - Students may not wear outside coats in the classroom

Boys:

1. Hair:
 - Must maintain natural hair color
 - Must be off the collar and eyebrows
 - Cleanly shaven, no mustaches or beards
 - No extreme hairstyles
2. Piercings:
 - No piercings of any kind
3. Shirts:
 - Shirts with appropriate words and logos are acceptable
 - Any clothing that advertises inappropriate words or logos, skulls, gang signs, drugs, alcohol, tobacco, drugs, camouflaged, movies, rock music groups, or anything disrespectful to Christianity, sexual connotations, has occult symbolism or anything else contrary to the school's goals, beliefs, or mission is not allowed. Clothing with Abercrombie, Hollister, or Victoria's Secret PINK logo is not allowed because of what the company represents or encourages.

Girls:

1. Hair:
 - May not color hair bright or unnatural colors
 - Must stay away from extreme hairstyles
2. Piercings:
 - No tongue, nose, eyebrow, lip, or body piercings
3. Shirts:
 - Shirts with appropriate words and logos are acceptable
 - Any clothing that advertises inappropriate words or logos, skulls, gang signs, drugs, alcohol, tobacco, drugs, camouflaged, movies, rock music groups, or anything disrespectful to Christianity, sexual connotations, has occult symbolism or anything else contrary to the school's goals, beliefs, or mission is not allowed. Clothing with Abercrombie, Hollister, or Victoria's Secret PINK logo is not allowed because of what the company represents or encourages.
 - No low-cut tops. One must be able to bend over without seeing any cleavage
 - Must not see any mid-drift. One must be able to raise her hands above her head without seeing the mid-drift
 - May not be too tight
 - Must not show any undergarments
 - Thin shirts must have a camisole underneath it

4. Dresses/Skirts:

- May not be too tight or form-fitting
- Must be modest in length (approaching the knee, not more than ~ 4" from the top of the knee)
- Leggings/tights may be worn as a part of the outfit but does not negate the length requirement of the skirt or dress shirt

Further Dress requirements and Points of Emphasis:

- Shoes are to be worn at all times. Shoes with laces are to be tied so that shoes fit reasonably.
- PE students are to have a dedicated pair of athletic shoes.
- No underclothing is to be visible at any time.
- Spandex or very tight-fitting garments are not allowed.
- Jeans must be clean and free from holes and fraying.
- Hats may not be worn in school.

Casual Day Friday:

- **Students may wear casual clothing on Friday with at least one JCS spirit wear being visible at all times. I.e.; JCS sweat pants with any sweatshirt, or JCS t-shirt with sweatpants/shorts. Items must still meet all requirements of modesty.**

Minimum dress code requirements for all JCS School sponsored events, i.e. athletic events, concerts, etc. (unless directly specified for an activity):

Acceptable:

- Athletic shirts
- Flip flops or slides
- Hats

Not Acceptable:

- Tube tops
- Short shorts
- Low cut apparel
- No undergarments showing
- Half shirts
- See-through apparel

*Modesty is still a point of emphasis on these days/events

Dress for Success:

We want our students to learn what it means to "present their best" when it matters most. Our students are expected to dress up for any activity that requires them to look and perform at their best. Such activities include but are not limited to:

- Honor Society
- Athletic events
- Awards chapel
- Sports awards

- Band programs
- And when so designated

Boys:

- Dress pants (No cargo or denim allowed)
- Collared or button-up shirt (tie may be required)
- Belt
- Dress shoes/dress socks

Girls:

- Dress pants (No spandex, leggings or denim allowed)
- Dress or skirt that is approaching the knee
- Dress shirt
- Dress shoes/dress socks
- Clothes should not be too tight

Student Discipline

Standards of Conduct/Disciplinary Procedures for High School

Level I, II, or III violations will result in disciplinary action. They will be entered into administrative software under the behavior tab by the teacher, Administrator, or other designated school authority person.

Level I Violations

Level I Violations – minor infractions

- Candy or snacks from the vending machine or lunchroom brought into the classrooms unless specifically allowed by a teacher.
- Dress code violations
- Disobedience to school and classroom rules of conduct.
- An accumulation of three (3) unexcused tardies to the classroom as reported to the office by the classroom teacher within a quarter of the study. Accumulation of five (5) unexcused tardies in a quarter may raise the offense to a level 2 violation.
- Inappropriate display of affection or physical contact at school or during related school activities.
- Excessive violations of classroom unpreparedness as reported by the classroom teacher, such as being without a pen, pencil, paper, book, etc., within a quarter.
- Violations of the electronics use policy.
- NOTE: Four (4) Level 1 offenses become a Level II.

Level II Violations

Level II Violations are among those acts that may result in probation suspension. Upon severity and/or repetition of the violation, they may result in expulsion. Faithfulness to Biblical standards and holy living will be emphasized and taught. Situations leading to dismissal would be those that significantly negatively impact the school family, whether physical safety or spiritual safety or that discredits the testimony of Christ and the reputation of Jackson Christian School. Dismissal from school may occur at the discretion of the administration. Activities and/or attitudes that violate such principles and standards include, but are not necessarily limited to the following:

- Fighting, assault, and battery
- Lying, cheating, stealing, or gambling
- The use of profane language or obscene actions, either verbal or electronic
- Insubordinations, refusal to comply with reasonable requests of school personnel
- Antagonistic, gross disrespect to school personnel authority
- Mocking and scoffing the spiritual or academic mission of the school
- Threats against the school, teachers, or students
- Willful destruction of school or private property on school premises
- Use of tobacco or alcoholic beverages
- Use of drugs (non-prescription), including possession, supplying and selling
- Possession of a weapon on school grounds
- Immoral sexual conduct or relationships such as fornication and homosexuality
- Failure to show satisfactory improvement while on disciplinary or academic probation
- Committing arson or other defacing or destruction of school property
- Any other serious behavior or pattern of conduct determined by the administration that for the student to continue at Jackson Christian School would be inadvisable

Level III Violations

Level III Violations are physical actions toward an adult or another student with the intent to harm.

Student Driving and Parking Regulations

Students desiring to drive to school must secure a student vehicle registration form from the school office and fill it out completely with the signature of a parent and submit it to the Principal for approval.

1. All students parking their vehicles on campus must register a signed permit before parking on the high school lot. Permits must be properly displayed in cars.
2. Students must park in the designated areas only.
3. The speed limit while on school property is 5 mph.

4. Vehicles should be locked at all times. There is to be no loitering in the parking lot.
5. Students may not go to the parking lot during the school day without special permission.

Failure to comply with JCS driving and parking regulations may result in the suspension of student driving privileges.

Elementary School

Academic Information

Student Evaluation

In elementary, students in Kindergarten and 1st grade receive skill set evaluations. Students in 2nd through 5th grades receive letter grades for academic core subjects and skill set grades in their electives (specials)

Credit Loses and Grade Retention

Students in grades 1-5 at the Elementary School who miss twenty-five (25) days throughout a school year will be retained unless the Principal grants an extension. If the 25 absences are due to many unexcused days missed, extensions will not be given; the student will have to be retained.

Access to Academic Services Policy

The teaching staff will note students who display a deficit academically and that concern brought to the building principal. Teachers, parents and the building principal will confer to access appropriate evaluation through the intermediate school district or through private testing as the parent prefers.

If the parent brings an academic concern about their student's development, or if a teacher and the parents confer and decide there is value in testing for a learning disability or a problem that a student has a qualifying condition that would warrant a 504 Plan, parents will be placed in touch with the appropriate intermediate school district personnel to facilitate the evaluation or testing. After the appropriate testing and evaluation have been done, the school personnel, parents, and appropriate intermediate school district personnel will meet to view the results, determine if a 504 or IEP (individualized education plan) is required, and formulate those documents. The ISD would be required to do the IEP and a 504 would be written by Jackson Christian School administration and counselor.

Remediation

Jackson Christian Elementary is pleased to offer Reading Recovery for first grade children who are having difficulty with reading. Reading Recovery is a short-term intervention that supports classroom literacy instruction. Students, who are enrolled, receive individual lessons daily with a specially trained teacher. Reading Recovery is a research-based program that serves children internationally. Contact the elementary office for further information regarding Reading Recovery.

Promotion Requirements

Students must show adequate advancement in reading, language, math, and science in order to be promoted to the next grade. This determination will be made by the teacher and Principal and will be final. Consultation with parents will be scheduled as soon as significant difficulties are identified.

Academic Probation

A student who fails two or more major subjects in a marking period will be placed on academic probation for the next marking period.

Academic probation is a serious situation for the student. School time should be entirely used for study so that grades will improve to a passing level. Students who continue to fail two or more subjects at the end of the probation period may be asked to receive “special tutoring” or other help, either within or outside JCS. In some cases, students may be asked to withdraw from the school.

Elementary Technology Guidelines

Jackson Christian Elementary School endeavors to equip students with computer literacy and keyboarding skills to enhance educational excellence. All employees and students must follow the JCS Technology Policy and Guidelines. This document is available in the elementary office. Parents must provide written authorization for student participation on the internet.

Dress Code for 1st through 5th grade

Purpose of Jackson Christian’s Dress Code: The purpose of this dress code is to help children learn to be neat, modest, and God honoring in their clothing selection.

Appropriate Dress for boys and girls

- Dress pants or Jeans (no holes, frays, patches, or faux patches)
- Shirts/Tops/Sweatshirts/Sweaters in solid colors or patterns, small logos, age appropriate pictures/words, sports logos. *See below for exceptions
- Shoes and socks/Athletic shoes/Sandals are appropriate
- Shoes must not have wheels (i.e. wheelys, heelys, etc)
- Neat haircuts, must be off the collar and eyebrows
- Modest knee-length shorts/Capri pants
- Boots, snow pants (or extra pants), hats, mittens for cold weather and snow
- Sweatshirts & Sweater Vests with logos
- Spirit Wear

Girls Only

- Dresses, skirts, or culottes must be knee length, no shorter
- Tights and leggings under skirts/dresses (that are of appropriate length) are fine
- Tops must cover midriff with hands raised
- Pierced ears are fine

Inappropriate Dress

- Shirts with super heroes, villains, music groups, cartoon characters, skulls, etc.
- Camouflaged/military clothing
- All athletic type pants/shorts (i.e. sweats, parachute pants, warm ups, etc.)
- Leggings worn alone (or under long tops or short skirts)
- Tank tops or tops with spaghetti straps
- Beach/soccer sandals/flip flops
- “Oversized” clothing
- “Low-rise” “hip-hugger” jeans or pants below natural waistline

- Slacks that conform tightly to the body
- Unusually colored hair or hairstyles
- Body piercing or tattoos
- Pierced ears for boys
- Hats or hoods may not be worn in school

Dress Code for Preschool, Begindergarten, and Kindergarten

- Children should dress in simple play clothes, sweat pants or pants with elastic waist are best. Modest length shorts may be worn, when notified by the Principal.
- Positive messages or small pictures allowed.
- No super-hero characters allowed on clothing.
- Activities may be messy, so please do not dress your child in expensive clothing or clothing that needs to be dry-cleaned.
- Children need to wear socks and enclosed shoes each day. (Please NO sandals)
- Children will need appropriate outerwear including snow pants, boots, hats and mittens in the winter.
- Please label all removable clothing with your child's name.

Student Discipline

Standards of Conduct/Disciplinary Procedures for Elementary

Level I, II, or III violations will result in a disciplinary action and will be entered into Administration software under the behavior tab by the teacher, Administrator, or other designated school authority person. Faithfulness to biblical standards and holy living will be emphasized and taught. Activities and/or attitudes that violate such principles and standards include, but are not necessarily limited to the following:

Level 1 Violations – minor infractions

Level 1 Violations

- Disobedience to school or classroom rules of conduct
- Disobedience on the playground
- Dress code violation
- Teasing
- No gum on campus during elementary school hours
- Disobeying the electronics use policy
- Excessive violations of classroom unpreparedness as reported by the classroom teacher; such as being without a pen, pencil, paper, book, etc. within a quarter
- An accumulation of three unexcused tardies to the classroom as reported to the office by the classroom teacher, within a quarter of study. Accumulation of three tardies in a quarter raises the offense to a Level II
- NOTE: Four Level I offenses become a Level II

Level II Violations

Level II Violations are among those acts that may result in probation, suspension, and may upon severity and/or repetition of the violation, result in expulsion. Faithfulness to biblical standards and holy living will be emphasized and taught. Situations leading to dismissal would be those that significantly negatively impact the school family, whether physical safety or spiritual safety, or that discredits the testimony of Christ and the reputation of Jackson Christian School. Dismissal from school may occur at the discretion of the administration. Activities and/or attitudes that violate such principles and standards include, but are not necessarily limited to the following:

- Inappropriate physical actions toward others or general aggression
- Stealing, lying, cheating
- Social media (electronic) communications that are inappropriate
- Willful destruction of school property
- Disrespectful actions / Insubordination
- Inappropriate words, body language, gestures
- Threats against the school, teachers, or students
- Possession of a weapon on school grounds
- Failure to show satisfactory improvement while on disciplinary or academic probation
- Any other serious behavior or pattern of behavior determined by the administration that for the student to continue at Jackson Christian School would be inadvisable

Level III Violations

Level III Violations are physical actions toward an adult or another student with intent to harm.

Dismissal

Situations leading to dismissal shall be of a nature that discredits the testimony of Christ and the reputation of Jackson Christian School. Dismissal from school may occur at the discretion of the school board or its designees on the recommendation of the administration. Dismissal may take place for the following infractions:

- Possession, use, supplying, or selling of drugs
- Possession of a weapon on school grounds
- Fighting, assault or battery
- Immoral sexual conduct or relationships such as fornication and homosexuality by student or parent.
- Insubordination or mocking and scoffing the spiritual or academic mission of the school

- Failure to show satisfactory improvement while on disciplinary or academic probation
- Committing arson or other defacing or destruction of school property
- Any other serious behavior or pattern of conduct determined by the administration would be inadvisable for the student to continue at Jackson Christian School.

Consequences at the elementary level may include but are not limited to the following: warning, missed recess, parental contact, suspension, and expulsion. Other appropriate consequences may be utilized. The severity of the consequence will be determined by the severity and repetition of the offense. All situations that arise are unique and will be handled in a manner that best serves the circumstances.

**Middle
School and
High School
Athletic
Handbook**

JACKSON CHRISTIAN SCHOOL

MISSION STATEMENT

“Equipping students to impact the world for Christ”

Philosophy of Athletics

The philosophy of athletics at JCS is to provide a medium by which our students can glorify Jesus Christ through athletic competition. Athletics is an important and integral part of the JCS total educational program. Through our program, we strive to teach principles of maturity, courage, discipline, cooperation, commitment, sportsmanship, dependability, respect for others and grace and humility in victory or defeat.

The goals for the athletic teams can be summarized with the words: participation, skill development and winning as a group. The Middle School teams emphasize participation; Junior Varsity builds on participation and further skill development; while the Varsity squads seek to build on participation and skill development to put together a winning unit.

Participation in Athletics

Students must understand that participation in any form of athletics at JCS is a privilege and not a student right. We desire wide student participation in our sports program. Every person related to our athletic teams is an automatic school representative. We desire only those who will accept this responsibility with character. Negative attitudes, actions and inadequate academics will immediately remove even the best of athletes from the JCS sports team. The administration reserves the right to determine a student's eligibility at any time.

Athletic Opportunities

Fall Sports

Cross Country	Boys/Girls Boys/Girls	Middle School (6-8) Varsity
Soccer	Boys	Middle School (6-8) Junior Varsity Varsity
Volleyball	Girls	Middle School (6-8) Junior Varsity Varsity

Winter Sports

Cheerleading	Girls	Middle School (7-8) Varsity
Basketball	Girls	Middle School (6-8) Junior Varsity Varsity
Basketball	Boys	Middle School (6-8) Junior Varsity Varsity

Spring Sports

Track	Boys/Girls Boys/Girls	Middle School (6-8) Varsity
Baseball	Boys	Varsity (when #'s allowed)
Soccer	Girls	Varsity
Golf	Boys	Varsity

*****Each sport must maintain a minimum number of athletes for JCS to offer a team sport.**

*****Under special circumstances a student may be allowed to participate in a co-op with another school. This requires recommendation by the administration and will happen only under select situations.**

Policies

Michigan High School Athletic Association

Jackson Christian High School and Middle School are members in good standing with the state association. The school is obligated to adhere to all standards of the MHSAA.

MHSAA Eligibility*

Your role in following the rules will assure MHSAA eligibility to participate in interscholastic sports or prevent your participation as an ineligible athlete which would result in forfeiture of contests.

1. **AGE** ...High School students become ineligible if they reach their nineteenth (19th) birthday before September 1 of a current school year.
2. **PHYSICAL EXAMINATION**...Students must have on file, in the school office, a physician's statement for the current school year, certifying that he/she is physically able to compete in athletic practices and contests.
3. **ENROLLMENT** ...Students must be enrolled in a school prior to the fourth Friday after Labor Day (first semester) or the fourth Friday of February (second semester).
4. **SEMESTERS OF ENROLLMENT** ...Students cannot be eligible in high school for more than eight semesters, and the seventh and eighth semesters must be consecutive. Students are allowed four first semesters and four second semesters of competition and cannot compete if they have graduated from high school.
5. **ACADEMIC RECORDS**...Students must have passed at least the equivalent of 20 credit hours in the previous semester of enrollment and must be currently passing the same.
6. **TRANSFER STUDENTS**...A student in grades 9 through 12 who transfers to another high school is not eligible to participate in any interscholastic contest for one full year in any sport that the student has participated in during the previous year. The exception would be that the student qualifies for immediate eligibility under one or more of 15 published exceptions. Students and parents anticipating a change of schools should first seek advice from their high school administration.
7. **UNDUE INFLUENCE**...The use of undue influence by any person directly or indirectly associated with a school to secure or encourage the attendance of a student for athletic purposes, shall cause the student to become ineligible for a minimum of one year.
8. **LIMITED TEAM MEMBERSHIP**...After practicing with or participating with high school teams, students cannot participate in any athletic competition not sponsored by his or her school in the same sport in the same season.
9. **ALL-STAR COMPETITION**...Students shall not compete at any time in any sport under MHSAA jurisdiction in all-star contests or national championships, regardless of the method of selection.

10. **AWARDS & AMATEURISM...**Students cannot receive money or other valuable consideration for participating in MHSAA-sponsored sports or officiating in interscholastic athletic contests, except as allowed by the MHSAA HANDBOOK. Students may accept, for participating in MHSAA-sponsored sports, a symbolic or merchandise award which does not a value over \$25. Banquets, luncheons, dinners, trips and admissions to camps or events, are permitted if accepted "in kind". Awards in the form of cash, merchandise, certificates, or any other type of negotiable document are never allowed.

***Administrators reserve the right to change and/or enforce any rule at any time to remain in compliance with MHSAA guidelines.**

JCS Academic Eligibility Requirements

- For a student to be eligible to participate in competition, he/she must maintain a C-average without any F's.
- Eligibility is determined at the start of each sport's season. Grades will be checked every two weeks to determine student eligibility.
- Students with an ineligibility status will be placed on probation.
- Students with an ineligibility status may try out for a team while still adhering to the probation requirements.
- Grades will be checked Monday mornings.
- Students who received less than a C-average or who received one F in any subject will be placed on probation. Probation status will be checked every two weeks.
 - While on probation, a student with not more than one (1) F and whose average was at least a C-, may practice, but not dress or play in any game, during the two week probation.
 - While on probation, a student who received less than a C-average and/or more than one (1) F in any subject may not practice, dress, or play in any game, during the two week probation.
- Students with unexcused incompletes are ineligible until grades are completed.
- Students with individual IEP/504/adapted grades may have special consideration at the discretion of the administration.

Athletic Dress

The following guidelines will be the standard for school dress for all home and away contests. This applies for all team members, managers and statisticians. Coaches may have specific requirements for team members and will address this issue in team meetings. The standard of dress applies both before and after games on road trips. Remember that you represent not only yourself but also the school, your team and the Lord Jesus Christ. We want to look as sharp as possible. See Parent/Student Handbook for game day attire guidelines: Dress for Success under Dress Code.

Attendance Regulations

- All athletes are expected to be at all scheduled practices and contests. Any absence must be pre-arranged with the coach. It will be at the coach's discretion to determine acceptable reasons for missing practices or games. Unexcused absence from practice shall require disciplinary action. The severity of this discipline shall be at the discretion of the coach and staff. Absenteeism may affect the athletes standing/position with the team.
- An athlete must be present in school by 10:14 AM in order to attend practice or a contest that school day.
- After signing out at school due to illness, an athlete may not return after school for practice or a contest.
- An athlete who is on suspension from regular classroom attendance may not participate in any form of athletics.
- Other than illness, excused absences approved by the administration five days in advance allow students to participate that day in athletic practices or contests (i.e. college day, funeral, etc.).

Dual Sports*

If a student wishes to participate in two sports simultaneously the following procedures must be followed.

1. A Dual Sports form must be obtained from the Athletic Office, completed, signed by both coaches, and returned prior to the first game/meet in order to participate in dual sports.
2. If any scheduling conflicts arise, the student must declare a primary sport and honor that sport. The coach of the primary sport is not allowed to hinder a student from dual sporting, but the secondary coach may decline the services of an athlete. The student must realize their position within the team could be affected.
3. Event priorities are games over practice, districts/regionals over regular season games.

***Dual sporting is discouraged for middle school students, but administration reserves the right to permit it in special circumstances.**

Transportation

Transportation to and from athletic events will be arranged by JCS. All athletes are expected to ride with the team. Transportation will be in school vehicles. On rare occasions, coaches will assign athletes to ride with selected - approved adult drivers in privately owned vehicles.

- Athletes cannot ride with boyfriends or girlfriends to or from games.
- In the event a parent would like to take an athlete home after an away contest, you, the parent, must go to the coach to inform him/her that your child will not be riding the bus home.

- In the event a parent would like their student athlete to ride home with another adult after an away contest, a written request must be given to the coach.
- In special situations, an athlete may drive their personal vehicle to a game ONLY if the game is near their home. No other athlete may ride in a private vehicle driven by another student. Permission must be given by the athletic director and the athletic director will inform the coach.

Schedules

All athletic schedules can be obtained at www.schedulestar.com or on the JCS school website under athletics. Practice schedules will be posted on the school website a few days prior to the start of each month.

General Training Rules

Each athlete is expected to maintain personal health habits that will insure the best physical and mental condition to participate in sports and represent the school in athletic competition. The interests of the team and the school should have highest priority. See Parent-Student Handbook for penalties involving use of alcohol, tobacco or illegal drugs. Coaches with specific sports may list rules particular to that sport.

Minimum Number of Practices

For the purpose of safety, a minimum number of five practices will be required for athletes prior to their first competition.

Team Tryouts and Cuts

All eligible students will be offered the opportunity to try out for an athletic team. Each sport has a starting date and there will be a minimum of three tryouts or practices before cuts are made. Cuts may be made only on the JV and Varsity levels.

Withdrawal from a Sport

If a student wishes to withdraw from a sport the following procedures must be followed. (A student will be considered a participant after completing five practices).

1. The athlete must retrieve a withdrawal form from the Athletic Director.
2. The athlete must present the form to the head coach from their parent/guardian requesting permission to withdraw from that sport.
3. This letter must be signed by the coach and presented to the Athletic Director for approval.
4. If this procedure is not followed within fourteen days, the athlete will not be eligible to participate in the next two seasons. The seasons are fall, winter and spring.
5. If an athlete withdraws from a team for any reason other than illness or injury (doctor's note needs to be provided), they will not be eligible for any honors earned while participating in that sport during that particular sport season. They also will not be allowed to participate in a sport the following season.

Athletic Fee

An "athletic fee" for JCS athletes must be paid prior to the first contest of each sport. This fee helps cover transportation cost along with other expenses that the department incurs and will be set annually by the administration. The fee for dual sports will be ½ of the first fee.

Race for Athletics Day

Race for Athletics is our major athletic fundraiser. All athletes are expected to participate. Information will be sent home at the start of the school year.

Uniforms

The Athletic Director or coach will check out uniforms after the athletic fee has been paid. All uniforms must be turned in the day of an event or the next morning to be washed. Parents are not to wash uniforms at home (a few exceptions exist). Any lost uniform will cost a minimum of \$50 per item and the athlete (family) is responsible to cover the replacement cost of any uniform that is not returned.

Awards

Junior Varsity - All junior varsity athletes will receive a certificate upon completion of each sport. One athlete will receive a trophy. This trophy will be the "Coach's Award". Each individual coach will decide criteria for this award.

Varsity - (Member on team for 60% of contests) (Secondary Sport - Member on the team for 40% of contests) - All varsity athletes will receive a medal upon completion for each sport. First year varsity athletes will receive a varsity letter. Numbers are available upon request. Athletes that letter in the same sport all four years will receive a 4 year plaque. Exceptions will be those individuals who letter in the same sport for a fourth year.

First year	Bronze Medal
Second Year	Silver Medal
Third Year	Gold Medal
Fourth Year	Plaque

A chenille varsity letter will also be presented to those athletes completing their first varsity year. Each varsity coach will be allowed to recognize up to four (4) individuals on each team with special award trophies. The number of special awards depends on the number of athletes.

1	1 award
2-5	2 awards
6-15	3 awards
16-above	4 awards

Special Award Trophies

The Royal Award will be given to the athlete who best demonstrates Christian character, a Christ-like attitude and treats team members and opponents with respect. All other awards will be determined by the coach from year to year.

Senior Award

The Senior Award is given to any senior athlete who has received ten or more varsity letters during his or her high school career.

Sportsmanship

All parents, coaches and athletes are expected to demonstrate nothing but the most appropriate sportsmanship at all athletic events.

JCS trusts that you will always respond in an encouraging, supportive way which will bring glory to the Lord, rather than reacting with words or actions which will bring dishonor upon Christ's name and JCS. Unsportsmanlike comments, actions or gestures to players, coaches, opponents or officials will not be tolerated.

As the saying goes "we may be the only Bible others read".

Men read and admire the gospel of Christ
With its love so unfailing and true;
But what do they say and what do they think
Of the gospel according to you.

Student Contract

Coaches may require athletes to sign a student agreement to participate.

Parents' Agreement

Parent Agreement must be signed by a parent every year.

Parental/Coach Communication

Parents who have a concern that they wish to discuss with a coach, must arrange an appointment with the coach to voice their concern. Do not approach a coach with a complaint or concern before, during or after a game. Parents must wait 24 hours before contacting the coach. Please follow the principles found in Matthew 18 when voicing a complaint.

1. Talk directly with the coach.
2. If concern is not resolved, request a meeting with coach and athletic director.

Student Transportation

Standard operating procedure for field trips, athletic contests, and other school-sponsored events requires the responsible school personnel to transport students using school transportation and drivers from the approved driver's list. The approved driver's list is maintained in the business office. It requires a school representative to provide the driver's license to our insurance company to be sure that they are insured through the school policy in the transportation of students. Bus drivers must maintain the appropriate CDL and training for school bus drivers as specified by the State of Michigan. Students may also be transported in the school van, provided the driver is on the approved driver's list. School buses owned by supporting churches and driven by a JCS-approved driver are acceptable for students' transportation and viewed as a better choice than individual vehicles. Staff and faculty transporting students must have reached the age of 25 or secure approval from the school's administrator. Transportation of students in vehicles not owned by the school or drivers not on the approved driver's list requires special approval by the building principal. There are times when school transportation may not be available, or there may be circumstances that would include that transportation can safely take place in private vehicles. Still, school vehicles are to be used if possible.

In the event that a situation arises where transportation of a student is outside of a school event, for example, a student is left without transportation home, the following applies:

Employees and faculty may not transport any student alone in their car. If you are driving students, there must be either two adults or one adult with two children at all times. Please notify the principal of your plan before leaving school. Employees and faculty may not transport students in their vehicles without parental permission. Advance written permission is recommended.

Annually, the school-owned buses are inspected by the State Police as required. Other school vehicles are regularly inspected and maintained for safety by licensed mechanics. Vehicles that develop deficiencies will be removed from service until repairs are made.

Bus drivers on the approved driver list are evaluated, annually or bi-annually, based on age for physical fitness to maintain their license. The school transportation supervisor and the administrator may remove anyone from the approved list for driving any school-owned vehicle for reasons related to health, safe driving record, or any other reason that might impact the safe transport of students.