

Jackson Christian School

Parent - Student Handbook



“Equipping Students To Impact The World For Christ”

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JACKSON CHRISTIAN SCHOOL

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 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, and all students are encouraged to pursue, a growing relationship with Christ. Colossians 2: 6-7

The God-Given Worth Of Each Child: Each child is to be developed to his or her 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 are professional and proficient in their responsibilities and are committed to continuing development. Colossians 3:24, I Corinthians 10:31

Proper Stewardship Of Resources: Finances, capital resources and supplies are to 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 knowledge of content 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, 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; and that 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*.

Philosophy Of Christian Education

"Beware lest any man spoil you through philosophy and vain deceit, after the tradition of men, after the rudiments of the world, and not after Christ."

Apostle Paul, *Colossians 2:8*

Education by its very nature teaches values. Teachers by their very nature, both 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 the 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 the school.

We were originally 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 are not to let the world educate us that we might think like them, and act like them. We are to believe, behave, and teach in such a way that the world changes from its philosophies and embraces the teachings of Christ.

Goals And Objectives

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

Communication is a way of life among God's children. This handbook is one of the methods in 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 single most important factor for a child's success in a Christian school is the parent's motive for sending their children to

us. It is our desire that parents understands that Jesus Christ is to be 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 out to 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 work closely with the home and the church to impart knowledge to children spiritually, academically, and socially.

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

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

Student Goals And Objectives

"And that from a child thou hast known the Holy Scriptures, which are able to make thee wise unto salvation through faith which is in Christ Jesus."

II Timothy 3:15

Spiritual

1. To receive Jesus Christ as personal Savior and establish a lifelong personal relationship with Him.
2. To awake 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.
3. 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 either at home or on some foreign field.
4. To establish a lifelong love for learning and growing, with each child developing a hunger to be conformed to the image of Christ.

Academic

1. To incorporate God's truth from the Bible into all parts of the curriculum and to discover the satisfaction that results from being a lifelong learner.
2. To cultivate and enhance critical thinking skills, effective study habits, along with the ability to discern truth from error.
3. 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

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

Physical

1. To develop self-discipline in one's lifestyle that honors the pattern of God's Word.
2. 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.

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 registration fee.
2. Parents (both) and student meet with administrator for school interview.

Criteria for Acceptance at Jackson Christian School:

- Profession of faith and salvation by at least one parent.
- Parents' and students' signatures supporting the Student and Parent Commitment form.
- Academic testing when deemed necessary by old principal for elementary, middle school and high school students, as needed.
- Active involvement of the family in a Bible-believing church.

Criteria for Non-Acceptance at Jackson Christian School:

- Students who have had disciplinary problems at former schools.
- Students who have been suspended or expelled from former schools.
- Students and parents whose attitudes or lifestyles are inconsistent with the biblical values of Jackson Christian School.
- Students with unique educational or medical needs that Jackson Christian School does not have trained personnel to instruct or supervise.
- When neither parent professes faith or salvation in Christ alone.
- When the student has an unpaid tuition account at a former school.

3. Acceptance at Jackson Christian School will be determined by the administrator and by the Jackson Christian School Admissions Committee. This committee is comprised of:
 - Jackson Christian School Administrator
 - High School Principal
 - Middle School Principal
 - Elementary Principal
4. Acceptance of new students will be confirmed with a written letter.
5. All new students are accepted on probationary status for one school semester, 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 requested to transfer at the end of the 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 at the school. It does not discriminate on the basis of 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 in conjunction 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 it is not necessarily limited to, sexual immorality, homosexual orientation, threats, or inability to support the biblical principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant, or to discontinue enrollment of a student. Thus, Jackson Christian School retains the right to refuse enrollment to or to expel any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual or is a practicing homosexual/bisexual, as well as any student who condones, supports, or otherwise promotes such practices (Leviticus 20:13, Romans 1:27).

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 the 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 conviction that children should be educated according to the standards of God's Word..

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

In the first few years, the school's classrooms were at various locations 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 a support staff of four. 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 was 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 1990's led to a number of improvements in the school, including the construction of our gym in 1993. For several years, we rented the gyms of area public schools in order 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 was 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 desk; 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 a 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 accreditation, by both ACSI and NCA accrediting associations.

ATTENDANCE POLICIES

Excused/Unexcused Absences

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

1. Personal illness should be verified by a phone call from a parent on the day of the absence or a note the next day when the student arrives at school.
2. Death in the family or a serious personal problem that can be verified by the parents.
3. Doctor or dental appointments that cannot be otherwise scheduled on non-school time.
4. Participation in a school-sponsored activity or a church-related activity that meets both the parents and Administrator's approval.
5. Juniors and seniors are allowed up to two days to visit colleges they may be considering.
6. Family Days: A total of **five days** may be granted to students desiring to be absent from school in order to go on a family outing or vacation. A parent must request permission by a written note to the school office **at least five school days in advance of the leave**. Any additional days will be considered unexcused absences. Before any approval is granted, the administrator will review the student's behavior and academic progress.
7. It is the purpose of JCS to be a grace-driven ministry, yet grace does not ignore excellence, grace promotes excellence. 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 fully beneficial substitute activity for a day's absence from school.

Reporting Procedures (upon returning to school after an absence)

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

2. The student is responsible for all missed work. The teacher will establish a deadline for make-up work. **Normally, 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 their absence.** When possible, assignments should be secured from a classmate on the day of the absence, to allow maximum time for completion.
3. For approved vacation days, full credit will be received if the work is handed in before the deadline. However, if the work is turned in late, the student will not receive full credit. If extended time is needed to makeup homework, tests, or quizzes, prior approval must have been granted before the deadline from each teacher.
4. Any student who is counted absent a full (or partial) day from school must first report to the school office to secure an admission pass to their first class.

Tardiness

It is essential that students 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)

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

Class Tardiness

1. Students who arrive to a class after the bell has rung are considered tardy unless accompanied by a note from the office or teacher.
2. Excessive tardiness to class will result in disciplinary action. Three unexcused tardies in any grading period is cause for detention. Continued tardies may result in suspension and a possible conference with parents.

Partial Day Absence

1. 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 parent.
2. If a student (in an extra-curricular activity – such as athletics, Royal Players, band, choir) goes home from school early after being present any part of the day, he/she will become ineligible to participate in any after school or evening activity.
3. A student is ineligible to participate in any after school or evening extra-curricular activity if he/she arrives at school after 10:30 AM. Exceptions can be made for excused absences by administration (i.e. college day, funeral, doctors appointment etc.) Students who are too ill to arrive on time are encouraged to stay home.
4. A student will be considered to be absent for one-half day if he/she is out of school for up to three hours during a full school day. If four or more hours are missed it will count as a full day's absence.

STUDENT DISCIPLINE AND CONDUCT

Jackson Christian School is a community of young Christian learners. A basic principle behind all behavioral expectations is that students will honor God and respect other people, their property, and their opportunities to learn. Anything that hinders learning is unacceptable. The purpose of a code of conduct is to develop a 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 individual freedoms 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 at the end of each year review students who establish a questionable behavioral record. JCS reserves the right to not invite a student to re-enroll for the following year if it believes the student to have educational or behavioral needs outside of the mission of the school.

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

If a student or parent is offended by the words or actions of a teacher, according to Matthew 18, he should first go to the teacher and share this with him/her. If, after consulting together, there is no reconciliation, they then should go together to counsel with the principal.

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 a quiet, orderly manner. Horseplay, such as running, pushing, and yelling will not be tolerated.
3. Any school has a potential for minor distractions in the classrooms. Writing and passing notes, tossing objects, and playing with irrelevant objects 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 must demonstrate respect for members of the opposite sex and 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, drinking alcoholic beverages, 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. Minor infractions of bullying and/or fighting will be dealt with at the teacher and administrator's discretion including the possibility of suspension. Major infractions of bullying and or fighting will result in a minimum of ten days suspension for the first offense. Should a second offense occur it would result in suspension for the remainder of the school year per review by the school board.
7. Students must use proper and respectful language with other students and teachers at all times.
8. Students found cheating on homework or tests will receive a zero or reduced grade at the discretion of the teacher. A second offense must be referred to the Administrator. Suspension from school may be issued at this time.
9. Pagers, laser pointers, comic books, and student-owned magazines are not allowed in school, except with permission from a teacher for educational purposes. Cell phones must be turned off and left in locker during regular school hours. Cell phones may be used with special permission only.
10. Electronic devices may be in your possession and used both before and after school hours. Students are solely responsible for the safe keeping of these devices 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 device should understand that material contained in them must meet all standards of the Parent Student Handbook.
11. Jackson Christian School requires all material whether audio or visual 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. Laptops may be used during classroom instruction to facilitate note taking only. Laptops may also be used when an instructor deems them a necessary part of a particular classes instruction.
12. 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.
 13. Students are expected to be in their seats and prepared to start class when the bell rings.
 14. Lockers are the property of JCS and are assigned to the students for their convenience. They are not the private property of the student. The school administration reserves the right to inspect a locker if a question arises, and to make a ruling on any decoration used within the locker.
 15. Proper manners on school property include courtesy to all fellow classmates. Snowballs are not to be thrown on the school grounds.
 16. 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.
 17. The school administration reserves the right to make rulings on new fads and changes of style during the school year (pertaining to student dress) that is considered worldly by its appearance and unique to a un-Christ-like lifestyle.
 18. Respect for authority is expected of all students at all times. Parents, salesmen, and other school representatives visit the campus often. 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.
 19. Food and snacks from the vending machine or lunchroom are not allowed in the classrooms.
 20. Students who drive to school must enter the building upon arrival; they are not to socialize in the parking lot or within their cars.
 21. Skateboarding is not permitted on school property.

22. 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 expected duration that the medication 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.

GENERAL INFORMATION

Bible

We encourage all students (1-12) to use a copy of the New King James Version Bible for class. These Bibles (paperback) can be purchased at school. It is acceptable to also use other versions of the Scripture for general course work, however, the NKJV is recommended. Our teachers are prepared to work with mainstream translations (i.e. NIV, RSV, NASV). Bible teachers may require a specific version or translation for memorization.

Chapel

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

Parent-Teacher Conferences

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

Lost and Found

The Principal's secretary is in charge of the lost and found articles. Students should check with her for lost articles. The physical education instructors will handle locker room and gym articles.

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.
2. Students must park in the designated areas only.
3. Motorcycles are not permitted to be driven on school property by any student without special permission by the Principal.
4. Speed limit while on school property is 5 m.p.h.
5. Vehicles should be locked at all times. There is to be no loitering in the parking lot.
6. Students may not go to the parking lot during the school day without special permission.
7. Failure to comply with JCS driving and parking regulations may result in the suspension of student driving privileges.

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 and 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 by the Principal or a teacher. All visitors must register in the school offices.

Inclement Weather, School-Closing Procedure

Jackson Christian School draws students from several surrounding communities. The weather pattern can vary a lot 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, as well as 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...Current information on both weather predictions and road conditions is received from the Jackson County Emergency Dispatch office by 4:30 a.m. A network of public and private school administrators are notified. A decision is preferably made before 6:00 a.m. unless conditions are changing by the minute. Please do not call administration or teachers for school closing information. Rather, listen to one of the following stations for a possible school closing:

1. FLR -- Albion FM 96.7
2. WKHM -- Jackson FM 105.3 and AM 970

3. VIBE/HOME.FM -- Spring Arbor FM 106.9, 89.3 and AM 1540
4. WILX-TV -- Lansing Channel 10
5. WLAJ-TV -- Lansing/Jackson Channel 53
6. FOX 47 -TV

HIGH SCHOOL AND MIDDLE SCHOOL

Credit Loses and Grade Retention

In order to receive a recommendation for credit in a 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 Administrator has granted an extension to that student. Parents will be notified when seven (7) days have accumulated and when the ten-day limit has been reached. After a review has been conducted, an extension may be given if a request is made to the Administrator and the absences are all considered legitimate.

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 of time 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.

Dress Code

High School/Middle School

Our desire at JCS is for all students to dress in a Christ-honoring manner. To accomplish this we expect all students to be clean, modest, and neat.

1. All boys shall wear shirts with collars and sleeves. Shirts with tails are to be tucked in. Girls must wear shirts with sleeves and a modest neckline. (**NO T-SHIRTS**) Girls' shirts, which are short, must cover mid-driff when hands are raised with NO skin showing. Low cut sweaters or shirt require a shirt to be worn underneath.
2. School issued athletic-wear sweatshirts can be worn.
3. Boys are to wear pants (dress, Dockers-style, corduroys) with belts. The pants are to be the traditional pocket-type but may have side pockets. Girls may wear dresses and skirts that touch the top of the knee, or pants (dress, Dockers-style, corduroys).
4. All clothing for boys and girls is to be loose fitting, yet appropriate and modest. No underclothing is to be visible due to sagging or low cut pants.

5. Shoes are to be worn at all times. Shoes with laces are to be tied. Athletic shoes are acceptable. Athletic shoes worn to school may NOT be worn for gym class or athletics.
6. Boys are to have their hair neatly cut, off the collar and eyebrows, no longer than mid-ear. They are to be cleanly shaven daily, no mustaches or beards.
7. School issued spirit-wear shirts/sweatshirts can be worn on Fridays.

Unacceptable Student Dress for Middle and High School

1. "Over-sized" clothing is unacceptable.
2. Tank tops, strapless, or backless dresses; halter-tops, and crop tops are inappropriate. All tops must cover the midriff when hands are raised.
3. Pants made of spandex, slacks that conform tightly to the body, low cut /hip hugger pants and capri's are not allowed.
4. Non-School sweatshirts and/or sweatpants are not permitted. (See #2 MS/HS dress code for exception)
5. Camouflaged/military clothing is unacceptable.
6. Clothing with promotional slogans, advertisements or sports teams is inappropriate. However, miniature logos or pictures in good taste are acceptable.
7. Beach or soccer sandals, slippers cannot be worn.
8. Boys and girls are to avoid extremes in hairstyles that are designed to attract attention (i.e. unusual coloring, bleaching, shaved heads).
9. Boys may not wear earrings.
10. Body, tongue, nose, and eyebrow piercing or tattoos are unacceptable. (Pierced ears on girls are acceptable)

Student Discipline

Standards of Conduct/Disciplinary Procedures for Middle/High School

Level 1 Violations

1. Level 1 Violations...will result in a disciplinary action and will be written up on a Disciplinary form by the teacher, Administrator, or other designated school authority person.
2. Chewing gum inside the high school building. (Exception: with permission from coach during an athletic practice.) A \$5.00 fine will be assessed to the student, payable to the high school office. Any amount collected throughout the year will go to the treasury of the class having the least amount of violations. The second offense will result in a \$10.00 fine. The third offense will cost \$15.00. The fourth offense may result in suspension.
3. Candy or snacks from the vending machine or lunchroom brought into the classrooms.
4. Dress code violations

5. Disobedience to school and classroom rules of conduct.
6. An accumulation of three (3) unexcused tardies to the classroom as reported to the office by the classroom teacher, within a quarter of study. Accumulation of three (3) tardies in a quarter raises the offense to a level 2 violation.
7. Inappropriate display of affection or physical contact in boy-girl relationships at school or during related school activities.
8. Excessive violations of classroom unpreparedness as reported by the classroom teacher; such as being without a pen, pencil, paper, book, etc., within a quarter.
9. Violations of the electronics use policy.
10. **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, 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 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. Activities and/or attitudes that violate such principles and standards include, but are not necessarily limited to the following:

1. Fighting, stealing, lying, cheating, gambling.
2. The use of profane language or obscene actions either verbal or electronic.
3. Insubordinations, refusal to comply with reasonable requests of school personnel.
4. Willful destruction of school or private property on school premises.
5. Use of tobacco, alcoholic beverages, drugs (non-prescription).
6. Illegal weapons.
7. Antagonistic, gross disrespect to school personnel authority.
8. The possession, use, supplying or selling of drugs
9. Possession of a weapon on school grounds
10. Assault or battery
11. Immoral sexual conduct or relationships such as fornication and homosexuality
12. Insubordination or mocking and scoffing the spiritual or academic mission of the school
13. Failure to show satisfactory improvement while on disciplinary or academic probation
14. Committing arson or other defacing or destruction of school property
15. Any other serious pattern of behavior determined by the administration that for the student to continue at Jackson Christian School would be inadvisable.
16. Fighting, assault

Academic Information

Remediation

Special arrangements for tutors for Middle School and High School students can be made through the building principal.

Honor Roll

High school students are recognized in school publications for their earned merit each marking period. Those who earn all "A's" (High Honors) and those who earn all "A's" and "B's", (no "C's").

National Honor Society

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 G.P.A., he/she is eligible to graduate with honors, and will be recognized as such at our school's graduation commencement.

Work CO-OP

Work CO-OP applications are only accepted for seniors who desire to attend school in the morning and work in the afternoon. Seniors are eligible to apply if they are 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 school office.

Career Center

Career Center is available to juniors and seniors in the afternoon. Information and applications for this program is available through the principal's office.

Dual Enrollment Policy

Dual enrollment for JCC and Spring Arbor University is available for juniors and seniors for afternoon classes. Information and application for these programs are available through the principal's office. The following are guidelines for dual enrollment:

1. Students must seek approval from high school administrator or school counselor.
2. Students may receive both college credit and high school credit.
3. High school credit will go towards elective hours.
4. College courses may not substitute required high school courses.
5. One college course equals one high school credit.
6. Dual enrollment does not permit early graduation.

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

Middle School Grade Scale

<u>Grade</u>	<u>Scale</u>
A+	100
A	94-100
A	90-93
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	0-59

Letter Grade Interpretation

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

Homework

Assignments can be expected daily for each class. It is the student's responsibility to find out what was assigned for homework if he/she missed class. Time is normally given at the end of each class period to begin the next day's homework. At JCS, we eliminate homework given for Wednesday evening since this is a church night for most families. An exception might be a long-term project coming due or a test scheduled for Thursday with several days notice to study in advance. Students who use their time diligently at school should not have to make a decision to stay home from their mid-week church activity in order to complete any class work.

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

A weekly homework assignment sheet that is signed daily by teachers, for the student to take home to parents, may be requested at any time by a parent. While parents may assist by seeing that the student does the work, the student must take the

ultimate responsibility for it. Parents are invited to discuss this phase of cooperation with the teachers. Parents should regularly insist that their student bring home papers, tests, projects, etc., for them to see.

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

Exams And Semester Grades

High School

High School students, except second semester seniors, are required to take final exams for each semester. 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.

Final exams are averaged with the two-quarter card grades with the value of 20% to compute the semester grade. Report card and final exam grades are averaged using the 11-point grading scale (A=11, A-=10, etc. to F=0).

Middle School

Middle School students will receive a semester grade, which is an equal average of two quarters. Middle School exams will only be given to the 8th grade. Eight grade students will take an exam at the end of each quarter that will count for 10% of their quarter grade.

Promotion Requirements

Middle School

1. In grades 6-8, students must earn at least 10 credits per year and must pass Bible. One credit is given per semester for each daily class.
2. Bible class instructors in grades Sixth, Seventh and Eighth will require students to serve in their church or community. Students will be required to meet these standards to earn credit for the class. A parent or adult in charge of the ministry will verify all service credit.
3. To enter grade 9, Middle School students must earn thirty credits and be no lower than two grade equivalency levels on the Stanford Achievement Test.

High School – Through graduating class of 2010

1. A student who desires to graduate from Jackson Christian must earn a minimum of forty-eight semester credits from grades 9-12.
2. All students are required to earn one credit in Bible for each semester they attend Jackson Christian High School. In addition to classroom work, they must also complete their Christian/Community service requirements prior to the last day of each Semester to earn a Bible credit.
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. All high school students must pass the following required core courses to graduate from Jackson Christian High School:

Bible	4 years	8 credits
English	4 years	8 credits
History, Soc. St	3 years	6 credits
Mathematics	3 years	6 credits
Science	2 years	4 credits
Physical Ed.	1 year	2 credits (see E 1)
Total Core Classes:	34 credits	
General Electives:	14 credits	
Computer Class	(1 year)	
Total Requirement:	48 credits	

High School – Graduating Classes starting with 2011

1. A student who desires to graduate from Jackson Christian must earn a minimum of fifty-six semester credits from grades 9-12.
2. All students are required to earn one credit in Bible for each semester they attend Jackson Christian High School. In addition to classroom work, they must also complete their Christian/Community service requirements prior to the last day of each Semester to earn a Bible credit.
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. All high school students must pass the following required core courses to graduate from Jackson Christian High School:

Bible	4 years	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 (see E 1
Foreign Language	2 year	4 credits
Total Core Classes:	42 credits	
General Electives:	14 credits	
Computer Class	(1 year)	
Total Requirement:	56 credits	

Regarding Core Classes For All Students:

1. Physical education may be met by participating in two varsity or junior varsity sports from grades 9-12.
2. The senior Modern Literature class may count as English or Social Studies credit; whichever is needed, but not both.
3. To receive credit each year for English classes and as a graduation requirement, each student must read, write a report, and pass the Accelerated Reader test on two books from the required reading list. One of the required books will be part of the students' English or Literature class each year.
4. 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 second semester of the senior year.
5. Two years of Drama may equal one year of English credits, if a conflict arises in scheduling.
6. 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 each semester. A parent, classroom teacher, and Principal must approve a drop/add form.
7. A student cannot gain an additional credit for a class that is retaken. If a student gains approval to do so by 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.

8. 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 Principal. The purpose of taking a pass/fail class is to encourage students to take a difficult course and broaden their horizons without endangering their 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. If a student earns an "A" or "A-" in the course, he/she has the option of counting the grade towards his/her GPA.
9. High school juniors and seniors may participate in dual enrollment earning both college and high school credit. One college course equals one high school credit. Classes may only fulfill elective credits. Dual enrollment does not allow for early graduation.

Technology Guidelines

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

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 extra-curricular activity.

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 SCHOOL

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.

Dress Code

Acceptable Student Dress

1. Boys and girls may wear jeans or pants that are clean and neat.
2. Girls may wear dresses, skirts, or culottes. All skirts and culottes must be modest in length (top of knee). Skirts should not have slits above the knee.
3. All shirts and blouses are to be tucked into pants or skirts.
4. All pants or skirts with belt loops are to be worn with a belt.
5. Shoes and socks are to be worn at all times. Shoes are to be tied. Tennis shoes are acceptable. Girls may wear tights or leggings with skirts.
6. All haircuts and styles must be neat. Boys' hair length needs to be no longer than mid-ear and off the collar.
7. Modest knee length shorts may be worn through the months of August and September, May and June, as needed.
8. All students need to have snow pants (or extra outside pants) and boots for winter months. Boots must be worn outside at recess in winter. Hats and mittens are also needed.

Unacceptable Student Dress

1. "Over-sized" clothing is unacceptable.
2. Tank tops, strapless, or backless dresses; halter-tops, and crop tops are inappropriate. All tops must cover the midriff when hands are raised.
3. Girls' slacks made of spandex, slacks that conform tightly to the body, low cut /hip hugger pants are not allowed.
4. Sweatpants are not permitted.
5. Camouflaged/military clothing is unacceptable.
6. Clothing with promotional slogans, advertisements or sports teams is inappropriate. However, miniature logos or pictures in good taste are acceptable.
7. Beach or soccer sandals cannot be worn.
8. Haircuts and styles that are extreme or attract unusual attention will not be permitted.
9. Make-up is not permitted in the elementary school.
10. Boys may not wear earrings.

11. Body piercing (nose, tongue, eyebrows) or tattoos are unacceptable. (Pierced ears on girls are acceptable)

Academic Information

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.

Technology Guidelines

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

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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.