

JACKSON CHRISTIAN

STUDENT HANDBOOK

Grades 6-12



Jackson Christian

2025-2026

Updated July 2025

WELCOME

Welcome to the 2025-2026 school year at Jackson Christian School. We are excited to welcome you to our school this year.

This handbook has been put together to help you better understand the expectations we have for you while at Jackson Christian. Please read its contents carefully and ask questions if anything remains unclear. You will be asked to confirm that you intend to comply with all student policies in this document during your electronic registration process.

FOREWORD

This handbook was written and adopted by the Administration and Board of Trustees of Jackson Christian School. The entire document is considered official Board Policy. The Board of Trustees reserves the right to change portions of this document through the course of the school year as necessary.

Jackson Christian is governed by a Board of Trustees made up of responsible Christian men and women whose function is to set policy for the operation of the school. The administration is assigned to a President who oversees the total school program with the support of Director of Academics and the Dean of Students who oversee the academic curriculum and daily operations of the school. Jackson Christian is a co-educational day school for infants through grade 12. The board, administration, and teachers are all members of the church of Christ. The school has an open admission policy and is dependent upon individual donations and tuition for income. Jackson Christian is committed to academic excellence in a Christian environment. We are proud of our school and welcome this opportunity to make you a part of our growing facility and family.

History

For several years, concerned Christians in west Tennessee had a dream of a school in which young people could receive a quality education in a Christian environment. A steering committee was formed in 1975 to study the feasibility of beginning such a school. The dream became a reality with the incorporation of Jackson Christian in May 1976. In September of 1976, Jackson Christian School formally opened its doors for classes. It was located in the Central Church of Christ building from July 1976 to March 1979 at which time the school moved to its present facility at 832 Country Club Lane.

Mission Statement

To offer our community a Christ-centered education through academic and student experiences that foster intellectual growth.

Fulfilling the mission statement, philosophy, and objectives set forth on these pages is a task that demands the full effort and cooperation of school personnel and the student's family. The quality of education available at Jackson Christian and the level of success attained by any child upon admission to Jackson Christian depend upon the effort put forth by and the ability of the student, support of the parents, educational background of the student, as well as the attitude displayed on a daily basis.²⁹

Philosophy

Jackson Christian School holds that there is dignity and worth in the life of each young person who passes through its doors. We believe that every child is created by God for His purpose. Every student is viewed as an end—not a means to an end. It is the desire of all Jackson Christian personnel to help each student fulfill individual goals and become proficient in a unique way. Each student is taught to respect every other person. Fostering willingness to accept others is essential to personal growth and development. Jackson Christian aims through its academic training to involve its students in participation and contribution within the community. An integral part of the academic aim is an emphasis on high spiritual and moral values—values based upon New Testament Christianity, which will help prepare a student to make a positive contribution to society.

In summary, the philosophy of Jackson Christian School is spelled out in its Portrait of a Graduate. The Portrait is broken down into four categories ~ **Spirituality, Academics, Leadership, and Social Development.**

I. Spirituality

Graduates of Jackson Christian will have a clear understanding of the essential truths of the Christian faith as laid out in the Scriptures, particularly the gospel of Jesus Christ and the transformed life that results from a right relationship with Him.

More specifically, the Jackson Christian graduate:

- Has read the Gospels and encountered the person of Christ as He is presented in the New Testament
- Has a basic understanding of the Church's teaching about Jesus and His redeeming mission as well as the expression of that mission in and through the Church
 - Has a basic working knowledge of the Bible
 - Recognizes that according to Scripture man's purpose in life is to glorify God
- Recognizes and practices prayer and a Godly lifestyle as effective means of impacting the world for the glory of God
 - Can articulate their spiritual convictions and the basis for these
 - Practices personal disciplines that contribute to spiritual growth
 - Has developed relations with spiritual mentors
 - Voluntarily participates in Christian fellowship regularly
 - Voluntarily participates in sacrificial ministry to others

II. Academics

A Jackson Christian graduate will:

- Understand the primacy of the Word of God and have the ability to logically apply it to every area of life
- Demonstrate the ability to integrate and articulate a Biblical worldview within and across the various academic disciplines
 - Have the ability to communicate effectively and persuasively in writing and in speech
- Develop critical thinking skills and problem-solving techniques that enhance the ability to form logical conclusions and make informed decisions
- Locate, manage and use informational and technological resources for data gathering, data processing/analysis and communication

- Be aware of creative expression in the fine and applied arts, recognize their value and develop the skills for self-expression
- Develop and apply necessary math skills for problem solving and the gathering, processing and analysis of data
- Demonstrate respect for and knowledge and understanding of local, national and global societies, past and present, and the individual's role and responsibilities within these
- Demonstrate an understanding of the scientific method and science concepts, generalizations and theories, and apply them to scientific investigations, current scientific topics and the world
 - Demonstrate the ability to communicate using a language other than English
- Possess the knowledge and physical skills necessary to maintain personal health and to participate in recreational activities

III. Leadership

A Jackson Christian Graduate will:

- Take initiative
 - Be faithful in little things
 - Be a servant who leads, fully respecting those he leads
 - Persist to complete that which he begins
- Practice effective time management as demonstrated by diligent completion of responsibilities, balanced with time for extracurricular activities
 - Be committed to his family and friends
- Have a long-term perspective in temporal matters and an eternal perspective in spiritual matters

IV. Social Development

A Jackson Christian Graduate will:

- Demonstrate sensitivity to the needs, opinions and concerns of others while holding to Biblical and personal convictions
- Demonstrate dress and behavior consistent with Biblical principles and appropriateness within the current cultural context
 - Relate to authority with understanding and respect
 - Respect the rights and property of others
 - Resolve conflict appropriately
 - Actively contribute to the well-being of others
- Display positive character traits such as love, integrity, loyalty, kindness, patience, joy and self-control
- Demonstrate appropriate etiquette and social skills, particularly within a cross-cultural, cross-gender and/or cross-generational context
- Have a basic understanding of the influence current events have on the global scene and identify avenues for responding to such influences within the context of a Biblical worldview

Notice of Non-discriminatory Policy to Students

Jackson Christian School may admit students of any race, gender, national or ethnic origin or religion. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other extracurricular programs. The Board may limit participation in certain religious activities.

YOUR UNIQUENESS

Psalm 139:1-16, Psalm 119, Romans 12:1-8, Galatians 5:17, Ephesians 4:11, 15-16, Philippians 3:12

At Jackson Christian School, we see every student as different and uniquely created by God. You are a special work of God. There is no one like you; and no one other than you is capable of fulfilling God's call in your life. He has a uniquely ordained plan for your life, which He would like for you to fulfill. Our goal for you as a student at Jackson Christian School is that you would develop skills and abilities, along with self-confidence, and a great sense of value in God's eyes, a personal understanding of who you are, and fellowship with God which would enable you to live out the rest of your life in a successful and Christ-like way.

Because we live in a fallen world and have a sinful nature, this is a constant struggle. We are continuously battling in the areas that God wants us to change. We all have a tendency to accept sinfulness, mediocrity, and poor attitudes in our own lives. Because of this, all of us have areas which represent things that we need to overcome or areas in which we need to grow. For some of us, this will be in various academic disciplines. Sometimes these areas will be working on getting along with others, understanding Biblical principles, dealing with authority, etc. Please expect to have these areas identified as a student at Jackson Christian School. The faculty, administration, and the Board of Directors also have goal areas that they are working on. It is the job of the body of Christ to hold each other accountable. Please expect this, and help hold us to the areas of accountability in which we need to be held.

LEARNING AT JACKSON CHRISTIAN

Academics at Jackson Christian are centered around the philosophy that every individual is uniquely gifted by God. It is our desire that every student be exposed to a challenging curriculum, presented in an engaging and relevant learning environment. Our academic objective is to develop students who are analytical thinkers and effective communicators.

Our underlying approach is based on the STREAM model of education. STREAM is an acronym for Science, Technology, Religion, Engineering, Arts, and Math. The goal of this cross-curricular/problem based approach is to empower students to think critically, so that they will be prepared to become the innovators, educators, researchers, and leaders who can solve the most pressing challenges facing our nation and our world, both today and tomorrow.

Scientific study is the foundation for the way we learn about our world.

Technology provides students with tools to gather, organize, transform, format and transmit information into usable knowledge and provides products that are measurable evidence of learning.

Religion is the lens through which we view the world. This Christian worldview lays the foundation of truth.

Engineering provides the platform for students to solve authentic problems by applying knowledge, analyzing data, evaluating results, and creating solutions.

Arts provide students avenues for the expression and communication of ideas. The material presented in these classes allows our student to analyze and evaluate the human experiences throughout time.

Mathematics provides the students with the instruments to solve real-world problems.

Christian Character

I Corinthians 2:1-5; II Corinthians 5:20; Colossians 3:17, 22; Jude 3; I Peter 3:15; I Timothy 2:3-4

You do not have to be a Christian to attend Jackson Christian School, but please remember that our goal is to lead you to Christ! We will not push you or demand that you become a Christian, but we will present you with many facts and pieces of information that we believe will point out the truth as well as the excitement of having a Christian faith.

Your decision about whether to make a commitment to Christ is entirely your own. As a school, we strongly believe in developing within our students a Christian worldview. You need to understand that everything taught at Jackson Christian will be presented from a Christian perspective. We expect students at Jackson Christian to be able to identify and work from a Christian perspective. This is not negotiable, and will be reflected in all of our policies and procedures.

Admission/Readmission/Continuing Enrollment

Subject to the Non-Discriminatory Policy described above, Jackson Christian School reserves the right to make all admission, readmission, and continuing enrollment decisions on a case-by-case basis for each student. Accordingly, each student and each parent or guardian understands and, by agreeing to abide by the policies in this handbook, agrees that Jackson Christian shall have the right to deny admission or readmission, or expel any student from continuing enrollment at Jackson Christian whenever the Jackson Christian School administration determines that such decision would be in the best interests of the student or the school.

Exchange students are welcomed at Jackson Christian. Foreign exchange students accepted upon making application through official agencies such as the Open Door Exchange may receive a tuition discount. Checklist procedures shall be followed.

Notification of Medical Conditions

The parents or guardians of each student, by agreeing to abide by the policies in this handbook, agree to notify the administration of Jackson Christian School immediately if the student has at the time of enrollment or contracts or develops during the school year or summer months, any medical condition that might require special medical attention, have adverse effects on the educational ability of the student to do the work required at Jackson Christian, or be contagious or communicable in any manner. Examples of such medical conditions include but are not necessarily limited to diabetes, epilepsy, asthma, tuberculosis, HIV infection, viral hepatitis, etc.

ACADEMIC POLICIES AND PROCEDURES

[Academic Probation](#)

[Awards](#)

[Grading Scale](#)

[Honors Courses](#)

[Make-Up Credit Policy](#)

[Testing](#)

[Transcript Release](#)

[Transfer Credit](#)

Curriculum

Middle School Curriculum

Middle school students take five core courses, including English, Math, Science, Social Studies, and Bible. Length, duration, and scheduling of the class may vary. Placement in these classes, as well as academic schedules, are determined by the administrators and counselors.

High School Curriculum

The High School Course Catalog will be made available to assist students and parents in selecting the electives within the course of study at Jackson Christian. Some courses have prerequisites such as a prior course, minimum grade in a course, recommendation of the teacher, audition, etc. Others may only be offered if there is sufficient student interest. The administration reserves the right to add or delete courses as is warranted by available staffing, facilities, student interest, student need, or changes in requirements by the Board of Trustees or the State of Tennessee.

Academic Dishonesty

Academic dishonesty (cheating and plagiarism) at Jackson Christian is considered a very serious offense. Cheating includes but is not necessarily limited to the following:

- Receiving unauthorized help from *any source* on a quiz or test (e.g., using notes, looking up answers online, or inputting a question into ChatGPT during a test)
- Copying another's homework or giving consent for another student to copy your work
- Submitting someone else's work, report, project, or ideas—including content generated by any artificial intelligence tool (e.g., ChatGPT)—as your own. Examples could include:

- Turning in a ChatGPT *fully or partially* generated essay, presentation, or report
- Using AI or another online tool to solve math problems without showing personal work
- Sharing or receiving test questions, material, or answers with/from students in other class periods (e.g., telling someone what specific questions were on a quiz you already took)
- Paraphrasing or summarizing sources without proper citation (applies across all subjects)

While teachers are expected to have evidence that substantiates the incident, the Director of Secondary reserves the right to rely solely on the teacher’s professional judgment. For example, if a student is observed switching between browser tabs during an online test despite instructions to stay on the testing platform, the teacher’s observation may be sufficient to warrant disciplinary action—even if no screenshots or saved files are available. Furthermore, seeing the student communicating in any manner during a test or looking as though help is being received from any unauthorized source or from another’s paper during any graded assignment is considered adequate proof. Both the one getting the help and the one supplying the help will be penalized in a consistent manner.

Using technology and any applications within it (i.e., AI tools) such as calculators, cell phones, tablets, or computers for any type of help that is unauthorized by the teacher will be considered cheating. If the teacher suspects the unauthorized use of AI for the completion of any assignment, the [plagiarism review protocol](#) will be followed to determine the possibility or extent of plagiarism. Teachers shall adhere strictly to these guidelines for cheating every time it occurs so discipline is consistent school wide:

1. The first and every subsequent cheating offense by a student in a teacher’s class during the year will cause a grade of “Zero” on that work, a phone call to the parent, and an office referral so the Director of Secondary can check that student’s record of other cheating offenses.
2. A second offense in any class during that school year will cause the above as well as one (1) day of in-school suspension (ISS).
3. A third offense will mean all of the above penalties plus two (2) days out-of-school suspension (OSS).
4. A subsequent offense shall mean suspension for the remainder of that school year with the right to have an application for admission reconsidered for the beginning of the next school year.

EMERGENCY COMMUNICATION

Jackson Christian has the ability to contact parents and students electronically via email and/or text message. This is especially beneficial during emergency situations, including but not limited to severe weather and anything that prompts a lockdown or other school alert.

Be advised that Jackson Christian will ALWAYS notify you of developments at school that potentially affect the safety of your child. However, as these incidents unfold, you must realize that our only task is to do everything possible to ensure that our children are safe. For that reason, we will usually not be able to take or return phone calls or text messages during a critical incident.

Once we have ensured the safety of our students, you will be notified. If we need you to take any action, we will likely use text messaging to notify you. However, if we are simply making you aware of an event that has occurred, and no action is needed on your part, we will likely use email.

For these purposes, it is crucial that you confirm both your email addresses and your cell phone numbers in RenWeb. If those contact points change in the future, please correct them yourself or notify us so we can make those changes promptly.

SCHOOL SAFETY

Attention to school safety by every student and every adult is paramount. Clear expectations for student behavior related to school safety will be communicated and strictly enforced. Infractions in the area of school safety will be handled swiftly and surely.

1. No weapons may be possessed by students on campus or at any school related function in any location at any time.
2. No language, images, or other references to causing harm to students, faculty, or the school will be tolerated. Students must remember that physical horseplay may easily escalate to angry physical altercations that will be treated as fighting.
3. Bypassing, disarming, or disabling any school safety measures, including but not limited to security cameras and door access control will be treated as a major behavior violation.
4. All students and school personnel must do their part by remaining alert to anything or anyone that appears suspicious or out of place. Immediately report any and all concerns to one of the offices to be investigated.

ATTENDANCE PROCEDURES & LATE WORK POLICY

Hebrews 12:7-13; I Corinthians 9:24-25

Absences: Excused, Approved, and Unexcused

Excused Absences. All students must be punctual and regular in attendance. Absences, checkouts, and tardies will be excused for personal illness, illness or death in the family, medical or dental attention, court appearances, drivers license tests, and other legitimate emergency situations with documented evidence or proof and administrative approval.

Absences, checkouts, and tardies for reasons other than those listed above, are NOT excused. Student absences will be confirmed by the office. Parents are asked to call or email the office before 8:30 A.M. **Please direct attendance emails to sec.attendance@jcseagles.org** when their child will be absent or tardy for any reason. Any type of doctor's appointment should be verified by a written statement from that doctor's office or from the parents upon return of the student to school.

All notes, phone calls, or emails requesting or excusing absences must be presented to and cleared through the office. The administration reserves the right to deem any absence or tardy as either excused or unexcused in accordance with the stated guidelines. When a student is absent, checked out or tardy for all or any part of a day, the following procedures apply:

1. A student is absent if he misses more than 15 minutes of either a 45-minute period or a shorter period. If a student is late by 15 minutes or less, he is tardy. If he is late or checks out for more than 20 minutes, he is recorded as absent for that period.
2. Absences and tardies are recorded in RenWeb by the office. Parents have access to attendance records for their children through RenWeb, which can be accessed via the school

website at www.JCSEagles.org. Students must obtain a paper admit slip from the office before going to class after any tardy or absence.

3. Students who attend any part of a school day and check out during that school day are required to turn in all papers and large projects due on that date before checking out, even if they check out before the class period that the project is due. Failure to do so will result in loss of credit on that project.
4. **Student absences for which parents fail to confirm the reason for the absence by the time the student returns to school will be recorded as unexcused.**
5. Ninth- twelfth grade students may be exempt from exams if they meet the following requirements:
 - Semester average of a 93 or higher in each class requiring an exam.
 - Five or fewer absences for the semester.

Pre-Approved Absences. Occasionally parents remove students from class for reasons other than these listed as excused. There is a provision for these absences called Pre-Approved Absences. Pre-Approved Absences must be approved by the Dean of Students **in advance** and arrangements made by the student with the teacher for work due.

1. A minimum 9-weeks grade average of 75% in every class is required for approval.
2. A minimum of 24 hour's written notice must be given for approved absences.
3. Absences will be approved during semester exam weeks only in extreme emergencies and must be approved by the Director of Academics.
4. Failure to obtain approval **before** the absence will result in these absences being unexcused.

College Days. Seniors are permitted two (2) college days; juniors, one (1) during the school year. The request must be submitted in advance and official written verification must be obtained from the college and returned to the office within 3 school days in order for the absence to be excused.

Religious. Church or trips of a religious nature but not Jackson Christian related should be handled as Pre-Approved Absences with the 24-hour notice as outlined above.

Note. When a student accumulates his or her 10th absence (excused, Pre-Approved Absences, or unexcused) in any class in a semester, a meeting with the Dean of Students will be required to continue at JCS. The only absences not included in the 9 allowable are Jackson Christian school trips and sponsored activities. Extended illnesses (illnesses requiring three consecutive full days of absence) will be considered on a case by case basis only with documentation from a physician. It is the responsibility of the student and parents to keep up with the absences accrued in each class.

Late, Missing, and Absence Work Policy

For each class, students are responsible for completing all assignments by the due date set by the teacher. If an assignment is not turned in on time or if a student does not complete an assignment due to an unexcused absence, the assignment will be marked as "M" (missing) or "I" (incomplete) and calculated as a zero in the grade book.

Students who miss any school day, multiple consecutive school days, or partial school days (*for excused absences*) will have the number of calendar days missed plus one calendar day to turn in work missed during the excused absence.

Example: A student who is in school on Monday, misses (excused) on Tuesday, and is in school on Wednesday would have until Thursday to turn in the work missed on Tuesday.

This policy applies to all excused absences regardless of the weekday missed. It does not apply to school business absences (athletic, fine arts, and academic field trips) that are scheduled in advance. Assignments missed for school business absences should be made up *before* the absence or at a time deemed reasonable by the classroom teacher. If an assignment is given with a due date window (e.g., assigned Monday and due Friday), the standard extension for excused absences *does not apply*, as the student had prior knowledge of the assignment and sufficient time to complete it during the window.

Students should communicate in advance if they anticipate needing more time due to extenuating circumstances. It is the student's responsibility to stay informed about deadlines and complete any missed work following an absence.

Extracurricular Participation

Extracurricular participation applies to student athletes and students involved in clubs and other school sponsored activities (ex. drama, band, SGA, banquet). To participate in any game, practice, fine arts performance, a student must be at school for at least half of the school day. For middle school students, this equals 3 hours and 30 minutes. For high school students, it equals 3 hours and 20 minutes.

Checking Out of School

When a student needs to check out during the school day for any reason, parents must email the school secretary.

All students must sign out in the office when leaving campus during the school day and sign back in upon their return if they return that same day.

Students who get sick and need to check out during the day should come to the office. The parents must contact the office to give consent for their child to leave or to come and pick up the student.

Tardy to School

Valid reasons for tardiness include illness, injury, accident, transportation problems, and other unforeseen emergencies. Oversleeping is not a valid reason. Every student who is not in his/her first period class by 7:50 A.M. is considered tardy to school and must come to the office. Tardies to school will be excused only when the following procedures are followed by parents and students:

1. Parents phone or email the office before 7:50 A.M. stating their child will be tardy, the valid reason for the tardy, and the expected time of arrival.
2. Upon arrival at school, the student reports to the office to sign in before reporting to class.

Unavoidable car trouble or other emergencies that make a phone call impossible should be verified in the written note and will be handled on an individual basis. Unless there is reasonable doubt as to the authenticity of the phone call or note, the valid reason given by the parent will be accepted as an excused tardy. In cases of reasonable doubt, the office staff will phone the parents. The administration reserves the right to question all excuses.

The following consequences will be followed in order to discourage unexcused tardies to school:

1. On the **third unexcused tardy** to school per quarter, the student and parent will receive email notification of assignment to lunch detention.
2. On the **fourth and fifth unexcused tardy** to school per quarter, the student will receive another assignment to lunch detention each time.
3. The **sixth** will result in a day of in-school suspension. The parent and student will receive email notification of the in-school suspension.
4. Subsequent unexcused tardies will result in out-of-school suspension and possible permanent expulsion from Jackson Christian.

Tardy to Class

All teachers will keep accurate records of tardiness for the students in their classes and execute discipline in accordance with this policy upon those who are tardy without a valid reason. A student who misses less than 15 minutes in the class period will be considered tardy. Missing half or more of the class period will result in an absence being recorded.

Students who arrive late to school must come by the office and sign in. After first period, each teacher has the authority to determine whether a student has a valid reason for being tardy to class. Valid reasons might include being detained by a staff member, helping with lunch cleanup, or a real restroom emergency.

If a student does not have a valid reason, the tardy will be unexcused. In that case the teacher follows this procedure:

1. The **student is notified** of the Tardy To Class Unexcused (**TCU**) being recorded in RenWeb. The first TCU to class in the quarter is simply a verbal warning to the student and is noted in RenWeb.
2. **Each subsequent UT** should be handled as an office referral although teachers are not prohibited from assigning classroom penalties as well. Repeated referrals to the office for Tardy to Class Unexcused will result in Saturday School.

Tardies Returning from Senior Lunch

Leaving campus for lunch is a privilege for seniors. When it has an effect on the education experience, then it becomes a negative. On the third tardy returning from lunch in a quarter, the loss of that privilege for a week will be the consequence. Each tardy following during a quarter will result in the loss of that privilege for a week.

Middle School After-School Care

For purposes of safety and supervision for middle school aged children, all middle school students must be picked up no later than 3:30. For families unable to arrange pickup at this time, these middle school students must report to After-School care. Jackson Christian will offer this service for \$10 per day per student until 5:00 pm each day. After School care may be cancelled in cases of severe weather, threatening severe weather, or shortened school days.

Before and After School – 9-12

This policy, like many others in this handbook, can be summarized by the statement: *students should be where they are supposed to be, when they are supposed to be there, doing what they are supposed to be doing.* Students may enter Coffman Gym at 7:00 A.M. At 7:30 A.M. students may enter classrooms with the permission and supervision of the teacher or sponsor. A warning bell will sound at 7:48 A.M. and students are tardy to school if not in their classrooms at 7:50 A.M. All students must be picked up by 5:00. There shall be no unsupervised play in the gym, parking lot, playground, or other area on campus. Jackson Christian staff on duty must be respectfully obeyed at all times on campus and at school functions. Jackson Christian administration, faculty, and staff are not responsible or liable for accidents or injury to students who violate the times, locations, and conditions of this policy.

Attendance at Extracurricular Events

Because of the issue of liability and supervision on campus these regulations will be in effect for all Jackson Christian athletic contests and all other school functions on campus beyond school hours. Students are expected to be on campus at these times for the sole purpose of being either a participant or a spectator at the event. Students should *NOT* wander away from the event area, play or loiter in the locker room hallways, or go in and out of the event to other areas of campus. Students violating this rule will be subject to disciplinary action that may include loss of the privilege of attending these activities.

Perfect Attendance

Perfect attendance awards will be presented only to students who have not been absent, checked out, or tardy during the school year whether excused or unexcused. School-sponsored activities, magazine sale reward days, Rotary Club lunches, college days, and senior lunch privilege will NOT COUNT against perfect attendance.

Make-Up Work

It is the responsibility of the student to get make-up work completed within the guidelines set by the school. The student is responsible for contacting either the teacher or a reliable classmate for assignments missed. All teachers must use the following procedure unless the Dean of Students or Director of Academics approves variance:

1. Students who miss any school day, multiple consecutive school days, or partial school days (for excused absences) will have the number of calendar days missed plus one calendar day to turn in work missed during the excused absence.

Example: A student who is in school on Monday, misses (excused) on Tuesday, and is in school on Wednesday would have until Thursday to turn in the work missed on Tuesday.

This policy applies to all excused absences regardless of the weekday missed. It does not apply to school business absences (athletic, fine arts, and academic field trips) that are scheduled in advance. Work/tests missed for school business absences should be made up before the absence or at a time deemed reasonable by the classroom teacher.

In the case of one-day excused absences, **all work or tests that are due on the absence date are due on the date of return to class.** Work that is assigned on the date of absence is subject to the above guidelines.

2. All unexcused absences from school or class will carry a “zero” in all work missed each period with no opportunity for make-up work. The exception to this is in-school suspension, which counts as an unexcused absence with the right to make up work missed.

3. For any extended illness, assignments may be gathered on RenWeb or by contacting the teacher(s) via email. The office staff will generally be unable to collect assignments for students who miss class.
4. Normally, work is not to be made up during regular class time.
5. Any "I" (incomplete) on a report card must be removed within two (2) weeks of issue unless the Director of Academics grants an extension. Semester exams or any other work from the previous grading period must be made up within those allotted two weeks or a grade of "zero" will be recorded and the average figured accordingly. As with all make-up work, it is the student's responsibility to schedule and complete past assignments at the teacher's convenience within the time allotted by this policy.

Withdrawal from Jackson Christian

Any student withdrawing from school for any reason during the school year must meet with the Director of Admissions.

PHILOSOPHY OF DISCIPLINE

Every community is guided by a fundamental set of expectations that define appropriate and inappropriate behavior within the context of the community. Members of the community seek to encourage appropriate behavior through encouragement and positive reinforcement while also seeking to discourage inappropriate behavior through teaching and correction.

As a school community Jackson Christian desires to follow Biblical principles in all we do, including the areas of defining appropriate and inappropriate behavior, teaching and encouraging good behavior, and discouraging inappropriate behavior. Moreover, we wish to foster an atmosphere of forgiveness, grace, and accountability as we learn and grow together. When a student engages in inappropriate behavior, teaching and correction become an important part of the broader learning process. After all, the ultimate goal of school discipline is to help our children learn indispensable life lessons about personal responsibility, self-discipline, and the importance of making Godly choices.

The Biblical model of discipline emphasizes two important factors: Teaching and correction. At Jackson Christian we seek to teach and model appropriate behavior on a daily basis, and we seek to reinforce and encourage good behavior whenever and wherever possible. On occasion, however, it becomes necessary for us to apply the corrective phase of discipline when inappropriate behavior (as outlined in this *Handbook*) occurs.

Should your child engage in inappropriate behavior (as outlined in this *Handbook*), please know and understand the following:

1. While inappropriate behavior is often a public matter, discipline at Jackson Christian is treated as a private matter between the school, the child, and the parent(s). Our administration desires to partner with you in teaching and training your child. In conversations regarding discipline matters affecting your child we are not at liberty to discuss other children or families.
2. Since our goal is to teach and encourage personal responsibility, our approach to investigating whether inappropriate behavior has occurred will most often begin with the student(s) allegedly involved. In most cases, parental notification will only take place in the event of a serious discipline matter, and then only after the matter has first been investigated and discussed with the student(s) involved.
3. Holding our students accountable for their actions is a difficult but important part of the maturation process. Though we strive to make the discipline process as objective as possible there are often special circumstances or issues that must be viewed in a subjective light. To those who may be unaware of all the relevant facts, it may appear that preferential treatment is being given. We work hard to be consistent, even though at times it may not seem that way.

4. Though we seek to extend forgiveness and grace in the area of discipline, we must also recognize the need for accountability. If a student manifests (through repeated actions or choices) an unwillingness to recognize the behavioral goals and expectations of the Jackson Christian school community, he or she will be held accountable and may forfeit the opportunity to remain a part of the school community.

DISCIPLINARY PROCEDURES

The student body of Jackson Christian is counseled at the beginning of the year as to the rules and regulations of the school. The orientation period, combined with the written statements of policy in this handbook, should help eliminate any doubt as to the behavior that is expected of students at Jackson Christian.

Each student is expected to behave in a responsible manner at all times. Serious infractions in some areas may result in suspension or expulsion when the behavior is exhibited or becomes public knowledge whether or not it occurs during school hours or at school functions (the “24-hour” policy). These behaviors might include, but will not necessarily be limited to those connected with alcohol, illegal drugs, sexual misconduct, vandalism, violence, etc. Conduct and language not in keeping with Christian standards or interfering with the educational process is prohibited. Any student at school functions both on and off campus shall be governed by school rules and regulations and is subject to the authority of school personnel.

The Jackson Christian administration feels strongly about helping each student become a more responsible citizen who understands the sincere need for respect for authority, property, government, peers, and self. The school will strive to strengthen every student in these areas. Every student must allow the teacher to manage the classroom and teach in the manner appropriate to that teacher. No student has the right to be disrespectful or disrupt the class in any way.

The ATTITUDE of each student always either strengthens or hinders the educational process. Jackson Christian has the ultimate goal of each student possessing and displaying an attitude that will create a stronger environment for learning and development. When poor attitudes are encountered, action will be taken to help improve the student’s outlook.

Serious injuries or damage to equipment or property may occur during moments of “horseplay.” Accidents are never planned. Oftentimes fights result from students just kidding or playing around. **Bullying, harassing, or picking on other students will not be tolerated.** The acceptable method of self-defense at Jackson Christian is telling a staff member, not fighting back physically.

All teachers have the authority and responsibility to correct inappropriate behavior of the students. Counseling is a preferred method of correction at Jackson Christian; however, the administration reserves the right to use other disciplinary means including, but not necessarily limited to, the following: restriction of participation in activities, special seating, detention before or after school, detention during lunch, extra writing assignments, corporal punishment, Saturday School, in-school suspension, probation, out-of-school suspension, expulsion, etc. Inappropriate behavior will be dealt with in a manner deemed suitable to the occasion by the faculty member or administrator in charge at the time.

Lunch detention may be used when deemed appropriate by the Dean of Students. The student assigned to LD for up to a week at a time will be instructed about when to get lunch, where to eat it, how to clean up, and when to be dismissed to class. Skipping LD will be grounds for more serious discipline at the discretion of the Dean of Students.

Students who misbehave in chapel will be subject immediately to the assignment of special seating and other disciplinary action at the discretion of the chapel leadership and the administration.

Perpetrating a fraud such as aiding or abetting anyone sneaking into or entering Jackson Christian events without legal and proper authorization is a serious offense and may be grounds for suspension from Jackson Christian, its athletic or extracurricular programs, or other disciplinary action.

When written or electronic notification of inappropriate behavior or poor academic performance is sent to the parents, not delivering it, intercepting it from the mail, or forging signatures will be considered dishonesty and dealt with as a serious offense. Placing of the parents' names on these or other forms by students will be considered forging unless the parent has notified the Dean of Students or teacher in advance of circumstances that would necessitate students' signing their parent's names and subsequently placing their own initials beside the signature on the document or notice.

Suspension and Expulsion

There are different types of suspensions at Jackson Christian. These include in-school suspension (ISS), out-of-school suspension (OSS), and suspension for the remainder of the semester or year. All suspensions will be served on the next school day and will be served on consecutive days. ISS or OSS of 10 days in a school year may result in the removal of the student from Jackson Christian.

ISS is an unexcused absence, but students are allowed to make up work missed. Parents will be notified by phone or in writing as soon as possible after a student is assigned to ISS. Students report to the office by 7:50 A.M. on the day of ISS with all their books. Teachers send work to the office. This may be class work, homework, or other extra assignments. ISS may be for one or more days depending on the seriousness of the offense and the student's previous behavior record. On occasion ISS will be served at home when the number of students suspended exceeds the space available at school. This will be the decision of the Jackson Christian administration.

OSS is also an unexcused absence. Students receive a "zero" on all work that day with no possibility of making up credit for the work missed. Email notification is sent to the parents in advance, and the parents are contacted by phone as well. OSS may be for one or more days depending on the seriousness of the offense and previous behavior record. A parent is generally required to accompany the student's return to Jackson Christian for reinstatement to classes.

For certain acts of misbehavior, suspension may be the result of the first offense. These include but are not necessarily limited to the following: cutting class, leaving school grounds at any time without permission, fighting, destruction of school property (student will also pay for damages), defiant and hostile attitude, disrespect for authority, insubordination, profanity, gambling, academic dishonesty and the use or possession of tobacco products. For most other acts of misbehavior, designated discipline procedures should be followed in or out of the classroom.

An expulsion or lengthy suspension of a year or more may result from the seriousness of a single incident or the accumulation of a significant number of occurrences of misconduct such that the administration deems it necessary to impose such a disciplinary penalty. Some offenses which may warrant immediate expulsion from Jackson Christian include, but are not limited to the following: Sexual activity; immorality; theft; sale, use or possession of alcoholic beverages or illegal drugs; persistent disregard for school rules and policies; persistent attitude contrary to the nature of a Christian school; and statements about or possession of weapons or dangerous instruments.

Any senior who is selected as an Eagle Award recipient may have that award removed if and when it becomes confirmed that one of these students has been guilty of a major rules violation in the realm of Christian living. The infraction may have occurred either before or after the selection and announcement of the award winners. The Dean of Students will consult with a committee of teachers and students (SGA President, Senior Class President, and Junior Class President). They will forward their recommendation of removal or non-removal to the Jackson Christian President for his approval.

Infractions Involving Arrest

Students guilty of major rule violations that are also accompanied by arrest or other involvement by law enforcement should expect more severe school sanctions due to the involvement of law enforcement personnel.

Self-Reporting Violations

Parents and students are encouraged to self-report serious infractions to the Dean of Students. Open attitudes and communications demonstrate that the student recognizes the need for honesty and responsibility for his actions. The administration will make every effort toward leniency with students who self-report. Families who decide to self-report should do so within 48 hours of the infraction to receive any leniency for self-reporting.

Office Referrals and Designated Discipline

For serious offenses, students may be sent to the office immediately on the first offense. Whenever a staff member refers student misconduct to the office for discipline, the Dean of Students will use his own discretion within handbook guidelines in dealing with the problem.

An Office Referral simply means that a serious offense or a series of minor offenses have caused the task of disciplining a student to be referred to the Dean of Students. For most misbehavior in the classroom or around the campus, faculty members use the following steps:

1. Warning by the teacher.
2. Recorded in RenWeb if problem persists.
2. Further discipline by the teacher, possibly including a phone call or email to the parent.
3. Office referral.

Behavioral Probation and Readmission

The following procedures generally will be used in determining Behavioral Probation for the following semester, the year, or the remainder of the student's career at Jackson Christian: By definition, students who commit specified related offenses while on behavior probation will likely be dismissed from Jackson Christian.

1. Students guilty of a major rule infraction (alcohol, drugs, sexual misconduct, theft, destruction of property, and others) will be placed on behavior probation for the remainder of their time at Jackson Christian.
2. Students who persist in a pattern of repeated minor violations may be placed on behavior probation for a specific infraction for the semester or the year.
3. Dean of Students may place students on Behavioral Probation when they feel it is in the best interest of the school and/or the student.

Substance Use and Abuse

Jackson Christian is concerned with substance use and abuse among our students. The use of alcohol, drugs, or tobacco is to be avoided, and disciplinary action will be administered if necessary. Purchase, possession, concealment, or use of these types of substances is prohibited. Involvement in any manner with alcohol or illegal drugs is governed by the "24-hour policy."

The possession or presence of any amount of a controlled substance, as defined by federal law (which includes marijuana and related products), is prohibited on campus. This includes but is not limited to the presence of marijuana smoke or odor, small "roaches," or residue found in baggies, pipes, or other paraphernalia, including dab pens). The possession or presence of marijuana or other controlled substances on-campus shall result in immediate dismissal. Also, any student determined to be involved in the sale or distribution of drugs, alcohol or other prohibited substances, including tobacco or vape related products, on or off campus shall be dismissed immediately, and the school may report any such activity to appropriate law enforcement personnel.

Drug and Alcohol Screening

Our Board, administration, faculty, and staff feel the responsibility in partnering with families, to help the students of Jackson Christian School maintain their health and understand personal responsibility in every aspect of their lives. This drug and alcohol screening policy is now in effect for all current and future students. A random screening of up to 25 students each month will be administered on campus.

A positive test will result in a minimum of five days ISS as well as losing the privilege of participating in the then in-season co-curricular activity or activities for one week, which at a minimum shall include at least one contest, show, performance or event. The student will be tested every 30 (approximately) days at the parents' expense for one calendar year. The student may be referred for appropriate help and placed on disciplinary probation for a period of time to be determined by the administration.

If a student is called for a random drug test and voluntarily confesses to drug/alcohol use BEFORE the test has been administered and the ensuing test is positive, the student will be assigned ISS until a parent conference can be held, and the student will forfeit the privilege of participating in the then-in-season co-curricular activity or activities for one week, which at a minimum shall include at least one contest, show, performance or event. If a student is called for a random drug test and voluntarily confesses to drug/alcohol use BEFORE the test has been administered and the ensuing test is negative, the student will be placed in ISS until a parent-teacher conference can be held and the parents and administration will develop a plan of intervention to assist the student that will include counseling and additional testing every 30 (approximately) days at the parents' expense for one calendar year, but the student will not be subject to any further discipline as a result of the confession. The student may be referred for appropriate help and placed on disciplinary probation for a period of time to be determined by the administration.

The second offense for any student will result in two weeks ISS and no co-curricular participation of any type for the next 90 school days. This is the minimum punishment for a second offense. Based on a student's overall disciplinary and academic record, the disciplinary action taken by the administration may be more severe, including dismissal from the School. A student that receives ISS for a second offense will be able to complete work during the ISS period but will only receive credit at a maximum of 80% of the earned grade for any work during ISS; provided, however, if final or semester exams fall during the ISS period, a student will receive the earned grade for final or semester exams.

The third offense may result in dismissal without refund of tuition or fees or waiver of any remaining financial obligations.

The punishments set forth for second and third offenses do not "reset" at the end of the 12-month required testing period. Rather, a subsequent offense at any time during a student's time at JCS will result in the punishments set forth in this policy.

The Jackson Christian administration reserves the right to require a drug and/or alcohol screen of a current or prospective student at any time under the following conditions:

1. A "**For Cause**" screening may be required of currently enrolled students in a confidential manner and within a time frame dictated by Jackson Christian. This may include having the student give a urine sample at school, using a school authorized vehicle to transport the student to a lab, having a lab come to Jackson Christian for the sample, or having the parent transport

the student to the lab. "For Cause" simply indicates that "reasonable suspicion" based on evidence or reliable testimony exists that the student may be involved in drug or alcohol use. A positive result will bring disciplinary action which may include suspension or expulsion from Jackson Christian. Refusal to have the screening or follow the procedures established by the administration may have the same results as a positive screening.

2. A "**History Of**" screening may be required of past students reapplying or prospective students attempting to enroll for the first time. If evidence or testimony is ascertained as truthful and relevant within the "reasonable suspicion" scenario, the "History of" screening may be required under the same conditions and possible methods as described above. A positive result will probably mean that admission to Jackson Christian is denied.
3. "**For Participation**" - Participation in co-curricular activities is not a right. It is a privilege to represent our school. More should be expected of those that publicly represent Jackson Christian. Students participating in any co-curricular activity will be required to participate in an unannounced drug screening at some point during the respective season at a time determined by the office of the Dean of Students. The date of any such screening will not be announced to participants or faculty, staff or coaches prior to the date of the testing. A positive test will result in the above described disciplinary action.

Procedures:

- Parents and students must sign a consent form authorizing their participation in the Random Drug Testing Program. Participation in the program is mandatory for every student in grades 6-12.
- Jackson Christian School will test approximately 80% of its 6-12 students over the course of the academic year.
- Drug testing will be confidential.
- For random testing, students will be selected randomly by the drug testing agency. Only RenWeb ID numbers will be shared with the agency. In light of the program's randomness, once a student has been tested, he or she may be subject to subsequent tests in the future as their name will be placed back into the pool of students.
- Students representing the School in co-curricular activities (all athletic teams, band, theater, etc.) will further be included in random testing during the activities' respective season. A student testing during one season, may also be tested during a subsequent season. For example, a student that plays football and baseball could be tested during football season and baseball seasons, and will still be included in the above-described pool of students for random testing.
- The testing itself will occur on campus at random times throughout the year by an independent drug-testing agency. Notification of the results of a student's test will be provided to the parents/guardian within 2-5 days after the test is taken as reported to the school by the independent agency.

- If the on-campus test returns a result of “positive” or “non-negative”, a second more detailed analysis of the same sample will be performed at a separate, dedicated lab for a precise assessment to determine the specificity and nature of the usage.
- If the subsequent test corroborates a positive result for an illegal substance, the cost of such an independent confirmation test shall be borne by the parents/guardians of the student. Testing will primarily consist of urine samples, but may also include hair, sweat or saliva.
- The test administered will include multiple panels and will verify the usage of various drugs. Each situation will be handled on a case-by-case basis, though the guidelines listed below will be generally followed. It is important to note that demonstrated problems either behaviorally or academically prior to a positive test will be factored into any program for a student. Upon receipt of the results a positive drug test, the following methods of intervention will be taken:
 - A conference will be set up between the student, parents/guardian, and Dean of Students to discuss the positive test. A plan will be developed to help guide the student throughout the remainder of the school year.
 - An evaluation by a certified/licensed substance abuse specialist, approved by the school, must be administered within the week following the positive reading. The evaluation must provide assurance from the specialist that the student is in a safe and healthy state to continue at JCS, there is no indication of continued drug use, and whether the student is or is not in need of additional counseling.
 - Disciplinary action consistent with the revised policy.

Students that are struggling with drugs, alcohol or any other type of harmful behavior are encouraged to seek help from both inside and outside the JCS community. Coaches, trusted teachers and administrators are always available to try to assist a struggling student. If a student self-reports drug or alcohol violations to a faculty member in the context of seeking help, that information will not be used to incriminate that student for purposes of this policy. However, self-reporting will not remove a student from the random-testing pool or from the mandatory testing for co-curricular activities.

Prescription Medication

Parents should send a note to the office in the event that their child must be on prescribed medication during school hours. All such medication must be kept in and administered by the office. The medication with exact written directions for taking the medication should be brought to the office at the beginning of the school day. All medication must be in the original container, labeled with the original label including the name of the medication, strength of the medication (each unit), dosage amount and time, physician’s and student’s name. The student must be able to self-administer the medication under the observation of office personnel. All prescriptions must be ready to administer. Office personnel cannot measure or break any prescription medication.

Items Forbidden on Campus

Items that present danger to any person on campus or that disrupts the educational process are not to be brought to school. The decision is totally at the discretion of the administration and includes before and after school, school functions, and other times as well. Some forbidden items include laser pointers, drug or tobacco paraphernalia (Cigarettes, Vaping device, etc), fireworks, noisemakers of any kind (including all wildlife calls), gang apparel or paraphernalia of any kind, etc. Except as provided for in this paragraph with respect to weapons or vaping devices, on the first offense, the item may be taken

up and discarded and the student receives an office referral. Weapons or dangerous objects of any nature are strictly forbidden on campus and at Jackson Christian functions with suspension or expulsion as a consequence. Vapor cigarettes or any type of vaping device will be confiscated and may be tested (Dab pens shall be tested) to determine the contents of the device, with the costs of any such testing to be paid by the parents. Should the testing be positive for drugs, the student shall be subject to the disciplinary actions and procedures provided for in the "Substance Use and Abuse" section of this Handbook. Students discovering forbidden or questionable items listed here, elsewhere in this handbook, or simply understood by most to be inappropriate at Jackson Christian should take immediate action to avoid being disciplined for possession of such items. Upon finding an inappropriate item that does not belong to them in a locker, desk, pack, bag, etc., they should turn the item in to the nearest staff member immediately with the information of where it was found and when.

Sexual Promiscuity

Consistent with the school's mission, Jackson Christian School is a school whose goal is to create an environment that will give its students the encouragement, teaching, and fellowship that will enable them to see clearly and live consistently a God-honoring lifestyle. Jackson Christian strives to be a light in the community, and therefore, not only its policies but also its people, including its students, must bear witness to Christ. We want to teach all of God's nature—holiness and purity along with love and forgiveness and restoration. We also want to teach personal responsibility.

Jackson Christian upholds a Biblical view of sexual morality (1 Thessalonians 4:3-5). Inappropriate public displays of affection are considered in poor taste and are not permitted on campus or at school functions. School is not the place for embracing, kissing, and other displays of affection. Students shall not engage in sexually promiscuous behavior on or off campus. Violation of this policy will result in one of four options: (1) suspension, (2) exclusion from regular school attendance and regular school activity participation (homebound education), (3) request that the student be withdrawn from the School, or (4) expulsion from the School.

In the event a student becomes, or causes another student to become pregnant, we want what is best for the prospective parent(s) and the child. Pregnancy itself is not a sin, and in implementing this policy we want to be clear in our dealing with it that we not confuse the act of immorality with the value of the child. Jackson Christian values the sanctity of life. The purpose of this policy is intended to be restorative in nature. We want to encourage and foster an atmosphere of compassion and support in which a pregnant student will feel strengthened in her decision to preserve her pregnancy and will not, at anytime, feel compelled to seek an abortion. However, in an effort to support what is best for the prospective parent(s) and the child, it is important for all parties to understand that young men and women facing parenthood face special difficulties as they prepare to bring a new human life into the world, and we do not believe, in most situations, that Jackson Christian will be able to meet the physical, emotional and spiritual needs of a student facing such situation. Accordingly, while full-time re-enrollment at Jackson Christian will be prayerfully considered, it is our anticipation that the long-term educational plan for such student(s) will likely involve a transition to an environment better suited to meet the student's new needs.

Accordingly, when a current Jackson Christian student becomes pregnant or aware that he is a prospective parent, the student shall immediately inform the administration of the situation. The student's parents should accompany the student to a meeting with the administration as quickly as reasonably possible to discuss the conditions of the student's continued enrollment and a plan to assist the student in preparing for what lies ahead. The student will immediately be placed on out-of-school suspension for a limited period of time for the parents, the student and the administration to work together to develop a transition plan that is in the best interest of the student's continued spiritual and academic future. The goals of the transition plan will be (i) to assist the student in making plans for his or her future and the future of the child, (ii) to get the student to a point academically that will enable the student to more easily continue his/her education in whatever manner is recommended by the

administration or otherwise determined by his/her parents, and (iii) to encourage and restore the student spiritually during a difficult, stressful time in the student's life.

It is our anticipation that a student will be provided the opportunity to complete coursework (via home-bound instruction) for at least the current term if not the entire school year. If the administration determines homebound coursework to be warranted under the circumstances, continued enrollment at Jackson Christian will be subject to the following conditions:

1. Abortion is not an option to be considered in dealing with the pregnancy.
2. Parents and students must agree to ongoing counseling with their minister and with Agape Child & Family Services, or another Christian counseling program that is approved by the administration.
3. The student must attend and complete parenting classes with Agape Child & Family Services, or another Christian counseling program that is approved by the administration.
4. Academic standards of the school must be maintained.
5. The student must forfeit any student leadership positions and will not be allowed to participate in student activities, until permitted by the administration pursuant to the transition plan.
6. The Student may be subject to additional fees that will be assessed to compensate for the additional time and resources that may be needed to provide and monitor meaningful homebound coursework. These fees will be discussed with the family in connection with the development of the transition plan.

As alluded to previously, reenrollment, probationary periods, graduation status, and participation in commencement exercises will also be considered by the Administration on a case-by-case basis and will be addressed in the development of the transition plan.

Students who disrupt the school environment by promoting promiscuous practices or beliefs or by endorsing a homosexual or bisexual lifestyle are subject to disciplinary action up to and including expulsion of the student. The Administration reserves the right to use its own discretion to determine, on a case-by-case basis, what constitutes disruption of the school environment. The Administration also reserves the right to make inquiries of students and parents regarding these issues and to expect truthful responses.

Marriage

Jackson Christian School is a coeducational institution that expects students to maintain high standards of moral purity and remain accountable to their parents or guardians. Married students are classified by law as adults and are no longer subject to the will of their parents. Additionally, the educational environment of Jackson Christian is not designed to respond to the needs of young, married persons. Therefore, married students will not be enrolled and will be terminated from enrollment in this school should a student get married.

Cohabitation is an unacceptable lifestyle. A student living under such conditions will neither be accepted for enrollment nor be permitted to continue attending Jackson Christian.

The above policies relating to both sexual promiscuity (and pregnancy) and marriage govern both male and female students.

Vehicles on Campus

Driving onto and parking on the Jackson Christian campus is a privilege for students. They must have a parking pass in their vehicle and follow all campus regulations or the privilege may be revoked. Students driving cars to school should leave them parked in the designated parking lots and spaces. The administration reserves the right to search vehicles parked on campus; additionally, vehicles parked on campus may be required to be free of visible bumper stickers, decals, or other inappropriate items not adhering to Jackson Christian standards. No one is permitted to leave campus without

checking out in the office. Unless permission is granted from the office, all students should stay out of the parking lot areas. Students who fail to observe these rules and who do not observe traffic and parking regulations on campus will be subject to disciplinary action, and loss of campus driving/parking privileges. Speed limit on campus is 10 mph and will be strictly enforced. Drivers are especially cautioned when around the elementary parts of the campus.

DIGITAL CITIZENSHIP POLICIES

The Jackson Christian Digital Citizenship Policies are available with the following link:

[Digital Learning Handbook](#)

DRESS CODE

1 Peter 2:11-13; Romans 14:12-13; I Timothy 2:9-10; Ephesians 5:8-11

The Jackson Christian dress code policies are available with the following link:

[Personal Appearance Code](#)

Athletics, P. E. Classes, and Co-curricular Events

Athletic dress to and from as well as after games should reflect a positive image. Team members should dress alike in sweat suits or street attire. All students enrolled in physical education classes in grades 6-12 must wear appropriate athletic attire designated by the coach during class in order to receive a full credit for that day. This normally consists of shirt, shorts (mid-thigh for girls) or sweatpants, and athletic shoes. Shirts must be worn at all times in or out of the gym unless specific administrative approval is granted. Exceptions to athletic or physical education dress may be granted on religious grounds, but these must be authorized by the administration. Athletic attire is to be worn only in physical education areas of the campus and student parking area (only for the purpose of leaving campus immediately). Athletic clothes are not to be worn into the main building or the front parking lot.

For events requiring formal attire, such as the Jr.-Sr. Banquet, the following dress policies are required. Dresses must come no higher than the top of the knee. Young ladies must be conscious of the cut of the neckline and the thickness and type of material from which the garment is made. Modesty remains a primary factor during these formal events. If, in the opinion of the designated person, the dress does not meet these guidelines, the young lady will not be allowed to attend the event. Young men are responsible for seeing that their dates who do not attend Jackson Christian are aware of these guidelines. If uncertain of whether a dress will be appropriate, please consult with the Dean of Students for a decision prior to attending the event.

Note: The dress code for all extra-curricular, athletic contests, and other school activities is the same as for school with a few exceptions. Special dress up days for events such as homecoming are permitted with administrative approval. Special trips and events may require a stricter dress code as mandated by the sponsoring staff member. Students who are spectators at Jackson Christian athletic contests are permitted to wear shorts that are obviously mid-thigh (such as walking shorts) and not tight fitting. Female students should be concerned especially with tops that are immodest when bending and stretching (those that show much skin or undergarments at the waist, bust line, or arm holes).

Consequences

Responsibility for enforcing the Dress Code rests with the Assistant Dean of Students for boys and the Assistant Dean of Students for girls; however, all teachers and staff are expected to bring possible violations to the attention of the Dean of Students. Students who violate the dress code will be required to serve one hour detention after school for each infraction. Effective the second nine-week grading period, students who accumulate more than three dress code violations in a semester will be assigned one day of Saturday School. Seniors must be in compliance with all aspects of this code (including hair length for males) in order to participate in Commencement ceremonies.

STUDENT ACTIVITIES

Sponsorship and Approval of Activities

All activities related to Jackson Christian and its student body must be properly approved, planned, and chaperoned. Sponsors must accept responsibility for ensuring that all school activities contribute to the purpose and aims of Jackson Christian. No decisions will be made or communicated without the express consent of the sponsor and the approval of the administration. Student groups must be under the complete supervision of the sponsor. All programs, projects, parties, functions, etc. must be approved by both the sponsor and Dean of Students.

The junior class is responsible each year for fund-raising for the Junior-Senior Banquet. Participation in the appointed funding activities or donation of the equivalent amounts due are acceptable methods of fulfilling this obligation. When this responsibility is not met, it will be treated in the same manner as any other delinquent account.

Purchases

No purchase of clothing, sports needs, literature, etc. is to be made by any Jackson Christian personnel (staff or students alike) without the WRITTEN authorization to purchase by the business manager. All money collected must be receipted and will be deposited into the proper account and all bills paid through the Jackson Christian bookkeeper's office with proper approval of the President. Deposits with the Jackson Christian bookkeeper's office are to be made immediately and funds spent through the Purchase Order (PO) system with proper authorization. Purchase orders must be approved BEFORE a commitment is made to spend any money. The PO must be filled in completely with signatures of both sponsor and business manager before they will be considered by the President.

Special School Trips

Because of the increasing number of students at Jackson Christian, off-campus trips and special activities will be limited and must have administrative approval. A *Trip & Transportation Permission* section will be part of the *Registration & Emergency Student Information Form* to be completed and signed at the beginning of the school year. This form will be sufficient for all school-related trips.

Field trips are generally those taken for educational purposes during one school day. Prior displays of inappropriate attitudes or behavior may cause a student to be excluded from such trips. Educational trips requiring overnight stay are a privilege and may require stricter criteria for student participation including both behavior and academic standards. Misconduct on any school-sponsored trip may cause

the student to be excluded from future Jackson Christian trips. School-sponsored, non-educational trips or special activities generally will not be approved.

Co-Curricular Activities

Students at Jackson Christian have the opportunity to participate in various co-curricular activities. These generally fall into the areas of clubs and organizations or athletic teams. Some are more active than others; these may also be disbanded or allowed to be inactive in a given year due to a lack of interest or participation. Interest in forming a new organization should be brought to the attention of the Dean of Students by way of verbal communication and then a written proposal.

Students whose business office accounts are not current may be denied participation in any and all extracurricular activities until appropriate arrangements have been made with the Business Manager.

Clubs and organizations at Jackson Christian include chorus, band, cheerleaders, SGA, National Honor Society, *Wings* (yearbook) staff, and others. Requirements for membership, dues, activities, areas of service, and special activities can be ascertained by speaking with the sponsor or members of the organization. The Jackson Christian athletic program at the varsity level operates under the mandates of the TSSAA (Tennessee Secondary Schools Athletic Association). Jackson Christian operates as wide a range of sports teams as facilities and funds permit; these are subject to change or addition at any time. The boys' athletic program includes football; golf; basketball; tennis; soccer; cross country; track and field, and baseball. The girls' athletic program includes golf; basketball; tennis; cross country; soccer; track and field, and softball.

Co-curricular Participation and Academic Performance

Student participants in extra-curricular activities will be evaluated every third week of the school year by the athletic/activity director. All students are subject to the board-approved guidelines for academic performance for extracurricular eligibility. Please be aware that students who fail to maintain the required academic standards will be required to miss performances or games.

MISCELLANEOUS

Telephone Use

Cellphones and tablets have become a huge part of our daily lives and are invaluable in helping parents stay in contact with their children. These devices can also be abused and create disruptions to the learning environment at Jackson Christian. Students who create disruptions during the school day or who negatively affect the learning environment through use of their devices will be dealt with individually. Disruptions from the use and misuse of electronic devices will not be tolerated.

Cell Phone Policy

As we continue to refine the academic experience at Jackson Christian, we are continuously using the Portrait of a Graduate to guide our decisions. Developing students with the social skills and leadership capacity to impact our world for Christ is at the core of our purpose. We are intentionally seeking ways to better equip our students' understanding of technology and its use in their personal life as well as in the professional world.

- Students are to begin the academic day with phones turned off (not just put away – they must be powered off). Phones should be turned off when the two-minute bell sounds.
- Phones are to remain off until the break after chapel. This will allow parents to contact their child if they need to get information to them. Phones are to be turned off before the next class begins.
- Phones can be out and on during lunch. They must be turned off again before class begins.
- Consequences for Infraction

1st Infraction: Device will be confiscated through the end of the next school day (ex. If turned in at 8:15 on Monday, then the student will get their phone back at the end of school day on Tuesday. If turned in at 2:15 on Friday, the phone can be picked up at the end of the school day on the following Monday.)

2nd Infraction: Device can be obtained after three school days (ex. If confiscated on Tuesday during school day, it will be returned at the end of the school day on Friday.)

3rd Infraction: The device will be held for a calendar week, and the parent must come pick up the device.

We believe these changes will reduce the opportunity for cyber-bullying and eliminate distractions and interruptions of the academic process.

Visitors to Campus

The only school-aged visitors allowed on campus during the school day are students who are considering enrolling in Jackson Christian. These visits must be arranged in advance through the Admissions Office. Jackson Christian families who wish for their out-of-town guests to visit must make arrangements in advance with the Dean of Students. Jackson Christian students who must be picked up after school by friends should have their parent request this in writing.

Lunch Program

Secondary students will eat lunch in the cafeteria. They may bring lunch from home or buy from the Eagle Café or a combination of the two. When parents drop off lunch at school, it must be left in the office and it will be the student's responsibility to check in the office to see if a parent has brought the lunch or money with office personnel.

Appropriate behavior must be maintained in the cafeteria at all times. This means no "horseplay" including running, shoving, etc. Students are asked to clean up after themselves; classes of students are assigned on a weekly basis to help keep the cafeteria in good shape. When break is available students are expected to eat and drink only in the cafeteria, dispose of all trash, and replace chairs as they were found so the cafeteria is ready for the first lunch. Only rarely is permission granted for students to eat in a classroom. This may only be done with specific permission of the Dean of Students.

Seniors with good conduct records are allowed to participate in the senior open lunches. The Dean of Students at the beginning of the school year prescribes the schedule and guidelines.

Emergency Drills

There will be both announced and unannounced emergency drills during the year. Instructions for the evacuation of buildings and where to go as a place of safety will be announced and posted in each room. The alarm will sound to indicate all fire drills. During fire drills, students must stay in a calm, orderly line walking quietly to the nearest designated exit and well away from the building. Lights in classrooms should be turned off and doors closed but not locked. Students must remain with their class so the teacher can check the roll.

During a tornado drill, the announcement will be made over the PA system and a short series of bells sounded; additionally, the alarm horn may be sounded. Students should move to the interior hallways in a quiet, orderly fashion. They should sit on the floor near the walls and away from doors and windows with their arms covering their heads in the tucked position. The school bell will sound the all clear to return to classes.

Announcements

All notices of activities, events, reminders, general information, etc. for the day should be turned in to the high school office in writing by 8:00 each morning. Whenever possible, announcements should be given to the office in writing the day before.

All distribution of literature, communication, or publicity on campus must be approved in advance by the administration. This includes but is not necessarily limited to handing out of literature to students or staff; posting of items on bulletin boards, in hallways, on doors, and other places; announcements made in chapel, classes, other assemblies, or over the intercom system; etc.

All schedule changes shall be communicated to faculty and staff in writing as soon as the new information is known so accurate communication with parents and others can be maintained.

Communication between Parents and Jackson Christian Personnel

Conferences between parents and any Jackson Christian personnel (teachers, coaches, etc.) are important to the evaluation process at Jackson Christian. Requests for conferences generally should be made through the school office or by sending a note to the teacher. Teachers and coaches are usually available for conferences either before or after school or during their planning period. The opportunity for a successful conference improves when all parties involved can plan for the meeting in advance; therefore, parents are asked not to approach teachers or coaches without making an appointment in advance.

While positive, encouraging comments are always welcome, individuals with complaints or criticisms should follow proper procedures. There are actions which are deemed appropriate and others that are not. The time the contact is made as well as the attitude displayed by all parties concerned will likely affect the atmosphere during the conference and the outcome. The best time for communication with a teacher, coach, or other sponsor is not just before, during, or after a class, game, contest, practice, or rehearsal. The appropriate method is to set up an appointment in advance at a time convenient for all parties (probably before school, during a planning period, or after school). All complaints from parents should first be made to the appropriate teacher, coach, or other responsible staff member (this is both school policy and Biblical). When this fails to resolve the issue, the parent should follow the proper channels beginning with a meeting with the appropriate administrator (Counselor, Dean of Students, or Director of Academics) who will discuss the matter with the staff member involved and with the parent. Should this fail to resolve the matter; the parent may request a meeting with the Jackson Christian President. If still not satisfied, the complaint may be brought in writing before the Executive Committee of the Board at their next regularly scheduled meeting. At that point the matter would be brought before the entire Board of Trustees at their next regularly scheduled meeting if that request is made by the Executive Committee. Parent complaints are not to be taken to the Board or its individual members outside this procedure administered by the President. All decisions of the Board are final.

Custody Clarification

For purposes of clarification, Jackson Christian School considers the parent/guardian who has registered the student and is paying the tuition to be the primary parent/guardian of record. This person will receive all official correspondence from the school and be contacted by the school for decisions pertaining to permission, check-outs, discipline, etc. Additional parties may be designated by the parent/guardian of record to receive information, visit the school, and/or check the student out of school. Issues governed by an approved court decree will supersede this policy statement. See your building principal if you need further clarification on this policy.

Lost and Found

A designated lost and found area is located in the middle school hallway near the cafeteria. The school makes every attempt to discourage thefts; however, the cooperation of parents and students is needed to eliminate the problem. Valuables should not be left unattended in bags or unlocked lockers. Large sums of money should not be brought to school. Students should never leave anything of value in the physical education or athletic locker rooms.

Parent Support Organizations

Jackson Christian has several active clubs that support the school's programs. All families and friends of the school are encouraged to join and actively participate in the Eagle Pride, the Athletic Boosters, FAN (Fine Arts Network), and the Band Boosters.

Inclement Weather Closings

In case of school dismissal because of inclement weather or other unexpected conditions, the announcement will be made on WNWS 101.5 and WBBJ. Parents and students may be notified through Renweb via text message or email. Please confirm that all contact information in Renweb is current. Parents and students may also log onto www.jcseagles.org for closing information. Even though Jackson Christian often closes for bad weather on the same days as the Jackson-Madison County Schools, this cannot always be assumed. Listen to the media; they will have the latest information on Jackson Christian. Please **DO NOT CALL OR TEXT MESSAGE SCHOOL PERSONNEL!** The school administration will do the best it can in making a timely decision; we ask for your patient cooperation and tolerance as we make these sometimes difficult decisions. Unless announced otherwise, school will be open.

School Bus Safety

At various times throughout the school year, student groups will be using the Jackson Christian buses for field trips, traveling to athletic events, and other transportation purposes. In order that such vehicle use be safe and enjoyable, these safety guidelines are to be observed by all students riding Jackson Christian transportation:

1. Students must get on and off the vehicles in an orderly manner without running, pushing, shoving, or tripping, etc.
2. Students may talk but not loudly, and must be absolutely quiet when the bus is stopped at a railroad crossing or whenever the driver asks for silence.
3. The emergency door may not be used as a regular entrance or exit.
4. Students must remain seated at all times while riding. When unloading, students should remain seated until the bus is completely stopped and the driver opens the door.
5. Trash must not be left on Jackson Christian vehicles. It is best if students do not eat or drink while riding.
6. When weather permits, students may lower the bus windows provided they have the driver's permission; they must close them before exiting.
7. Nothing may be thrown from the bus windows; students may not dangle their hands, arms, etc. out the windows.
8. Students should not enter the bus unless the driver is present; they should not attempt to force the door open when it is locked.
9. Sponsors of student groups are responsible for leaving the Jackson Christian vehicles clean after each use.
10. Students who refuse to abide by these guidelines may be referred to the Dean of Students for disciplinary action. Continued disobedience will cause the student to lose the privilege of riding school transportation.
11. Students riding a route bus must be on time; route drivers are instructed to stay on schedule.

Picking Up/Dropping Off Students

Anyone picking up or dropping off secondary students at Jackson Christian is asked to follow these guidelines:

1. If you must leave your vehicle, please pull into a lined parking space for visitors.
2. When dropping off or picking up students in front of the buildings, please drive in the circle lane nearer the buildings and pull up to the farthest spot available in front of the middle school building. Use the drive through lane for just that; please don't pick up students in that lane — it is dangerous.
3. When picking up or dropping off in any of the outer parking lots, please pull into a lined space so as not to block those who wish to park, drive through, or exit; let the student carefully walk to your vehicle that is properly parked.
4. Always drive cautiously when on campus to prevent accidents; the campus speed limit is 10 MPH.
5. Please do not park in reserved or handicap parking spaces.

Asbestos Management Plan

The Jackson Christian Asbestos Management Plan, developed in compliance with AHERA, is located in the office of the school President.

Errors in This Handbook and Compliance

Any misprints or typographical errors will not eliminate the full responsibility to conform to the correct policies, standards, procedures, fees, etc. Policies are subject to change at any time with the approval of the Jackson Christian Board of Trustees.

Please read this handbook carefully. At the start of the school year, you will be asked to document that you have read and understood this handbook and agree to abide by the policies and procedures herein. While trying to be as complete as possible, this handbook is not entirely comprehensive in its coverage of rules, regulations, and procedures. Some of the policies of Jackson Christian are either implied or accepted as such even though unwritten. The basis for this may be tradition, accepted protocol, reasonableness, prudence, etc. Items in these categories are still binding upon Jackson Christian personnel (including staff, students, and parents) once they are communicated. Your cooperation and understanding are appreciated.