

Jackson Christian Elementary



Student Handbook

Kindergarten - 5th Grade

2025 - 2026

Jackson Christian

Student Handbook for K – 5th grade

Welcome to Jackson Christian!

This handbook has been designed to help students and parents better understand the expectations we have for our students while attending Jackson Christian. We ask that parents read this handbook carefully and share its contents with your child(ren). Please ask questions if anything remains unclear.

Once you have read the handbook, please go to your FACTS Family Portal and acknowledge that you have read and understand the rules and regulations. The acknowledgement can be found under “Yearly Web Forms.”

We look forward to and appreciate the opportunity to work with your child(ren) and always strive to be loving Christian examples in all that we do!

Sincerely,

Lindsey Bradford
Director of Elementary

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

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 outlook. You need to understand that everything taught at Jackson Christian will be presented from a Biblical Worldview. We will present facts and pieces of information that will point to the truth of the Bible, as well the excitement of having a Christian faith. 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.

FOREWORD

This handbook was written and adopted by the Administration and Board of Trustees of Jackson Christian. 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 is 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 the Director of Elementary who oversees the academic curriculum and daily operations of the school. Jackson Christian is a co-educational day school for students' ages infant through 12th grades. 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 where 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 in September of 1976 when Jackson Christian

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. The elementary building was completed at 649 Rushmeade Road in August, 1995. During the 2000-2001 school year, an addition to the primary wing of the elementary building and a new gymnasium were utilized for the first time. The Early Learning Village opened in January 2009, and became home to our Junior Kindergarten and Kindergarten classes. In August 2014, we expanded our ELV to incorporate a program for 2 and 3 year olds. And in August 2016, we expanded the ELV program again to include classes for infants and toddlers.

- **Mission Statement**

The mission of Jackson Christian is to provide a Christ-centered education that leads students into a life of learning and discipleship. 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.

- **Philosophy**

Jackson Christian 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. 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.

Psalms 139:1-16; Psalm 119; Romans 3; Romans 12:1-8; Galatians 5:17; Ephesians 4:11, 15-6; Philippians 3:12-14

I . ACADEMIC PROCEDURES

Academic Progress Reports

Jackson Christian parents have been provided with FACTS passwords, allowing them to access their students' daily and cumulative grades in all subject areas. In order to receive the passwords, parents **must** provide a current email address to the elementary office.

Admission/Readmission/Continued Enrollment Policy

Grade K – Grades must be at the 85% satisfactory range for a child to proceed to the 1st grade.

Grades 1st– 5th - A student shall be promoted to the next grade level provided he/she receives appropriate grades (C or above) in the subject areas listed as follows: (1) Bible, (2) Math, (3) Language, (4) Reading, (5) Science, (6) Social Studies, (7) Spelling, (8) Handwriting. Satisfactory levels of performance must be maintained in all of the following subjects as well: (9) Physical Education, (10) Music, (11) Library, (12) Computer (13) Spanish and (14) Art. A child may score a maximum of two unsatisfactory grades in any of the subjects listed as 9-14. In the event a child's scores are predominantly in the D/unsatisfactory range, parents will be encouraged to seek appropriate interventions. Students who are to be retained must have two or more subjects with cumulative averages below 70 for the year.

Academic readmission/student placement will always be considered with the best interest of the student in mind. The parents, faculty and administration are considered a team and will, within the scope of what is "best" for the child, make a decision as one body. In the rare case that the parent, faculty or administration cannot agree, the administrator/teacher must make the placement/re-admission decision.

If, based upon student performance, a teacher recommends that a student be tested to determine if a learning disability exists, parents must be willing to agree to the testing.

Any previous testing administered by a qualified professional **must be submitted before acceptance at Jackson Christian**. If, after admission, a discrepancy is discovered, enrollment may be terminated.

Notice of Non-discriminatory Policy to Students

Jackson Christian 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.

Subject to the Non-Discriminatory Policy described above, Jackson Christian 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 administration determines that such decision would be in the best interests of the student or the school.

Awards

Academic awards will be given in the spring to students in grades 3 – 5.

- **Grading Scale - Grades 1-12**

A = 93 - 100
B = 85 - 92
C = 75 - 84
D = 70 - 74
F = 0 - 69

- **Explorer Classes**

E = Excellent
S = Satisfactory
N = Needs Improvement
U = Unsatisfactory
I = Incomplete

Honor Roll

Any student who makes a conduct grade of "U" will not have his/her name listed on the honor roll. For elementary students, an "N" will not prohibit the child from the honor roll.

Transcript Release

Transcripts of a student's record will be released by administrative offices to educational institutions, parents, or the student for any requested purpose without cost to the student or institution. The request must come in writing from the parent or guardian. No student transcript may be released for any reason unless the financial account to Jackson Christian is current.

II. ATTENDANCE AND APPROVED ABSENCE POLICY

All students must be punctual and regular in attendance. Absences, checkouts and tardies will be excused for personal illness, illness or death in the immediate family, medical or dental attention, or other legitimate emergency situations with documented evidence or proof. For a student's personal illness not requiring a doctor's visit, the parent must present a note of explanation to the office immediately upon return to school in order that the absence may be determined as excused or unexcused. Dental/Doctor appointments must have a written statement from the doctor's or dentist's office upon the student's return to school. Absences, checkouts and tardies for other reasons are **not** excused. Any unexcused absence from school will carry with it a "zero" on all work missed per class or subject area. Student absences will be confirmed by the school office. **Parents should call the office before 8:30 A.M. when their child will be absent or tardy for any reason.** (Notes should state the **specific** reason for the tardy or absence.)

****Absences of three days or less do not require prior approval. An absence of four or more days requires a written notice to the teacher and office prior to the absence. Failure to obtain this designated prior approval will result in the absence being unexcused. Parents/students are responsible for notifying the individual classroom teachers to request missed assignments. For an extended absence, all work may not be available at the time requested. (See "Make up Work" for details)**

After School

At 3:30 p.m., all students (K – 5th grades) who have not been picked up will report to after-care. This designated service is provided for all elementary students at a charge of \$10.00 per day per child. After-care hours are 3:30-5:30 p.m. A fee of \$1.00 per minute will be applied for those children not picked by 5:30. After 5 times of being late, parents will be required to meet with the Director and the late fee will increase to \$5.00 per minute. Please be mindful of the school hours and those that tend to your children.

There will be no after-care provided on days of any early dismissals, in-service days, or holidays. Parents that will not be using the after-care service are encouraged to pick up children in the afternoon through the pick up line. In the interest of security, we request that no one enter the building for pick up during normal dismissal times.

Arrival and Dismissal Times for Elementary Students

Drop off begins at 7:30. Classes will begin at 8:00 a.m. for all students, K – 5th grades. All grades will be dismissed beginning at 3:00 p.m. (Please refer to additional instructions available in the Elementary office.)

Half Day Dismissal: We will dismiss at **11:00am** on the days designated as ½ days. All students must be picked up by 11:30 on these days. If your child is not picked up by 11:30, there will be a \$1.00 late fee per minute applied.

Checking out of School

The following procedure must be observed in order to check out elementary students:

1. Parents or guardians must sign out the student in the elementary office.
2. The student will wait in the classroom until the parent arrives at school. The student will then be notified to come to the office. **Parents must wait in the office for the child, rather than go to the classroom.**
3. A student may return to school following an appointment and the parent must sign them in. If a student has been checked out for the day, they may not return to attend our after school care program.
4. **Excessive use or abuse of the privilege of leaving school early is discouraged. The student should be checked out only for necessary appointments and this should be on an occasional basis.**

Make-Up Work

It is the responsibility of the STUDENT to get make-up work **completed within the guidelines set by the school.** Teachers will make available missed homework assignments on their web pages.

1. Students who are absent two or more days will have that many days plus one additional day to make up work.
2. Students who are absent only one day, their make-up work will be available on the teacher's website or the student may pick up any missed assignments the following day from their teacher.
3. If a student needs work for extended days, lesson plans will be available on the teacher's web page for the student to follow while absent.
4. If a student misses ONLY THE DAY OF A TEST OR DUE ASSIGNMENT, that student will be expected to take the test or hand in the assignment upon return to school.
5. All unexcused absences from school or class will carry a "zero" in all work missed.
6. For any extended illness, work may be requested from the teacher. A 24-hour notice must be given to allow time to get assignments from the teachers. (Ex: if a parent calls on Monday at 8:00am, the assignments can be picked up by Tuesday at 8:00am.)
7. No work is to be made up during regular class time.
8. Any "I" (incomplete) on a report card must be removed within two (2) weeks of issue unless an extension is granted by the Director of Elementary. 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.

Perfect Attendance

Perfect attendance awards will be presented only to those students who have not been absent or tardy, checked out, or assigned to ISS during the entire school year, whether excused or unexcused. School-sponsored activities will not count against perfect attendance.

Sickness

In order to ensure the health of the entire student body, **a student who has been ill may not return to school for a period of 24 hours after the last physical sign of illness (fever, vomiting, etc.).** In cases of illness such as, pinkeye or other such illness, the child needs to be on their medication for 24 hours before returning to school.

Tardy Policy

Students should not be tardy to school or class without a VALID REASON. 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 class by 8:00 A.M. is considered tardy to school and must come to the office with a parent or guardian to sign in.**

Jackson Christian has the following policy for dealing with tardiness:

For tardy students to be admitted, **parents/guardians must sign students in at the office.** All teachers will keep accurate records of tardiness for the students in their classes and report these on a daily basis to the office. Both excused and unexcused tardies will be reported. The office will notify the students parents on the fourth unexcused tardy per grading period. After excessive unexcused tardiness in a grading period, a conference or disciplinary action will be determined by the administrator.

Withdrawal from School

Any student withdrawing from school for any reason should contact the school administrator for information on how to proceed.

III. Code of Conduct

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 community, he or she will be held accountable and may forfeit the opportunity to remain a part of the school community. It is of vital importance that the parents be a supporting part of this discipline plan.

Discipline Procedures

Each student is expected to behave in a responsible manner at all times. Conduct and/or 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. Jackson Christian feels strongly about helping each student become a more responsible citizen, and one who understands the sincere need of respect for authority, property, government, peers and self. The school will strive to strengthen every student in these areas.

The ATTITUDE that each student displays 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.

Many serious injuries may occur during moments of "horseplay." Accidents are never "planned." Oftentimes, fights result from students "just kidding" or "just playing around." **Bullying, harassing, or picking on other students will not be tolerated.** Situations such as these may be very serious and will require immediate attention and disciplinary action. All teachers have the responsibility and authority to correct inappropriate behavior of the students. Counseling and positive reinforcement are the preferred methods of correction at Jackson Christian; however, the administration does reserve the right to assign consequences such as but not limited to the following: loss of privilege, silent lunch, paddle, to put the student on probation, to detain the student before or after school hours, to suspend, or to expel the student. Inappropriate behavior will be dealt with in a manner suitable to the occasion.

Misbehavior at school may result in one of the following actions:

- conference with student
- loss of privilege (such as recess, field trips, recess, silent lunch, etc.)
- silent lunch
- communication with parent (noted in Renweb)
- Teacher may send student to the office (actions above will be taken before office referral, unless a serious infraction has occurred)

Office Referrals:

- 1st Referral – Conference with the Director of Elementary (Noted in Renweb by Director)
- 2nd Referral – Conference with the Director of Elementary and consequence at Director's discretion (Noted in Renweb by Director and emailed to parents)
- 3rd Referral – a consequence at the discretion of the director and conference will be held with student, parents, teachers, and Director
- 4th and further Referrals – ISS (In School Suspension) or OSS (Out of School Suspension)

Recurring referrals may cause the student to forfeit the opportunity to remain at Jackson Christian.

Serious Infractions:

For certain acts of misbehavior, suspension may result on the first offense (such as fighting, alcohol, drugs, tobacco, vaping, destruction of school property, insubordination, defiance of authority, etc.). If any teacher sees misbehavior in the hall, that teacher may handle the situation or send that student to the office and the Director of Elementary will handle the situation.

Probation Policy

Any student with severe behavior problems during the school year runs the risk of not being readmitted the following school year. A student whose behavior requires consistent visits to the office for disciplinary action jeopardizes his/her standings with the school. Elementary students are subject to being placed on probation when the student's behavior is disruptive to a good learning environment.

The following will be considered serious infractions and will be referred to the office immediately:

- Fighting
- Bullying, harassing, or picking on another student
- Possession of prohibited items such as tobacco, drugs, alcohol, weapons, or fireworks
- Destruction of school property

Disciplinary procedures for serious infractions will include contacting parents/loss of privilege and may result in suspension on the first offense.

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.

ISS is an unexcused absence, but students are allowed to make up missed work. 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 8:00 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. Time assigned to ISS prohibits perfect attendance recognition.

OSS is also an unexcused absence. Students receive a "Zero" on all work that day with no possibility of making up the work. Written notification is sent to the parents in advance, and the parents are contacted by phone. 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.

Alcohol, Drugs and Tobacco

Jackson Christian is concerned with substance abuse among its students. The use of alcohol, drugs, tobacco, or vaping devices is a negative reflection on Jackson Christian and disciplinary action will be necessary. Purchase, possession, concealment, or use of these types of substances is prohibited.

The first offense for alcohol, drugs, tobacco, and/or vaping will generally result in suspension with the length of the suspension at the discretion of the administration.

Boy/Girl Relationships

Jackson Christian is a place of learning and development for young people. Inappropriate public displays of affection are considered to be in poor taste and will not be permitted on campus. School is not the place for embracing and other such extreme displays of affection.

Academic Dishonesty

Academic Dishonesty (cheating) at Jackson Christian is considered a very serious offense. Cheating includes but is not necessarily limited to getting unauthorized help from any source on a quiz or test, copying another's homework, turning in work as one's own when it is another's report or project, etc. Teachers are expected to have evidence that substantiates the incident. 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 such as calculators, cell phones, smart devices or flash drives/USB for any type of help that is unauthorized by the teacher will be considered cheating. Submitting someone else's work, report, project or ideas—including content generated by any artificial intelligence tool (e.g., ChatGPT)--as your own will also be considered cheating. Teachers shall adhere strictly to these guidelines for cheating every time it occurs so discipline is consistent school wide:

- 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 "U" in conduct for the quarter, a phone call to the parent, and an office referral.
- All subsequent offenses will be left to the discretion of the Director of Elementary. It is of vital importance that the parents be supportive of this discipline plan.

Cell phone Policy

Cell phones, Smart Watches and other Smart devices needed for communication have become a vital part of our lives. While understanding that these items are useful to our children, they will **NOT** be allowed to be used at school. The child may have one in their backpack if needed, but the use of these during school hours, emergency or otherwise, will result in the following sanctions:

- 1st Offense: The phone/Smart Watch/other Smart devices will be confiscated. A parent can pick up in the office.
- 2nd Offense: The phone/Smart Watch/other Smart devices will be confiscated and parents can pick up after 3 days.
- 3rd Offense: The parent/student will be asked not to bring the cell phone/Smart Watch/other Smart devices back to school for the remainder of the school year.

Tablets and Gaming Devices

Personal tablets and/or gaming devices are not allowed at school.

Chewing Gum

Chewing gum is **not** permitted in the building.

Dress Code

[Personal Appearance Standards](#)

Disciplinary action for any dress code violations is defined as follows:

1. First Offense – A verbal warning to the student and an email to the parent(s)/guardian(s)..
2. Second Offense – The parent(s)/guardian(s) will be contacted and asked to bring the appropriate clothing to the school.

Student Valuables

Students are **URGED NOT TO WEAR EXPENSIVE JEWELRY** or bring other valuables to school. The school cannot be responsible for any missing valuables.

Items Forbidden on Campus

The following items are not permitted on campus without prior administrative approval and may be confiscated : fireworks and any other items which present danger to any person on campus or disrupt the educational process. Weapons of ANY nature are strictly forbidden on campus and are a suspendable offense.

School Bus

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

1. Students must get on and off the bus in an orderly manner without running, pushing, shoving, or tripping.
2. Students may talk, but not loudly, and must be absolutely quiet when the bus is stopped for or crossing a railroad track.
3. The emergency door may not be used as a regular entrance or exit.
4. Students must remain seated at all times while riding the bus. 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 the bus. It is best if students do not eat or drink while riding the bus.
6. When weather permits, students may lower the bus windows, provided they close them when getting off the bus.
7. Nothing may be thrown from the bus windows and students may not dangle their hands, arms, or other body parts out of the windows.
8. Students should not enter the bus unless the driver is present, nor should they attempt to force the door open when the bus is locked.
9. Student groups using the bus are responsible for leaving the bus/vans filled with gas and swept clean after use.
10. Students who refuse to abide by these guidelines will not be permitted to ride the bus/vans.
11. Students riding buses must be on time, as bus drivers are instructed to stay on schedule.

IV. Medical

Prescription Medication

Permission to administer medication is given by the parent upon enrollment. The medication in the original container and the exact directions for taking the medication written on the note should be brought to the office at the beginning of the school day. ALL medication (including Tylenol and Ibuprofen) must be given to the office and administered in the office. The student must be able to self-administer the medication under the observation of the office personnel. All nonprescription over-the-counter medication must be labeled with the student's name so as not to cover the original container label.

In the event that a child must be on prescribed medication during school hours, the medication must be in the original container and be labeled with the original label. The label must include the student's name, name of medication, strength of medication (each unit), dosage amount and time, date, and physician's name.

All medicine must be ready to administer. Office personnel cannot break any prescription medications. This must be done at home.

Pediculosis (Head Lice) Policy

Jackson Christian has a NO NIT policy. The following guidelines will be used as the official Pediculosis policy for Jackson Christian Elementary. These are from the Tennessee School Boards Association with minor modifications to our handbook.

No student will be denied an education solely by reason of head lice infestation and his educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the infestation.

It shall be the responsibility of the Director of Elementary/office to notify the parents in the event a child has head lice. A letter will be sent home by the child to explain the condition, requirements for readmission and deadlines for satisfactory completion of the treatment. Upon exclusion, satisfactory evidence must be submitted to school personnel that the student has been treated for head lice. This evidence may include but may not be limited to: (1) proof of treatment with a head lice shampoo, and (2) satisfactory examination by office staff. Treatment and prevention procedures will be distributed to all classroom teachers.

Any subsequent incidents of head lice for that student during the school year will require submission of satisfactory evidence of treatment for head lice and be found free of nits by the office staff. A student will be expected to have met all requirements for treatment and return to school no later than two (2) days following exclusion for head lice. All days in excess of the allowable period will be marked as excused.

V. STUDENT ACTIVITIES

Chapel

Students in grades K – 5 begin with chapel at 8:05 on Monday, Wednesday, and Friday. All families and friends are invited to share these devotional times with faculty, staff, and students. All visitors must check-in at the elementary office. Chapel will be conducted in the classrooms on Tuesday and Thursday.

Class Parties

Any official class, group, or school party that is planned outside of class or during class time by faculty, parents or students must be approved in advance by the Director of Elementary. Class parties must be planned at the end of the school day. Teachers will be asked to monitor and limit the time away from instruction for parties.

Field Trips

In order for your child to attend a class field trip a "Parent's Permission" form should be completed and signed before **each** trip. **Students may not attend field trips outside their grade level. Students with siblings attending will be allowed, but not encouraged.**

Gifts

Gifts for teachers should be handled only as an individual's desire. Group gifts may be given; however, no parent or student is obligated to contribute to a group or individual gift. If a group gift is being planned for a teacher, any class letter requesting money needs to be approved by the Director of Elementary.

Party Invitations/Party Sleepovers

Party invitations should not be handed out in class unless invitations are available for every student in the classroom. The exception to this would be in the case of the need to give out invitations to one gender only. **Please be advised that any invitations sent to school which do not follow these guidelines will be returned to the sender.** Sleepover items such as: Luggage, backpacks, sleeping bags, etc, are not allowed at school due to the lack of storage space. Please make other arrangements for these items.

Spirit Days

"**Spirit Day**" is designated as the final school day of every regular week. T-shirts worn on Spirit Day must be associated with Jackson Christian and /or should display the school name in some way. Shirts acquired by various student clubs/groups are subject to approval by the Director of Elementary. Neat jeans (no holes) and shorts are allowed. Shoe requirements are NOT relaxed for "Spirit Day."

VI. MISCELLANEOUS

Asbestos Management Plan

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

Custody Clarification

For purposes of clarification, Jackson Christian 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 Director if you need further clarification of this policy.

Fire, Tornado, Earthquake and Intruder Drills

There will be drills throughout the year. Instructions for evacuation of the buildings and/or where to go for a place of safety will be posted in each room. All students will be instructed as to the proper protocol and expectations for each drill.

Lost and Found

A designated lost and found area is located behind the cafetorium stage. Your child's name should be placed on coats, lunch boxes, and all other articles that may be misplaced. Any unclaimed items left at the end of December and May will be donated to a good cause.

Stolen Items

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, and large sums of money should not be brought to school.

Lunch Program

Students in K-5 will either bring their lunches or purchase food from the cafetorium. Milk or bottled water will be available to purchase. Student lunch will cost \$5. If any lunches are brought from home after 8:00 AM, they must be left in the office. **Due to limited seating, parents/visitors are not allowed to eat with students.**

Appropriate student behavior must be maintained in the cafetorium.

Parent Complaint Procedure

Complaints from parents should first be made to the appropriate teacher and then to the Director of Elementary. If the complaint concerns a teacher, the Director of Elementary will consult the teacher and then the matter will be discussed with both the complainant and the teacher present.

Should the above procedure fail to resolve the complaint, the parents may request a meeting with the President. If not satisfied, then the complaint may be brought in writing before the Executive Committee of the Board at their next regularly scheduled meeting. From that point, the matter would be brought before the entire Board at the next regularly scheduled meeting if the request is made in writing to the Executive Committee. Parent complaints are not to be taken to the Board outside this procedure administered by the President. The decision of the Board is final.

Any complaint concerning school policy not covered by the Student Handbook or other published documents must be presented in writing to the Director of Elementary. If a satisfactory resolution to the complaint cannot be reached the matter will then be presented to the President by the Director of Elementary for further review.

Parent Organization

All families and friends of the school are encouraged to join and actively participate in Eagle Pride and the Eagles Club.

School Closings

In case of school dismissal because of weather or other unexpected conditions, the announcement will be made via **Parent Alert**.

It is very important that your telephone and email contact information is kept current or you will not receive these announcements! Please **DO NOT CALL SCHOOL PERSONNEL**. The school administration will do the best it can in making a timely decision; we ask for patient cooperation and tolerance as we make these sometimes difficult decisions. Unless announced otherwise, school will be open.

Because of the passage of the *Snow Bill* by the State of Tennessee and the Jackson Christian Board of Trustees, up to eight days may be missed for inclement weather without their having to be made up. Therefore, snow days are no longer built into the school calendar.

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 your FACTS family portal. If those contact points change in the future, please correct them yourself or notify us so we can make those changes promptly.

Telephone Use

Students are encouraged not to use the office telephone before, during or after school. If a genuine emergency arises during the day, a student may come to the office and the office staff will make the necessary call. **Parents are urged not to call the school during the day to leave messages for their child.** Only in the case of an emergency can we relay messages to students. Please make arrangements each morning before school as to your child's transportation needs, lunch or lunch money needs, etc.

Visitors

To guard our instructional time and to ensure safety precautions, visitors to the campus must report to the school office to receive a Visitor's Pass before entering hallways or classrooms.

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 (staff, students, and parents) once they are communicated. Your cooperation and understanding are appreciated.

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 approval of the Jackson Christian Board of Trustees.

The acknowledgement form is located in your FACTS account under "Yearly Web Forms." Please submit the completed form no later than August 15th.