

Jackson Christian

Elementary

Student Handbook

Kindergarten - 5th Grade

Updated July 2026

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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 their 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 acknowledgment 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.

The STREAM model of education is integrated across our curricula. STREAM is an acronym for Science, Technology, Religion, Engineering, Arts, and Math. The goal of this 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.

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

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.**

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.

INSTITUTIONAL CORE VALUES

Love (I Corinthians 13:4-7; John 13:3)
- **In classrooms & relationships:** Show patience, kindness, and genuine care toward classmates and teachers.
- **In action:** Build a culture of encouragement by speaking life, helping others through challenges, and making space for everyone to belong.

Respect (I Peter 2:17; Luke 6:32; Romans 12:10)
- **Interpersonally:** Treat everyone—peers, teachers, substitutes, and even opponents—with honor and dignity.
- **Environmentally:** Care for campus spaces, respect others' property, and follow school expectations as acts of stewardship and integrity.

Service (I Peter 4:10; Matthew 25:35-40)
- **With a servant's heart:** Embrace humility and look for ways to put others first, reflecting Christ's love in daily interactions.
- **Personally:** Use your gifts—whether tutoring, mentoring, or helping with simple tasks—to serve joyfully and sacrificially.

Biblical Truth (John 14:6; John 16:3)
- **In learning:** See every subject—math, science, literature, and beyond—through the lens of Scripture, knowing that all truth is God's truth.
- **In life:** Let God's Word shape your thinking, decisions, conversations, and actions.

Integrity (Psalm 25:21; 2 Corinthians 8:21; Proverbs 10:9)
- **Ethically**: Be honest in all things—complete your work faithfully, admit mistakes, and make right choices even when no one is watching.
- **Consistently**: Let your life be whole and undivided—living with the same character in public and in private.

Leadership (1 Timothy 4:12; Philippians 2:13)
- **By example:** Lead through Christ-like action—showing humility, responsibility, and compassion in every setting.
- **Through influence:** Use your voice to inspire others, stand for what's right, and be a force for good in your school, church, and community.

Academic Excellence (Colossians 3:23; Proverbs 1:5)
- **In your daily work:** Give your best effort in all assignments—not just for a grade, but as an offering of worship and personal growth.
- **In your mindset:** Embrace curiosity, push through difficulty, and keep learning—even when it's hard. It's part of becoming who God made you to be.

Perseverance (Romans 5:3-5; James 1:2-4)
- **In tough moments:** When things get hard—at school, in sports, or in life—don't give up. God can use failure and frustration to grow you.
- **In your journey:** Stay faithful. Mistakes are lessons, and setbacks are part of the story God is writing in your life.

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 85% satisfactory range for a child to proceed to the 1st grade.

Grades 1-5 - 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 specialty classes. A child may score a maximum of two unsatisfactory grades in any of the specialty courses. In the event a child's scores are predominantly in the D/unsatisfactory range, parents will be encouraged to seek appropriate interventions. Students with cumulative yearly averages below 70 in two or more subjects will be considered for retention, subject to review by school administration and teacher recommendations. Students who fail one core academic subject (English Language Arts, Mathematics, Science, or Social Studies) will be required to successfully complete a summer credit recovery program in order to be promoted to the next grade level. Summer credit recovery requirements and procedures will be determined by the Director of Academics and the Director of Elementary Education.

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 the 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 a 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 3rd–5th grade.

Grading Scale - Grades 1-12

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

Specialty 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.

Personalized Learning Time

Personalized Learning Time (PLT) is an academic block designed to ensure each student's academic progress and learning are accelerated through targeted interventions, support, and enrichment. At the beginning of the year, students' levels of support will be assessed using the AIMsweb Plus universal screening program, NWEA standardized test results, teacher input, or any other relevant student data. Once a need is identified, students will receive small-group or individual instruction during their PLT block under the guidance of their classroom teacher. Instruction may be facilitated by their classroom teacher or another qualified Jackson Christian faculty member to best meet each student's needs. As the year progresses, students' needs will continue to be evaluated, and adjustments will be made accordingly.

II. ATTENDANCE AND APPROVED ABSENCE POLICY

Student absences will be confirmed by the school office. **Parents should call or email the classroom teacher OR office before 8:30 a.m. to report their child will be absent or tardy for any reason.** Please direct office attendance emails to elem.attendance@jcseagles.org. (Notes should state the **specific** reason for the tardiness or absence.) All students must be punctual and regular in attendance.

The administration reserves the right to deem any absence or tardiness as either excused or unexcused in accordance with the stated guidelines.

Excused Absences

An **excused absenc**e allows students to make up missed work for full credit in all classes, provided the work is completed within the required timeframe. 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.

Unexcused Absences

Absences, checkouts, and tardies for other reasons other than those listed are considered **unexcused**. Any unexcused absence from school will carry with it a zero on all work missed per class or subject area, with no opportunity to make up credit.

Pre-Approved Absences

Occasionally, parents remove students from school for reasons other than the listed excused absences. These absences must be approved by the administration and will be labeled excused as pre-approved absences with the provisions below:

1. The following will be considered for a pre-approved absence:
    a. Grades in every core academic class
    b. Teacher recommendations
    c. Number of previous absences
2. A minimum of 48 hours written notice to the office must be given for pre-approved absences. This can be done through email to elem.attendance@jcseagles.org.
3. Failure to obtain approval before the absence will result in these absences being unexcused.

4. Guardians/students are responsible for notifying the individual classroom teacher to request missed assignments. Make-up work is **not** required to be given to the student BEFORE the pre-approved absence. (see Make Up Work for details)

Note - When a student accumulates his or her 10th absence (excused, Pre-Approved Absences, or unexcused) in a semester, a meeting with the Director of Elementary may be required to continue enrollment 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.

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 up 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 who tend to your children.

There will be no after-care provided on days of any early dismissals, in-service days, or holidays. Parents who will not be using the after-care service are encouraged to pick up their 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 is between 7:30 and 8:00 a.m. Classes will begin at 8:00 a.m. for all students, K–5th grades. All grades will be dismissed beginning at 3:05 p.m.

> **Half-Day Dismissal**: We will dismiss at **11:00 am** on the days designated as half 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 going 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**. Make-up work is **not** required to be given to the student BEFORE pre-approved absences. It is important for parents and students to communicate with teachers if there are any questions about missed work. Lack of communication does not warrant extended time for missed assignments.

1. Students who are absent any school day, multiple consecutive school days, or partial school days (for excused/pre-approved absences) will have the number of school calendar days missed plus one school calendar day to turn in work missed during the excused absence. (e.g.–A student who is in school on Monday, misses (excused) on Tuesday, and is in school on Wednesday would have until Friday to turn in the work missed on Tuesday.)
2. Work or tests assigned before a student's absence are due on the day of return. (e.g.- If a student misses ONLY THE DAY of a test or due assignment, that student will be expected to take the test or submit the assignment upon return.)
3. All unexcused absences from school or class will carry a zero in all work missed.
4. 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. (e.g.: if a parent calls Monday at 8:00 a.m., the assignments can be picked up by Tuesday at 8:00 a.m.)
5. No work is to be made up during regular class time.
6. Any "I" (incomplete), not due to absence, must be rectified 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. Failure to do so may result in a zero.

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 (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 of 100 or above, vomiting, etc.) without the aid of medication. In cases of illness, such as pinkeye, etc, the child needs to be on 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 after the fourth unexcused tardy per quarter. 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

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.

We strive to foster a positive learning environment guided by our discipline expectations (SOAR):

- **S**how God's Love
- **O**bey Joyfully
- **A**ct Responsibly
- **R**espect Everyone

These values apply to students, staff, and families as we work together to support student success.

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 it is our goal to make the discipline process as objective as possible, there are often special circumstances or issues that must be viewed in a subjective light. We strive to apply policies and practices consistently

and fairly, although there may be times when the reasons for certain decisions are not fully visible to everyone involved.

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.

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. Conduct and language not in keeping with Christian standards or interfering with the educational process are 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, racism, harassment, or picking on other students**

will not be tolerated. The acceptable method of self-defense at Jackson Christian is to tell a staff member, not to fight back physically.

All teachers have the authority and responsibility to correct the inappropriate behavior of the students. Counseling and positive reinforcement are the preferred methods of correction at Jackson Christian; however, the administration and teachers reserve the right to use other disciplinary means, including, but not necessarily limited to, the following: restriction of participation in activities, loss of privilege, special seating, silent lunch, conference with student, conference with parents, corporal punishment, 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.

Office Referrals

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 Director or Assistant Director of Elementary will use his or her 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 has caused the task of disciplining a student to be referred to the Director or Assistant Director of Elementary. For most misbehavior in the classroom or around the campus, faculty members use the following steps:

1. Warning by the teacher.
2. Record it in RenWeb if the problem persists & contact the parent.
3. Continued misbehavior will result in an office referral.

Recurring referrals may result in the forfeiting of the student's ability to remain at JCS.

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 or the Assistant Director 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 their 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, racism, harassment, or picking on another student
- Possession of prohibited items (e.g. tobacco, drugs, alcohol, weapons, or fireworks)
- Destruction of school property (students will also pay for damages)

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

Suspension or Expulsion

In-school suspension (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.

Out-of-school suspension (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 the offender's previous behavior record. A parent is generally required to accompany the student's return to Jackson Christian for reinstatement to classes.

An expulsion or a 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.

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 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, etc., 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.

- Cheating may result in a zero on the assignment, a "U" in conduct for the quarter, a phone call to a parent or guardian, and/or 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. (An exception may be made if the item is medically necessary and is supported by appropriate documentation from a licensed healthcare provider. Any approved medical accommodations must be approved

by the school administration in advance.) 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. The student can pick up in the office at the end of the school day.
- 2nd Offense: The phone/Smart Watch/other Smart devices will be confiscated. A parent can pick up in the office at the end of the school day.
- 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. A parent can pick up in the office at the end of the school day. The student will be assigned ISS for 1 day.

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

For detailed explanation of the dress code at Jackson Christian, please see the **Personal Appearance Standards** (including Spirit Days).

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

1. First Offense – A verbal warning to the student and communication with 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 that 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 the 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. At the beginning of the school day, the medication (in the original container and the exact directions for taking the medication written out) should be brought to the office. 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 medications 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 with the original label affixed. 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 will 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 a.m. 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/Bible 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 signed and submitted before **each** trip**.** Students may not attend field trips outside their grade level. Students with siblings attending may be allowed, but not encouraged.

Gifts

Gifts for teachers should be handled only at the 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 only exception would be when invitations are distributed to one gender only. Please be advised that any invitations sent to the school that do not follow these guidelines will be returned to the sender. Sleepover items (e.g. Luggage, backpacks, sleeping bags, etc) are not allowed at school due to the lack of storage space. Please make other arrangements for these items.

VI. MISCELLANEOUS

Asbestos Management Plan

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

Communication During the School Day

Our teachers are committed to providing students with a safe, engaging, and uninterrupted learning environment. To ensure that instructional time remains focused on student learning, teachers are generally unable to respond to parent communications throughout the entirety of the school day. Parents are welcome to contact teachers through email, the teacher's preferred communication platform, or by leaving a message with the school office.

If a message involves an urgent matter, parents should contact the school office directly rather than contacting the teacher. Office staff will ensure that time-sensitive information is communicated promptly.

To support effective classroom instruction, parents are asked not to expect immediate responses to emails, text messages, or communication app messages sent during school hours. Teachers' primary responsibility during the school day is supervising and instructing students. We value strong partnerships between home and school and appreciate families' cooperation in helping us maintain a productive learning environment for all students.

Students are discouraged from using the office telephone before, during, or after school. If a genuine emergency arises during the school day, a student may come to the school office.To help minimize classroom interruptions, families should make arrangements before school each morning regarding transportation, lunches, and other routine matters.

We appreciate the partnership of our families in helping us maintain a productive learning environment for all students.

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 for purchase. Student lunch will cost $5. If any lunches are brought from home after 8:00 a.m., 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 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.

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.

Final Note

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.