

2021-2022
Family & Student Handbook
Toddlers - 8th Grade



James Island Christian School

James Island Christian School exists to provide an opportunity for academic excellence within a Christ-centered environment that complements the teaching of the home and the church.

Table of Contents

INTRODUCTION	5
History of James Island Christian School	5
Statement of Faith	5
Statement of Philosophy	7
Mission Statement	7
Accreditation	7
Alma Mater	7
Chapel	7
Course of Study	8
Staff Qualifications	8
Early Education Program	8
Transportation/Field Trips	8
Behavior/Dismissal Policy	8
JICS Early Education Student Tracking Policy	8
Bathroom Policy	8
Classroom Visitation	8
Sick Policies	9
Inclement Weather Announcements/Emergency Preparedness	9
Child Drop Off for Toddlers and Young 2's (Dority Classes)	9
Child Drop Off for Older 2's - K4	9
<i>Option 1: Carpool Line</i>	9
<i>Option 2: Classroom Drop Off</i>	10
Early Arrivals/Early Care	10
Extended Care	10
<i>Hours of Operation</i>	10
<i>Payment of Fees</i>	10
<i>Drop Off/Pick Up</i>	10
Late Arrivals	10
Child Pick Up	11
<i>Half Day Students</i>	11
<i>Full Day Students</i>	11
Late Pick Ups & Late Fees	11
Early Ed Supplies to be Sent Daily	11
Medications	11
Toys	12
Class Parties	12
Discipline	12
Security	12
Conferences	12
Communication Folders	13
Handling Miscommunications	13
K5- 8th Grade Program	14
Academic Policies and Procedures for Lower and Middle School	14
<i>Homework Policy</i>	14
<i>Make-Up Work</i>	14
Lower School	14
Middle School	14
<i>Examinations and Evaluations</i>	14
<i>Grading and Reporting</i>	14
<i>Academic Probation</i>	15
<i>Principal's List and Honor Roll</i>	15
<i>Promotion Policy</i>	15
<i>Transfer of Students</i>	15

<i>Standardized Testing</i>	15
Attendance Policies and Procedures	15
Student Absences	15
Student Tardies to School	16
Middle School Tardies to Class	16
Attendance Requirement for Sports and Extracurricular Activities	16
Arrival and Dismissal	16
Emergencies/Early Dismissal	16
In-School Illness	16
Severe Weather/Emergency School Closings	16
Extended Care	17
<i>Hours of Operation</i>	17
<i>Payment of Fees</i>	17
<i>Drop Off/Pick Up</i>	17
Communication Policies & Procedures	17
Email Communications	17
Parent-Teacher Conferences	18
RenWeb Communications	18
Student Conduct/Discipline Code	18
<i>General Standards</i>	18
<i>Culture of Respect</i>	18
<i>Prohibited Items</i>	19
<i>Off Campus Standards</i>	19
<i>Online Standards</i>	19
Disciplinary Policies & Procedures	19
<i>Discipline Report Form/Sanctions</i>	19
<i>Disciplinary Probation</i>	20
<i>Out-of-School Suspension</i>	20
<i>Expulsion</i>	20
<i>Lower School Discipline</i>	20
<i>Administrative Discipline</i>	20
Dress Code Violation Consequences	20
Behavioral Violations	21
Level 1 Offenses	21
Level 2 Offenses	21
Level 3 Offenses	21
Level 4 Offenses	21
Behavioral Consequences	22
Level 1	22
Level 2	22
Level 3	22
Level 4	22
Student Dress Guidelines	23
General Policy & Procedures	24
Abuse and Neglect	24
Cell Phones	24
Class Parties	24
Emergency Plans/Disaster Drills	24
Student Information	24
Field Trip Permission – K5 – 8th	24
<i>Lockers</i>	25
Lost and Found	25
Lunch Program – K5 – 8th	25
Marketing	25
Non-Discriminatory Policy	25
Personal Property	25
Selling Items at School	25
Textbooks	25
Visitors	25
Volunteers	25

Website	26
Technology Policy	26
<i>Information Technology Statement</i>	26
<i>User Responsibilities</i>	26
<i>Chromebook Usage</i>	27
Student Activities	27
Athletics	27
Athletic Participation Fees	27
Junior Lion Sports	27
School Clubs	28
Health Practices	28
Immunizations	28
Medication Policy – K5 – 8th	28
Dispensing Medication	28
Delinquent Account Policy	28
Delinquent Accounts:	28
<i>1-30 Days Delinquent</i>	29
<i>31-60 Days Delinquent:</i>	29
<i>61+ Days Delinquent:</i>	29
2020-2021 JICS School Board Members	30
Appendix 1: Grievance Process and Appeals of Administrative Decisions	31
Appendix II: Extended Care Program 21.22	33

INTRODUCTION

History of James Island Christian School

James Island Christian School is a testimony of the faithfulness of our Lord and Savior, Jesus Christ. It began as a vision to meet a need. The vision was of a private Christian school of academic excellence in a Christ-centered environment, where the truth, as revealed in God's Word, is the foundation for all subject matter.

In 1994, after many months of prayer and planning, the foundation for James Island Christian School was laid. The school building was designed to provide an excellent environment that is conducive to learning. The course of study was chosen to incorporate the highest quality curriculum available. The faculty and staff were selected in order to manifest spiritual leadership and to yield educational proficiency.

James Island Christian School offers a well-balanced course of academic, as well as extra-curricular instruction. During the first year, athletic and academic teams began to fill the trophy case as students were recognized for outstanding performance, both locally and statewide. Standardized test scores were above the national average and athletic teams, win or lose, were recognized on and off the field for Christ-like behavior.

In 1995, James Island Christian School received full accreditation through the South Carolina Independent School Association and received Advanced Accreditation in 2002. In 2014, JICS received international accreditation through AdvancEd and 2020 full accreditation through the Association of Christian Schools International. JICS is also an active member of Christian Schools International (CSI).

Our campus spans approximately six acres on beautiful James Island and encompasses a multi-complex including a well-equipped science lab and gymnasium.

Statement of Faith

Bible: We believe the Holy Bible to be the inspired, inerrant Word of God and is authoritative and sufficient for faith and practice. We believe it is the standard by which all truth, understanding, knowledge, and counsel is evaluated. 2 Timothy 3:16-17; 2 Peter 1:19-21

Triune God: We believe in the one true and living God revealed in the Bible who exists eternally in three persons – Father, Son, and Holy Spirit – each equal in every divine perfection but distinct in function within the Godhead. He is the Creator and Ruler of heaven and earth, inexpressibly glorious and holy, and is worthy of all possible worship, honor, and devotion. Matthew 28:19; 2 Corinthians 13:14

God the Father: We believe in God the Father, an infinite, personal spirit, perfect in holiness, wisdom, power, and love. We believe that He infallibly foreknows all that shall come to pass, that He concerns Himself mercifully in the affairs of men, that He hears and answers prayer, and that He saves from sin and death all who come to Him through Jesus Christ. John 4:24; Psalm 147:5; Psalm 83:13; Hebrews 3:4; Romans 1:20; Isaiah 6:3; 1 Peter 1:15-16

Jesus Christ: We believe in Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. He was born of a virgin, lived a perfect sinless life, performed miracles, and taught the things of God. We believe in His substitutionary death upon the cross, His burial and subsequent bodily resurrection, His ascension into heaven, His perpetual intercession for His people, and personal visible return to earth. Matthew 1:18-25; Luke 1:26-35; Galatians 4:4; Philippians 2:6-11; John 1:1, 14; Luke 24:36-43; John 20:24-26; Acts 1:9-11; Colossians 1:13-14; Romans 8:34; 1 Corinthians 15:1-8; Hebrews 8:1

The Holy Spirit: We believe in the Holy Spirit who came forth from the Father and Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify, and empower all who believe in Jesus Christ. We believe that the Holy Spirit indwells every believer in Christ, and that He is an abiding helper, teacher, comforter, and guide, leading all believers toward unity in Christ. John 15:26; Acts 5:3-4; 1 Corinthians 12:4-6; 1 Corinthians 2:10-11; 2 Corinthians 13:14

Man: God made man – male and female – in His own image as the crown of His creation so that man might have fellowship with Him. But through rebellion and disobedience to God’s command, man entered into sin and suffered the just condemnation of physical and spiritual death. As a result, all people are separated from God by their sin and are lost and without hope apart from salvation in Jesus Christ. Genesis 3:1-6; 2 Samuel 12:15-23; Psalm 51:5; Jeremiah 17:9; Romans 3:23, 5:12, 6:23; Ephesians 2:1-3; Galatians 3:10

Salvation: Salvation is a free gift that comes only by God’s grace, through faith in Jesus Christ, who by His death on the cross, bore the wrath and condemnation of God toward sin, crediting His perfect righteousness to those who trust in Him. Anyone who repents from their sin and believes in Jesus Christ alone for salvation receives forgiveness of sin and eternal life. John 1:12-13; John 3:3-16; John 10:28-29; 2 Corinthians 1:22; Ephesians 4:30; Isaiah 53:4-5; Romans 4:25; Romans 3:21-25; 1 John 4:10

Covenant Life: We believe God is a covenant-making and covenant-keeping God, and is the source of life and all necessary provision to those in relationship with Him. All those who are in covenant with God are also united in covenant relationship with one another. This means laying down their lives for one another, loving, forgiving, and serving one another, bearing each other’s burdens, and even offering correction and rebuke for the purpose of godliness when necessary. Genesis 12:1-7; Exodus 19:5-6; Matthew 26:28; Hebrews 8:6; Hebrews 8:13

Priesthood of Believers: By the shedding of His blood, Jesus has become our great High Priest and has granted each believer free access to the presence of the Father. There is no mediator between God and man except Jesus Christ. Each believer can now confidently come before God, receive from Him, and offer the sacrifice of worship and obedience. 1 Peter 2:5-9; Hebrews 4:14-16; 1 Timothy 2:5

Evangelism: We accept the commission of Jesus Christ, who is Lord, to make disciples of Him among all nations, in our neighborhoods, and in the next generation; seeking to baptize them and teach them to observe His commandments. We join with all those believing in Him to accomplish this urgent task. We accept this as a personal commission, as well as a Church commission. Matthew 28:16-20; Matthew 9:37-38; Acts 1:8; Romans 10:11-15; Philemon 6

Christ's Return: We believe in the imminent, visible, and glorious return of Jesus Christ. Christians are exhorted to be watchful and obedient until His appearing. While there are many viewpoints concerning His second coming, we believe Christians should lovingly look for His appearing, giving full attention to obedience while He tarries. We believe His appearing will occasion the resurrection of the righteous who have died and are now with Him. Acts 1:11; Revelation 1:7; Hebrews 9:28; 1 Thessalonians 4:13-18; Acts 24:15

Last Days: We believe in the final judgment at the end of the age. We believe both the righteous and the wicked shall stand before Him and be judged. Those who are in Christ will be rewarded by sharing in God’s presence forever, serving Him, and offering Him unending praise and glory. Those who are not in Christ will be eternally punished with Satan and His demons in hell. 2 Corinthians 5:10-11; 2 Thessalonians 1:6-12; 1 Corinthians 4:5; Acts 17:31; Revelation 20:11-12; Revelation 19:11

Marriage: Both man and woman were created in God’s image, equal as persons and distinct in their manhood and womanhood. These distinctions are ordained by God as part of the created order, and should be honored and celebrated within the Church. Biblical marriage is the uniting of one man and one woman in covenant commitment for a lifetime; such uniting serves to fundamentally and profoundly depict the relationship of Christ and His Bride, the Church. A husband is to love his wife as Christ loved the Church, laboring sacrificially to provide for, protect, and lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the Church willingly submits to the headship of Christ. Genesis 1:27; Genesis 2:18; Ephesians 5:23-32

Civil Authority: We believe God is the author of all authority. He has ordained civil government for the establishment of order and peace in the nations. We believe it the task of the Church to speak prophetically to the nations, both by its proclamations and its lifestyle. Meanwhile, the Church is admonished to pray for and honor civil government. Romans 13:1-7; 1 Timothy 2:1-2

Statement of Philosophy

"In Christ are hidden all the treasures of wisdom and knowledge." - Colossians 2:3

James Island Christian School provides an opportunity for academic excellence within a Christ-centered environment that complements the teaching of the home and the church. We believe that the ultimate responsibility for the education of a child rests with the parent. Therefore, there must be a partnership between parent and school, each supporting and reinforcing the other. At James Island Christian School, we provide for the education of the whole child: spiritually, mentally, socially, and physically. The truth, as revealed in God's Word, is the foundation for all subject matter. We believe that the Bible states moral absolutes; therefore, affirming our opposition to moral relativism, situational ethics, and values clarification.

Mission Statement

James Island Christian School exists to provide an opportunity for academic excellence within a Christ-centered environment that complements the teaching of the home and the church.

The Core Values that flow out of this are:

- ~ Christ-centered
- ~ Biblically-based
- ~ Academically excellent
- ~ Service driven

Accreditation

James Island Christian School is a fully accredited member of the following organizations:

- South Carolina Independent School Association (1995, 1999, Advanced Accreditation 2002, 2007, 2012)
- International Accreditation through AdvancED - 2014, 2017
- Association of Christian Schools International -ACSI - 2020

Alma Mater

Praise to thee our Lord and Father,
Thank thee for our school.
We have learned, and prayed, and loved here,
Where our Savior rules.
Trusting in the Father's guidance,
Faithful to His plan,
Forging bonds of Christian friendship,
In the Master's hand.
Hail to thee our Alma Mater,
Beacon on the shore,
Shining forth with light enduring,
Now and evermore.

Chapel

Students will attend a praise and worship service specifically designed for their age group. Bible teaching, worship and prayer are included in Chapel. Student leadership is developed through encouraging students to participate in plays, reading of scripture, and leading pledges, prayer, and special music. Guest speakers must have administrative approval before being invited to share.

Course of Study

In keeping with the stated mission statement, JICS offers a rigorous curriculum for all grades, exceeding the minimum standards for South Carolina schools.

Staff Qualifications

James Island Christian School staff members are Christ-centered, born again believers whom God has specifically called to minister in His school. Each of our teachers understands the fundamental tenets of the Bible and seeks daily to demonstrate the love of Christ to our students and their families, serving as Godly role models for all who are served by our school. All administrators and K5 – 8th grade teachers hold a BA degree or higher. All faculty and staff are active in their local church.

Early Education Program

Transportation/Field Trips

Children in our Early Education Program do not participate in off campus field trips.

Behavior/Dismissal Policy

The EE Director reserves the right to dismiss a child from school if the behavior of the child or the parent(s)/guardian is not in agreement with our school and church policies, or if the behavior of the student is hindering the safety or learning environment of other students.

JICS Early Education Student Tracking Policy

In efforts to account for the presence of each toddler through K4 child, JICS takes detailed records of each toddler through K4 child as they enter or exit the premises and as they move to another location in our school. Information on the time each child moves out of the classroom and returns to their classroom is recorded along with information on the staff members that were present and responsible at the time.

Bathroom Policy

All new three & four-year olds attending JICS must be “potty trained”. If you have any concerns or questions regarding this, please contact your child’s teacher or the EE Director.

We define “potty trained” as the ability to use the restroom facilities on their own with visual staff supervision. Children will need to be able to clean themselves without physical assistance. We will offer verbal support, but please understand for the safety of the student and teacher, touching is not allowed in the bathroom. We understand that accidents may happen at this age, but we will not consider a child potty trained with more than 2 accidents a week for half day students, or 3 accidents for full day students. Three & four-year-old students may not come in pull ups.

Classroom Visitation

Your child’s safety is our number one concern. We love visitors. However, we must be mindful about the security of these visits. Therefore, all visitors must check in to the main school office before being allowed into a classroom. Parents at no time will be allowed to walk down the school hallways without checking into the school office first. Please also remember that adults are not allowed in the student’s hallway bathrooms at anytime

Sick Policies

We want to make every effort possible to protect the health of your children while they are at school. Please do not send your child to school if he/she is displaying any of the following symptoms:

- Chicken Pox (child may not return to school for at least 7 days after first sign of outbreak)
- Diarrhea (child may not return to school for at least 24 hours after the last sign of diarrhea)
- Vomiting (child may not return to school for at least 24 hours after the last sign of vomiting)
- Fever (child must be without fever for 24 hours before returning to school)
- Conjunctivitis "Pink Eye" (child must be on an antibiotic for 24 hours before returning to school)
- Rash (child must be rash free for 24 hours before returning to school)
- Ringworm (medicine must be administered for at least 24 hours before returning to school)
- Strep Throat (child must be on an antibiotic for 24 hours before returning to school)
- Lice (complete home treatment before returning to school)
- Colored nasal discharge (yellow or green)

If you ever question whether your child should come to school, ask yourself if you would want your healthy child near another child showing the symptoms that your child is experiencing. As a rule, when in doubt, do not send your child to school. Additionally, you may refer to the DHEC School and Childcare Exclusion List located on the DHEC website.

Please note that there is a separate health policy that applies to COVID19 health related issues.

If your child becomes sick while at school, you will be notified immediately. This is at the discretion of the teachers and the EE Director. Always make certain we have up to date phone numbers where you can be reached.

Inclement Weather Announcements/Emergency Preparedness

JICS follows the Charleston County School system for closings. Delays will be announced on the local news stations.

In case of severe weather, the official announcement for an emergency school closing will be made. If Charleston County Schools close or are delayed due to inclement weather that affects travel or safety, JICS will also close or delay.

If Charleston County School System closes or delays for other reasons, JICS may remain open. A parent alert text message will be sent when the school is closing early, or a decision has been that is different than Charleston County School System.

Child Drop Off for Toddlers and Young 2's (Dority Classes)

Toddler and Young 2's parents should park beside Dority and walk into the back door of each class.

Child Drop Off for Older 2's - K4

You have two options for your child's drop off.

Option 1: Carpool Line

The carpool line may be used between 7:40am – 7:55am. If you choose to use carpool, we ask that your child is ready for school (shoes on, kisses given, book bag ready, breakfast and snacks finished). For safety, all children will need to exit from the right side of the car. Drivers please be mindful of our walking students. Parents should not exit their vehicle at any time. Please also note, carpool gates will be closed and locked at 7:55 AM.

Option 2: Classroom Drop Off

Second, you are welcomed to walk your child into the classroom by using the outside-facing classroom doors. These doors will open at 7:40am. At this time, you may park your car in the school parking lot and walk your child around to the EE classrooms. Children may not walk into the school building without adult supervision. The walk-through gate will be unlocked until 8:15 am. Please be careful navigating through the school parking lot as it is a very busy place at this time of the morning.

Early Arrivals/Early Care

Please do not ask our teachers or staff to allow your child into the classrooms prior to 7:40am. They are busy preparing for that day's lessons. However, we do offer early morning care for those who need it. Early care begins at 7:15 AM each morning. It is available with a set monthly care fee for those who may need it routinely. Please check with the office for instruction on how to sign up and the fee structure.

Extended Care

Students may attend extended care before and after school Monday - Friday. Extended Care is closed when JICS is closed. Please refer to the extended care enrollment documents for more information.

Hours of Operation

- Early Care: 7:15 am – 7:40 am
- After Care: 3:10 pm – 5:30 pm

Payment of Fees

1. Extended Care rates are set annually.
2. All charges start promptly at times scheduled and charged according to the Extended Care Plan (see Appendix II)
3. Rates are over and above all regular school tuition.
4. A late pick-up charge of \$2.00 per minute will be charged for each child picked up after 5:30 pm.
5. Fees are collected via Incidental Billing in FACTS.
6. The delinquent policy applies to past due Extended Care fees.

Drop Off/Pick Up

Students arriving on campus before 7:40 am must be dropped off at Extended Care.

Carpool lines will be open from 7:40 – 7:55.

Students picked up after 3:15 pm must be picked up at Extended Care. Students will only be released to parents or other persons authorized to pick up the child. Please notify the school office of any changes.

Late Arrivals

Due to classroom schedules, we ask that all families strive to arrive by 8:15. If you are late, please bring your child into the JICS school office where office staff will escort your child to their classroom. Parents will not be allowed to take their child to class.

Child Pick Up

Half Day Students

The dismissal process begins at 11:45 am-12 pm. Dismissal is by carpool only. Please display the school placard with your child's name on your dashboard. The security gates will be unlocked and supervised during dismissal time only. After which time, gates will be locked until full day student dismissal.

Full Day Students

The dismissal process begins at 2:55 pm-3:15 pm. Dismissal is by carpool only. Please display the school placard with your child's name on your dashboard. The security gates will be unlocked and supervised during dismissal time only.

Late Pick Ups & Late Fees

Classes will dismiss starting at 11:45 am for half day students and at 2:55 pm for full day students. To be considerate of our staff, we ask that you are on time picking up your child. If you are going to be late, please notify the staff. Please understand that even though you call, late charges still apply. There is a fee of \$2.00 for every minute your child is left after their official dismissal time (12:00). This fee will be invoiced through your FACTS account. Please make sure that everyone who picks up your child knows of our policies, as they will also be charged the late pick-up fee. If you pick up your child after 12:00 you will need to go to the front office. If you are after 3:15, your child will be moved to After Care.

Early Ed Supplies to be Sent Daily

Backpacks

Each child needs to bring a full-sized book bag to school every day. The book bag serves as a communication unit between teachers and parent. Notes, announcements, artwork, etc. come home in the book bag. Small book bags are cute, but they are not practical for our purposes.

Clothing

Each child should have a complete change of clothing in their back boog.

Snacks

JICS does not provide snacks in Early Ed. Please send all snacks for your child in a separate bag or container each day.

There will be times you also may be asked to help provide snacks for special events such as veggie tasting day, parties, and student of the week events.

Please notify the school and your child's teacher if your child has a specific food allergy that we should be aware of in the classroom. Please remember that the Early Ed Program is nut free.

Lunches (Full Day Students Only)

All full day students will have lunch around 12:10 each day. Our EE students will have lunch in their classrooms with their peers. Each student will need to bring their own lunch and drink. We do not have microwaves or refrigerators, so please make sure that your child's lunch is packed appropriately. We understand that this age group of children can be very picky. Please feel free to pack them what you know they will eat. However, please be mindful that we do not allow sodas, iced cupcakes, popcorn (choking threat), or energy drinks at school. If lunch is forgotten, you will be called to bring a lunch to your child.

Medications

All epi-pens, inhalers, and other allergy medications that are needed for emergencies must be kept at school, in the original packaging. These approved medications are kept at the school are the only medications that we will administer at school. In addition, the health forms must be completed with specific instructions on when to use these medications and the plan of action. Bug spray and sunscreen should be applied at home.

Toys

Please do not allow your child to bring any toys from home unless there is a special show and tell day. This will help maintain order in the classroom and ensure that a toy is not lost or destroyed. This is also a wonderful time to break away from security blankets and pacifiers. Your child's teacher is a wonderful partner in this endeavor. Exception: Your child may bring in a special blanket or security stuffed animal if needed during nap time (no bottles). Pacifiers may also be brought in for naptime.

Class Parties

You will receive information on classroom parties from your child's teacher as they are planned. While operating under the COVID19 health protocol, parents nor siblings will be able to attend class parties.

We are a Christian school; therefore, the following is considered when planning:

- Hallelujah Fall Party: We do not celebrate Halloween at school. We will have a Hallelujah/Fall Party to usher in fall. We stay away from the traditional Halloween ghost and goblin kind of parties. Please do not send anything scary or having to do with ghost, witches, etc. to school. Pumpkins (jack-o-lanterns with happy faces) are fine.
- Christmas and Easter: We celebrate the birth and resurrection of Jesus Christ respectively during these holidays. We do not question the tradition of Santa or the Easter Bunny, but we leave these traditions for each individual family to handle however they choose at home. Our focus at school will be Jesus!
- Party Invitations: We will be happy to pass out party invitations at school for your child's home birthday party if all children in your child's class are invited. For individual personal invitations, you will need to make other arrangements for delivery. (JICS Family Directory is available on Ren-web).

Discipline

JICS understands the difference between childishness and foolishness. Our children in attendance are young; however, they are old enough to learn to "listen with eyes, ears, and heart" and to "obey with a happy heart". Behavior issues will be handled by the teachers and EE Director. To correct children in the classroom, we will use methods of focusing on positive reinforcement, redirection, a warning system, and if necessary "time out". We follow the guideline of one minute of time out per the age of the child (2 years old=2 minutes). When children are in time out, they are always in visual contact with their teachers. Communication between the school and home will be essential and frequent. We count on your support and reinforcement at home.

If a behavior issue becomes a problem, a parent may be asked to come to the school to meet with the teacher or EE Director. JICS reserves the right to dismiss a student when the staff and principal consider it necessary.

Security

Our school is a secured building. Doors and other access points remain secured during the school day with only approved church and school staff having access to the key fobs that allow entry. Security cameras are in use on our campus.

Conferences

Parents may schedule a conference at any time throughout the year with a child's teacher or the EE Director. Please understand that conferences must be scheduled. Our staff has responsibilities in the mornings to ensure that your child has their undivided attention and a wonderful school experience. Please contact your child's teacher by email or communication folder to arrange a meeting time. The email address for your child's teacher is located on the front of your child's communication folder.

Communication Folders

Communication folders will go home with your child daily. They are an easy way for you to communicate with your child's teacher. Whenever you see the folder, please open it up and look at the contents. **It is very important that you remove your child's artwork and notes home daily.** Your child's teacher will send home a weekly or monthly calendar/schedule explaining the lessons to be covered. This information will help you to reinforce what we are doing at school. We consider learning a partnership between parents and teachers; therefore, at JICS it is our goal to have open communication between home and school. No question or concern is too big or too small! But we cannot help or change things if there is no communication. So please make sure that you discuss issues with your child's teacher.

Handling Miscommunications

Regarding miscommunications or disagreements, the Bible commands us to make every effort to live at peace and to resolve disputes with each other in private. Any concerns or disputes must be handled according to the Biblical standard set in Matthew 18:15-17. "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them tell it to the church..."

Therefore, we practice the following:

1. If a concern or dispute arises between a parent and teacher, the parties shall meet one-on-one to discuss a resolution.
2. If the matter is not resolved one-on-one, then the issue may be taken to the EE Director.
3. If further discussion is needed for a resolution, the issue may be taken to the Head of School.

K5- 8th Grade Program

Academic Policies and Procedures for Lower and Middle School

Homework Policy

Homework is regularly assigned. Amount and time required increase with age and grade level, to a maximum of two hours in grades 6 - 8. Parents should supervise their student's home study, using it as an opportunity to work with and support their child, as well as to keep informed about what their child is learning. Regardless of whether formal homework is assigned on a given night, parents should encourage their children to read at least 20 - 30 minutes each night.

Homework must be turned in on time for full credit. Teachers will have a late homework policy and communicate this policy to parents at the beginning of the year. Students in grades 2-8 will be given a daily planner to record all homework, special assignments, projects, and deadlines as assigned.

Make-Up Work

Assignments, projects, or exams due on the day a student was absent will be due on the first day of the student's return to school. The number of days allowed to turn in make-up work is equivalent to the number of days missed. After that time, a grade of zero (0) will be recorded for all missed work.

Lower School

On the day of a Lower School students' absence, his/her parent may email the student's homeroom teacher by 8:00 am requesting the assignments and materials that day and for each day the student will be absent, if known. The assignments and materials may be picked up in the Front Office between 3:00 and 3:30pm. If missed assignments are not obtained in advance; the student or parent will need to arrange making up missed work with the homeroom teacher on the day the student returns. Grades 4 and 5 post their homework on Renweb.

Middle School

Middle School students' homework assignments may be viewed on RenWeb at any time. On the day of a Middle School student's absence, his/her parent may email each of the student's teachers by 8:00 am requesting the assignments for that day and for each day the student will be absent, if known. Each middle school teacher will respond within 24 business hours. If missed assignments are not obtained in advance, Middle School students returning from an absence are responsible for contacting each of their teachers on the day they return to arrange making up missed work, making up test/quizzes and turning in projects, according to the make-up work policy.

Examinations and Evaluations

Only 3 quizzes OR 2 tests/projects and 1 quiz are allowed on a given day per grade level.

Grading and Reporting

A = 100 - 90	3 = Consistently Demonstrated
B = 89 – 80	2 = Developing
C = 79 – 70	1 = Needs Improvement
D = 69 – 60	
F = Below 60	

Lower School students in grade K5-5th, will receive reports tailored to the individual for purposes of determining skill set mastery and development and may or may not receive numeric grades. A grade of "I" (incomplete) may be posted on the Report Card only with the prior approval of the Administration. Students have no more than ten (10) school days from the close of the quarter to make up all work. After these days, all incompletes will be recorded as

a zero. Report Cards are issued at the close of each Quarter grading period. Parents may view RenWeb for daily grades and averages at any time during the quarter.

Academic Probation

Report Cards are issued at the end of each quarter with grade averages monitored at mid-quarter intervals. A student with a grade in any subject below a 60 at the end of a quarter will be placed on Academic Probation. A student on Academic Probation may not participate in extracurricular activities or athletic competitions until the following mid-quarter grades are averaged. SCISA Academic Probation standards may differ; please refer to SCISA guidelines. It is recommended that any student with a grade below 60 have weekly after school tutoring until Academic Probation is lifted.

Principal's List and Honor Roll

Each quarter, Middle School students in grades 6 - 8 are recognized for outstanding performance in academics and discipline. Principal's List is the highest honor and requires an "A" in each subject and E in each class's conduct. Students earning "A's" and "B's" in each subject earn Honor Roll designation and all E's and S's in conduct.

Promotion Policy

All students will be evaluated during the course of the school year to determine placement for the following year. Students will be promoted to the next grade level at year's end if they maintain satisfactory grade level achievement in the various subjects. Particular attention is given to progress being made in core-subjects: (1) Reading/English, (2) Social Studies/History, (3) Science, and (4) Math. Students must successfully achieve grade level performance objectives for math, reading, and written composition as part of the competency-based program.

Transfer of Students

Admittance to JICS is based on several factors, which include test results, administration interview, availability of appropriate academic support, review of application, and other supporting data.

Standardized Testing

MAP Growth testing is administered three (3) times per year in grades K5 – 8. The teachers plan realistic objectives in the growth and development of students using the results of these tests. The scores of your child will be sent to you after each testing window.

Attendance Policies and Procedures

Students must attend school in accordance with all South Carolina laws and guidelines. For a student to receive credit in any class or be promoted to the next grade:

1. Total yearly absences, excused and unexcused, may not exceed 10.
2. Middle School students may not exceed the allowed number of absences in any individual class period.

Exceptions to the credit ruling for unusual circumstances such as prolonged illness, etc. may be presented in a letter of appeal, along with supporting documentation from a treating physician to the Head of School.

Student Absences

For any absence, parents must provide a note of explanation. While a phone call to the office letting us know that your child will be absent is appreciated, a written note upon return is still required. Notes of explanation must be submitted the first school day the student returns from the absence. Notes of explanation need to include the student's name, grade, date of absence and reason for non-attendance.

JICS expects parents to communicate with us before planning any absence. Parents are highly encouraged to talk with the teacher and consider their individual student and his/her progress during the year. In some cases, absences may affect class cohesiveness, student development, and teacher effectiveness. For all planned absences, we expect that you communicate at least one week in advance.

Student Tardies to School

Punctuality is a matter of primary importance in a JICS education. When students are tardy, they interrupt the educational process and place their academic achievement in jeopardy as well.

Students should arrive no later than 7:55 am and be prepared for class by 8:00 am. Students may enter the building at 7:40am. Students arriving after 8:00 am must be signed in at the front office. If a student is not in class when attendance is taken, the student will receive a tardy by the office. Since life happens, each student is allowed five tardies to school per semester with no consequence. They will receive a warning letter at the fifth tardy.

Beginning with the sixth tardy, penalties are assigned as follows:

- 6th tardy = Mandatory parent conference with administration
- 7th tardy = Mandatory student work-detention scheduled by administration
- 8th tardy = Student placed on probation for the remainder of the quarter and is unable to participate in extra-curricular activities
- 9th tardy = Contract put in place between student, parent, and administration with understanding that withdrawal from JICS may be recommended
- 10th tardy - Recommendation for withdrawal from JICS - Any appeal for an exception would need to be made in writing to the JICS School Board whose decision would be final

Middle School Tardies to Class

Middle School students who are tardy to a non-homeroom class are given a discipline referral after 3 tardies in an individual class, as well as all tardies thereafter. If administration notes an excessive number of tardies in multiple classes they have the right to address earlier or as a more severe offense. (See Level One Offenses)

Attendance Requirement for Sports and Extracurricular Activities

Students must be in attendance a minimum of four (4) hours to participate in any after-school activity.

Arrival and Dismissal

Students may enter the building at 7:40am. Class instruction/ Homeroom begins at 8:00am. The final bell for all students is 3:00pm. Once school is dismissed, students must be picked up by their parents, report to their coach for scheduled sports events or advisor for a club, report to their teacher for tutoring, or go to after care.

Emergencies/Early Dismissal

If a student must leave school other than the regular scheduled times, the school office must dismiss the student. The student will be released to his/her parent only or to a person authorized by the parent if prior arrangements with the school office have been made. Students are always to be signed out and supervised.

In consideration of the JICS Faculty, JICS Administration asks that the office be notified in advance if a student is to be dismissed early for excused events such as doctor's office visits, etc. When teachers are not notified in advance, it causes a disruption to the end of the day routine for his/her classroom.

In-School Illness

If a student becomes ill at school, the parent will be notified by the office and asked to pick up the child within an hour. If a student leaves school or is absent due to an illness involving vomiting, diarrhea, or fever, the student may not return to school until the next school day after being 24 hours symptom free. If a student leaves school or is absent due to COVID 19 related symptoms, the CDC/DHEC COVID19 quarantine policy will be followed.

Severe Weather/Emergency School Closings

In case of severe weather, the official announcement for an emergency school closing will be made. If Charleston County Schools close or are delayed due to inclement weather that affects travel or safety, JICS will also close or delay. A parent's alert will be sent to the cell phones listed in Renweb.

Please note, if Charleston County Schools close or delay for non-inclement weather reasons, JICS may remain open. JICS will make an independent decision on when to reopen schools and you will be notified via a parent alert, email, and on the website.

Extended Care

Students may attend extended care before and after school Monday - Friday. Extended Care is closed when JICS is closed. Please refer to the extended care enrollment documents for more information.

Hours of Operation

- Early Care: 7:15 am – 7:40 am
- After Care: 3:10 pm – 5:30 pm

Payment of Fees

1. Extended Care rates are set annually.
2. All charges start promptly at times scheduled and charged according to the Extended Care Plan (see Appendix II)
3. Rates are over and above all regular school tuition.
4. A late pick-up charge of \$2.00 per minute will be charged for each child picked up after 5:30 pm.
5. Fees are collected via Incidental Billing in FACTS.
6. The delinquent policy applies to past due Extended Care fees.

Drop Off/Pick Up

Students arriving on campus before 7:40 am must be dropped off at Extended Care.

Carpool lines will be open from 7:40 – 7:55.

Students picked up after 3:15 pm must be picked up at Extended Care. Students will only be released to parents or other persons authorized to pick up the child. Please notify the school office of any changes.

Communication Policies & Procedures

If you have a question or comment concerning your child's progress, please contact his or her teacher. One of the primary objectives of the faculty is to partner with the parents/guardians.

The Bible commands us to make every effort to live at peace and to resolve disputes with each other in private. Any concerns or disputes must be handled according to the Biblical standard in Matthew 18:15-17. "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church..."

1. If a concern or dispute arises between parent and teacher, the parties shall meet one-on-one for resolution.
2. If the matter is not resolved one-on-one, then the issue may be taken to the Administration.
3. If further discussion for a resolution is necessary, Grievance Policy (Appendix #1) will be followed.

Email Communications

Email communication should only be used for quick information gathering and/or to schedule a personal conference with a teacher. If a response has not been received within an appropriate amount of time, parents should call the school office and leave a message for the teacher.

Social media (e.g., Facebook, Instagram, etc.) and text messaging should not be used for parent/teacher or student/teacher communication.

Parent-Teacher Conferences

A parent-teacher conference is a two-way exchange of information about your child. During any conference, please allow the teacher to share openly and candidly with you regarding your child. Time will also be allowed for you to express yourself, as well as to ask questions. Mandatory parent conferences are held at the end of the first quarter for all students. Additional conferences may be requested by the parent or teacher to address concerns. If at any time a student's grade average falls below a "C" a conference will be scheduled with the parent.

The following guidelines will assist you in experiencing a successful parent-teacher conference:

1. Arrive on time; stay only as long as you are scheduled, as others may be waiting for their turn.
2. Keep the attention focused on your child.
3. Discuss any concerns you have regarding your child's progress.
4. Volunteer information that might be helpful to the teacher.
5. If you run out of time, schedule another conference.

RenWeb Communications

RenWeb enables parents to view student grades, homework assignments, and the school calendar. If you do not have access to the internet, please let your student's homeroom teacher know so that other arrangements can be made for your family.

Middle-School Students may access RenWeb through a student account set up by the school. This allows them to get homework assignments and check grades on their own. Contact the Dean of Students to retrieve student login information.

Student Conduct/Discipline Code

General Standards

The Bible is explicit in teaching that Christians are to love one another. Students are to be courteous, considerate, respectful, honest, and obedient in all their dealings with other persons associated with the school. All students should strive to exhibit respect in all areas. Any disrespect shown by attitude, action, or words will result in disciplinary action.

Students will show respect for personal and school property. Each student is expected to do his/her part in caring for JICS's facilities. Students shall not deface, damage, or destroy school property. Anyone causing damage will be required to pay for the repair or replacement of what was damaged, as well as faces disciplinary action.

Culture of Respect

The rules at JICS can be summarized by the word RESPECT.

- **Self-Respect** – A natural outcome of understanding that you were created in the image of God should be that you have a respect of yourself. This respect will be demonstrated in taking full advantage of every opportunity you have to "Love the Lord your God with all your heart and with all your soul and with all your mind." (Matthew 22:37)
- **Respect of Others** – "Love your neighbor as yourself" (Matthew 22:39) is played out in how you respect your classmates. Mutual respect between each student that is demonstrated in attitude, words, gestures, and participation.
- **Respect Teachers/Administration/Supervisors** - Hebrews 13:17 commands "Have confidence in your leaders and submit to their authority, because they keep watch over you as those who must give an account. Do this so that their work will be a joy, not a burden, for that would be of no benefit to you." In the adult - student relationship this plays out in listening, completing assignments, participating, and questioning.

Prohibited Items

The following items are not permitted on campus at any time:

1. Weapons or items resembling weapons including but not limited to guns, squirt guns, knives, fireworks, lighters, etc.
2. Drugs, alcohol, tobacco, or unauthorized controlled substances.
3. Any material containing pornographic content.

Off Campus Standards

Students found to be involved in the following unacceptable activity, even when outside of regular school hours or on weekends, will be subject to expulsion from JICS by review of the JICS School Board.

1. Smoking
2. Drinking alcoholic beverages
3. Possession of and/or use of illegal drugs (i.e., marijuana, cocaine, etc.)
4. Misuse of controlled substances (i.e., Adderall, Ritalin, etc.)
5. Improper use of non-controlled substances (i.e.: over-the-counter medications)
6. Sexual misconduct
7. Possession of an illegal weapon
8. Involvement with law enforcement that results in arrest.

Online Standards

Students who electronically transmit inappropriate information via e-mail, text message or social networking sites (i.e., Facebook, Twitter, Instagram, Snapchat, etc.) or participate in cyber-bullying will be subject to discipline pursuant to the level offense the communication contains.

Disciplinary Policies & Procedures

“Let all things be done decently and in order.” I Corinthians 14:40

It is our purpose at James Island Christian School to uphold the standards of our philosophy and mission. As we seek to live by God's Word and honor Him in all that we do, each teacher is required to have a Biblical discipline management system in place that strengthens character, encourages Godly behavior, establishes consequences for inappropriate behavior, and gives each child the chance for redemption and reward. Our focus is on the character development of the student. Character is most readily seen in the attitude; therefore, the purpose of each action is not simply punitive, but to bring about a change in behavior. It is our prayer to work together with the parents, teachers, and students to train each child in the way that he or she should go spiritually and academically.

James Island Christian School's Discipline Policy applies to students enrolled at JICS and covers prohibited actions and activities as outlined herein, wherever they may have been committed. Because the behavior of our students is a reflection of our school and has an impact on our school's reputation, inappropriate behavior outside the limits set forth in this policy which impairs the reputation of our school will not be ignored and will be dealt with according to severity.

Discipline Report Form/Sanctions

Discipline report forms /sanctions will be emailed to the parents/guardians according to the disciplinary consequences via RenWeb communication and will inform the parents of the student's current disciplinary record. JICS expects that parents will follow-up at home with their student when these reports are received. An additional warning letter will be sent when a student's next offense would result in disciplinary probation.

Disciplinary Probation

The purpose of Disciplinary Probation is to remind the student of the conduct policies and expectations; bring attention to the serious nature of student's conduct; provide the student with the opportunity to repent, modify his/her behavior, and be reconciled to the path of righteousness as a follower of Jesus Christ; and enable the student to complete a successful year at JICS.

A student on Disciplinary Probation will receive a Disciplinary Probation Notice containing the offense(s), the term of Disciplinary Probation and the conditions for continued enrollment at JICS. The Disciplinary Probation Notice must be signed by the student and his/her parent(s)/guardian(s) at a meeting with the administration. A student on Disciplinary Probation may not participate in extracurricular activities or athletic competitions until the probationary period has ended.

Out-of-School Suspension

Students will not be allowed on the JICS campus or at JICS sponsored activity during the duration of the suspension. Days missed are considered unexcused absences; thus, assignments cannot be made up, resulting in a zero (0).

Expulsion

A student expelled from JICS must wait one (1) calendar year (365 days) from the date of expulsion to apply for readmission.

Lower School Discipline

Elementary teachers will implement an in-class system with behavior indicators and incentives. If behaviors become a consistent issue, the teacher will contact the parent. Within the classroom system, the teacher can take any of the following actions:

1. Teacher / Student Conference
2. Notify the parent(s)/guardian(s) in writing
3. Take away certain special privileges (i.e., recess, etc.), place student in work detention
4. Send student to the office

If a Lower School student is sent to the office, the teacher will write an administrative referral, and an administrator will follow as many of the following steps as necessary for a change in behavior:

1. Correct and pray with student
2. Notify parent(s)/guardian(s) using RenWeb
3. Set-up a Parent /Teacher Conference with administrator present

If a student is brought before the administrator for a consistent or significant behavior issue, the administrator reserves the right to begin consequences set forth in the administrative discipline system below.

Administrative Discipline

All middle school discipline will follow the system below:

Dress Code Violation Consequences

1. Warning
2. Written Warning w/ parent signature
3. Teacher Detention (Grade 3+) & Parent to bring alternative to school
4. Teacher Detention (Grade 3+) & Parent to bring alternative to school
5. Admin Detention (Grade 3+) & Parent to bring alternative to school

6. Parent Conference each occurrence w/ Admin discretionary consequence

Behavioral Violations

Behavioral violations are divided into Levels 1-4, with Level 1 being the most minor, and Level 4 being the most severe. The offenses included but are not limited to what is listed below. The JICS Administration reserves the right to use discretionary judgement for offenses not listed below.

Level 1 Offenses

- Disruption of Class
- Basic Disobedience
- Littering or Minor Damage (requires cleanup or maintenance)
- Sharing Food
- Tardies (above 3)
- Horseplay or disorderly conduct w/ no personal harm

Level 2 Offenses

- Disrespect to staff or classmate
- Damage to property (school or personal)
- Blatant disobedience
- Horseplay or disorderly conduct causing harm to others or property
- Profanity, obscenity, etc. (verbal, written, or drawn)
- Unwholesome speech/Bullying (name calling, teasing, gossip)
- Possession of prohibited items (electronics, etc.)
- PDA 2 (inappropriate hugging, touching, etc.)

Level 3 Offenses

- Lying or defamation
- Bullying (causing mental or physical harm)
- Cheating/plagiarism
- Truancy/skipping
- Stealing
- Gambling
- Vandalism
- PDA 3 (kissing, making out, intentionally hidden)

Level 4 Offenses

- Possession, use, sale, or purchase of drugs, alcohol, or tobacco (substances, products, or paraphernalia at or away from school)
- Fighting, violence, threats
- Possession of prohibited items (pornography, weapons, fireworks)
- False fire alarm or threat of any kind
- PDA 4 (inappropriate conduct or act of sexual nature)
- Bullying/Harassment 4 (legal ramification): physical, verbal, sexual, mental, cyber, etc.

Behavioral consequences coincide to the offense Levels 1-4, with Level 1 being the most minor, and Level 4 being the most severe. The JICS Administration reserves the right to use discretionary judgement for consequences of offenses not listed or offenses committed across levels.

Behavioral Consequences

Level 1

1. Warning
2. Consequence (Laps, Detention)
3. Consequence w/Parent Contact
4. Detention w/ Parent Contact
5. Parent Conference + Consequence
6. Suspension 1-2 Days + Probation + Conference
7. Suspension 2-3 Days + Probation + Conference

Level 2

1. Consequence w/Parent Contact
2. Detention w/ Parent Contact
3. Parent Conference + Consequence
4. Suspension 1-2 Days + Probation + Conference
5. Suspension 2-3 Days + Probation + Conference
6. Disciplinary Review for Expulsion

Level 3

1. Detention w/ Parent Contact or Conference
2. Suspension 1-2 Days + Probation + Conference
3. Suspension 2-3 Days + Probation + Conference
4. 3 Day suspension + Disciplinary Review for expulsion

Level 4

1. 3 Day suspension + probation + Disciplinary review for expulsion

NOTICE: For the safety of students and the enforcement of school policy, JICS reserves the right to search anywhere at any time on James Island Christian School or Church property, which includes but is not limited students' lockers, book bags, purses, or other similar carrying cases and to search cars parked on James Island Christian School or Church property. JICS reserves the right to observe all data on recovered electronic devices including but not limited to phones, iPods, computer, etc. Law enforcement will be notified when necessary.

Student Dress Guidelines

Girls K5 - 8th Grade	Boys K5 - 8th Grade
<p><u>Uniform Choices</u> K5-5th White, navy, or light blue embroidered JICS polo With:</p> <ul style="list-style-type: none"> • navy or khaki skirt/skort • navy or khaki pants • navy or khaki knee length shorts (No cargo pants) <p>Plaid jumper with white peter pan collar blouse or white turtleneck Navy or light blue polo dress</p> <p>Grade 6-8: All of the above and JICS polo with plaid skirt/skort (no shorter than 3" above knee)</p>	<p><u>Uniform Choices</u> White, navy, or light blue embroidered JICS polo tucked into navy or khaki pants or shorts. (no cargo pants)</p> <p>Solid black, brown or navy belt – if the pants have belt loops the student must wear a belt</p>
<p><u>Shoe & Sock Choices</u> -Solid black or brown leather -Predominantly black, white, dark blue or gray canvas or tennis shoes</p> <p>**Shoes should not draw attention to themselves** (No boots, sandals, heels, or light up shoes)</p> <p>Solid black, white or gray socks Solid black, navy, or white tights/leggings</p> <p><u>Outerwear Choices</u> Embroidered JICS navy or gray knit cardigan Embroidered JICS gray or navy crew neck sweatshirt Embroidered JICS navy fleece jacket or quarter zip</p> <p>*Outerwear choices listed above may be worn inside the classroom. Other outerwear must be stored during the day*</p> <p><u>PE Uniform Choices</u></p> <ul style="list-style-type: none"> • Shorts & Shirts <ul style="list-style-type: none"> • Gray T-shirt with JICS logo • Blue athletic shorts with JICS logo • Sweats <ul style="list-style-type: none"> • Gray JICS Crew Neck Sweatshirts • Navy sweatpants with JICS logo 	

It is expected that modesty, cleanliness, appropriateness, and Christian testimony will guide dress for all occasions at James Island Christian School. One's appearance should glorify the Lord. Each student is to conduct oneself in accordance with his/her God created gender as stated on the state certified birth certificate by dressing in conformance with one's biological sex.

1. Appearance must be neat, clean, and modest – not drawing attention to self.
2. Clothes must be in good repair and of appropriate size.
- 3.. Hair must be neat, clean, and well groomed. Hair should not obstruct the student's vision or distract from learning.
 - a. Boys: Hair must be above the top of the collar of a dress shirt and styled so that the bangs are above the eyebrow. Hair coloring must not be dramatically different from its natural color. Shaved heads are not acceptable.
 - b. Girls: Hair must be styled so that the bangs are above the eyebrow. Hair coloring shall not be dramatically different from its natural color. Shaved or partly shaved heads are not acceptable.
4. Boys are not permitted to wear earrings to school or school related activities. Girls are not permitted to wear more than two modest earrings in each ear.

Special Occasions: On special occasions the administration may allow students to deviate from the dress code. On these days dress must be modest, in good repair, and within the guidelines provided for that specific day.

- 1st Friday of each Month (beginning in September) is themed dress up day – you may either participate in the theme or wear uniform
- All other Fridays – you may wear the JICS t-shirt in lieu of a uniform shirt.

General Policy & Procedures

Abuse and Neglect

It is our goal at JICS for all students to be in a safe, Christian environment. If at any time a student feels that he/she is being abused or harassed by another person, a teacher or an administrator should be notified immediately. At that time, appropriate steps will be taken to correct the situation. As parents, we need your help to notify us if your child is feeling uncomfortable about a situation at school. JICS has a policy in place to protect our students, and it will be followed immediately if an incident occurs. Please contact the administration if you have any questions. For reference, please refer to the JICS Student Protection Policy.

JICS is a mandatory reporting entity. If abuse or neglect is suspected from outside the school, JICS is required by law to make a report to the Department of Social Services.

Cell Phones

Students in grades K4 – 5th grade may not bring a cell phone to school unless priorly approved for management of a health condition. Students in grades 6th – 8th may bring a cell phone to school, but it must be turned off and given to their first period teacher to be stored until the end of the day.

Class Parties

Because of strong secular emphasis given to these seasons, the following guidelines will be followed in respect to celebration and emphasis:

1. Fall: emphasize the harvest theme and the Reformation
2. Christmas: emphasize the coming Christ
3. Valentines: emphasize the importance of Christian love
4. Resurrection Day: emphasize the death and resurrection of Christ

Invitations for private parties off campus are not allowed to be distributed in the classroom or from school unless the entire class, all boys, or all girls are invited. Parents may reference the JICS Family Directory for mailing or emailing invitations.

Emergency Plans/Disaster Drills

James Island Christian School has emergency plans for various potential emergencies. All plans are designed to provide the best protection for all students. At times this may mean students are not immediately released to parents until it has been determined by authorized local emergency agencies (i.e.: Fire/Police/EMS) that it is safe to do so. Parents will receive updates as they are available using the Renweb Parent Alert System. James Island Christian School will have monthly fire drills. Tornado and lock down drills will occur periodically.

Student Information

Accurate updates to students' contact and medical records are critical to student safety. Please keep Renweb (via Parent Portal) updated with any changes to address, telephone numbers, email address, place of employment of the mother and father, as well as phone numbers, name and addresses of emergency contacts. JICS cannot be held responsible for errors found in any record that is not kept current by the parent or guardian.

A separate record will be kept for each child. The files will be kept in locked cabinets and only accessible to those who have a need to review. These individuals may include, DSS (for Early Ed files), the teacher, or parent. In addition, in the event of a court order the files may be released to other officials.

Field Trip Permission – K5 – 8th

Students will participate in field trips that assist in fulfilling the objectives of the course of study for the grade level. A signed permission slip will be required for each field trip taken.

Lockers

3rd – 8th grade students will be assigned a locker. Students are not permitted to put a lock on the locker. Students may not open or go through another student's locker without permission.

Lost and Found

JICS is not responsible for lost or misplaced items. All items found will be stored in the Lost & Found and periodically sorted. Everything not claimed will be donated to the needy.

Lunch Program – K5 – 8th

Students may purchase lunch at school or bring lunch from home. Lunches from home must be self-contained. No refrigerators/freezers/microwaves are available for student use. For safety reasons, please do not send food or drinks in glass containers.

Marketing

Photographs and videos of students may be taken and used by James Island Christian School for marketing purposes. During enrollment you either granted or denied permission for JICS to use your child's photo for the purpose of promoting JICS.

Non-Discriminatory Policy

JICS recruits and admits students of any race, color, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. JICS does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, and other school administered programs. JICS will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

Personal Property

JICS is not responsible for personal property left in student desks, classrooms, campus buildings, grounds, or facilities.

Selling Items at School

Students are not allowed to sell any items at JICS or JICS sponsored activities unless authorized by the administration. A student or his/her parent may request authorization in writing which must be approved by the administration. JICS does not endorse the sales nor the items sold.

Textbooks

Textbooks are issued to students at the beginning of the year. Students must return them at the end of the year in the same condition they were issued. A fee will be assessed for damages. Students will be charged the full price of any books that are lost.

Visitors

All visitors to the school must sign in at the office and receive a visitors' badge to enter the classroom for observation or participation.

Volunteers

JICS encourages parents to volunteer in a variety of areas. All volunteers must adhere to the JICS Student Protection Policy, complete the Volunteer Application Form, and sign in at the Front Office. Volunteers who

chaperone field trips must also adhere to the JICS Field Trip Guidelines. Neither volunteers nor parents are permitted to bring other children while volunteering unless approval is given by the administration.

Website

For information about James Island Christian School including forms, Athletic updates, etc., go to www.jics.org.

Technology Policy

Proper use of technology, including the Internet, is an important component in the continuing education of 21st Century students. JICS recognizes that our information-based world is becoming increasingly complex and students who are skilled in creativity, critical thinking, communication, collaboration, and information technologies will be better prepared to be successful citizens in the global community. Just as new technologies are changing the world in which we live, they are providing new and positive educational benefits that help students develop these skills. All members of our learning community hold the responsibility to value technology and achieve technological proficiency to prepare our students for future jobs, which currently may not exist.

Our students are living in a world where they have immediate access to information anytime and anywhere. Many students personally own devices with the capability to connect to the Internet which will allow them to learn in their own style and at their own pace. With digital learning, every student can access high quality and rigorous instruction in every subject, thereby, maximizing their opportunity for success in school and beyond.

Information Technology Statement

Digital tools are a valuable means to the desired end of a well-rounded education for our students. JICS has invested in high-speed network access, integrated wireless technology, as well as classroom - based computer labs in order to ensure that teachers are able to integrate the use of web-based resources to enrich the curriculum. There is no expectation or right to privacy or right to freedom of speech when using the school's computer resources, which are the school's property. The use of computers and/or other electronic devices and the network must be in support of education and research and be consistent with the educational objectives of James Island Christian School. Use of the school's facilities for internet connectivity and e-mail is a privilege, not a right. Inappropriate use which includes but is not limited to unauthorized transmittal or improper use of copyrighted materials or materials protected as trade secrets; transmission of threatening or obscene materials; vandalism of computer files; and violation of computer security as determined by the school administration can result in a cancellation of those privileges and also subject the student to other disciplinary action. In addition to the normal definition of vandalism, JICS includes any malicious attempt to harm or destroy data of another user, the internet or any agencies or networks connected to the internet. The creation and/or uploading of "computer viruses" are expressly prohibited.

User Responsibilities

Students are expected to adhere to the following for use of school facilities for the network and e-mail:

1. When using the networks or computing resources of other organization, students must observe the rules of that organization regarding such use.
2. Users should not reveal any personal information including social security number, addresses or phone number(s), nor will the user reveal any personal information of others.
3. Users are reminded that electronic mail (e-mail) is not guaranteed to be private. System Administrators of the network/system have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.
4. Users shall immediately notify a member of the IT staff or a school administrator if they suspect that a security problem with the system/network and/or the network exists.
5. Any attempt to log onto the school's network/system as a System Administrator by someone other than the authorized System Administrator may result in a loss of user privileges at the school and may be subject to disciplinary action by the administration.

6. Any user identified as a security risk by a member of the School Administration/Systems Administrator due to a history of actual or suspected unauthorized access to other computer(s), network(s) or system(s) may be denied access to the school's computers, networks and/or systems.
7. Users shall abide by generally accepted rules of network etiquette, which include but are not limited to:
 - a. Messages to others shall be polite and shall not be abusive.
 - b. Messages shall use appropriate language and shall not use (implied or direct) obscenities, vulgarities, or other inappropriate language.
 - c. Use of the network shall not disrupt use of the network by others.
8. JICS makes no warranty of any kind, whether express or implied, for internet service. JICS will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence or user errors or omissions.
9. Use of any information obtained via the internet is at the user's risk. JICS specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Chromebook Usage

Students and Parents must have a signed Acceptable Use Policy to use the Chromebooks.

Student Activities

Athletics

An inter-scholastic sports program is available to students based on the following:

1. Availability of competitive teams and community leagues
2. Availability of facilities
3. SCISA rules and regulations or other organizations such as Trident Basketball, etc.
4. Sufficient interest to ensure success of each specific program

In order to take part in a sport, the student must adhere to the following:

1. Have completed a registration form
2. Obtain a signed medical release from doctor
3. Maintain passing grades
4. Not have excessive absences
5. Pay the athletic participation fee per sport season

Students failing to comply with the above will be dismissed from the team.

In addition, inappropriate behavior or attitude during any sporting event may result in temporary suspension. The second offense may result in permanent dismissal from competitive play.

Students must attend school for a minimum of four (4) hours to participate in any after-school activity.

Athletic Participation Fees

Athletic participation fees are determined at the beginning of the school. A registration and payment deadline will be established for each sport.

Junior Lion Sports

Junior Lion Sports is intramural sports for students with practices and games on the same day. Program availability depends upon interest and volunteer support. A separate fee schedule is published for Junior Lion Sports.

School Clubs

All school clubs shall be of a nature that enhances and promotes the overall vision of the school. All school clubs and club activities must be approved by JICS Administration and supervised by a faculty sponsor.

Health Practices

Immunizations

The South Carolina Department of Health has established minimum immunization requirements for all pupils enrolled in public and non-public schools. The State of South Carolina requires that a child be excluded from school if requirements are not met. The student will be readmitted when proof of additional immunizations is submitted.

In lieu of an immunization report, parents may present a religious waiver form that has been completed through the South Carolina Department of Health. It must be on the official form provided by SCDHEC. It cannot be downloaded from the internet.

Medication Policy – K5 – 8th

No medication shall be administered by school personnel to any student without a completed Student Medication Form. The parent/guardian must complete this form. This policy includes all prescriptions, over the counter medications, and cough drops. No prescription medications will be administered without being in the original container or with frequency or dosage different than on the label.

Dispensing Medication

Medications should be brought into the school by the parents. Students may not have any medications in their possession. Asthma inhalers or Epi-pens that have been prescribed by the doctor with a form completed by the physician are an exception to this rule. Medications must be in the original container that has the pharmacy information label (with current dates) on the container. The student is responsible for coming to the office at the prescribed medication dispensing time. All medications must be picked up by the parents at the end of the school year. Any medications not picked up will be disposed of.

Other than emergency medications, no medications will be administered to Early Ed Students.

Delinquent Account Policy

Due to the school's dependency on tuition revenue for operational costs, tuition and incidental invoices must be current. The Delinquent Account Policy is effective after the first infraction.

This policy applies to families that are enrolled in auto draft and invoiced accounts. Collection attempts are made beginning on June 1 for a total of 12 collection attempts per school year. If a collection fails, FACTS will continue to attempt on a weekly basis to collect tuition payments.

Delinquent Accounts:

In the event of difficulty in paying a tuition bill, it is the family's responsibility to contact the School Board's Finance Committee through the School Office and be proactive in their tuition management plan. FACTS automatically charges a \$50/month late fee. The School Board's Finance Committee and/or school administration may choose to waive this fee. All requests for exemptions from this policy will be reviewed and approved by the School Board's Finance Committee. If a student withdraws from school with a delinquent account, no school records will be forwarded and their Renweb account will be deactivated, regardless of the number of days delinquent.

1-30 Days Delinquent

The family will receive an email or phone call if a payment is not collected when FACTS makes the first attempt for any given month during the payment cycle. Weekly delinquent account reminders will be sent by the school. No further contact with family will be made unless there is a problematic payment history as determined collectively by the school's administration or the School Board's Finance Committee or the amount remains unpaid after 30 days.

31-60 Days Delinquent:

In addition to the above email – the following will be in effect:

1. Both parents will be required to have a meeting with representatives from the School Board's Finance Committee. The purpose of this meeting is to determine a plan for addressing the delinquent amount and ongoing payments.
2. Families will not be able to use Early Care or After School Care if they have either a tuition payment or incidental invoice that is more than 30 days delinquent. If a child is dropped off or not picked up after notice has been given, parents will be called and expected to come pick students up.
3. School records (including but not limited to diplomas, schedules, transcripts, report cards, test information) will not be released until the outstanding balance is paid in full. Renweb account will be deactivated.

61+ Days Delinquent:

1. All students in the family will be suspended (not allowed to be on campus or allowed to participate in extracurricular activities) until account is paid in full or new payment plan agreement with JICS School Board Finance Committee is up to date.
2. In the event of a suspension, if paid in full within 5 school days and case is reviewed and approved by the School Board's Finance Committee the absences will be "excused". School work will be subject to the policy covering absences as found in Student Handbook.
3. In the event of continued/prolonged delinquent status, the School Board's Finance Committee may also choose to take any of the following steps:
 - a. All students in the family may be unenrolled at JICS. No records will be released until account is paid in full. The student's Renweb account will remain deactivated.
 - b. Use any legal means at its disposal to reclaim funds past due, including the engagement of third-party collection agencies to whom financial details be passed by the school as is permissible by law.

This policy is on file in the in the policy and procedures manual and will be reviewed with past due accounts and appropriate action taken as deemed necessary by the Head of School or other designated administrative personnel.

In addition, students will not be allowed to re-enroll for the coming year until all past due balances are paid in full.

2021-2022 JICS School Board Members

Mr. Brian Dausman
Chairman

Mr. Joe Raya
Vice Chairman

Mr. Jason Batliner
Treasurer

Mr. Chris Hostetler
Secretary

Mr. Russ Miller
Pastor, James Island Christian Church

Mrs. Cindy Hunter
Administration

Mr. Justin Broome

Mrs. Ginger Clay

Ms. Yvonne Miller

Mr. Scott Sandie

Mrs. Katie Runey

Appendix 1: Grievance Process and Appeals of Administrative Decisions

A. Introduction and Objectives. The school seeks to provide a process by which students, parents, and staff can resolve concerns in a timely and effective manner while balancing this with the need for efficient and effective School operations. Toward this end, this policy establishes mechanisms by which grievances should be addressed through informal and, if appropriate, formal means. All references herein to the Head of School include any person assigned as the Head of School's designee.

B. Informal Grievance Procedure. All concerns should first be addressed directly and informally with the persons involved. This includes reasonably notifying those causing and involved in the grievance, allowing them to reasonably respond, and an opportunity to make good faith efforts toward resolution. If necessary, individuals involved are encouraged to seek the assistance of an objective party to assist with informal resolution.

C. Formal Grievance Procedure. Persons must seek informal, timely resolution before filing a formal grievance, unless doing so is not reasonably feasible, would be futile, or if formal grievance procedures are legally required. The grievant may then file a formal grievance with the Head of School within 10 school days after the last informal attempt at resolution; if informal resolution is not required, the employee shall file the grievance within 10 school days of the last instance causing the grievance.

The formal procedure shall be initiated by submitting to the Head of School a written request for redress that succinctly states the specific grievance(s), the supporting facts, the basis in Board policy or law (citing specific policies or laws), the requested relief, and the efforts made to resolve the matter informally. The Head of School may require submission of an approved form for such grievance filing.

The Head of School shall determine whether informal resolution requirements have been satisfied or are not required. If the Head of School determines that the grievant is entitled to a formal grievance process, he shall provide a copy of the formal grievance to all other persons implicated by the grievance. The Head of School shall reasonably investigate and consider the matter (which may include meeting with the parties involved and holding an informal hearing) and issue a decision within 10 school days from the date of the grievance is filed; additional time for the Head of School's decision shall be allowed when reasonably required by circumstances. All deliberations shall be held in confidence where feasible and involve only persons in a need-to-know position. A decision by the Head of School under these grievance procedures shall be considered a "final administrative decision."

D. Appeals of Right to the School Board. A person has the right to appeal any final administrative decision affecting a legal interest, and/or an interest of the type listed below:

- (1) Suspension or expulsion of a student for more than 10 days (per School suspension and expulsion procedures)
- (2) An alleged violation of a specified federal or state law.
- (3) The loss or reduction of salary of a school employee under a specific-term contract who is not employed at will; or
- (4) Any other decision that, by law, provides for a right of appeal to the school board and for which there is no other statutory appeal procedure.

Any person seeking a hearing under this section may, within 10 school days after the final administrative decision by the Head of School, request a Board hearing, by submitting to the Board Chairperson a request in writing by certified mail or personal delivery. The person making such request shall also promptly deliver a copy of the hearing request to the Head of School.

Appendix II: Extended Care Program 21.22

Before and after care is provided as a service to our working families. The cost for this service is in addition to tuition. You will register each student (K2-8th grade) for which plan you desire, and your fees will be invoiced across your 10-month tuition payment schedule through your FACTS Tuition Management account. There are two main options for Extended Care:

1. Flat/Annual registration rate over the school year
2. Weekly registration rate 7 days in advance.

Morning care is annual only. Registration is required via a google form sent to all families via Monday Messages. You are required to submit any changes or cancellations in writing 30 days in advance.

Annual Morning Only Option

7:15 – 7:40am

\$15/weekly

Billed Aug-May at \$57p/m*

Late pick-ups are billed at
\$2/minute.

To register, contact
admissions@jics.org to receive the link
for the google form.

Annual Registration Extended Care Options

Annual EC - A

3:15 – 4pm

\$20/weekly

Billed Aug-May at \$76 p/m*

Annual EC - B

3:15-5:30pm

\$60/weekly

Billed Aug-May at \$228 p/m*

Annual EC - C

3:15 – 5:30pm

Fixed 3 days per week (your

Drop Ins are possible in the afternoons on a space available/emergency basis only and are charged at \$18/afternoon. Please contact office@jics.org when this option is needed.

Billed Aug-May at \$137 p/m*

*Monthly is based on 38 weeks of school, divided by 10 months.

Weekly Registration Extended Care Options

Must be registered no later than the 5pm
the Monday prior and is based on
availability.

Full Week

(4 or more days) - A

3:15 – 5:30pm

\$75/weekly

Billed weekly

Daily

(1-3 days) - B

3:15 – 5:30pm

\$15 daily rate

Billed weekly