

2023-2024
Family & Student Handbook
K3 - 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.

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

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 (now known as Cognia) and 2022 full accreditation through the Association of Christian Schools International.

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

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

Sexuality: We believe that God wonderfully and immutably creates each person as either male or female, and that these two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27). Rejection of one’s biological sex is a rejection of the image of God within that person.

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 is 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 parents 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, 2017, 2022)
- International Accreditation through Cognia - 2014, 2017, 2022
- Association of Christian Schools International -ACSI - 2022

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.

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.

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, commits to our Statement of Faith, 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 bachelor's degree or higher. All faculty and staff are active in their local church.

All Early Education teachers meet the DSS requirements, including the number of hours of training and supervised teaching time. When unexpected staff vacancies occur, it may be necessary to have provisional employees. The administration will work directly with these employees to help them meet all DSS requirements. All provisional employees must comply with the required child protection policies, affirm our Statement of Faith, and agree to a Christian code of conduct.

Early Education Program

James Island Christian School's Early Education Program consists of both a K3 and K4 program. Due to DSS requirements, there are guidelines specific to these age groups listed below. All other school policies also apply and are outlined in the K5-8th grade program guidelines.

JICS Early Education Student Tracking Policy

In efforts to account for the presence of each K3 through K4 child, JICS takes detailed records of each K3 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 Elementary Principal.

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 two accidents a week. Students may not come in pull ups.

Early Ed Supplies to be Sent Daily

Backpacks

Each child needs to bring a full-sized backpack to school every day. The backpack serves as a communication unit between teachers and parents. Notes, announcements, artwork, etc. come home in the backpack. Small backpacks are cute, but they are not practical for our purposes. Students should have one complete change of clothes in a labeled Ziplock bag inside the backpack at all times.

Nap Supplies and Toys

All Early Education students have a nap/rest period each school day. Each child should be sent to school with a fitted sheet or nap roll, as well as a blanket each Monday. This will be sent home each Friday to be washed and returned for the following week.

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: K3 students may bring in a special blanket or security stuffed animal if needed during nap time (no bottles or pacifiers).

K5- 8th Grade Program

Academic Policies and Procedures for Lower and Middle School

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.

Homework Policy

Homework is regularly assigned. The amount and time required increases with age and grade level, to a maximum of 60 minutes in grades 6 - 8. Students will not be assigned homework on Wednesdays to allow for church event participation. Weekend homework will be limited. 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 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 3-8 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 3 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 tests/quizzes and turning in projects, according to the make-up work policy. For scheduled absences, please notify the student's teachers in advance so work can be obtained in advance.

Examinations and Evaluations

No more than 2 Tests, Quizzes, or Projects will be given/due on the same day.

Grading and Reporting

3rd - 8th Core Classes	K5 - 2nd Core Classes	K5 - 8th Conduct, K5 - 5th Specials
A = 100 - 90	3 = Consistently Demonstrated	E = Excellent, Exceeds Expectations
B = 89 – 80	2 = Developing	S = Satisfactory, Meets Expectations
C = 79 – 70	1 = Needs Improvement	N = Needs Improvement, Does not Meet Expectations
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. 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.

Progress Reports are issued at mid-quarter and 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 and Eligibility for Extracurricular Activities

Grades are monitored at the midpoint and end of each quarter. A student with a grade in any subject below 70 will be placed on Academic Probation. A student on Academic Probation may not participate in extracurricular activities/competitions or athletic practices/competitions. A student with a grade in any subject below 60 will be ineligible for participation in extracurricular activities or athletic teams for the remainder of the season.

Academic Probation:

- A grade below 70 will result in academic probation and will be communicated to the student and parent by the appropriate administrator.
- Students will not be permitted to participate in practices/meetings/game play.
- Student progress will be monitored with the help of teachers and parents.
- Administration will review grades two weeks after probation to determine if a student may be reinstated to an athletic team.

Academic Ineligibility:

- Any grade below 60 will result in academic probation and the student being ineligible for the remainder of the season. This will be communicated to the student and parent by the appropriate administrator.
- Students will not be able to participate in any extracurricular activities/practices while ineligible.
- The teacher(s), student, student’s parent(s), and the appropriate administrator will set up a conference to create a strategy for success to help support the student in obtaining reinstatement for future activities/sports.

Principal’s List and Honor Roll

Each quarter, students in grades 3 - 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. Honor Roll distinction is awarded to students earning "A's" and "B's" in each subject and either "E" or "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. While behavior alone will not determine promotion, it can be used as one factor of consideration.

Transfer 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.

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.

Standardized Testing

MAP Growth testing is administered three (3) times per year in grades 1 – 8 and twice in K5. 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 may not exceed 10. JICS does not differentiate between excused or unexcused absences.
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 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. Please note that K3 and K4 students should also be in class by 7:55.

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 and needs a pass from the office. Each student is allowed five tardies to school with no consequence. They will receive a warning letter on 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 extracurricular 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 the 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 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.

Health Policies and In-School Illness

We want to make every effort possible to protect the health of your children while they are at school. Please do send your child to school if he not /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 return to school the next school day after being 24 hours after the last sign of diarrhea)
- Vomiting (child may return to school the next school day after being 24 hours after the last sign of vomiting)
- Fever (child may return to school the next school day after being 24 hours without fever). Fever is a temperature of 100.4 or higher.
- Conjunctivitis "Pink Eye" (child may return the next school day after being on an antibiotic for 24 hours)
- Rash (child must be rash free for 24 hours before returning to school)
- Ringworm (child may return to school the next school day after being on antibiotic for at least 24 hours)
- Strep Throat (child may return to school the next school day after being on antibiotic for at least 24 hours)
- Lice (complete home treatment before returning to school)

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 and you will be asked to pick up the child within an hour. This is at the discretion of the teachers and the administration. Always make certain we have up to date phone numbers where you can be reached.

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.

Also, certain events (facility, weather, political, etc.) may cause JICS to close even when Charleston County Schools are open. These decisions will be made by the Head of School.

Extended Care

Students may attend extended care before and after school Monday - Friday. Extended Care is closed when JICS is closed. There is no before care on late start days and no after care on early dismissal days. Please refer to the extended care enrollment documents and Appendix II for more information.

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.

Afternoon carpool will begin at 3:00 pm and will conclude by 3:10 pm.

Students picked up after 3:10 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.

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.), text messaging, and personal cell phones 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. The parent or teacher may request additional conferences 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 for Others** – “Love your neighbor as yourself” (Matthew 22:39) is played out in how you respect your classmates. Mutual respect between each student 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, vapes, e-cigarettes, or unauthorized controlled substances.
3. Any material containing pornographic content.

Conduct Standards

Students found to be involved in behaviors that conflict with the school's Statement of Faith or Code of Conduct, even when outside of regular school hours, on weekends, or during the summer, will be subject to expulsion from JICS by review of the JICS School Board. Below are sample behaviors that may result in expulsion. These behaviors may include, but are not limited to:

1. Smoking (i.e., cigarettes, vapes, e-cigarettes, etc.)
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. Any sexual activity outside of marriage
7. Possession of an illegal weapon
8. Involvement with law enforcement that results in arrest
9. Violation of the technology or online standards policy, including cyber bullying

Online Standards

Students who electronically transmit inappropriate information via email, text message, group chat, or social networking sites (i.e., Facebook, Twitter, Instagram, Snapchat, TikTok etc.) or participate in cyber-bullying will be subject to discipline pursuant to the level offense the communication contains. All other behavior and conduct standards apply to online as well.

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, mission, and religious beliefs. 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 students 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 practices/competitions until the probationary period has ended.

Out-of-School Suspension

Students will not be allowed on the JICS campus or at JICS sponsored activities during the duration of the suspension. Days missed are considered unexcused absences; thus, assignments cannot be made up, resulting in a zero (0). Exceptions may be granted by administration for making up tests.

Expulsion

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

K5 - 2nd Grade Discipline System:

Teachers in grade K5 - 2nd will implement an in-class system with behavior indicators and incentives. These behavior systems will focus on teaching and reinforcing behaviors for learning with correction being instructive through a biblical lens. The teachers will work with the parents to reinforce these positive behaviors when infractions become a consistent pattern. Within the classroom system, the teachers can also take any of the following actions:

1. Teacher / Student Conference
2. Notify the parent(s)/guardian(s) in writing
3. Age-appropriate consequences (seat change, laps, lunch/work detention, etc.)
4. Send student to the office

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

1. Teach, correct, reinforce behaviors for learning and pray with student
2. Notify parent(s)/guardian(s) using Renweb
3. Age-appropriate consequences
4. 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.

3rd - 8th Grade Discipline System:

Behavioral Violations

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

Level 1 Offenses

- Disruption of Class
- Basic Disobedience
- Littering or Minor Damage (requires cleanup or maintenance)
- Sharing Food
- Tardies to non-homeroom class (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 (name calling, teasing, gossip)
- Possession of electronic devices, i.e., cell phones, smart watches, tablets.
- PDA 2 (inappropriate hugging, touching, etc.)

Level 3 Offenses

- Lying or defamation
- Bullying (intentional and repeated 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; see p. 14 for a more exhaustive list)
- False fire alarm or threat of any kind
- PDA 4 (any sexual activity outside of marriage)
- Harassment 4 (legal ramification: physical, verbal, sexual, mental, cyber, etc.)

Behavioral consequences coincide with 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 judgment 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. Admin Detention w/ Parent Contact
5. Parent Conference + Admin 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 + Admin 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' person, lockers, backpacks, 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, computers, etc. Law enforcement will be notified when necessary.

Dress Code Violation Consequences

1. Warning
2. Written Warning w/ parent signature

3. Teacher Detention (Grade 3+) & Parent to bring alternative to school
4. Admin Detention (Grade 3+) & Parent to bring alternative to school
5. Parent Conference each occurrence w/ Admin discretionary consequence

Student Dress Guidelines

K3 and K4 students do not wear uniforms for the 2023-2024 school year. K3 and K4 students should attend in appropriate play wear (Note: Beginning with the 2024-2025 school year, uniforms will be worn in K4). Please label all gym clothes and outerwear.

Girls K5 - 8th Grade	Boys K5 - 8th Grade
<p><u>Uniform Choices</u></p> <p>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></p> <p>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></p> <p>-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, crocs, or light up shoes) 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, navy or gray crew neck sweatshirt, or 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> Shorts & Shirts</p> <ul style="list-style-type: none"> • Gray T-shirt or Crew neck sweatshirt with JICS logo • Blue athletic shorts or 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 expected to conduct oneself in accordance with his/her God created sex and may not dress in such a way as to willfully reject one's sex (Genesis 1:27).

1. Appearance must be neat, clean, and modest – not drawing attention to self.
2. Clothes must be in good repair and of an 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

Bullying and Harassment

Bullying is physical, verbal, or psychological behavior that is repeated over time with the intent to cause harm. Harassment is when the speech or actions are so severe or hostile that they interfere with a student's well-being or their ability to receive an education (as defined by the penal code of Charleston County). Both bullying and harassment can be done in person or through online formats such as text messages, group chats, and social media.

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.

Abuse and Neglect

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. Child abuse is "any person under the age of 18 who is believed to have been harmed or at risk of harm by their parents, guardians, or other caregivers." This can include physical, sexual, or emotional abuse, or exposure to domestic violence. "Neglect is when a parent or guardian does not provide for the basic needs of a child, though capable of doing so. Neglect can include not meeting physical, medical, educational, or emotional needs."

[Report Child Abuse and Neglect - South Carolina Department of Social Services \(sc.gov\)](https://www.sc.gov/Departments/Social-Services/Child-Abuse-and-Neglect-Reporting)

Cell Phones and Smart Devices

Students in grades K3 – 5th grade may not bring a cell phone or smart device (including watches, Bluetooth headphones, or tablets) to school unless priorly approved for management of a health condition. Students in grades 6th – 8th may bring a device 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

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. We will have monthly training or drills related to emergency/disaster situations, including fire, tornado, and lockdown.

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

K3 and K4 students do not attend off campus field trips and do not use school transportation.

K5-8th grade 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. Field trip fees must be paid in advance of the field trip.

Lockers

4th – 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 or personal property left in student desks, classrooms, campus buildings, grounds, or facilities. All items found will be stored in the Lost & Found Collection Sites and periodically sorted. Everything not claimed will be donated to the needy.

Lunch Program

- **Early Ed**
 - The Early Education Program is a NUT FREE environment.
 - All students should bring a snack, lunch, and water bottle to school daily. Note: Early Ed does not order lunches through Renweb.
- K5 – 8th
 - All students should bring a snack, lunch, and water bottle to school daily.
 - Students may purchase lunch through third party vendors 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.
 - Lunches are purchased through Renweb during specified dates each month. Watch Monday Messages for ordering dates.

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 the school. If you wish to change your permissions, please contact admissions@jics.org.

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. Visitors will be required to present a state issued ID and follow all rules/dress guidelines.

Volunteers

JICS encourages parents to volunteer in a variety of areas. All volunteers must adhere to the JICS Student Protection Policy, agree to the Statement of Faith, accept our Code of Conduct, complete the Volunteer Application Form, and training process, 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.

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, and student computers 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 and behavioral standards 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 organizations, 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 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.

Security/Video Footage Policies

JICS/JICC has audio/video surveillance throughout campus to include entrances, hallways, classrooms, and supplemental buildings to bolster staff and student safety. No surveillance continues into bathrooms or locker rooms. While the surveillance system is thorough, there are reasonable limitations to its usefulness and effectiveness.

JICS Administration will review video surveillance as deemed needed by administration or law enforcement. Parents may request to see video surveillance in instances of Level 3 and Level 4 disciplinary actions, or similar elementary behavioral/safety instances. Video will not be shared in instances infringing upon the reasonable privacy rights of staff or students or if reviewed video does not show the incident in question. Parents will be asked to come to the school to view the video in person and will not receive a video file .

Note: Video requests need to be made in writing to either the Dean of Students or Elementary principal within 3 days of the incident in question. Video is only saved for a short period within the security system. Requests made beyond the 3 day mark cannot be accommodated.

Student Activities

Athletics

An interscholastic 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
5. Sufficient coaching/supervision available

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

1. Have completed a registration form
2. Have an up-to-date sport physical
3. Not be on Academic or Behavior Probation
4. Not have excessive absences
5. Pay the athletic participation fee per sport season

Students are eligible to participate on sports teams associated with their biological sex in accordance with the religious beliefs of JICS.

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.

Please see the Athletic Handbook for additional information.

Athletic Participation Fees

Athletic participation fees are determined at the beginning of school. A registration and payment deadline will be established for each sport. Fees must be paid before beginning to practice.

Junior Lion Sports - K5 - 5th

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 - K5 - 8th

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. Some clubs will have a fee which must be paid in advance of participation.

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

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.

- K5 – 5th grade emergency medications (epi pen, asthma inhaler) will be stored in the classroom emergency bag and transported to specials or other areas.
- 6th – 8th grade emergency medications may be kept by the student, after completing the above-mentioned medication forms.

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.

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 once the account is up to date. 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. All responsible parties, where possible and unless otherwise agreed, will be required to have a meeting either in-person or via phone with a representative 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. In the event that 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/athletic activities) until the account is paid in full or a 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 the case is reviewed and approved by the School Board's Finance Committee the absences will be "excused". Schoolwork will be subject to the policy covering absences as found in the Student Handbook.
3. In the event of repeated/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 the 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 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.

2023-2024 JICS School Board Members

Mr. Lewis Campbell

Board Chair

Mr. Chris Hostetler

Vice Chair

Mr. Tim McAdams

Treasurer

Mr. Russ Miller

Pastor, James Island Christian Church

Mrs. Cindy Hunter

Administration, Ad-Hoc Member

Mr. Justin Broome

Ms. Cindy Brown

Mr. Derik Hemingway

Mrs. Jenny Justice

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 23-24

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 (K3-8th grade) for which plan you desire, and your fees will be invoiced across 10-months (August - May) through your FACTS Tuition management account. You will be billed on the 1st of each month.

The Extended Care Program will operate Monday through Friday beginning the first day of school and continue until the last day of school. There will be no Extended Care Program on school holidays. Additionally, there will be no morning care on late-in days and no afternoon care on early release days.

In order to register for extended care, please fill out the Extended Care Google Form. Families are required to submit any changes or cancellations in writing 30 days in advance or they will continue to be billed.

Morning Only Option

7:15 - 7:40 AM

\$15/weekly

\$57/monthly

Extended Care Options

Option A:

3:15 - 4:00 PM

\$20/weekly

\$76/monthly

Option B:

3:15 - 5:30 PM

\$60/weekly

\$228/monthly

Option C:

3:15 - 5:30 PM

Fixed 3 days per week (your choice)

\$36/weekly

\$137/monthly

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