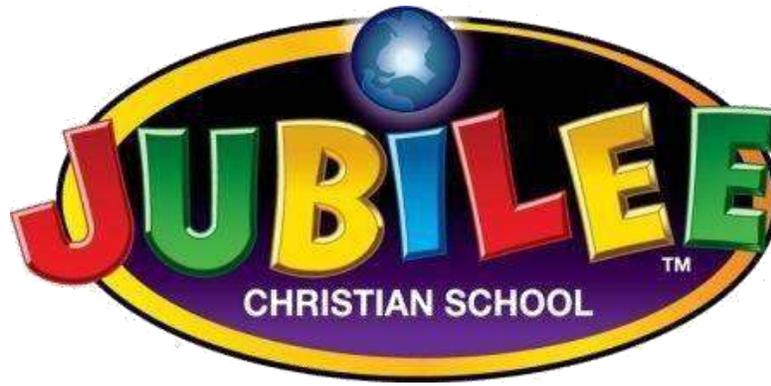


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# JUBILEE CHRISTIAN SCHOOL

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## Parent/Student Handbook

### 2022-2023

It is the policy of Jubilee Christian School (JCS) to maintain a school environment that is free from discrimination.

Jubilee Christian School admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and local programs, and athletic and other school-administered programs.

**Jubilee Christian School**  
763 N. Sunset Ave.  
West Covina, California 91790  
(626)732-1500  
[www.jubileechristianschools.org](http://www.jubileechristianschools.org)

## School Hours

### PRESCHOOL

HALF DAY 7:30AM – 12:30PM

FULL DAY 7:30AM – 3:30PM

EXTENDED DAY 6:30AM – 6:00PM

### KINDERGARTEN – 5<sup>TH</sup> GRADE

REGULAR DAY 8:15AM – 3:00PM

### MIDDLE SCHOOL

REGULAR DAY 8:15AM – 3:15PM

### KINDERGARTEN – 8<sup>TH</sup> GRADE EXTENDED CARE PROGRAMS

AFTER CARE 3:45PM – 6:00PM

MAIN SCHOOL OFFICE 7:30AM – 5:00PM

MINIMUM DAY 1:45 PM DISMISSAL

# MISSION STATEMENT

Our mission is to challenge each child to reach his or her full intellectual, spiritual, creative, physical and social potential through a fully integrated curriculum. We believe that childhood is “a Journey and Not a Race.” We encourage students to become life-long learners by developing intellectual curiosity and a thirst for discovery and achievement. We strive to create a diverse community that fosters mutual respect, Christian Values and social responsibility, enhanced by a strong partnership between home, school, church and community.

## Philosophy

Jubilee Christian School was established to provide a safe and secure place for children to grow and learn throughout their preschool, elementary, and middle school years. Jubilee’s Christian-based environment is designed to encourage and grow strong Christian leaders. We believe that each child who enters our school is a special and unique gift from God.

Jubilee provides a loving environment integrated with a carefully supervised and well balanced program of activities and curriculum. The Preschool, Elementary and Middle School adhere to the National and California Common Core Content Standards. We believe in high academics and provide an environment where every child can reach their full potential. We invite parent participation and consider it our privilege and responsibility to partner with parents to help each child become the very best at what the Lord would have them pursue.

We believe that teachers who demonstrate a strong Christian walk filled with the fruit of the Holy Spirit, combined with a balanced and positive attitude, are best suited to teach children. All members of our staff have accepted Jesus Christ as their personal Savior, are active in church, and believe that they have been anointed by God to teach children.

All staff members also meet or exceed the approved standards for education and experience set forth by the State of California. In addition, our staff members pursue further professional growth by means of continued education and seminars.

Jubilee Christian School is a member of the Association of Christian Schools International (ACSI). We are accredited with the Western Association of Schools and Colleges (WASC).



# Statement of Faith

We believe the Bible, composed of the sixty-six books of the Old and New Testaments, to be the inspired Word of God (2 Timothy 3:16). It is the final authority for all matters of faith and practice. In other words, it is the revealed will of God concerning what Christians should believe and how they should live. The Bible is our ultimate statement of faith.

There is only one, true God, eternally existing in three distinct personalities: the Father, the Son and the Holy Spirit. These three are one God, having the same nature, attributes, and perfections, and are therefore worthy of the same worship and obedience. God is the Creator, Sustainer and Ruler of the universe. (Genesis 1:1, 26-27;; Deuteronomy 6:4; 1 Timothy 2:5; Psalm 90:2; Matthew 28:19; 1 Peter 1:2; 1 Corinthians 13:14)

Jesus Christ is the Son of God, meaning He is coequal with the Father. He is the expressed image of the invisible God and Creator of all things. He became a man, being born of the Virgin Mary, and lived a sinless life. Consequently, Jesus offered Himself as the perfect sacrifice for the sins of all people by dying on a cross. He rose bodily from the dead after three days, demonstrating His victory over sin and death. He ascended to heaven, is seated in authority, and will return again to earth to reign as King of Kings and Lord of Lords. (John 1:1-5, 14, 5:18; Colossians 1:15-20; Hebrews 1:1-3, 4:14-15; Philippians 2:5-11; Isaiah 9:6; Matthew 1:22-23; 1 Corinthians 15:3-4; Acts 1:9-10)

The Holy Spirit is coequal with the Father and the Son. He is Creator and is present in the world to convict people of their sin and make them aware of their need for the Savior-Jesus Christ. People are regenerated (born again) by the Holy Spirit, and He lives in believers to manifest the character of Christ. (Genesis 1:2; John 14:16-17, 16:7-13; Acts 1:8, 5:3-4; 1 Corinthians 2:10-14, 12:3-11; 2 Corinthians 3:17-18; Galatians 5:22-25; Ephesians 1:13, 5:18)

## Expected School Wide Learning Results

**“Train up a child in the way he should go, and when he is old he will not depart from it.” Proverbs 22:6**

### **Journey of Scholars**

A life-long learner’s journey for excellence begins at birth with a curiosity and thirst for discovery and achievement. Students develop skills to help them grow academically and assist them to achieve mastery of high levels in academic standards. *Proverbs 18:15 “The heart of the discerning acquires knowledge, for the ears of the wise seek it out.”*

### **Christ-centered Leaders**

Through a Christ-centered education, students learn the Word of God and how to apply it in everyday situations, which leads to personal salvation and a discerning lifestyle that honors God. Students show Christ’s light in diverse environments and consider the interest of others above their own. *2Timothy 3:16-17 “All scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness, so that the servant of God may be thoroughly equipped for every good work.”*

### **Skilled Thinkers & Problem-solvers**

Students are complex thinkers with creative problem solving abilities. They approach problems with godly wisdom and persevere in solving them as well as transfer learned skills to new situations. *James 1:12 “Blessed is the one who perseveres under trial because, having stood the test, that person will receive the crown of life that the Lord has promised to those, who love him.”*

# School Wide Policies

## Student Health

We are concerned about the health of your child, as well as that of other children in our care. The State Department of Health and Welfare requires a physical examination and verification of immunizations upon enrollment.

**Please do not bring your child to school when they are sick.** Please examine your child each day before bringing him/her to school. Please watch for any unusual behavior such as crankiness, fatigue, loss of appetite, listlessness, etc. This may be the beginning of an illness.

Our staff will ensure that each child is healthy by doing a morning health inspection on a daily basis. Additional attention will be given to those who have been absent because of illness. The adult bringing the child to school is to remain until the child is inspected and accepted. **If a child has been ill through the night, please keep them home.** If a child is out due to illness or contagious disease, please call and inform the front office (626) 732-1500. For the protection of all children, a doctor's note is required for absences following any serious illness.

The Administration will determine if a child is too ill to remain in school. A child experiencing the following symptoms is not to come to school and, if they are at school, will be sent home:

- A fever of 100.4 or higher
- Possible contagious skin or eye infection (unknown rash)
- Head lice
- Diarrhea (will be called when child has one incident)
- Vomiting (one incident)
- Green or yellow discharge from nose, which indicates a possible infection
- Difficulty breathing
- Any contagious disease

If a parent/guardian is contacted for pick-up due to illness the ill child must be picked up **within 60 minutes**. If a parent/guardian cannot be reached within 10 minutes, calls will be made to individuals on the student's emergency pick-up list. Please ensure that you have several individuals who are available in the case of emergency and can reach the school within 60 minutes.

If a child is sent home with a fever, diarrhea, or vomiting; he/she must be symptom free for at least 48 hours before returning to school. Please note: There is no credit given for absence due to illness.

### Communicable Diseases

A doctor's clearance note is required for the following illnesses: Pink Eye, Impetigo, Strep Throat, and Mononucleosis. Students with the Chicken Pox virus may not attend school until vesicles are scabbed over. Parents will need to bring their child to the school administration office for clearance before they may be dropped off. All other communicable diseases not listed will be handled on a case-by-case basis.

### COVID-19 Modifications

The Administration will follow guidelines provided by the CDC and the Local Department of Public Health in order to determine the level of modifications necessary during a pandemic. During the COVID-19 pandemic, and as ordered by local agencies, all students will be screened prior to facility entrance through a

temperature and symptom check. Parents are required to inform the school if their child is experiencing cough, shortness of breath, fever, or any other symptoms. If a child is experiencing any of these symptoms, or has been recently exposed to anyone experiencing these symptoms, or with a positive COVID-19 test, they must remain home for the self-quarantine period required by the DPH Health Officer Order.

### **Medication**

No medications will be administered without written approval and instruction from the child's parents and in accordance with the directions on the manufacturer's label. Medications can only be administered with written instructions from the child's physician. Should your child need to be given any type of medication during the time he/she is in school, the following steps are required:

1. The parent must fill out an **Authorization to Administer Medication/Release Form** available through the school office. If we are requested to administer prescription medication, the appropriate section must also be completed by the child's physician. Bring all medication to the Administration office with the Authorization Form.
2. All medication must be in the original container with the printed directions on the container. Student's name must be printed on the medication and Authorization Form with the number of times and days for the medication to be administered. Students are not permitted to have medication in their possession while at school. **This includes cough drops.**

### **Immunizations**

*"No Shots-No school"* is in effect statewide. A copy of immunization records must be submitted with all new applicants. Failure to have necessary shots and/or other required forms may delay your child's start of school. Immunization for the student against Polio, DPT (Diphtheria, Pertussis & Tetanus), MMR (Measles, Mumps & Rubella), Chicken Pox, HIB and HBV is required before attendance in any school in California. The State of California Department of Social Services and Health require that immunization forms be reported. All immunizations are required to be brought up-to-date within one month of acceptance. Depending upon age at the time of enrollment, the following immunizations are required:

#### **Preschool Requirements**

- Polio
- Diphtheria, Tetanus, and Pertussis (DTap)
- Haemophilus influenza type b
- Measles, Mumps, and Rubella (MMR)
- Hepatitis B
- Varicella (Chickenpox)

#### **Kindergarten Requirements**

- Polio: 3 shots; if received before 4<sup>th</sup> birthday, must have 4<sup>th</sup> shot
- DPT/DtaP/DT/Td: 4 shots; if received before 4<sup>th</sup> birthday must have a 5<sup>th</sup> shot.
- Hepatitis B: 3 doses for kindergarten entry and 7<sup>th</sup> grade entry.
- MMR: 2 doses - both given on or after 1<sup>st</sup> birthday for kindergarten entry.
- Varicella: 1 dose given on or after 1<sup>st</sup> birthday but before school entry.
- TB: Need a test if received before September 1<sup>st</sup> of that school year.

#### **First Grade through Sixth Grade**

The Report of Health Examination Form, a California requirement, is to be completed and signed by your child's doctor. Students entering first grade and above are required to submit a copy of their immunizations with the registration packet.

### **Seventh Grade and Above**

In addition to the requirements for first through sixth grades, students entering seventh grade or eighth grades must show proof of a Tdap vaccination after the age of 10 years old.

### **Emergency / Disaster**

*Emergency Health Office Forms and Student Emergency Forms* with current emergency telephone numbers are required to be updated annually. These forms must be completed in full during online enrollment on/before the first day of school.

*Only* people whose names are listed on the emergency form will be allowed to pick up students. The parent or guardian is the only person who can authorize the school to release the child to another individual. If the adult picking up your child is unfamiliar to our staff, we will require a picture I.D. to be shown before the child will be released. If at any time your emergency information changes, *please notify the school administration office immediately.*

Each student is required to bring their own earthquake/emergency kit (K-8 Grade Only). The kit is held in their classroom and returned at the end of the school year. A letter containing the kit's contents is sent out with the summer email or is available in the school office. Emergency kits are due on/before the first day of school.

## **General Policies**

### **Animals/Pets**

It is occasionally educationally desirable to observe animals; however, we request that parents not permit their children to bring any animals or pets to school unless a teacher requests that they do so. In addition, for the safety of our students we ask that parents not bring their dogs/pets on campus.

### **Lunch Purchase**

Lunches may be either brought from home or purchased through our catering company, Cater Tots. Lunches are ordered on-line through their website [www.catertots.org](http://www.catertots.org). Please note that Cater Tots does not provide emergency lunches. **If a child is in need of an emergency lunch the cost will be \$10.00** for a Lunchable, snack, and a drink provided by Jubilee. Lunches brought after the start of the school day must be checked in at the School Office. If lunch is not received by the start of a child's lunch recess you will be billed for an emergency lunch. Payment is to be made on FACTS Tuition/ProCare.

Children's lunches from home are to be nutritious and healthy meals. Since there is no availability to heat or refrigerate foods, children may bring a thermos or ice container. Lunches must be clearly marked with the child's first and last name. Due to the number of allergies amongst individuals, **peanuts and all peanut products are prohibited.** The sharing of food amongst peers is prohibited for all ages.

### **Food for Classroom Parties/Celebrations**

All food items brought in for the purposes of sharing with other students during classroom parties and/or celebrations must be peanut free. We require that all items be commercially prepared and packaged. Ingredient lists must be available so that students with food based allergies may avoid consuming certain foods. Please provide a lunch for your student on class party days unless stated otherwise by the teacher. Parties and celebrations must be scheduled with teachers in advance.

### **Classroom Visitation**

#### **PURSUANT TO STATE EDUCATION CODE, ALL VISITORS MUST REGISTER AT THE OFFICE BEFORE ENTERING A SCHOOL CAMPUS.**

We are proud of the educational program being carried out at Jubilee Christian School. Parents/legal guardians are encouraged to visit classrooms and volunteers are welcome (this may or may not be impacted by local health and safety guidelines). The Administration has the right to restrict campus visit/volunteers at any time. In order to maintain a safe environment, any volunteer which is not a parent or legal guardian of a Jubilee student must complete a [volunteer application request](#). Once approved to volunteer, all volunteers and parents should adhere to the following guidelines:

- As small children are often distracting to regular classroom work, parents are not to bring younger siblings in visits.
- When visiting, all individuals must check in at the office and obtain a visitor's badge. It is very important, for safety precautions, that the office be aware of the identity and locations of anyone on the school campus.
- Remember that visitation/volunteering is not to distract either students or staff. If you have a need to discuss any matters with your child's teacher, please schedule a conference time.

### **Confidential Student Records**

Confidential student records may not be shared publicly. Parents/Guardians may request to view their child's cumulative folder in the presence of a site administrator. Student records may not be photocopied or released to a parent or guardian without a written request. School documents require a legally valid request for release.

### **Lost and Found**

#### **Parents are urged to label all personal items with their child's name for easy identification.**

Lost and Found is located outside of the Main Jubilee Office. If your child has lost something, please check the lost and found to see if it has been turned in. Parents are welcome to come and check the lost and found any time. The school will donate all unclaimed lost and found articles to charity at the **end of each month**. Items such as glasses, jewelry, and electronics will be kept in the school office.

### **Electronic Devices**

Students are not permitted to use electronic devices, including smart watches, on campus during the school day. Students needing to make necessary phone calls may do so through the school office. Visible electronic devices will be confiscated by staff members, turned in to the school office and returned to the student at the end of the day. This includes ear buds and headphones. Students who repeatedly display and/or use electronic devices on campus will have them confiscated and will receive disciplinary action. The student's electronic device will be held in the school office until a parent/legal guardian comes to pick up the item.

The school is not responsible for lost or stolen items, including cellular phones, or any other electronic devices brought to school.

### **Permission for Use of Student Photographs/Videos**

Photographs, slides, film, and other visuals and audio of students, parents, relatives, faculty, staff, administration, and others are taken in the classroom, on campus, and during other Jubilee Christian School activities, trips, and events (on or off campus) throughout the year. Some of which are published or used in publications, promotional and other materials for the school, and other related or community organizations.

By signing the Admissions Application, students and parents give permission for these photos/videos to be used in this manner. If you do not wish for your child to be photographed or in videos, please inform administration.

**Changes to Scheduled Days of Operation**

A yearly school calendar is made available prior to the start of each school year. Every effort is made by Jubilee Administration to minimize changes to the yearly calendar provided; however, if a change is necessary which involves the scheduled operations of the school (closure, minimum day), a minimum of 2 weeks notice will be given to enrolling families in writing. Should a state or locally mandated closure be put into effect notice will be provided as quickly as possible.

# Preschool

## 18 Months- PreKindergarten

### Admission Requirements

Jubilee Preschool is operated on a non-discriminatory basis. Every child is treated equally without regard to race, color, religion, national origin or ancestry.

We are licensed through the State Department of Social Services to serve the ages of 18 months to five years old. Children must be 18 months of age before starting our program.

It is not necessary for children to be potty trained; however, there is an additional fee and parents will provide disposable diapers and wipes. The additional fee will be eliminated when a child is potty trained and "accident free" for one month.

Every child must have a physical exam by a medical doctor, including a T.B. Test, to be certain that the child is ready for school and in good physical health. Along with a physical, we also require a complete report of the child's medical history that must be submitted prior to admission. We adhere to state licensing regulations regarding immunization records for your child. Immunization records must be current. Parents are responsible for providing any proof of immunization updates as they occur.

An annual non-refundable registration and curriculum fee is required for each child. August is the start of each new school year.

Parents are responsible for keeping the school informed of any changes of address or any other emergency information.

We offer many different schedules, from part-day to extended day, as well as choice of days for attendance (the same days must be scheduled for each week). If a change in schedule is necessary, documentation should be completed and submitted two weeks prior to the change. If a one-time additional day is needed, a "drop-in" form must be submitted and approved by the administration based upon available space. A "drop-in" fee of \$50 will be charged to the active account. No drop-ins or schedule increases will be permitted if an account is past due. Jubilee Christian Preschool encourages students within our Pre-K program to attend five full or half days a week to ensure the highest level of academic excellence and preparation for Kindergarten.

# Financial Policies

## **Tuition**

A non-refundable registration and curriculum fee for each child is payable each year at registration time.

Tuition fees are based on the days your child is registered to attend and are due on the first day of each month. Payment is considered delinquent after the 5<sup>th</sup> of each month. A charge of \$50.00 will be assessed to your account if not paid by that time. Please refer to our Financial Agreement for current tuition and enrollment fees. If tuition is not paid by the 20<sup>th</sup> of the current month, the parent will be asked to withdraw their child from the school. All tuition and late charges must be paid even if the child is withdrawn. Tuition is payable whether the child is present in school or not. Tuition is not prorated for closures or minimum days, nor is it prorated for extended months, which hold additional service days.

## **Change of Schedule**

Students may only attend on the days and times selected upon enrollment. If at any time a change of schedule is desired a Schedule Change Form must be completed two weeks prior to the desired change of schedule start date. Schedule changes must be approved by the administration and are limited to the availability of enrollment space in a classroom. Each student may have two schedule changes during the school year. Each additional schedule change will be charged a \$25 fee upon approval.

## **Drop-In Procedures**

Sometimes situations occur requiring an additional day of preschool which is not a part of your child's schedule. Jubilee Christian School does its best to accommodate the needs of its families. A Drop-In Request Form must be completed and approved by administration at least 24 hours prior to the date desired for the student to attend. A Drop-In fee of \$50.00 will be charged to the student's account for any additional dates of attendance. Drop-In approvals are based upon availability of enrollment space in a child's classroom, and cannot be approved for any accounts carrying a past-due balance. If a child arrives on a day which they are not scheduled for the parent/guardian will be contacted and the child must be picked up within 30 minutes. If the parent cannot be reached, individuals on the child's emergency form will be contacted.

## **Withdrawal**

Our policy requires that all withdrawals, whether before the school year begins or during the year, must be in writing (withdrawal form) with at least a two week notice and will be effective when such notice is delivered to the office. Tuition is still due for that two week period. If a child is withdrawn from the program without a two week notice, tuition will be charged continuously until a letter of termination in writing is received.

## **Vacation**

Families who elect to take up to a two week vacation during summer months (mid-June through the end of August) may do so without withdrawing their child from the school. Vacation must be taken in weekly increments, not daily. **Vacation notice must be given two weeks in advance in order to not be charged tuition cost for vacation weeks.**

## **Termination of Enrollment**

The preschool may dis-enroll a child from the program if the parent fails to comply with school policies and procedures or if the school is unable to meet the needs of the child. Some of those policies include:

- Tuition payment not received by the 20<sup>th</sup> of the current month.
- Behavior causing a significant risk of harm to the health and safety of the other students or faculty.

- Continual late pick-ups: We close promptly at 6:00pm.

## General Information

### Toilet Training

Jubilee Christian Preschool requires an additional fee for toilet training. Children must be fully potty trained for one month without accidents before eliminating this fee. (Refer to financial agreement for current prices). Our toilet training is only offered in our 2 year old classrooms because we provide an aide to help with the training. Children already in our center turning 3, and not toilet trained, will stay in our 2 year old classroom with the aide until they are fully toilet trained and there is room for them to move up to the 3 year old classroom. New students that are 3 years old or older must be toilet trained.

### Snacks

A midmorning and afternoon snack will be provided for your child each day. A copy of the snack menu for the current month is available at the parent information center.

### Holidays

The school will be closed on the following holidays:

New Year's Eve and New Year's Day

Martin Luther King Jr. Day

Presidents Day

Good Friday

Independence Day

Veterans Day

Labor Day

Thanksgiving Day & the Day After

Memorial Day

Christmas Eve & Christmas Day

Some days throughout the year are set aside for staff in-service and preparation. On these days, the school will be closed. Please refer to yearly calendar.

### State Licensing

Jubilee Christian Preschool is licensed under the Department of Social Services. In compliance with the State Social Services regulation 101200.b, the Department of Social Services Licensing Division has the authority to interview children or staff, and to inspect and audit child or childcare center records, without prior consent.

- The licensee shall make provisions for private interviews with any child(ren) or staff member; and for examination of all records relating to the operation of the childcare center.
- The Department has the authority to observe the physical condition.

Our center complies with applicable licensing regulations and standards. These standards relate to our facility, staff, health and safety procedures, nutrition, teacher/child ratios, and recordkeeping. Our center is subject to inspection by the state and city health, fire and licensing officials at any time.

### Communication

It is a mutual responsibility of parents, teachers, and Jubilee representatives to maintain quality communication so that appropriate teamwork may be developed between teachers and parents. Parents are provided general information, schedules, and activities through emails, calendars, notices, Class Dojo and letters. Hard copies may be placed in your child's folder and/or email may be sent home.

**Preschool Access Codes**

Upon enrollment each family is provided an access code to enter the Preschool areas of Jubilee. This code is not to be shared with any individual not listed on your child's emergency form, including anyone under the age of 18. Do not allow others to enter the facility with you if they are not part of your party. Use your code to access preschool areas only. **Your code is not to be used to access the K-8 portion of the facility for any reason.** If it is found that your access code has been shared or compromised you will be provided a new access code. If there are any additional security issues with your secondary code your access code will be revoked and a new one will not be provided.

**Car Seats**

By law, every preschooler needs to be placed in a car seat when riding in the car. Please be sure that anyone who picks up your child from our facility has a car seat. We will not be able to release your child if they do not have a car seat.

**Pacifier and Bottle Policy**

In consideration of germs, contamination, and language development, we have a "no pacifier" and a "no bottle" policy. Students have access to water at all times through drinking fountains or classroom water dispensers.

**Shoe Policy**

All students are required to wear closed toe shoes. All footwear must have a strap around the heel.

## Arrival and Departure

Each day children must be accompanied by an adult into the classroom or play yard. In the morning when attendance is low, children are frequently gathered in one room before they all move to their respective classrooms. We do encourage all the children to arrive by 8:30 am, especially those within the Pre-Kindergarten Program. Arriving on time helps the children to settle in before class begins. ***Children may not be dropped off after 10:00am.*** Parents are to check their child's cubby and folder in the classroom before leaving for the day. When leaving the classroom, be sure to close the door.

### **Checking In & Out**

According to state law, parents are required to clock their child in and out each day. The clock in and out kiosks are located in the front reception area. Parents must submit prior written authorization if someone other than the custodial parents or guardian will be picking up a child from the center. The parent or guardian is the only person who can authorize the center to release the child to another individual. The parent or guardian must provide the names of at least two other adults who have permission to pick up the child in case of an emergency. A fee of \$15.00 will be charged for the first 15 minute increment, or portion thereof, if a child is picked up after their scheduled pick up time. Each additional increment of 15 minutes, or portion thereof, will be charged additional late pick up fees of \$25.00 each. If a child has not been picked up by 6:05pm and there has been no parent communication, we will attempt to contact the parents and the people listed on the emergency cards. If for some reason we cannot reach anyone by 7:00pm, we will contact the West Covina Police Department for assistance.

## Reporting Child Abuse

All Jubilee Christian Preschool employees are mandated by law to report any suspected incidents of possible child abuse or neglect. In some cases, we are directed by the state's child protective agency not to notify the parents of the report. Please understand that we are legally obligated to comply with these guidelines.

## Discipline Policy

Jubilee Christian Preschool uses positive guidance techniques. Every child is unique with their own temperament and, therefore, there is no one technique that will work equally with all children. We are committed to these discipline actions:

- Talk to the child, showing love and patience with eye contact, physical hugs.
- Pray with the child, discussing biblical characteristics applicable to situations.
- Know the developmental level of the child and what is appropriate.
- Value each individual child by talking to and listening to their feelings.
- Make expectations clear (always keeping in mind the age and developmental level of the child).
- Positively redirect child away from situations of conflict.
- When a child is sent to the office for willful disobedience, deliberate defiance, or deliberate destruction and aggression, a note will be sent home explaining the issue or a phone call will be made to the parent(s).
- If a child has frequent discipline problems, a parent-teacher-director conference will be made. Once a behavior plan has been established follow-up meetings will occur between parent, teacher, and administration. If behavior does not improve, suspension or withdraw may be considered.

### **Biting**

Child Development experts say that biting occurs primarily as a result of a child's inability to communicate. Many children are not verbal and may become frustrated by a new experience, such as a new environment, being around other children, sharing, and a different routine.

When a child bites, the following procedures occur:

The child that received the bite will be comforted and the bite area cleaned to prevent infection. An accident report will also be filled out, one will be sent home and one will remain in the child's file. The child who bit will be talked to and redirected. The parents will also be notified and an incident report will be sent home. A child who has recently bit another child will be closely supervised. The identity of the child will be kept confidential.

Most children stop biting after these actions have been taken. For those children who continue to bite, additional techniques to prevent biting may be implemented. If continued techniques are unsuccessful, it may become necessary to remove the child from the preschool, either for a short period of time or permanently.

# Elementary & Middle School Policies

## Kindergarten – 8<sup>th</sup> Grade

### General Information

#### **Communication**

It is a mutual responsibility of parents, teachers, and Jubilee representatives to maintain quality communication so that appropriate teamwork may be developed between teachers and parents. Parents are provided general information, schedules, and activities through Renweb, emails, weekly bulletins, calendars, notices, Class Dojo and letters. Hard copies may be placed in your child's communication folder each Tuesday and/or email may be sent home as needed or upon request. Please do not request personal contact numbers for any Jubilee Staff Members as this is strictly prohibited. An allotted response time of 48 hours is requested in non-emergent matters. **The administration and office staff members cannot be reached via Class Dojo, please use email or telephone to contact them directly.**

#### **Attendance**

Absences: If your child is absent, a written notice or phone call is required upon return to school. If your child is out ill for more than three days, a doctor's note is required before returning to school.

#### Types of Absences:

- *Cleared or Excused:* Parents are to call or email the Administration Office the morning of the absence to be considered excused.
- *Truancies or Unexcused:* Absences that are not cleared with the Administration Office or are without the authorization from parents will be considered unexcused.
- *Pre-arranged Absences:* If circumstances require students to be absent for several days, parents are required to notify the Classroom Teacher and Administration Office at least two weeks in advance to make arrangements to pick up make-up assignments, tests and quizzes. These absences are considered unexcused.

#### Tardies:

- Tardies are considered unexcused unless a tardy is due to a medical or dental appointment (i.e. doctor, dentist, orthodontist, etc). A note or appointment card is required in order for the student to be marked as an excused tardy.
- A student is considered tardy if he/she arrives after 8:15am.
- Middle School students will have attendance taken at the start of each period. Students are tardy if they are not in class by the start of the period.
- Parents may be asked to come in to discuss reasons for tardies and may be asked to sign an attendance contract. Please note this contract will apply to excessive absences as well.

#### **Parent Involvement**

It is our belief that God has given children to parents and that the parents are their children's first and most important teacher. We are grateful for the opportunity to partner with parents in the education of their children. We recognize that the sacrifice to provide Christian Education for your child is a demonstration of a strong concern for quality academics and moral education. We want our programs to reflect parental input as appropriate.

We encourage parents to become involved with their child's classroom activities, school functions, and special events.

### **School Safety**

Every attempt is made to create a safe campus and to be aware of hazardous situations. To assist in ensuring the safety of all students, please respect security measures in place. Report school accidents immediately to school personnel.

### **Sign Out Policy**

Elementary and Middle School Students must be signed out when picked up each day unless they are picked up at the car pick-up area. Only those adults (18 years of age and older) that have been designated by a parent or guardian are allowed to pick up a student. In order to ensure student safety, a picture I.D. will be required if the staff is not familiar with that person.

### **Parking and Student Drop-off/Pick-up Areas**

Students should be dropped off and picked up via the car line in the North parking lot.

For morning drop-off, gates will be opened at 7:45am. Cars should enter through the first north entrance and follow the car line visual provided with school year materials. For the safety of our students, do not cut across the parking lot. **All individuals should remain in their vehicles.** A staff member will approach to assist each child from the car. Students are not permitted to walk into school without a parent or guardian.

Afternoon pick-up is from the North Parking Lot only. Parents need to remain in their vehicle while in the car line. Staff will assist students to their cars from the passenger side entrance. All individuals picking up a student should be prepared with identification and must be on the student's emergency form. If the individual is not recognized by a staff member they may be asked to show proof of identification.

During inclement weather, drop-off and pick-up routines will follow the same procedures with students entering and exiting from Anderson Hall. Parents/guardians are not to walk up to Anderson Hall and shall remain in their vehicles during this time.

As needed during times of heightened health concerns, students will have their temperatures checked prior to exiting their vehicle at drop-off. Students also will be required to wear masks or facial coverings during these times. Parents will be notified of changes to health screenings and requirements via school communications.

### **Car Seats**

We care about the safe transportation of all of our students and recognize the importance of abiding by all laws designed for safety on the roads. Students under the age of eight (8) who are picked up at the car pick-up line, will not be placed into a vehicle without proper safety equipment. If the proper safety equipment is not provided and/or does not meet legal requirements set by the state of California, the child will not be placed into the vehicle by school staff. Parents of those children must pick them up from the office at the end of their school day.

Staff members are unable to buckle students into car seats due to legal restraints, please ensure your child is safely buckled into your vehicle.

### **Field Trips**

Various field trips occur throughout the school year. Field trip notifications are sent by each classroom teacher and can be found on the school website through the parent login. Permission slips and payment can be made online through the parent login as well. If a child will not be attending a field trip their class is attending, they are to remain home for the day, no credit or reimbursement is provided for this day. If a field

trip is utilizing parent drivers, all children under the age of 8 must bring a car booster seat. If you wish to be a driver for a field trip, proper paperwork can be found in the school office.

### **Supplies**

Prior to the beginning of the school year, students receive a supply list of items that are required at each grade level. Teachers may require additional supplies to be provided by the parents.

### **Library**

It is a privilege for students to use the school library. Circulating books may be checked out by students. Teachers may request that library books be left in the classroom and not taken home. Students may check out one book at a time. Books that are not returned, or are returned damaged, shall be paid for, at the current replacement price. It is expected that the library is a quiet place, for reading and studying. Soft voices must be maintained at all times while using the library.

### **After Care**

After Care is available for an additional fee. Students enrolled in After Care participate in additional play and activity time, homework time, as well as special enrichment activities. Students must be picked up by 6:00pm.

## Anti-Harassment Policy

Jubilee Christian School's desire is that students look forward to coming to school to embrace learning. It is school policy that all students are entitled to attend school in an environment that is free from harassment and intimidation. Jubilee is committed to creating an environment that represents the respect and dignity that we all want and deserve.

Harassment on the basis of sex is a violation of federal law. Title IX of the Education Amendments of 1972 protects students from unlawful sexual harassment in all of the school's programs or activities, regardless of who the harasser is. Sexual harassment in a school setting can take two forms: 1) quid pro quo and 2) hostile environment.

Quid pro quo harassment occurs when a school employee causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity; and can also occur when an employee causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct.

Hostile environment harassment occurs when unwelcome sexually harassing conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment. A school employee, another student, or even someone visiting the school such as a student or employee from another school, can create a hostile environment.

Harassment in any form, including cyberbullying, by an employee or another student, will not be tolerated and will be the basis for discipline up to, and including, dismissal from school. Cyberbullying is the willful and repeated use of cell phones, computers, and other electronic communication devices to harass and threaten others. Outlined below are procedures for reporting any type of harassment:

- The student is to tell his or her teacher, parent, or other school employee or administrator (*who is not the offending party*).
- Complaints will be promptly investigated and documented.
- Students shall not suffer retaliation for filing a complaint.
- All reasonable efforts will be made to assure the confidentiality of complaints.

## Financial Policies

**The Registration and Technology/Curriculum/Fine Arts fees are due annually and are NON-REFUNDABLE. The registration and all other fees are due with the application. A schedule of the tuition and fees are included on the rate sheet.**

### **Tuition**

Children are considered enrolled by contract for the entire school year. If a student leaves for any reason, a one-month written notice is required. All tuition payments are to be made through FACTS Tuition. Payments are due by the first day of the month. A late fee will be charged if a payment is received after the 5<sup>th</sup> day of the month. Payment options are outlined in the current admissions agreement. As per parental preference, FACTS Tuition will either email or mail the monthly statement

### **Late Pick up Fees**

Elementary and Middle School Students that are not enrolled in After Care must be picked up by 3:45 pm. Any child not picked up will be charged a \$1.00 per minute late fee until 4:00pm, at which time the child will be charged an Extended Care Drop-in Fee. Any student not picked up 15 minutes late from an after school activity will also be charged a \$25.00 drop in fee. A \$25.00 fee per 15 minute increment, or portion thereof, will be assessed if an After Care Program Student is picked up after the normal closing time of 6:00 pm. If a student has not been picked up by 6:05 and there has been no parent communication, we will attempt to contact the parents and the people listed on the emergency cards. If for some reason we cannot reach anyone by 7:00pm, the West Covina Police Department will be called for assistance.

### **After Care Drop-In**

If a student is not enrolled in After Care but the service becomes necessary, a \$25.00 drop in fee will apply, per service, per day. After Care services can be added by completing an information change form available in the office, or inform the office in writing.

### **Late Payment Fee**

A late payment fee of \$50 per family per month will be assessed if payment is not made in full by the 5<sup>th</sup> of the month and disenrollment may occur after the 25<sup>th</sup> of the month. Late and overdue fees may also apply to Extended Care as applicable.

### **Returned Checks**

A \$30 fee is charged for checks returned by the bank for any reason. Once a check is returned, a request may be made for future payments to be submitted either by cashier's check or money order.

### **Discounts**

Discounts are given to families who have two or more children in our program. Families who have a child in the Preschool and a child in Elementary and/or Middle School will receive the discount for the Preschool Student. Jubilee Christian School reserves the right to discontinue all discounts at any time and without advanced notice to the parents. Discounts are considered on a yearly basis.

### **Illness Credit**

Credit is not issued for days missed due to illness, holiday, or vacation.

### **Refund & Withdrawal Policy**

The registration and curriculum fees are non-refundable. If a parent decides to withdraw their student from the Elementary and/or Middle School program, a Withdrawal Form is to be completed with a one month written notice.

**Disenrollment**

Dismissal of a student may occur under any of the following conditions:

- Tuition payment has not been received and is more than twenty five (25) days delinquent.
- Behavior causing a significant risk of harm to the health and safety of the other students or faculty.
- Chronic or persistent misconduct
- Academic performance

# Academic Excellence

## Curriculum

Children need a well-balanced curriculum that emphasizes spiritual, academic, social, physical, and emotional development. National and California Common Core Content Standards provide the framework for all academic instruction.

### Curriculum Overview

The program of study in all the Elementary/Middle grades includes Bible, Language Arts, Reading, Health, History, Penmanship, Spelling, Science, Math, Music, Art, Technology, Speaking, Physical Education, and Spanish. The National and California Common Core Content Standards provide a complete survey of the course of study for each grade level. Additionally, after school enrichment classes are offered weekly to all students.

### Extra-curricular

#### Enrichment

This program allows students to explore various areas that they may not otherwise be exposed to. There will be a materials fee for enrichment activities. There are additional classes offered by outside providers. Examples of classes that are offered include Mad Science, Art, and Chess Club.

#### Cheer

The Jubilee Cheerleaders have practice after school with performances at games and school shows. The Cheer program is open to 1<sup>st</sup>-5<sup>th</sup> grade. There is a yearly cheer and uniform fee. Information on this program is distributed by the Athletic Director.

#### Athletics

Athletics is offered to students in grades 5<sup>th</sup>-8<sup>th</sup>. Jubilee is part of the San Gabriel Valley Christian Sports League. Students participate in Football, Volleyball, Basketball, and Soccer. There is an athletic fee to be a part of the team. All information is distributed by the Athletic Director.

#### Books

Textbooks are issued to students the first week of school and are recorded in the school's curriculum tracking system. Each child is expected to care for the textbooks and make sure they are not lost or damaged in any way. Torn pages, watermarks, pen or pencil marks, and other damage will require the student to pay to replace the book.

# Evaluations

## Report Cards

Jubilee operates on a system which is divided into semesters. The report cards are emailed home at end of 1<sup>st</sup> and 2<sup>nd</sup> Semesters.

## Parent Conferences

Mandatory conferences are held in the middle of the 1<sup>st</sup> Semester at the time of progress reports. Conferences in the middle of the 2<sup>nd</sup> Semester (progress reports) are only required if requested by the teacher or parent. At any time during the year, a teacher or parent may request a conference to review their student's/child's progress. Jubilee strives to ensure that no parent is ever caught off guard about their child's academic performance and behavior.

## Achievement Tests

Toward the end of each year, standardized achievement tests are given to help the school evaluate its program of instruction in relation to other schools across the country. A copy of the student's test scores is mailed home during the summer months.

## Renweb – FACTS SIS

This is an online communication system that provides parents with their child's information regarding attendance, homework, grades, and classroom information. Parents create accounts at <https://www.renweb.com/Logins/ParentsWeb-Login.aspx> using the email address that the school has on file. FACTS Tuition accounts may also be accessed through the account. Jubilee's district code is JC-CA.

## Grading

The following grade scale applies to K-8th grade academic subject areas and citizenship codes/skill sets:

Letter Grade	Percentage	GPA Grade Scale	Citizenship Codes/ Skill Sets
A+	98-100	4.3	O - Outstanding
A	93-97	4.0	S - Satisfactory
A-	90-92	3.7	I - Improving
B+	88-89	3.3	N - Needs Improvement
B	83-87	3.0	U - Unsatisfactory
B-	80-82	2.7	
C+	77-79	2.3	
C	73-76	2.0	
C-	70-72	1.7	
D+	67-69	1.3	
D	63-66	1.0	
D-	60-62	.7	
F	0-59	0	

**3rd-5th Grade GPA calculations include Core Subjects:** English Language Arts, Bible, Math, Science, Social Studies, and Writing.

**6th-8th Grade GPA calculations include Core Subjects:** English Language Arts, Math, Science, History, Bible, Spanish, and Physical Education.

Report cards are issued when accounts are current. Please check the status of your account prior to report card distribution. Fifth through Eighth grade students must maintain an overall grade average of 70% or higher and/or a "C" or higher in all core subjects in order to participate in any extracurricular school activity including, but not limited to, sports, leadership, or clubs.

### **Honor Roll**

Students in Third through Eighth grades may qualify for Gold Honor Roll (3.8-4.3 GPA) or Silver Honor Roll (3.5-3.79 GPA) at each semester.

### **Homework Policy**

It is our belief that homework contributes to academic growth and self-discipline. It is important that students do their own homework. At times, work that is not finished during class time will be sent home in addition to regular homework.

Homework serves vital purposes as outlined below:

- To help parents to be aware of current school goals and objectives.
- To involve parents in the educational process.
- To provide an opportunity for additional practice that increases retention.
- To develop individual responsibility.
- To encourage continuous ongoing, lifelong learning.

Homework is assigned to:

- Provide independent practice for mastery of the concepts taught.
- Allow the opportunity for extensive research.
- Develop independence in problem solving.

A supervised period is designated for homework during the After Care program.

### **Late Work Policy (Middle School Only)**

To be regarded on time, work must be completed by the beginning of the period on the day it is due.

Students should write down each assignment in their agenda on the date it was given.

If you do not have your homework /assignment on the due date at the beginning of class, a zero will be recorded in the grade book. Late work will not be accepted.

Long term assignments (assignments made at least one week in advance) that are not turned in by the beginning of class time (excused tardies will be the only exception) on the due date are considered late, regardless of any absences that occur during the assignments term, and cannot receive a grade higher than a 75%. They will only be accepted up to 3 days after the due date. No exceptions unless it is an excused absence.

In case of excused absences, these will be accepted in accordance with school policy, one day for each day missed.

It is the student's responsibility to ask for missed work in the event of an excused absence.

- 1 Day Late - highest possible grade is a 75
- 2 Days Late - highest possible grade is a 65
- 3 Days Late - highest possible grade is a 55
- 4 Days Late or more - students will receive a "0"

### **Cheating and Plagiarism**

First Offense: Student will redo the assignment for a grade no higher than a 70%

Second Offense: Student will receive a zero on the assignment but will be required to redo the assignment and will receive an in-house suspension

Third Offense: Suspension up to 3 days, redo the assignment, and will receive a zero for the assignment

### **Academic Probation (5<sup>th</sup>-8<sup>th</sup> Grade)**

Academic Probation occurs when a student's overall grade average becomes lower than a 70% and/or has a "D" or "F" in any core class (ELA, Math, Bible, History, Science and Spanish). When this occurs, that student will be placed on Academic Probation. Once a student is placed on academic probation, they will remain on probation until the next report period; at which time, the student will remain on academic probation if their overall grade average is lower than 70% and/or they have a "D" or "F" in any core class. A student on academic probation will only be removed from probation status on a report date (see below) if they have an overall grade average of 70% or higher and do not have a "D" or "F" in any core class. Probation is designated by the Administration and may be of any length of time that will provide sufficient time for improvement. A student may be placed on behavioral probation for continuous or severe behavioral issues. Failure to show improvement may result in dismissal from school.

#### **Parents should expect the following support:**

Automatic Emails are sent through Renweb daily if a student fails to turn in an assignment or a grade lower than a 70% on an assignment is assigned.

#### **Guidelines:**

Students on academic probation will be excluded from extra-curricular activities, sports and field trips/activities until the next report period is run.

**On May 26th** if students do not have an overall grade average of 70% or higher and/or have a "D" or "F" in any core class they will not be able to participate in end of the year activities. If a student has an "F" in any core class they will be excluded from graduation.

Participation in extra-curricular activities, sports and field trips/activities will be restored upon successful completion of the reporting period with passing grades of a 70% or higher in all core classes (ELA, Math, Bible, History, Science and Spanish) and an overall grade average of 70% or higher.

# Discipline Plan

## **Student Discipline**

At Jubilee Christian School, we are highly conscious of the Scriptural directive to train children in the way they should go. With this principle in mind, it is the policy of the school to ensure that an appropriate learning environment be established and maintained. Classroom and playground procedures, routines and expectancies are developed and enforced in such a way as to maximize learning and contribute to student success.

Parents, teachers, staff, and administration share the responsibility for administering the Jubilee Christian School Discipline Plan and for working together to remind students to make good choices and live each day to please God. In order for every student to have the opportunity to reach his or her fullest potential, each student should, and is expected to, adhere to the following guidelines:

- Put the Lord first in their lives.
- Attend school faithfully, complete his or her assignments on time, and work to their best ability every day.
- Behave in a manner that is pleasing to God and does not disrupt classroom learning or the operation of the school.
- Obey teachers, staff, and administration.
- Refrain from the use of cell phones while on school grounds.
- Refrain from aggressive, bullying, or threatening behavior towards students, teachers, staff, or administration.
- Do not possess or use any weapons, illegal drugs, alcohol, or tobacco products.

## **Discipline Goals**

The discipline goals for Jubilee Christian School are intended to:

- Guide students in making choices which lead them to become Christian leaders
- Help students develop self-respect as well as respect for others and their property
- Help students see the need for self-discipline
- Guide students to develop strong Christian values and character

## **Shared Responsibility**

Students: Students are expected to assume the following responsibilities throughout the year:

- Be present and on time for school and classes each day
- Treat all school staff and students in a Christ-like manner
- Show respect for school property, facilities, equipment, and the property of others
- Follow all school, classroom, and playground policies and procedures
- Be a positive representative of the school and a Godly leader to others

**Teachers/Instructional Aides/Staff members:** The teachers, instructional aides, and other staff members are responsible to provide a preventative approach to discipline and communicate to students that the School Discipline Plan is to encourage positive behavior and promote student success. The Kindergarten through Fifth Grade classroom teachers use a clip chart and Class Dojo which helps to promote good choices in the classroom. Middle School promotes good choices both with verbal recognition and character building activities. The teachers will provide verbal and written warnings and detention as consequences. Examples

of classroom behaviors where prevention is a must, include, but are not limited to, talking, extraneous noises, inappropriate comments, name calling, not following teacher directions, breaking classroom rules, and not completing assignments.

**Administration:** The Principal and other school administrators have a shared responsibility to help maintain a Christ-centered educational environment conducive to learning and teaching. This God-centered learning environment provides for the growth, development, and maturation of all students physically, emotionally, academically, socially, and spiritually.

**Parents:** Parents/Guardians are expected to work together with the school in the development of their child's spiritual, educational, social, and emotional growth. Parents are to assist their children in making Godly decisions each day. Parents/Guardians who participate and interact with the school form a partnership that enhances the quality of their child(ren's) learning experiences.

Jubilee Christian School encourages parents to work closely with their children to ensure that they attend school daily, are on time, and put forth every effort to complete all assignments. Parent-teacher communication is an intricate part of a strong home-school connection. We are one family!

### **School-Wide Minor Offenses**

Teachers, instructional aides, school staff, and administration are trained to manage minor offenses. However, continual occurrences can result in loss of recess/lunch time, loss of support classes, lunch or after school detentions, in-house suspensions, and/or suspensions. The following are examples of minor offenses:

- Being in off-limit areas without permission
- Having electronic devices: radios, iPods, iPads, mp3 players, Kindles, tablets, or other electronic devices (these items may be confiscated and a parent/guardian can pick them up from the office; after the first offense items may be kept for multiple days at the discretion of the school administration)
- Cell phones are not allowed on campus before, during, or after school. First Offense: Phones will be confiscated and a parent/guardian can pick them up in the office. For multiple offenses: school administration has the right to keep the phone for a maximum of five school days.
- Horseplay, pranks on fellow students/staff, running in the halls, playing in the restrooms
- Profanity/inappropriate language
- Littering on school property, including hallways, church facilities, and grounds
- Public Displays of Affection (PDA)- examples include: hugging, kissing, or holding hands
- Disruptive behavior during class time or school activities
- Arguing with other students or staff
- Cheating/Plagiarism (First Offense: Student will redo the assignment for a grade no higher than a 70%, Second Offense: Student will receive a zero on the assignment but will be required to redo the assignment and will receive an in-house suspension, and Third Offense: Suspension up to 3 days, redo the assignment, and will receive a zero for the assignment)
- Throwing food or other objects, taking food belonging to another
- Skipping class or leaving class without permission

### **School-Wide Major Offenses**

These type of offenses are to be referred directly to the school office. If a student commits any one of the following offenses, he/she may be subject to an in-house suspension, at-home suspension, expulsion, and possibly charges filed with local law enforcement:

- Fighting or physically assaulting another student/staff member. The first offense will result in a minimum two day at-home suspension. The second offense will result in a minimum of a four-day suspension. The third offense will result in expulsion from the school.
- Noncompliance with directives from principal, administration, teachers, or other staff member
- Disorderly conduct and/or creating a disturbance
- Bullying, hazing, extortion, intimidation, and harassment of fellow students or threats which cause students to fear for their safety
- Gang related activity
- Theft
- Possession and/or distribution of drugs, alcohol, tobacco products, or any substance or item representing drugs or alcohol
- Student disrespect that is race-related towards anyone in the school
- Sexual harassment
- Disrespect to school personnel, including obscene or abusive language, threats, gestures, or intimidation
- Continuous horseplay
- Possession, distribution, use of, or threatened use of firearms, weapons, explosives, and incendiary devices (this includes "look alike" firearms, explosives, and incendiary devices)
- Destruction or defacing of school property
- False emergency calls or setting off false fire alarms
- Verbal, physical, or sexual assault or battery
- Engagement in any inappropriate touching or indecent behavior

### **Discipline Procedures**

These are consequences and steps that will be taken for violation of school rules (but are not limited to and not necessarily in this order):

- Warning
- Loss of recess or lunch time
- Parent phone call/conference with teacher/administration
- Campus Beautification (picking up trash, assisting where needed)
- Parent meeting with the principal
- Behavior worksheet
- Lunch or after school detention
- In-House Suspension (May not attend school functions/events on the day of suspension)
- At-Home Suspension (May not attend school functions/events on the day/days of suspension)
- Expulsion

### **Lost or Damaged School Property**

Any property of Jubilee Christian School or Faith Church damaged by the actions of a student, whether intentional or accidental, become the responsibility of the student's parent or guardian. The parent/guardian will be contacted and be provided with an incident report. An estimate for repair will be obtained by the facilities department and discussed with the parent/guardian by the school administration.

### **Academic Honesty/Cheating Policy**

It is very important that parents and students understand the expectations for academic honesty. All student work should be the work of that student. No copying or plagiarism is acceptable. If quoting others in academic material, students must cite their sources. Give credit where credit is due. The Language Arts teacher will review the proper way to do this. All students must follow individual teacher test rules for what is allowable. This ensures that a student's success is based on honesty.

Jubilee Christian School considers cheating or academic dishonesty a serious violation of school rules. Each student is expected to be responsible for his or her own work. Cheating or academic dishonesty includes:

- Receiving or providing information during a test or for a test given in an earlier period.
- Using material on tests when the teacher has not given permission to do so.
- Violating the teacher's testing rules and procedures.
- Using somebody else's writing (word for word—or almost word for word) and saying it is your own. (Plagiarism). Or using somebody else's ideas and saying they are your own and not giving credit.
- Using or copying another student's assignment to turn in as your own work.
- Allowing other students to use your work on assignments with the exception of specific group, lab, or collaborative projects.
- Submitting work and/or projects that have not been done by the student.
- Recycling previously submitted work. Recycling an assignment is the resubmission of an academic work that has been previously submitted by oneself or another student.

Cheating/Plagiarism Consequences: First Offense- Student will redo the assignment for a grade no higher than a 70%, Second Offense- Student will receive a zero on the assignment but will be required to redo the assignment and will receive an in-house suspension, and Third Offense- Suspension up to 3 days, redo the assignment, and will receive a zero for the assignment

### **Information Obtained from Social Media**

Jubilee Christian School has the right to gather or maintain record of information obtained from student social media accounts regardless of time or location if a Jubilee student is involved.

“Social media” means an electronic service or account, or electronic content, including, but not limited to, videos, still photographs, blogs, video blogs, podcasts, instant and text messages, email, online services or accounts, or Internet Website profiles.

The purpose of such action could be to assist with discipline-related investigation and student safety. If information is utilized in correspondence with a discipline action, a student's parent/guardian has right to obtain a copy of the information documentation.

### **Character Development and Positive Reinforcement**

Each year, we focus on Christ-centered character traits. The theme for the school year will be based on the ROAR Program. R- Respectful, O- Obedient, A- Agape and R- Responsibility. Monthly themes that support the school-wide program will drive the topics for weekly Chapel on Wednesday's.

Students have the opportunity to earn character trait ROAR tickets for demonstrating the traits emphasized within the program and over-all excellent behaviors in the classroom and around campus. Tickets will be given by Support Teachers, Instructional-Aides and Administration to be distributed daily to students. ROAR tickets will give students the opportunity to earn prizes for positive behavior. Teachers are encouraged to

have their own positive reinforcement programs within the classroom while supporting the school-wide ROAR Program.

A ROAR Award will be given from the teacher for the student who is displaying the characteristics of the ROAR Program in the classroom each month during K-5 Awards Chapel.

**Middle School Detention**

Detention given is to be served the following afternoon from 3:15-4:00pm. Students will miss extra-curricular activities if a detention is to be served. Parents will receive an email notice of behavior advising that a detention has been given.

# Dress Code

**School uniforms are required to be worn by students when school is in session.**

Clothing is to be appropriate and functional for participation in activities. Please label all clothing. The following applies to students:

- Hair must be neat, clean, and well groomed and in your natural color.
- All clothing must be clean and properly fitting.
- Footwear must be clean and securely attached to the foot. No open toe shoes are permitted – this is for the safety of the children. Boots must be covered by a pant leg if worn. No high heels.
- **All polo shirts must have the Jubilee Logo (K-5<sup>th</sup> Grade) or Crest Logo (Middle School) on them.**
- No hats or beanies allowed, except Jubilee approved through Red Dot uniform.
- Masks or facial coverings must be school appropriate. An extra facial covering should be sent with each child each day. Facial coverings must be washed after each use.

## **Girls- Regular Day Dress Code**

**Shirts:** K-5th-Jubilee Logo Polo shirts in red, white, navy blue, light blue, or royal blue

6th-8th- Jubilee Crest Polo shirts in red, white, navy blue, light blue, royal blue, black, and kelly green.

**Skirts/Skortis/ Shorts/ Pants/Dresses:** Uniform navy blue or khaki plain, no cargo or extra pockets, and skirts must be no shorter than 3 inches above the knee. Middle School students may wear school appropriate jeans with no holes, tears, decorative accents, etc.

**Socks:** Must be worn in solid colors and may not extend above the knee.

**Tights/Leggings:** May be worn underneath skirts and skortis and only in solid colors red, white, black, or navy.

**Undershirts:** May be worn under polos (must look neat and well-fitted) and only in solid colors red, white, black, or navy blue.

\*\*\*Make up, lipstick, eye shadows, or fake nails are not allowed. Jewelry is not recommended\*\*\*

## **Boys- Regular Day Dress Code**

**Shirts:** K-5th-Jubilee Logo Polo shirts in red, white, navy blue, light blue, or royal blue.

6th-8th- Jubilee Crest Polo shirts in red, white, navy blue, light blue, royal blue, black, and kelly green.

**Shorts/Pants:** Uniform navy blue or khaki plain (no cargo or extra pockets) Middle School students may wear school appropriate jeans with no holes, tears, decorative accents, etc.

**Socks:** Must be worn in solid colors and may not extend above the knee.

**Undershirts:** May be worn under polos (must look neat, well-fitted, and tucked in) and white only.

\*\*Pants and shorts need to be worn at the waist. No sagging allowed.

\*\*No earrings\*\*

## **Boys and Girls Friday Dress Code**

Plain, blue denim or black jeans only and school polo shirt, Spirit Day shirt, Jubilee Jaguar shirt, or any Jubilee school related t-shirt (school uniform bottoms may also be worn)

\*\*\*No frayed, torn, ripped, or holes in jeans. No beading or extra colors. Only plain blue or black jeans\*\*\*

## **Chapel Formal Dress Code/Field Trips/Special Events**

### **Girls**

Bottoms: Khaki only.

Shirt: Red Polo OR White Collared Buttoned-Down Shirt (long or short sleeve), Navy Blue Sleeveless Vest, Red Tie.

### **Boys**

Bottoms: Khaki only pants

Shirt: Red Polo OR White Collared Buttoned-Down Shirt (long or short sleeve), Navy Blue Sleeveless Vest, Red Tie

Belts: Black or brown solid (optional)

### **Outer Wear**

#### **Sweatshirts, Sweaters, and Jackets**

Solid, No Logos, No prints

Jubilee Jaguar Sweatshirts are also allowed during the week (T-shirts only on Fridays)

**\*\*Logo is not required on outerwear\*\***

**Dress Code Violations:** Students will receive two dress code violation warnings in which the parents will be notified that their student is not dressed according to the dress code. Upon the third violation, parents will be asked to bring appropriate clothing from home. If appropriate clothing cannot be brought within an hour from first attempted contact, parents will be billed for the purchase of required uniform item when possible. Pricing for uniform items can be found in the uniform order form or by visiting Red Dot. Repeated violations of the dress code will result in disciplinary actions. The Principal will have the final decision regarding what is deemed appropriate.

### **Field Trip Dress Code**

Proper dress code for a field trip is determined by the school and is included in field trip information flyers.

Standard field trip dress code is a red Jubilee polo shirt with khaki bottoms. For formal field trips, Chapel attire is required. If a deviation from the standard dress code is allowed you will be informed by your child's teacher. If a student is not in dress code compliance for a field trip they may be required to not attend.

# Student Technology Acceptable Use Policy

Jubilee provides technology resources to enhance the academic experience of students. Proper use of technology rests upon the school's values and requires that students take the same responsibilities found in all other capacities of school life. All students are responsible for their actions and activities involving computers and computer services; including, but not limited to, computer files, passwords, and accounts. Use of Jubilee technology does not diminish the school's ownership or control of an item. The rules do not attempt to describe all possible prohibited activity; any questions regarding a particular activity should be addressed with the school administration.

As used herein, the term "Computer(s)" refers to any desktop, laptop, or mobile computing device owned or issued by Jubilee Christian School to any student for school use. The term "Privately-Owned Computer(s)" refers to any privately-owned desktop, laptop, or other mobile computing device. The term "Computer Services" refers to Jubilee's network or Internet connections used to access school or Internet-based information.

- Acceptable Use
  - Jubilee Christian School's Computers and/or Computer Services are provided for educational purposes and research consistent with the school's mission, curriculum, and instructional goals.
  - Students must comply with all school policies, rules, and expectations concerning student conduct and communications when using Computers and/or Computer Services.
  - Students also must comply with all specific instructions from school staff and volunteers when using Computers and/or Computer Services.
  
- Prohibited Uses

Unacceptable uses of Computers and/or Computer Services include, but are not limited to, the following:

  - Accessing or Communicating Inappropriate Materials: Students may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying, and/or illegal materials, images (still or video) or messages.
  - Illegal Activities: Students may not use Computers and/or Computer Services for any illegal activity or in violation of any school policy/procedure or rules. Jubilee Christian School assumes no responsibility for illegal activities of students while using Computers and/or Computer Services.
  - Violating Copyrights or Software Licenses: Students may not copy, download or share any type of copyrighted materials (including music or films) without the owner's permission; or copy or download software without the express authorization of the administration. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. Jubilee Christian School assumes no responsibility for copyright or licensing violations by students.
  - Plagiarism: Students may not represent any materials obtained on the internet as their own work (such as term papers, articles, etc.). Internet sources used in student work must be identified with their author, publisher, and web site.
  - Use for Non-School Purposes: Using Computers and/or Computer Services for any personal reasons not connected to school assignments is permissible so long that those uses do not constitute a violation of "Prohibited Uses" section of this policy and/or interference with the educational purpose of such devices.

- Misuse of Passwords/Unauthorized Access: Students may not share passwords, use the passwords of other users, or access/use other users' accounts. Students may not attempt to circumvent the network security system and/or Computer Services.
  - Malicious Use/Vandalism: Students may not engage in any malicious use, disruption, or harm to Computers and/or Computer Services; including but not limited to hacking, "jail breaking", and creation/uploading of computer viruses.
- Authority to Search  
The school staff has the right to confiscate or search Computers used on campus at any time with or without cause as part of an effort to deter violations of these rules, and to confiscate and search Privately-Owned Computers on school grounds upon reasonable suspicion of a violation of the "Prohibited Uses" section of this policy. In the event school staff discovers inappropriate materials on a student device, the device may be confiscated and the materials removed without student permission.
- Compensation for Losses, Costs and/or Damages  
The student and his/her parent are responsible for compensating Jubilee Christian School for any losses, costs or damages incurred by the school for violation of the Acceptable Use Policy and school rules while the student is using Computers and/or Computer Services, including the cost of investigating such violations. The school assumes no responsibility for any unauthorized charges or costs incurred by a student while using Computer and/or Computer Services. The student and his/her parent are similarly responsible if the student takes any action with a Computer that has the purpose or effect of voiding any warranty in effect covering such Computer.
- Student Privacy and Safety
    - A student should exercise caution, and consult with a parent or school staff member, before revealing full name, email address, physical address, telephone number, or other personal information on the Internet.
    - Students should never agree to meet people they have contacted through the Internet without parental permission.
    - Students should inform their teacher and/or parent immediately if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.
    - The security of the Computers and/or Computer Services is a high priority to Jubilee Christian School. Any student who identifies a security problem must notify his/her teacher, or parent. The student shall not demonstrate the problem to others or access unauthorized material.
- Miscellaneous Issues
    - Confiscation/Restriction of Privileges/Disciplinary Action: Violation of policies or rules governing the use of Computers and/or Computer Services, or any careless use of a Computer may result in a student's Computer being confiscated and/or a student only being allowed to use the Computer under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of school rules, policies, or procedures.
    - Required Sharing of Passwords: School administration and staff must be allowed access at any time to a Computer; therefore, students must share with the administration any passwords, codes, or keys to access materials on the Computer. Failure to provide access will result in a school discipline and confiscation or limitations placed on future use of the Computer and Computer Services.

- Parent Access to Student Computer: Upon request, parents may have access to their child's login password, codes, or keys.
- Additional Rules for Use of Privately-Owned Computers by Students (Middle School Only)
  - Students are permitted to use Privately-Owned Computers in school provided that they comply with the policy and rules governing Computer and Computer Services Use. In addition, if requested, the student must provide to the school administration such information as IP addresses and login passwords as to enable enforcement of all policies and rules regarding use of Computer Services.
  - Privately-Owned Computers are only to be used for educational purposes while on school property. Educational purposes include; classwork and homework assignments, research, and educational sites required by Jubilee teachers.
  - While on the campus of Jubilee Christian School, only the JCS Student Wifi may be utilized. This connection does not connect to the Jubilee network or allow for printing.
  - School staff has the authority to determine whether use of a student's Privately-Owned Computer would place an undue burden on or could interfere with the Computer Services.
  - The student is responsible for proper care of his/her Privately-Owned Computer including any costs of repair, replacement or any modifications needed to use the computer at school.
  - Jubilee Christian School is not responsible for damage, loss or theft of any Privately-Owned Computer.
  - Students have no expectations of privacy in their use of Computer Services while using a Privately-Owned Computer at school.
  - Violation of any Board Policies, administrative procedures, or school rules involving a student's use of Computer Services or a Privately-Owned Computer may result in the revocation of the privilege of using the computer at school and/or disciplinary action.
  - Jubilee Christian School may seize any privately-owned computer used by a student in school without authorization as required by these rules and the contents of the computer may be searched in accordance with applicable policies. The computer will be returned to the owner when it is no longer needed for investigatory or evidentiary purposes.

Jubilee Christian School retains the rights to change such terms and conditions at any time.