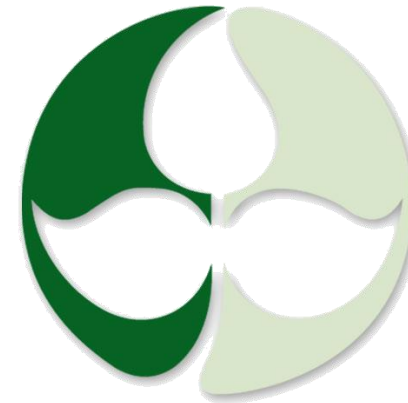


STAFF & ADMINISTRATION

Email Addresses for school personnel
[first initial].[last name]@jubileecs.org
(e.g., ksmith@jubileecs.org)

Principal	James Hilton
Secretary	Macy Cygnarowicz
Assistant	Jen Ireland
Business Administrator	Shannon Hohowski
IT Coordinator	Carmen Williams
Kindergarten (Full Day)	Jessica Walker
Kindergarten (Half Day)	Jessica Walker
1st Grade	Jennifer Bernardo
2nd Grade	Kim Philipp
3rd Grade	Michelle Struna
4th Grade	Renee Skinner
5th Grade	Anna Booher
Art	Stephanie Lang
Music	Bo Collins
Physical Education	Darcie Dedes
STEM	Brandi Charles



Jubilee Christian School

Imagine • Believe • Achieve

**Student – Parent Handbook
2017 – 2018**

www.jubileecs.org

Lower Campus (Kindergarten-5th Grade)
255 Washington Road
Pittsburgh, PA 15216
412-561-5917

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*W*elcome to Jubilee Christian School!

Since 1987, families have richly benefited from Jubilee’s distinct approach to education and the school’s intentional focus on integrating God’s truths in the classroom. This handbook is a resource and guide for common matters that will arise throughout the school year. We encourage you to read the entire handbook, and address any comments or questions you may have to the appropriate individual. Thank you ahead of time for your prayers and support. We look forward to a great year, partnering together in educating the minds and shepherding the hearts of your children.

Mission Statement

Jubilee Christian School provides students with an exemplary education and values rooted in the gospel of Jesus Christ.

Vision Statement

We see parents, teachers, and the Board working together to train up children that they might continue to grow according to God's will in the knowledge of His world. Therefore we see...

The children of Jubilee Christian School...

- as image bearers of God, taking up their rightful place as responsible learners with the goal of bringing every thought captive to Jesus Christ;
- filled with joy, wonder and enthusiasm in learning truths about the world which God has made, over which He rules in sovereign grace and in which He acts in redeeming love;
- engaged in interpersonal relationships displaying the loving kindness of God, enabled by the Holy Spirit;
- as skilled and active learners capable of critical, analytical, and independent thought;
- endowed with a great beginning which serves as the foundation for a life-long pursuit of study and learning.

The parents of Jubilee Christian School...

- committed to and engaged in their God-given role as those who are responsible for their children's education;
- wholly committed to the unique educational approach of the integrated curriculum, confident in its effectiveness, and supportive of the teachers;
- providing familial nurture and care which serves as the necessary prerequisite for all learning both inside and outside the home;
- participating in their child's educational experience through personal encouragement, tutelage at home, and service in the classroom and larger school.

The teachers of Jubilee Christian School...

- revealing a clear commitment to Jesus Christ as Lord of life and a complete dependence upon the Holy Spirit as the Enabler of all things;
- demonstrating a servant's heart and a call to teaching which views the vocation in terms of a calling to ministry;
- working competently to fulfill the tasks associated with their calling;
- enabling the children to achieve their God-given potential.

The Board and staff of Jubilee Christian School...

- revealing a clear commitment to Jesus Christ as Lord of life and a complete dependence upon the Holy Spirit as the Enabler of all things;
- providing clear, consistent and relentless articulation and promotion of the school's mission and the realization of its vision;
- providing encouragement and administrative support for the daily operations of all aspects of the school;
- providing competent leadership which will inspire and foster the school's future growth and development.

History

Jubilee Christian School was established by a group of concerned parents, teachers, and other interested parties from various church denominations who were committed to providing a unique style of Christian education for children in the South Hills of Pittsburgh. The Jubilee Christian School Association was formed in the spring of 1987 with an invitation to all who could affirm the educational guidelines of the association. The Jubilee Christian School Constitution and By-Laws were drawn up and a Board of Trustees was elected to develop and implement the program for the school.

Philosophy of Education

Jubilee Christian School's goal is to help children develop academically, emotionally, physically, socially, and spiritually. Because these separate components are connected by the spiritual, we incorporate the Bible throughout our curriculum.

Jubilee Christian School employs the integrated curriculum, a unique style of education that encourages children to think creatively about all aspects of a subject. All disciplines are taught together during each monthly subject, or unit. Each unit is rooted in the daily hands-on experience of children, allowing the teacher to individualize the learning experience by correlating individual skills and abilities with the unit. Our integrated curriculum is organized around the truth that all parts of God's creation are interconnected rather than fragmented.

Jubilee Christian School believes that the ultimate responsibility for the education of children lies with the parents (Deut. 6:7-8). Learning does not begin or end at school—it is a lifetime process. Jubilee Christian School provides children with a foundation of confidence and assurance from which new efforts and inquiries into creation and its Creator can be launched throughout life. Jubilee Christian School teachers carefully nurture each child's feelings of competence and self worth as members of God's family, serve as role models in their

Christian walk, and continually mature in both their professional life and Christian faith.

Jubilee Christian School Association

The JCS Parent Association works in conjunction with paid staff to operate JCS. The association is composed of parents and other individuals who contribute towards the tuition of enrolled students, including teachers with children enrolled as students at JCS. Association members elect a Board of Trustees that is responsible for leadership and decision-making. Association members provide support through enhancement activities as well as daily essential operational tasks, strategic/long-term level tasks. A few examples of this support include: fundraising, coordinating social events, lunch monitors, and providing support for the staff. Opportunities to serve in these ways are made known through association meetings, weekly updates, personal requests, requests from staff and administration. Members of the Parent Association elect to join teams from each of the board's areas of responsibility: curriculum, personnel, finance, development, technology, marketing, nominations, and parent association. **Each association family is expected to contribute a minimum of four hours of service every month.**

*A*CADEMICS

Academic Progress Communication

Along with quarterly report cards, teachers will communicate academic progress by sending home graded assignments (weekly) and through parent-teacher conferences. Please see the school calendar for the scheduled parent-teacher conference dates. Should you need to discuss your child's academics, please email your child's teacher. Parents can also keep track of their child's academic progress via *Gradelink*, Jubilee's enhanced student information system. *Please be aware that report cards are not released to families when there is an outstanding tuition balance.*

Book Selection Policy

Books are prohibited from in-class reading if they meet the following criteria:

- Invoke or instruct in the occult or in pagan or false religions.
- Encourage romantic or sexual curiosity.
- Offer historical inaccuracies as truth.
- Focus on issues from an unbiblical perspective.

For more information, contact the principal or the curriculum team chairman.

Communication Between Parents and Teachers

- Each teacher has a personal webpage (accessed via the school's website) that provides a wealth of information about what is going on in the classroom – including weekly communications and monthly unit letters.
- Parents are encouraged to communicate with their child's teachers through email, or by setting up an appointment to meet with the teacher. If your communication is time sensitive, please contact the school office. Classroom teachers are busy with their students throughout the day, as well as planning and preparing for future instruction, and are unable to respond to emails immediately. **Please allow a maximum of 24 hours (during the school week) for a teacher or staff member to respond to your email. Faculty and staff are not required to respond to parent emails during the weekend, as this time is set aside for them to spend time with their family and rest. If a teacher or staff member has provided you with their cell phone number, please show them respect by not contacting them after 8:00 p.m. or before 7:00 a.m.**
- We strongly discourage “walk-up” conferences at dismissal, during the school day, and/or at school functions. When teachers are not supervising students, they are preparing for future lessons.

Respecting their professional time allows them to leave school in a timely manner to spend with their families. As previously noted, should you need to speak with the classroom teacher, please make an appointment.

- When parents have questions or concerns about classroom matters, **they must contact the classroom teacher first**. Parents are discouraged from sharing their grievances with other staff members, including the Principal, prior to communicating with their child's teacher. If a resolution to the matter cannot be made between the parent and the classroom teacher, a meeting with the Principal will be scheduled.

Communication Flow Chart

- **All Classroom Matters** (Academic, Behavior, Field Trips, etc) → Teacher(s) → Principal
- **Curriculum Questions/Concerns** → Teacher(s) → Principal → Board
- **Hot Lunch Questions** → Office Administrator
- **Attendance, Early Dismissals, Change in Pickup** → Office Administrator, Teacher(s), and Bus Company (if applicable)

- **Volunteering** → CARE Team
- **Tuition** → Business Manager
- **Admissions, EITC/OSTC** → Secretary, Principal, Board
- **Purchasing** → Principal
- **Scheduling/Room Requests** → Secretary
- **School Policies & Procedures** → Principal → School Board

Thank you for your cooperation with this flow of communication! Our goal is to ensure that you have the most accurate information in a timely manner.

A+	97-100	A	95-96
A-	93-94	B+	90-92
B	87-89	B-	85-86
C+	82-84	C	80-81
C-	77-79	D+	74-76
D	69-73	D-	66-68
F	65 and below		

Evaluation Scale

E = Exceeds	The student exceeds knowledge of concept
M = Meets Expectations	The student consistently demonstrates understanding of application of a concept or skill
AP = Approaching	The student is working toward competency in the concept or skill. Further practice and use of this skill or concept is needed.
NY = Not Yet	The student does not yet demonstrate an understanding of the concept or skill
CM	Curriculum Modifications
NA	Not Applicable

Field Experiences

Jubilee Christian School is committed to enhancing and enriching classroom learning with frequent and varied field experiences. Field experiences are selected for educational and/or recreational value.

- Field trip attendance is required; they are an integral part of the curriculum.
- Parents interested in serving as chaperones must attend a 30-minute chaperone-training seminar.
- One parent from each grade level will serve as the Field Trip Coordinator and be responsible for communicating details to the other class parents.
- For safety, teachers will require students to wear JCS t-shirts on all trips.
- Chaperones must have their clearances and vehicle registration on file.
- All drivers must have a valid PA license and insurance.

Gradelink

Logging into Gradelink gives parents and students the ability to view grades, attendance records, and has many other helpful features. Login information is provided for parents before the first day of school and continued support will be available throughout the school year. A link to Gradelink is available on the home page of the JCS website.

Homework

At all times, teachers at Jubilee Christian School seek to create an environment for their students to make

personal connections with what they are learning. Homework serves two purposes – it reinforces and extends learning. The amount of time a student needs to complete homework varies from day-to-day and from student-to-student. Teachers attempt to gear assignments so that only a reasonable amount of time will be required, considering the subject matter and individual student needs and abilities.

Jubilee Christian School urges that each student plan his/her out-of-school activities wisely so that adequate time is provided for homework. Wise planning of time will allow for completed homework assignments as well as for the development of personal responsibility. *No homework is to be assigned during, nor is an assignment to be due immediately upon return from the following holidays: Thanksgiving, Christmas, New Years, Martin Luther King Day, President's Day, and Easter Break. This does not include monthly unit projects.*

To help students budget their time, one should expect the following daily homework requirements (this includes time spent reading):

Grades K-2 30 minutes or less

Grades 3-5 One hour or less

Parent participation in providing assistance and accountability is crucial to the educational process of each child no matter what age. If the homework load seems excessive for your child, please take the following

steps: 1. Make sure there is a designated time and place for homework to be completed each night. 2. Maintain a log of how much time is being spent on each subject/project for an entire week. 3. Check your child's teachers web page for weekly communications and unit letters.
4. Contact the classroom teacher to discuss the issue further.

Honor Roll

Each quarter, students in grades 4-5 will receive recognition for their academic achievements.

Principal's Honor Roll 4.0 or above
High Honor Roll 3.75
Honor Roll 3.5

Late Work

Our goal at JCS, is to help students understand that deadlines and due dates are a part of day-to-day living and can be reflective of work ethic and character. The following policy applies to students' daily work and major assignments:

Grades K – 3

There will be no deduction for late work. However, repeated occurrences may result in disciplinary action at teacher's discretion. Students in 3rd grade will begin receiving deductions for late work in the 4th

quarter of Third Grade as they prepare for the transition to 4th grade.

Grades 4 – 5

All work is expected to be completed and turned in on the assignment due date. In the event that an assignment/project is submitted one day late without an excused absence, the assignment will receive an automatic deduction of one letter grade (prior to grading of the assignment). The deduction in letter grade will compound until the assignment is turned in, or the student is unable to receive credit for the late assignment.

In the case of an unplanned absence, students are allowed the same number of days as the length of the absence in which to make up quizzes, tests, homework, and major assignments without penalty. It is the student's responsibility to schedule time to make up missed assignments. Should they fail to schedule time to make up missed work, students will receive a deduction on their assignment(s) according to the guidelines above.

Promotion and Retention

A student shall be promoted when they have successfully completed the curriculum requirements and have achieved the academic standards established for the present grade level, based on the professional

judgment of the teachers and principal, as well as the results of assessments and classroom observations.

The recommendation of the classroom teacher shall be required for promotion or retention of a student.

In all cases of retention, the parents/guardians shall be fully involved and informed throughout the process. Parents/guardians and students (when appropriate) shall be informed of the possibility of retention of a student well in advance. Every effort shall be made to remediate a students' difficulties before they are retained.

The Instructional Support Team (IST) (consisting of the Principal, the classroom teacher, and assigned educational support personnel) shall have the final responsibility for determining the promotion or retention of each student.

Parents/Guardians may appeal the decision of the IST in writing to the school board, at which time the school board would make the final decision on the promotion or retention of the student.

Academic retention may occur only once in grades K-3, except in cases where both the parent/guardian and IST or child study team agree the student may be retained a second time.

Promotion Requirements (1st-5th Grade)

- A student who fails Math and English or a total of 3 subjects will not be promoted to the next grade.
- A student who fails Math and English will be retained unless he/she passes Math or English in an approved summer school or tutoring program.
- A student who fails one or two subjects that are neither Math nor English will be advised to attend summer school or an approved tutoring program, although such will not be required for promotion.
- A student who has missed 20 or more school days for the entire year will be considered for retention. This does not include students who have extended absences due to a documented medical illness or family emergency.

Should the IST determine a kindergarten student needs to be retained due to academic or social developmental concerns, the parents/guardians will be made aware of the possibility of the retention as soon as possible. The same process of appeals is applicable for kindergarten students.

School Code - 24 P.S. Sec. 1531, 1532, 1611, 1613 State Board of Education Regulations - 22 PA Code Sec. 4.12, 4.13, 4.22

Test Days

The Principal will work with teachers to coordinate that no more than two (2) tests are given in one school day.

ADMISSIONS

Requirements

New Kindergarten students must submit a birth certificate and are accepted based on a readiness screening and conference with the principal.

Transferring students must submit a birth certificate and records from their current (or most recent) school. After those records are received, the child will be accepted based on an entrance screening.

Health Record

All students must have an immunization history on file with Jubilee Christian School. Current regulations require that children entering school for the first time have had the following immunizations:

- Four doses of diphtheria/tetanus (usually given as DT) with one dose given on or after the fourth birthday.
- Three doses of polio vaccine.
- Two doses of measles vaccine (usually given as MMR) with first one given on or after the first birthday.
- One dose each of rubella and mumps vaccines (usually given as MMR) given on or after the first birthday.
- Three doses of Hepatitis B vaccine, properly spaced.
- Two doses of varicella (chicken pox) vaccine.

Note: For students presently enrolled in school, all of the above apply except for the following: no Hepatitis B vaccines are required; only three doses (instead of four) of diphtheria/tetanus vaccine is required.

Grade	Examination/Test (done after May 15th of the current year)
K or 1	Varicella (chicken pox) vaccination or history of disease
1	Physical examination, dental examination, tuberculin test
3	Dental examination

All new students from outside of PA (or from within PA but with inadequate health records) must submit a physical examination report. The American Academy of Pediatrics and the U. S. Public Health Service recommend that these students receive a booster shot for diphtheria-tetanus, a second measles, mumps, and rubella (MMR) dose, and a Hepatitis B vaccine. Please consult your physician for an immunization update.

Tuition and Fees

Payment procedures – Tuition payments are due on the 1st of each month and a late fee of \$25 will be assessed after the 5th of each month. A “payment reminder” email will be sent the week before tuition is due.

Late payment policy and fees – A late fee of \$25 will be assessed and a late letter will be mailed if 1) payment is not received in the Jubilee Christian School office or is

not postmarked by the 10th of the month; 2) a partial payment—*without prior arrangement through the Finance Committee*—is received; 3) a check submitted for payment is returned for insufficient funds.

Insufficient funds – A \$35 fee applies to checks returned for insufficient funds. After the second insufficient funds payment, all subsequent payments must be made by money order, cashier's check, or cash. All late payment conditions and fees still apply.

Delinquent tuition and fees balances – If unusual circumstances prevent you from fulfilling your financial commitment, contact the Finance Committee in writing immediately to make alternate arrangements. If arrangements are not made and a student account falls two months in arrears, the student will be subject to dismissal. Progress reports, achievement test scores, and academic records will not be released to parents or other schools for students with delinquent tuition and fees balances. Registrations for the next year at Jubilee Christian School will not be accepted for students with delinquent balances.

Tuition reimbursement policy – Enrolling your child at JCS is a significant commitment that requires prayerful consideration. Therefore, withdrawals must be submitted in writing to the Finance Committee. If a registered student withdraws between August 1st and December 31st, tuition for the first half of the year is

due in full and is non-refundable. If a withdrawal is submitted on or after January 1st, tuition for the entire year is due in full. This policy is intended to help the board plan and manage school finances in a reasonable fashion. If this policy causes undue financial hardship, parents must arrange a meeting with the Finance Committee to discuss alternatives.

Tuition Assistance – Information and availability will be furnished upon request.

*All questions not answered by this information should be submitted in writing to the Finance Committee.

ATTENDANCE

According to Pennsylvania's Compulsory Attendance Laws, absence from school may be excused for the following:

- Illness or quarantine
- Court appearances
- School-sanctioned absences
- Impassible roads (as determined by the principal)
- Exceptionally urgent reasons (at the discretion of the principal)
- Recognized religious holidays/service
- Health-related appointments
- Death in the immediate family
- Pre-approved absences (form must be approved by the principal)

Parents must call the school office if their child will be absent. The student must present a signed excuse from a parent in order to be admitted to class on the day he returns to school. When a student has been absent for three or more consecutive days, a doctor's excuse may be required. Before returning to school following an illness, please wait for your child to be fever free for 24 hours WITHOUT fever reducing medication.

Make-Up Work

A request to obtain makeup work for the day the child is absent must be made by the parent to the school secretary before 10:00AM in order for the work assignments to be ready for pick up by 3:30PM. Do not email the teachers, on the day your child is absent, to

request makeup work, as teachers may not have the opportunity to check email between 8:00am and 3:00pm. For excused absences, students are allowed the same number of days as the length of the absence in which to make up quizzes, tests, homework, and major assignments without penalty.

Pre-Arranged Absence

Any extended absence that can be anticipated must be provided for with the completion of a Pre-Arranged Absence form. The forms are located in the school office and for download on the school's website. The Pre-Arranged Absence form must be submitted 48 hours (minimum) prior to the absence, for approval by the Principal. Parents are encouraged to consider major academic dates (end of the quarter, unit assessments, and Terra Nova testing) when planning additional vacations during the school year.

The teacher will provide the assignments from the plans she has completed at the time of the student's departure. The rest of the assignments will be given to the student upon his/her return. With a pre-arranged absence, the student will make up the work missed either before departure or upon return from the trip within the time constraints of Jubilee Christian School's make-up policy; major assignments that are due during the absence must be turned in before the student leaves for the trip. Extra days given for make-up work will be at the discretion of the teacher depending on the

assignment or project due. It is the responsibility of the student to receive a written plan from his/her teachers prior to the extended absence, stating what work must be completed and deadlines for the make-up work.

Tardy and Late Check-In Policy

Punctuality is an important part of a successful school experience and is an expectation at JCS. Being late to class is disruptive and this practice is to be avoided. All tardies are recorded as part of the student's permanent record.

Students are considered tardy if they are not in their classroom by 8:40 (K-5th). When a student arrives at school after the designated time, they must report to the school office and obtain a pass before they report to their teacher. A tardy is considered "excused" for the following reasons: medical appointments, family emergencies, weather-related & construction delays, and illness.

Five or more tardies per quarter is considered excessive. **Five unexcused tardies will be equivalent to an absence** and will be recorded on the report card. Excessive tardies (5 or more) will be monitored by the Principal and will result in a letter informing the parents. A continued pattern of consistent tardies will be reported to the school board and will potentially result in disciplinary action. Students with unexcused tardies are not eligible for the perfect attendance award.

A student must be in school 4 hours to be counted as "present" for the day.

Our Accountability to the Pennsylvania Department of Education

Jubilee Christian School is required by compulsory attendance laws to report to "the superintendent, attendance officer, home and school visitor, or secretary of the board of school directors of the district, cases when a child of compulsory school age has been absent three days, or their equivalent, without a lawful excuse." (PS 24 PS 13-1332 and 1354). A "lawful excuse" includes **both** a phone call from the parent/guardian (as soon as they have determined the child will be absent) and a written excuse delivered by the student to the school, on the day of their return. The administration will, of course, make reasonable exceptions for extenuating circumstances. However, the school will not make exceptions at the expense of breaking the law or marring our testimony.

DRESS CODE

The dress code of JCS will reflect the school's identity as a private educational community, and provide a standard of dress, which will help students and families to balance

expressions of individuality with the obligations of participating in a school community.

Shirts

- Collared polo, short or long sleeved
- Any solid color
- No halter tops, tank tops, or spaghetti straps

Bottoms

- Pants, shorts, skirts, skorts are all permitted (Cotton or polyester)
- Pleated or flat front, buttoned or elastic waist
- Khaki (light or dark) or navy
- Shorts, skirts, and skorts must be Bermuda in length

Jumpers

- Cotton or polyester
- Khaki (light or dark) or navy
- Polo shirt must be worn underneath

Shoes

- **Sneakers** or plain closed-toe with ties or straps (with rubber soles, all laces must be tied)
- Rubber soled sneakers must be worn in the Fellowship Hall (Recess/Gym)
- No boots (MLEPC request – safety concerns: slipping in stairwells and on gym floor)
- Snow boots, flip flops, clogs and Crocs are not permitted during the school day.
- Heels one inch or lower

Sweaters and Sweatshirts

- No hoods/hoodies (unless directed by a teacher for special occasions—Theme Days, Dress Down, etc)
If permission is given, all sweatshirts/sweaters
- No writing, advertisements or pictures
- Polo or tshirt must be worn underneath

Tights/Leggings

- Tights or leggings may be worn under dresses/skirts
- Solid colors, or print/patterns that keep with the mission of Jubilee (no inappropriate writing or pictures)

Field Trip

- Green JCS-t-shirt, unless directed by the teacher
- Regular dress code applies for shoes, sweater/sweatshirt, and accessories, unless otherwise directed by the teacher

Dress Down Days

- All images and designs must be appropriate for a Christian school community
- Shirts and dresses must have sleeves – no halter tops, spaghetti straps or tank tops – midriffs may not be exposed
- Clothing with holes and slashes is not permitted
- Official school spirit wear may be worn

Gym Clothes

- Any combination of solid green or grey T-shirt and shorts or sweat pants
- **Sneakers** with rubber soles – children not wearing rubber soled sneakers will not be able to participate in recess/gym

Accessories

- One pair of post earrings
- Wristwatch and **one** bracelet or necklace
- Hats and sunglasses may not be worn inside the building unless students have been given permission to do so.

Students who choose not to follow the school dress code will receive a *Dress Code Violation* form that must be signed by a parent/guardian and returned the next day of school. Students who continually choose not to follow the school dress code will receive disciplinary action.

PARENT INFORMATION

PARENT COVENANT

Believing that God has given parents the responsibility to nurture and educate their children, I/we covenant to:

- Actively participate in our children's education and provide an atmosphere in the home that promotes the developmental growth of the child.

- Volunteer four hours each month.
- Participate in fund raising activities as the board deems necessary.
- Comply with all state health regulations regarding immunizations and checkups. I/ we will provide our child(ren) with nutritious meals and promote proper hygiene in the home.
- Be supportive of the policies and procedures (including dress code) as defined and established by the board, principal, and teachers in the classroom. I/ we will be available for teacher/parent conferences.
- Be supportive of the policies and procedures defined by the teacher, the board, and the bus companies that transport our child(ren).
- Comply with and support the disciplinary measures established by the teacher and the board. I/we understand situations may arise requiring the consulting of parents and agree to be available for such consultations.
- Return the signed Parent Covenant, tuition agreement, along with the first month's tuition payment by July 1. If these forms and the first tuition payment are not received by the tenth of July, the Board reserves the right to assign your child's enrollment spot to the next child on the waiting list at that grade level. Exceptions will be made on an

individual basis for those awaiting approval for financial aid.

Parents of all students sign a copy of this covenant at the beginning of the school year.

Building Usage

All requests for use of the Mt. Lebanon Evangelical Presbyterian Church (MLEPC) and North Way Christian Community Church Dormont facility for JCS functions (meetings, events, work days, and so on) must be made through the JCS Director of Operations.

Criminal History Clearances

Criminal history background checks (Act 34 of 1985 and Act 151 of 1994) are required for all persons who chaperone field trips or volunteer regularly in the school building. All staff and board-designated volunteers must have background checks on file, and these need to be renewed every five years.

Items that Cannot be Brought to School

Students cannot bring the following items to school:

- weapons (including knives and pocketknives)
- ammunition or explosives
- caps
- matches
- lighters
- laser pointers

Electronic items (including ipods and cell phones) **MUST be kept in the backpack at all times during school hours**. Students who have their cell phones out during the school day (without permission) will have their phone taken and returned to them at the end of the school day. Students who repeatedly have their cell phone out may possibly lose the privilege to have their cell phone at school.

Students must get permission from their teacher prior to bringing any electronic device in class (for projects, etc.). Students who have permission to bring their own electronic device are not logged into the JCS network and are not protected by our school's firewall. Jubilee Christian School is **not** liable for any inappropriate images, downloads, viruses, or other malware that may infect the electronic device. **It is the preference of Jubilee Christian School administration for students to use available school technological device**

Lost or stolen items are the responsibility of the student. Questionable items will be assessed by the classroom teacher and principal. No trading of items is allowed (cards, toys, etc.).

Lunch

Lunch takes place every day in the Sharing Room for grades K-5th. Students have the option of bringing their own lunch or purchasing hot lunch. All students are asked to bring their own lunch supplies (utensils and

napkins). Students are expected to follow the rules posted in the lunchroom. If your child has an allergy that requires an Epi pen, they are required to sit at the peanut free table. Other students with a peanut free lunch will be asked to join them.

Hot Lunch

More information will be shared through the school office after school has begun.

Recess (K-5th)

Recess takes place in the gym on most days unless there is a conflict with the church. If recess moves, it takes place in the McDonald Room or on the (fenced-in) roof. Alternative activities will be provided.

School-Wide Communication

In an effort to streamline communication, those desiring to send information to the entire school (email or through our social media accounts) must first have approval from the Principal. The classroom teacher should approve grade-level announcements first. Information needing to go home in the Weekly Update (weekly email to families) should be emailed to the Principal no later than the Tuesday the week it needs to be shared with school families. If an item is to be sent home in the weekly folders, it must be first approved by the Principal and be prepared for distribution (in the office) by Wednesday of the week it is to be sent home.

The school will not make copies of approved information that does not directly relate to the school.

Snacks

All students generally eat snacks at their desks during a brief break in the morning. Please send snacks that are nutritious and easy to eat (e.g., yogurt, fruit pieces, cheese, crackers, raisins, cereal bars, etc.). Candy and sugary snacks are not permitted.

Some classrooms are designated as peanut-free and will not be permitted to have peanut snacks or treats. Students who participate in after school care **MUST** bring an additional snack to eat after school. Do not send additional drink boxes: children will drink water at snack time if necessary.

Student Records

Students' cumulative records are kept in the school office. Records are released to other educational or medical institutions with written parental permission. Should a parent/guardian decide to transfer their child to another school, the new school must make an official request to Jubilee for the records to be sent. School records will not be released to parents/guardians. Records will not be released if the family's financial account is not in good standing.

Visitors

Parents are always welcome to visit the school. In an effort to keep instructional momentum, however, we do

ask that you schedule your visit in advance so that if you need to enter a classroom, or speak with the principal or teacher, there will be minimal disruption to the students. **All visitors must sign the visitor log in the school office before proceeding to the classroom.**

SCHOOL ARRIVAL & DISMISSAL

- School is in session from
- 8:40 a.m. until 3:05 p.m
- Students should arrive in the classroom no later than 8:40 a.m. **Students who do not take buses should be dropped off after 8:15 a.m.**
- If you drive your child home, please pick him up no later than 3:25 p.m.; enter the drive through area from Washington Road (Route 19), park and pick up at the KKNS door.
- If your child walks home, he is expected to observe pedestrian rules and regulations, which includes using sidewalks and not cutting through parking lots. Students who cross Washington Road must do so in front of St. Bernard's Church with the crossing guard. **No students are allowed to walk through the drive through area.**

Bus Conduct

Good behavior on buses is critical and expected. Students should respect and listen to their bus drivers as they respect and listen to their teachers. Parents will be notified if the bus driver reports their child for inappropriate behavior. Three warnings may be grounds for disciplinary action or even expulsion from the bus, at the discretion of the bus driver and the school principal.

If there is a change from normal transportation, parents must send a note to the school and notify the bus company. Students will always be sent home on the bus unless a parent notifies us of other arrangements. Students must cooperate as follows for everyone's safety.

- Only ride the bus to which they are assigned. Parents—not other bus drivers—are responsible for transporting children to playdates, birthday parties, and other activities. Parents should not request that their bus drivers transport children who are not normally assigned to the bus.
- Be at the proper bus stop 10 minutes before the bus is scheduled to arrive and observe good safety practices while they wait.
- Board the bus in an orderly manner. Be seated promptly; keep all body parts and belongings inside bus windows. Use seat belts, if provided.

- Remain seated until the bus comes to a complete stop.

Refrain from making excessive noise or engaging in any actions that could endanger the safe operation of the bus; refrain from defacing or destroying any parts of the bus; refrain from eating or drinking on the bus.

STUDENT BEHAVIOR

SCHOOL HONOR CODE

Jubilee Christian School, like all institutions, is full of individuals who will from time to time make mistakes and need to be restored personally as well as corporately. While we understand that offenses will come, Jubilee has established an honor code from which classroom and school behavioral expectations emanate.

Serve Others

“Do nothing from selfish ambition or conceit, but in humility count others more significant than yourselves. Let each of you look not only to his own interests, but also to the interests of others.” – Philippians 2:3-4

Work Diligently

“Whatever you do, work heartily, as for the Lord and not for men.” – Colossians 3:23

Obey Authority

“Obey your leaders and submit to them, for they are keeping watch over your souls, as those who will have to give an account. Let them do this with joy and not with groaning, for that would be of no advantage to you.” – Hebrews 13:17

Love God

“And you shall love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength.” – Mark 12:30

PROGRESSIVE DISCIPLINE PLAN

Each classroom teacher will establish procedures and expectations that will provide an environment where all students have the opportunity to learn and grow. When students do not respond to correction in the classroom, the Principal will be brought in to partner with the teacher, student, and family to work towards a change in the negative behavior(s). At all times, the focus will be upon (1) lovingly guiding the student towards what is expected of them and (2) ensuring the academic environment is safe and conducive to learning for all students.

For minor offenses, consequences may include, but are not limited to the following:

- Verbal or written apology
- Time out
- Loss of recess play time
- Public apology

- Detention
- Temporary removal from classroom

Should a student not respond to the above consequences, the student may face in-school and/or out-of school suspension (based upon the offense), and then possibly be asked to leave Jubilee Christian School.

SUSPENSION

When student behavior results in a suspension, the Principal will contact a parent / guardian to schedule a conference. The student and at least one parent / guardian must be present at this conference. This meeting provides an opportunity to talk about past behavior and set improvement goals for future behavior. A written summary of the student's disciplinary record will be given to the parent / guardian.

In-School Suspension

On the day of an In-School Suspension, the student will attend school, but will not attend classes. The student will be placed in a designated location, such as the principal's office, and will be supervised by a Faculty or Staff member. Teachers will send class assignments, quizzes, and tests to be completed by the student. Work completed during an In-School Suspension will be graded without penalty.

Out of School Suspension

On the day of an Out of School Suspension, the student will not be allowed on school property nor

to attend any extracurricular school events. The student will complete missed assignments, but will receive an automatic deduction of 10% for all work that is completed during the suspension. Quizzes and tests missed on the day of an Out of School Suspension can be made up when the student returns to class, but 10% will be deducted from the grade.

Pennsylvania law prohibits the use of corporal punishment (physically punishing a student for misconduct at school). Teachers and other staff can use "reasonable force" to stop a fight, in self-defense, to get a weapon or some other dangerous object from a student, or to protect someone else (22 PA. Code 12.5).

SCHOOL CLOSINGS & DELAYS

EZ Alert System

JCS subscribes to the EZ Alert System. In the event of an emergency at JCS, information will be sent to parents via text, voice, and/or email. The contact information you have provided is the information we will use to send out alerts. This system insures communication in the event of an emergency. JCS cannot guarantee communication if a parent does not share current contact information.

Inclement Weather

Check JCS website first www.jubileecs.org. Visit www.thepittsburghchannel.com/weather/index.html, or listen to KDKA (1020), WTAE (1250) or WPXI for closing announcements. Closings & delays will also be posted on our school's social media accounts. If your local district announces a delay, follow their transportation regulations and schedule. If your local district is not delayed, the building will be open and the principal or at least one staff member will be there to accommodate you. Before school care may be impacted by a delay, please verify prior to drop off with the designated staff person.

STUDENT HEALTH

Illness/Accident During School

If a student becomes seriously ill or injured, or has a known difficulty related to a medical condition, 911 will be called immediately. Parents will be called after the call is made to 911. Paramedics will transport the student to the nearest hospital that can accommodate him/her. The principal or a staff person will accompany the student in the ambulance in the event that a parent is not on site. Cost of transportation is the responsibility of the parent.

Medications

When possible, students should not take prescribed medication during the school day. If students are prescribed medication by a doctor, that they must take during the school day, the medicine should be in the original packaging (if possible) including dosage information. A parent should send a signed note with the medication, and clearly label the container with the child's name, type of medication, amount to be given, and time to be given. If medication is needed on a daily basis, the parent will need to fill out a medication form (available in the school office). If a student must have an Epi pen on site this will be kept in the school office.

Students may not carry medication with them during the school day. Parent authorization must be provided before any medication is given to students.

School Nurse

The school nurse is at Jubilee Christian School on a regular basis to evaluate student health and maintain students' health records.