



# HANDBOOK

## Mission Statement

The mission of Jenison Christian School is to:  
embrace our community with the love of Christ,  
foster academic growth that is distinctively Christian,  
and empower God's children for a life of kingdom service.

7726 Graceland — Jenison, MI 49428  
Phone: 457-3301 — Fax: (616) 457-1430

Absentee Line: (616)-457-3307  
JPS Transportation: (616)-457-3740  
JCS Transportation: (616)-457-3301

*Loving, Knowing and Serving Christ*

[jenisonchristian.org](http://jenisonchristian.org)

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### Main JCS Bell Times:

8:10AM—Start of School Bell (Pk-8<sup>th</sup>)  
 8:15AM—Tardy Bell  
 9:57AM—Elementary Morning Break  
 10:00AM—Middle School Break  
 10:11AM—Elementary Recess Ending  
 11:55AM—Initial Lunch Bell  
 12:12PM—Recess Bell in Elementary  
 12:42PM—Elementary Recess Ending  
 12:42PM—Middle School Break Ending  
 3:15PM—End of Day Bell



### Other Notable Times:

**6:45AM** – JCS Childcare program available  
**8:00AM** – Staff Supervision Begins on Playground  
 9:00AM—Preschool Start Time  
 11:30AM—Preschool Dismissal Time  
 12:00PM—Pre-K & ½ Day K Dismissal Time  
 12:21PM—Middle School Lunch/Break Bell  
 (Intramural Grade-level switch)

## **ENROLLMENT**

New families may apply for admission to Jenison Christian School at any time. Information and application forms are available in the school office. We encourage our families to spread the word about JCS and encourage new families to see the value in a JCS Christ-centered education experience.

In Spring of each year, personalized enrollment packets are delivered to currently enrolled JCS families so that they can review family and student information for accuracy and sign and return the enrollment/tuition commitments for the following school year.

## **JCS STUDENT HOURS**

**3's and 4's Preschool Hours = 9AM-11:30AM**

(drop off/pick up by Baldwin CRC parking lot)

**Pre-Kindergarten ½ Day = 8:10AM-Noon**

**Full Day Kindergarten through 8<sup>th</sup> Grade = 8:10AM-3:15PM**

**(half days will have a noon dismissal)**

**JCS Childcare is open and available = 6:45AM-5:45PM**

(For more information contact our team at [childcare@jenisonchristian.org](mailto:childcare@jenisonchristian.org))

**Note: We do not have staff supervision on our playground or middle school hallway prior to 8:00AM.** Children needing supervision prior to this time should participate in the JCS Childcare program for their safety and care needs.

## **Visiting JCS During The School Day**

Every parent and visitor who enters the JCS building during school hours (7:30 AM–3:15 PM) should enter through the school office door off of Graceland Drive (doorbell next to door for access). Please stop by the office to sign in. Student visitors from another school should seek advanced permission from the office and not disrupt class time.

## **ARRIVAL, DISMISSAL, VISITING PROCEDURES**

All students should head to class at 8:10AM, the tardy bell will ring at 8:15AM.

The school day will end at 3:15PM. Parents or guardians picking up students should park in the Baldwin Street Parking Lot and enter through the early childhood entrance (the entrance connected to the parking lot). Middle school students will wait on the benches just inside the door, elementary students will wait in the hallway by their hooks to be picked up.

Parents, **please drive slowly and cautiously on and near the campus.**

**Do not** drive or park in the bus-loop area by the office from 7:30AM-4:00PM

(Parent/Visitor parking available next to the office on the South end by the house)

Parents who need assistance finding their child after the school office is closed should call the office and listen to the message for instructions. Parents of students riding JPS buses should call the JPS Transportation office directly (457-3740).

### **Car Drop Off & Pick Up Protocols**

Parents picking up a student mid-day for appointments or other outings should park in the visitor-parking lot by the JCS Office and head to the office to sign-out your child. They will make a call to the classroom to have your child join you in the office.

All students being dropped off & picked up by car before and after school (Preschool-8<sup>th</sup> grade) should use the Baldwin Street Parking Lot except for special circumstances pre-approved by the principal.

PreK-8<sup>th</sup> grade parents should use the drop-off loop in the morning, not the actual cul-de-sac portion of this entrance.

- Preschool parents should park in the Baldwin street lot and walk your child to/from classroom.
- Elementary students should go to the playground area (east of building) until the bell rings.
- 5<sup>th</sup>-8<sup>th</sup> grade students may enter before school in the Baldwin street entrance and head straight to the middle school lounge.

The bus-loop will be limited to buses and staff-parking only during the school day to provide better safety to the students arriving and leaving on buses.

Please **do not park** in the following areas:

- in front of curbs
- along the sidewalk or in the cul-de-sac adjacent to the Baldwin Street church parking lot (except if accompanying a preschool child to their classroom at drop-off or pick-up)
- back of building by the gym during the school day

### **Bus Information**

The bus driver is responsible for the safety and welfare of all students on the bus. Students are expected to obey the driver at all times and follow bus riding guidelines established by both Jenison Public and Jenison Christian Schools. Bus behavior expectations mirror many of the school classroom behavior expectations. Students who are uncooperative may have their bus riding privilege revoked. **Students should not use electronic devices on the bus, all electronic devices should be off and secured in a student's backpack for the duration of their ride.**

- Busing Within Jenison District:** JCS works closely with the Jenison Public School (JPS) Transportation Department, providing transportation for JCS PK-8 students within the JPS district.
  - Busing is not available within a 1.2 mile radius from school. This is a parent-responsibility zone.

- **Busing Outside of Jenison District:** JCS provides transportation to parents who live outside of the JPS district and are close to established bus routes. Bus stops are determined on a case by case basis.

### **A Few KEY Bus Safety Rules**

- Be careful when waiting for the bus, do not stand on the curve or too close to the street
- Remain seated at all times while a bus is on its route
- Place your backpack on the seat next to you
- Do not use electronics as they can be a distraction and disruption to a safe ride for all

For more information on busing, please contact JCS Transportation Director, Sharon Sytsma at 616-283-5569 or [ssytsma@jenisonchristian.org](mailto:ssytsma@jenisonchristian.org)

### **Walking/Biking Protocols**

Students who walk or ride their bikes to school in areas where there are crossing guards must cross with the guard. Please review basic safety guidelines with your child if he or she rides a bike or walks to school (look both ways before crossing, use sidewalks when available, wear a helmet if on a bicycle, bright colors are helpful for better visibility, etc). There is a bike-rack available by the sidewalk near the early childhood entrance of the school on the Baldwin Street side of the school.

### **Visiting JCS**

All Visitors Must Sign-in At the Office. Visitors should not interrupt learning times during the day.

### **Other Things to Know About Drop-Off/Pick-Up at JCS**

- A "Red Light Day" means weather isn't appropriate for students to go to the playground. We will have a red traffic light in a classroom window near the early childhood entrance door that is visible from the parent drop off zone and it will be on and bright red if the weather is rough enough that students should come inside rather than the playground. They should all enter the Baldwin street entrance. Elementary students head to their classrooms. 5<sup>th</sup>-8<sup>th</sup> grade students head to the middle school lounge.
- If you live outside of the Jenison District, please read Emergency Closing/Delay section for important information regarding busing.

### **ATTENDANCE POLICY**

**All absences must be called in to the school office by 8:00AM using the absence line at: 457-3307**

\*\*The absence line is open and **available 24-hours a day** and is a recording service.

Note: The school office will call the home of an absent student if the school is not notified by the appropriate time. This is for the benefit of the parent, so that parents will be notified as soon as possible if the child has not arrived at school.

A student is tardy if he/she is not in his/her classroom when the bell rings.

- **Before heading to class**, elementary and middle school students who are tardy at the start of school need to check in at the office for a green-slip.

## **ABSENCE-RELATED ASSIGNMENT/ASSESSMENT POLICY**

Assignments and assessments missed as a result of an excused absence must be “made up” within a reasonable period of time. Parents/students should communicate with the student’s teachers in order for a plan and timeline to be created by the teacher. The teacher will monitor progress as the student catches up on the missed learning goals.

### **Planned Absence**

Families are encouraged to take family vacation trips when school is not in session, because it will lessen the potential impact on the student’s learning. Absences for elementary and middle school students taken for vacation reasons must be communicated in advance to the school office.

### **Departures During School Hours (for appointments, etc.)**

Preschool Students: Parents communicate directly with the child’s teacher for attendance purposes.

Pre-Kindergarten through Eighth Grade Students: Parents should stop directly in the main JCS Office to sign out your child for any reason. A member of the office team will call down to the classroom and have your child meet you in the office.

Upon return, students should stop in the office and sign back in, the office team will provide the student with a green-slip to notify the teacher that the student has checked in before heading to their classroom.

## **BEHAVIOR/STUDENT EXPECTATIONS**

Teachers and school staff pray for and encourage students on a regular basis. On occasion, circumstances will arise where an individual or small group of students want to talk about an issue with an adult. In those instances, students are encouraged to speak with a teacher or the principal.

Jenison Christian School is a Kingdom community with a goal to display Christ’s love in our community where every person feels safe and is treated with respect and dignity as displayed in Colossians 3:12-14.

The school’s desire in dealing with misconduct is not primarily to punish, but to bring about change and spiritual growth. Therefore, most discipline will be performed in a series of steps. However, serious offenses may result in immediate action, including suspension. Students who have no desire to cooperate within the spirit of the school’s guidelines will be considered for expulsion.

Jenison Christian School will use the Love & Logic behavioral guidance approach. The goal of this approach is to encourage students to think through and own their choices as well as understand the consequences from each choice. In this approach, the staff will work directly in dialogue with students through behavioral situations using both love and logic.

Appropriate behavior standards apply to all school-related activities whether or not they occur on the school campus or during school hours.

**General Student Expectations include:**

- **Care**
  - Students are expected to exercise due care for themselves, others, and all school property and equipment.
  - To help ensure proper care for all of our school facilities:
    - Gum chewing is not allowed.
    - All lockers can/will be checked by any teacher or administrator to make sure appropriate materials are in order. Open pop cans and/or food items may not be stored in lockers.
    - Shoes that leave black marks and sport shoes with cleats are not to be worn inside.
    - Students will be expected to wear gym shoes on the gym floor. This may necessitate students taking two pairs of shoes to school.
  
- **General Behaviors**
  - Make good choices that promote a safe environment where learning comes first for all students. A few examples of poor choices that are not acceptable within our school setting include: running in the halls, pushing/fighting, touching art and other hallway decorations, and shouting.
  - Students must have teacher permission to be in the hall during class time.
  - Students may not have a cell phone, i-pod, or other electronic device at school. Phones are available in every classroom for communication as needed with teacher permission. Cell phones found on students during school hours will be taken and handed in to the office for parents to pick up from the principal.
  - Respect others at all times. Inappropriate physical contact between students is not allowed.
  
- **Library**
  - Students are not allowed in the library without teacher supervision.
  - No food or drink is allowed.
  - Computers in the library may be used with permission only.
  - All library materials are available to be checked out.
  - All materials may be checked out for a two-week period, except reference material which is a one-day or overnight checkout.
  - Nothing may be taken from the library without checking it out.
  - It is the student's responsibility to see that materials are returned on time.
  - Library Fines: Overdue notices are sent to homerooms weekly. Fines for books returned late is 5¢ per day and reference materials is 10¢ per day.
  - All fines must be paid before report cards are received.
  - Lost Material – Students will be charged the replacement cost for any lost item.

- **Outdoors**

- Students are expected to remain on campus during the school day, play safely, and practice good behavior. Students may not participate in any type of dangerous play such as fighting, stone throwing, snowballing, or tackle football.

### **Bullying**

One of the relational goals for Jenison Christian School is to display Christ's love in its community, where every student and adult feels safe and is treated with respect and dignity. As such, school employees will report to the principal any mean behaviors that may be considered bullying.

Bullying is defined as negative actions used unfairly and repeatedly by someone who, for a variety of reasons, is in a more powerful position than the victim.

Bullying will be considered a serious offense.

### **Harassment**

Gender, ethnic, and cultural differences and the relationships they produce are created by God as wonderful gifts to enrich not only individuals, but also the Christian community. Students who are growing up in a culture that confuses and sometimes perverts those gifts are sometimes placed in circumstances that are highly sensitive and make the students vulnerable.

Any language or action that devalues a member of the community, creating embarrassment and self-consciousness is unacceptable. Any type of unwelcome conduct related to gender, ethnicity, or cultural difference, directed toward, or about another individual, or toward a group, may constitute harassment. Unwelcome conduct includes, but is not limited to touching, verbal, written or electronic comments, name calling, spreading rumors, suggestive or mocking gestures, and pulling or removing clothing. Harassment will be treated as a serious offense.

### **Serious Offenses**

JCS students are expected to obey the law at all times. Any violations of the law, repeated violations of school guidelines or other actions may be deemed as a serious offense by the Principal if they are a threat to the health or safety of the student or others. A few examples that may be deemed a serious offense include plagiarism, possession of a dangerous item, and possession of any form of alcohol or drugs.

Suspension is an administrative action determined by the principal and expulsion of students is a Board action after the Education Committee has heard a recommendation from the Principal and had a discussion with parents.

A student who is suspended from classes is expected to make up all missed assignments and/or tests.

### **CLASS TRIPS/FIELD TRIPS**

All PK-8 students are expected to accompany their classmates on school trips and class outings. If a student is not going to be able to attend a scheduled school event, the parents must contact



the school office to make other supervision arrangements of their child(ren) in consultation with the principal.

When transportation for field trips is provided by volunteer parents or other adults, these guidelines from the Michigan Department of Human Services (R400.5612) will be followed:

- Parents will be informed of field trips prior to each trip.
- Written permission from parents is required before children attend field trips. This is done by completing the *Emergency Procedure Card* the first week of school.
- Volunteer drivers must review requirements and sign volunteer-driver form in school office.

### **CHAPELS**

Each class participates in a regularly scheduled praise & worship time. We believe in the whole body of Christ found at JCS gathering a few times throughout the year to celebrate special moments like Thanksgiving, Christmas, and Easter. We invite parents and guests to join us for these special gatherings as we seek to give God all glory and honor.

### **INSTRUCTION & CURRICULUM**

Jenison Christian School provides Bible-centered, faith-increasing, standards-focused instruction for our students. JCS uses a variety of assessment instruments that are used for curriculum review and to monitor JCS student progress.

The foundational belief that Jesus Christ is Lord of all is the guiding principle for teaching and learning at Jenison Christian School. The Jenison Christian School curriculum emphasizes the importance of a solid academic curriculum that challenges students to respond in faith and obedience.

- The interrelatedness of all subjects becomes evident in the study of the unity of God's creation.
- Teachers use a variety of teaching strategies that meet the needs of a broad range of learners.

### **DRESS CODE AND APPEARANCE**

Jenison Christian students are expected to dress modestly, both in attending class and extra-curricular activities. Dress and appearance must be consistent with establishing a wholesome educational environment, an environment that promotes learning and modesty.

**For students in preschool through Fourth Grade**, the following appearance requirements apply:

- Clothing should be modest and should not call attention to the wearer or disrupt others by using sexual or outlandish styling (no advertising of alcohol, tobacco, inappropriate or suggestive slogans).
- Clothing should be functional and convey a sense of stewardship.
- Personal hygiene is important; dress neat and clean.
- Wear shoes or sandals at all times.

- Shorts and dresses should be of modest length (acceptable would be Bermuda shorts and capris).
- Hats or headgear may not be worn in class or during assemblies. Exceptions may be made on special occasions.
- Shirts may not be see-through.

**For students in 5<sup>th</sup> - 8th Grade** “In good taste & appropriate for work—schoolwork.” JCS middle school students are expected to dress appropriately for schoolwork and consistent with promoting a wholesome Christian learning community.

The JCS middle school dress code identifies wear that the Board (after consultation with teachers, staff and the parents) has determined is appropriate and not appropriate for student schoolwork. Schoolwork includes getting in and out of desks, working at lab tables, standing, sitting, physical education class and intermurals, etc. Schoolwork is to be carried out without having clothing (lack of clothing or writing on clothing) be distracting, inappropriate, or restricting.

JCS reserves the right to change its dress code as cultural styles change to ensure appropriate clothing for school. The administration’s decision as to what is appropriate or not appropriate for school and school work is final.

- a. Clothing, jewelry, and personal grooming must not be distracting, disruptive, restricting, suggestive, offensive, or denigrating.
- Shirts and tops for girls may be sleeveless if straps are 3 inches in width from neckline to the sleeve edge. Off the shoulder shirts and open back shirts are not allowed. Sheer tops may be worn if they have a shirt with a three-inch strap underneath. Boys must wear shirts with sleeves.
  - Shorts, skirts and dresses must extend to mid-thigh or you must wear leggings or spandex underneath.
  - If leggings are worn without shorts, skirts, or dresses, the shirt must be mid-thigh.
  - No bare midriffs while standing or walking.
  - No cleavage while standing, walking, or sitting.
  - No underwear showing.
  - No offensive or suggestive words, pictures, etc. on clothing - shirts, coats, pants, etc.
  - No advertisement of tobacco, alcohol, drugs, or music groups on clothing.
  - No ripped or torn clothing in trunk area that reveals skin or undergarments or underwear.
  - No hats worn in school

b. When you violate the dress code, you will be subject to the following:

- 1.For the first offense, parents will be advised of the violation (an attempt will be made to discuss by phone and email will be used if unable to reach by phone) and the student may be asked to change.

2. For the second offense, both the parent and student will be advised of the violation and the student may be required to change.
3. For the third offense, the student will be asked to leave class and will be required to remain in the JCS office until parents arrive with a change of clothes that comply with the JCS dress code.
4. Excess offences will be addressed on a case by case basis but could result in suspension and other disciplinary action. Any additional disciplinary action recommended by the JCS Administrator will be brought to the JCS Board for final decision.

Additional guidelines for preschool students can be found in the handbook supplement sent home to parents.

### **EMERGENCY SCHOOL CLOSING**

An *Emergency Procedure Form* is included in your enrollment pack. Please fill out the form completely and return it to school as soon as possible. The phone numbers are crucial for school use should a student become sick or injured.

Jenison Christian School may be canceled when weather conditions or other potentially hazardous conditions make transporting students or conducting classes and extra-curricular programs unsafe. School will not normally be canceled during tornado or other severe weather watches.

All students and guests in the building must follow safety instructions announced due to severe weather or lock down.

Jenison Christian School *usually* follows Jenison Public Schools' closures and delays due to weather. We have arranged with TV and radio stations in the area to make necessary announcements about school closing. We also post closures and delays on the JCS website and Facebook page.

Every effort is made to publish announcements regarding school closure or delay early in the morning so that parents have time to make alternative plans for the day. **When school is on a 2-hour delay, all half day programs (preschool, pre-kindergarten, and ½ Day Kindergarten) do not meet on that day.**

• If you live outside of the Jenison District and receive busing from JCS, here is what to expect:

- When Hudsonville Public School is on a 2-hr delay, no morning busing will be available but students will receive transportation home at their normal times.
- When Hudsonville Public School is closed, transportation will not be available for the day.

When school has not been canceled and parents feel it is unsafe for their children to attend school, parents may keep children at home or remove children from school during the course of the school day. To do so, parents should follow procedures for reporting student absence as outlined in the **Attendance Policy** section.

### **Extra-curricular Activities or Other Special Programs - Cancellations**

Extra-curricular activities or other special programs will be held at the discretion of the principal or designee. An attempt will be made to notify those involved with the events.

### **TUITION & SUPPORT RESOURCES**

It is our goal to provide a Christ-centered education at JCS for all families who desire it. The Jenison Christian School Board annually establishes the tuition schedule and the Finance Committee determines policies and procedures for tuition payment and opportunities for tuition assistance. Tuition assistance and other detailed information and appropriate forms can be found on the school's webpage at [www.jenisonchristian.org](http://www.jenisonchristian.org) under the "Consider JCS" tab. JCS has many different payment options available to help meet every family's budgeting styles and needs. If at any time you would like to talk about tuition, please contact the principal.

### **FUNDRAISING**

Jenison Christian School relies on donations and fundraising to help keep our program affordable for all families. Our Parent-Club organization is continuously active in various fundraising efforts. Any fundraising representing Jenison Christian School outside of the approved Parent-Club events needs approval from the JCS office.

### **HOT LUNCH**

Hot lunch is available daily. JCS partners with Allendale Christian School to offer the meal program. Every student may purchase hot or cold lunch options and/or milk. Menus and prices are handed out in advance. Free and Reduced Lunch programming is available for qualifying families and is completely a confidential process. For more information, please contact the hot-lunch manager, Rebecca, at: [hotlunch@allendalechristian.com](mailto:hotlunch@allendalechristian.com)

Parents who wish to have their child participate in the hot-lunch program need to keep money in their child's account at all times. This can be done by going online to [www.sendmoneytoschool.com](http://www.sendmoneytoschool.com) and logging into your account (a small fee is added when placing money in the account online) or you may drop off a check in the JCS office to be applied toward your account. In the event a student's account has a negative balance, his/her parent will receive a negative balance sheet informing them. If the account is not kept current and you run a negative balance consistently, the food service will no longer be able to provide the lunch program for your child. If school is cancelled, the lunch to be served that day will carry over to the next day.

### **INJURY AND INSURANCE**

Student injury: Each JCS family must return an *Emergency Procedure Card* detailing insurance and emergency procedures. Jenison Christian School does not provide accident insurance for its students.

### **INTERNET, SOCIAL MEDIA, & SAFETY**

Jenison Christian School obeys copyright laws and holds high expectations for teachers and students in developing Biblical, moral, ethical practices in using the internet and media center. To that end, students who have access to the internet at school, and their parents, are expected to read and sign the school's internet access policy and permission form. Students who agree to the

school's standards are allowed to access the internet; that privilege is taken away from students who use internet access inappropriately.

Jenison Christian School also tells its story of school and community life through various social media outlets like Facebook. We would encourage you to "Like" us on Facebook and check out the many great things happening at JCS. We do offer a "do not photo" line on the consent-form for anyone who would prefer their child not appear on the school website or Facebook page at the enrollment time and it can be modified per parental request in the office at any time.

### **LOST AND FOUND**

All small items of value (watches, rings, etc.) that are found should be brought to the office. Any clothing, books, shoes, etc., that are found should be placed in the lost and found box located just outside the office. The items not claimed from the lost and found box will be donated to an organization at Christmas break and the end of the school year.

### **MEDICATIONS/MEDICAL ISSUES**

No medications, including Tylenol, will be administered at school without written permission from the parent **and** physician specifying the type of medication and dosage. The JCS staff assigned to dispensing medicine will do their best to follow the directions provided on the Administration of Medication Consent Form, but the staff at JCS is not in the business of providing medical services. Administration of Medication Consent Forms can be picked up from the school office. Additional guidelines for preschool students can be found in the handbook supplement sent home to parents.

### **ALLERGIES POLICY**

JCS strives to create a safe environment for learning. This includes, when possible, accommodating to a student's allergy or allergy verified issues. JCS recognizes that there are different types or intensities of allergic reaction, and the Principal and JCS staff will **prioritize those of an anaphylactic nature**. The Principal and JCS staff will attempt, within their discretion, to accommodate those students when allergic reactions that are not of an anaphylactic nature occur. Parents will be expected to supply the accommodation means necessary to create the accommodation for their child.

Parents of a JCS **student with allergy issues that result in an anaphylactic reaction shall have their physician complete the JCS Anaphylactic Reaction Form**. This form shall include the specific trigger for the anaphylactic reaction, the form of the reaction, and the proper treatment response from JCS staff. **Parents of a JCS student with allergy issues that do not result in an anaphylactic reaction, but request the Principal and JCS staff to accommodate this/these allergy/ies, shall complete the JCS Allergy Accommodation Form.**

JCS staff shall be trained in proper delivery of the treatment response options listed on the Anaphylactic Reaction Form. Note that this is in a good-faith effort to assist, but there are no medically certified personnel on the JCS Staff beyond CPR and basic First Aid Training.

It is important that the Anaphylactic Reaction Form be completed and returned so that JCS staff may receive the appropriate training, if necessary, to allow the property delivery of the treatment response options as listed on the form.

## **MONEY RELATED POLICIES**

The *office does not make change* for any reason. Please bring change/cash from home when needed.

Parent volunteers often assist the school by collecting money for special events. The Parent Club has specific procedures for volunteers assisting with club sponsored fundraisers and events. Here is a brief summary of the school's guideline for collecting and depositing money:

- At least two people must be present when counting money.
- Secure a deposit slip from the office and return the money to be placed in the safe.
- Do not bring money home after an event; arrangements have been made for a night deposit with the bank.
- If there is not enough time to count the money, store it in the school safe and count it the next day.
- All expenditures for special events or items must be processed through the school checking account and signed by authorized employees; cash may not be taken from money collected to pay for goods or services.

## **RECESS/PLAYGROUND SAFETY**

Parent playground supervisors play an important role in encouraging safe play and positive student behavior during the noon hour recess. Playground volunteers are required to give the office permission to complete a background check for safety purposes. Persons with a criminal history may not supervise students of JCS. Teachers alternate scheduled playground supervision of morning/afternoon recess.

5<sup>th</sup> grade students volunteer as crossing safeties for the street crossings, drop-off point and bus area. All students are to follow the directions of the safety volunteer. Safeties are on duty before and after school. Safeties use two-way radios to communicate with the teacher supervisor as needed. Students sign up to be safeties at the end of 4<sup>th</sup> grade.

## **INTERSCHOLASTIC SPORTS AND ELIGIBILITY REQUIREMENTS**

Jenison Christian is a member of the AOK Christian School League. The members of this league are: Adams, Byron Center, Calvin, Dutton, Heritage, Hope, Hudsonville, Jenison, Legacy, Moline, West Side, and Zeeland Christian Schools. The purpose of the AOK League is to organize the 7<sup>th</sup> and 8<sup>th</sup> grade sports for the members of this league.

At Jenison Christian, the primary goal of athletics is to bring glory to God by encouraging our athletes to perform to the best of the abilities our Lord has given them. Middle school athletics should be viewed as a process beginning in the 6<sup>th</sup> grade and continuing through the 8<sup>th</sup> grade.

For 6<sup>th</sup> grade students, there are a number of opportunities to participate in one-day tournaments. This serves as an introduction to athletic competition. It is an opportunity for students to explore their interests and to enjoy the experience. Equal participation is emphasized at this level. One-day tournaments are held in: basketball\*, golf\*, swimming\*, tennis\*, track\*, and volleyball\*.

In 7<sup>th</sup> and 8<sup>th</sup> grade, the participation of as many individuals as possible is stressed. However, the emphasis shifts toward more skill development as the number of practices and the number of games increase. The goal is to have a 7<sup>th</sup> grade team and an 8<sup>th</sup> grade team in every sport. However, if this isn't possible, 7<sup>th</sup> and 8<sup>th</sup> grade athletes will be combined to form one team. Once in a while, there still may not be enough athletes to form a team. In this case, 6<sup>th</sup> grade athletes will be asked to try out for the 7<sup>th</sup> and 8<sup>th</sup> grade team. Not every 6<sup>th</sup> grader trying out will necessarily be on the 7<sup>th</sup> and 8<sup>th</sup> grade team.

In 7<sup>th</sup> and 8<sup>th</sup> grade, students may become involved in a variety of sports organized by the AOK League. In addition, 7<sup>th</sup> and 8<sup>th</sup> grade students may participate in sports that Unity Christian organizes for all Eastern Ottawa County Christian Middle Schools.

Any student may lose the privilege to play for poor behavioral choices made or if his/her academic performance needs to take a higher priority. This decision will be made at the discretion of the JCS Athletic Director in consultation with the principal.

## **Sports Participation Policies**

### **1. JCS sports team & another JCS related activity.**

- A game or performance takes precedence over a practice/rehearsal.
- Two practices/rehearsals at same time: The student receives guidance from the coach and the athletic director. These individuals will assist the student in making the best choice.
- A game and a performance at the same time. Generally, the student will be guided toward the event that occurs least often.
- Ultimately, the final decision will be left to the student and his or her parents.

### **2. JCS sports team and a Unity Middle School sports team.**

- Both schools agree that participation is very important at the middle school level. Every coach agrees that a well-rounded athlete is important. In addition, middle school is designed to give athletes an opportunity to explore other sports.
- If a student decides to participate on these two teams at the same time, the athletic director will meet with each coach. The athletic director will put together a practice/game schedule for each athlete. The athlete's schedule will be fair to each sport, making sure the athlete and his/her teammates have the best opportunity for a positive experience.

### **3. JCS sports team and a club team.**

- A JCS game takes precedent over a club practice.
- If a JCS practice and a club practice conflict, both teams must be willing to work together. Both the JCS coach and the club coach know at least a week in advance when a conflict will occur. Each coach must understand that there will be practices that the athlete will leave early or arrive late. This must occur as equally as possible for each team.

Finally, each athlete and sport is different. The A.D. will use the above policies as guidelines and will evaluate each situation on a case by case basis.

## **SUPPLIES**

Though the school provides most of the necessary supplies used in the classroom, parents are asked to provide a small number of items. A list of specific items, by grade level, can be found on the JCS website, [www.jenisonchristian.org](http://www.jenisonchristian.org), under the “Resources” tab and listed as School Supplies for the year.

## **SUPPORT STAFF & SERVICES**

Jenison Christian School aims to meet the needs of all our students. We can provide the following services for our students:

### **Special Education Services**

Jenison Christian School (JCS) employs special education teachers in order to provide continuing education for children with specific learning needs and individualized education plans. This instruction is generally given on a one-to-one or small group basis after consultation between school representatives and the parents.

Jenison Christian School has collaborative partnerships with Christian Learning Center (CLC), the Ottawa Area Intermediate School District (OAISD), and Jenison Public Schools (JPS).

**School Psychologist**—primarily focused on testing and analyzing data related to students who may need additional supports for their learning environment.

**School Social Worker**--primarily focused on working with students who are having difficulty in personal-social adjustment in school and/or home. The social worker, through individual conversations with the students and sometimes parents, aims to help each student at their level.

**Speech Therapist**—primarily focused on working with students who have speech and language delays and other related issues.

**Occupational & Physical Therapist**—primarily focused on working with students who have fine and gross motor delays and other related issues.

### **Vision/Hearing Tests**

Vision tests are given once in a year for all students in grades 1, 3, 5 and 7, and hearing tests are also given once in a year for students in grades PK, K, 2 and 4. If additional diagnosis is necessary parents are notified. This service is provided by the Ottawa County Health Department at Jenison Christian School.

If you would like to know more about any of these special services or if you have other support-service related questions, please contact JCS' Special Education Director and Accommodation Specialist, Scott Schermer at [sschermer@jenisonchristian.org](mailto:sschermer@jenisonchristian.org) or 616-457-3301.