

# Johnstown Christian School



Family Handbook  
2020/2021

Dear Families,

The faculty, administration and school board welcome you to JCS. Our lives are open to you with warmth and caring because we are “a community based on Christ’s teachings and compassion.”

Johnstown Christian School is a special place of learning. The curriculum that is taught is based on truth, Jesus Christ. The academic and spiritual aspects of the school are both of high importance. JCS is endeavoring to evaluate and improve in these areas at all times. A school like JCS is important for social growth and development as well. Living and working during the day with faculty and students who are following in the ways of Christ make our social life one of caring and commitment to each other. Our commitment to Christ must make a difference in our lives and in the development of the Christian school.

This handbook contains valuable information for families participating in the school. All groups need guidelines to help make relationships more positive and meaningful. Please become involved in your school and help make it the best it can be.

Sincerely In Christ,

The Board of Directors  
Johnstown Christian School

**Board Of Directors**

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Celeste Sprankle ..... Administrator  
Margaret Adkins ..... Dean of Students, Bible, Health  
Cathy Spory .....Elementary Principal, Kindergarten  
Kathy Shook ..... Discovery Center Director and Intervention Services Coordinator

**Secondary Faculty**

Troy Burkey ..... Math  
Laura Courtney .....Bible, English, Yearbook  
Jason Crissman ..... Bible, Social Studies  
Steven Fassnacht..... Band  
Kristen Lloyd ..... Bible, Music  
David Sprankle .....P.E., Science, Health, Athletic Director  
Jillian Walker ..... English, Spanish  
Eric Yacko ..... Math, Science  
Terrie Yacko ..... Art, Yearbook, Math  
Diana Yoder ..... English, Geography, Library, History, Bible  
Penney Yoder .....Science

## Elementary Faculty

Marsha Carr . . . . . Elementary Science, Bible  
Melinda Hodges . . . . . Second Grade, Fifth ELA  
Jennie Hostetter. . . . . Preschool  
Sue Ferguson . . . . .Elementary, Technology  
Patti Miller. . . . . Kindergarten  
Lexi Marks . . . . . Preschool  
Cheryl Stanley. . . . . First Grade, 4th Social Studies  
Lisa Yanov . . . . . Elementary Math, 3rd Grade Language Arts

## Discovery

Debra Chaves . . . . .Educational Therapist, Elementary Spanish  
Katie Inman . . . . . Educational Therapist

## Staff

Candi Bracken. . . . . Administrative Assistant  
Kay Engleka . . . . . Custodian  
Shelby Holsopple . . . . . Cook  
Artrese Taylor . . . . .Kitchen Supervisor  
Dr. Kathy Keafer . . . . . Development Director  
Amy McDowell. . . . . Business Manager  
Kristen Mack . . . . .Marketing & Admissions  
Leah Schrum. . . . . Elementary Aide  
Bryce Croyle . . . . .IT Manager

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### History

Johnstown Christian School is a patron school, meaning that it is supported financially and in leadership by the parents or patrons of the school. It is governed by a nine-member school board which is elected by the patron body at the annual spring meeting.

The school was opened in 1944 by Mennonite families who were concerned about the spiritual growth and development of their children. The school was reorganized in 1973 as the Johnstown Christian School and Christian education was made available to the broader Christian community of the Johnstown area. It provides a kindergarten through twelfth grade program of education approved by the Commonwealth of Pennsylvania and accredited by the Association of Christian schools International and Middle States Association of Colleges and Schools. The school campus was built in seven sections, with the most recent STEM addition being completed in January 2016.

Johnstown Christian school welcomes families with a commitment to Jesus Christ who are willing to accept the standards of the school and will contribute to its Christian character.

As we move forward, we continue to seek God's blessing and direction in our purpose. He has blessed us in the past, and by faith, we know that He will continue to do so in the future.

### Statement of Faith

1. There is one God, eternally existing in three persons - the Father, the Son, and the Holy Spirit. (Matthew 28:19)
2. The holy scriptures are verbally inspired by God and are our only infallible rule of faith and practice. (John 1:1)
3. Jesus Christ died, shedding His blood for our sins, and was bodily raised from the dead, thereby breaking the bonds of death and assuring us of eternal life. (1 Corinthians 15:14-18)
4. Jesus Christ will return visibly and bodily with power and great glory. (1 Thessalonians 4:16)
5. Man is, by nature and practice, a sinner separated from God and can become God's child only by personal faith in Jesus Christ, and as a result, live in submission to God's will as revealed in the scriptures. (Romans 3:22-24)



6. Those who are thus born into God's family have eternal life (John 3:16) and those who are not remain in spiritual death and will be separated from God forever in hell. (2 Thessalonians 1:7-9)
7. The Holy Spirit lives in the believer, enabling him to walk in purity of life and submission to the will of God. (Romans 8:13-14)
8. The believer, in response to his faith in and commitment to Christ, is an active part of the local body of Christ. (Ephesians 4:1-16)
9. God is the creator and sustainer of all things. (Genesis 1; Genesis 2; Colossians 1:16-17)
10. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor. 6:18; 7:2-5; Heb. 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that God created the human race male and female and that all conduct with the intent to adopt a gender other than one's birth gender is immoral and therefore sin (Gen. 1:27; Deut. 22:5)."

### Philosophy

The educational philosophy of the Johnstown Christian School is based on the truth as presented in the Bible, God's verbally inspired inerrant word. God reveals himself as creator and sustainer of the universe through His Son, Jesus Christ. Man was created in the image of God, but this original image was drastically marred by sin, breaking man's ability to know and honor God in this depraved state. To reconcile this condition, God sent Jesus Christ to provide atonement. The third member of the godhead, the Holy Spirit, convicts man of his sinful condition and through belief in the Lord Jesus he is counted as righteous before God.

In the educational process, the Holy Spirit is the teacher who reveals all truth. The curriculum must develop in the student an understanding of true knowledge and wisdom as revealed through the word of God. The student needs to gain a proper worldview through a thorough integration of truth and Christ-centeredness. In this educational process, the student needs to experience development spiritually, mentally, physically, and socially. The student needs to develop a life view in which Christ is the controller of his life, both personally and vocationally. The dedicated Christian teacher is extremely important in this process. As a model of the Christian perspective, the teacher provides the setting for effective discipline within the classroom leading the student into personal discipleship patterns as a disciple of Christ.

The authority for the education of children comes from God's word and is directed to the parents. Parents are totally responsible for the training of their children but may form a triangular relationship with the church and the school, which become, in effect, partners in this process.

### Aims and Objectives

The Johnstown Christian School is committed to ministering to the whole student in the following ways:

1. Ministering to the spiritual and moral growth of the student by providing opportunity for each student to accept Christ personally, by teaching consistent daily Christian living, and by teaching the Bible in an organized way. A true integration of Christ into the entire curriculum is one of the school's goals.
2. Ministering to the student's personal and social development is an aim of JCS. The understanding of self and relationships with fellowmen are both of great importance in God's view of society.
3. Ministering in the area of academics is of great importance as students prepare for life occupations. The school endeavors to promote high academic standards.
4. Ministering to the home from which the student comes helps the family learn to understand the school and to place Christ at the center of all their living.

*"We will not hide them from their Children; We will tell the next generation the praiseworthy deeds of the Lord, His power, and the wonders He has done."*

*~Psalm 78:4*

### Admission Requirements and Procedures

1. Any student or family interested in Christian education at JCS is welcome to apply regardless of race, color, sex, age, handicap, or national or ethnic origin. At least one of the parents/guardians in the family must be a Christian for the students to be enrolled.
2. A campus tour with our Head of School is encouraged.
3. Applications for admission must be filed with the admissions coordinator.
4. Applications are reviewed and applicants interviewed by the administrator and a section principal.

5. Students whose records indicate that they may be a liability to the school, or if it appears that the school's program will not meet their needs, may be refused admission.
6. All students attending school for the first time will be tested to determine their readiness.
7. Because the stated mission of the school is to families, the school accepts families on the basis that all school-aged children attend JCS unless there is an agreed reason as to why this would not be the case.
8. The school board gives final approval to all applicants, unless authority to do so has been granted to the administrative committee by board action.
9. All students and families are accepted on a one semester probationary period, pending their compliance with school rules and philosophy.
10. Class size limit is determined by the grade level and administrative approval. New patron applicants are considered on the following basis: first by the date the application was received, and then on an individual basis.
11. To start kindergarten students must be five before September 1 of the year in which they are enrolled.
12. All new students entering Johnstown Christian School must submit prior school records prior to admission and may be asked to take part in placement testing so that appropriate math and reading class placements can be determined.

All students are expected to comply with school policies and standards as outlined in this handbook. All parents are asked to support the school in its standards as well as in prayer and finances. A signature on a covenant statement of such agreements will be required. Our goal as a school is to follow God's requirements for Christian living.

#### Parental Expectations

Parents are an important part of our work at JCS. We view parents as partners in accomplishing our mission statement. In reaching that goal we ask that parents commit to 20 hours of service at JCS. Five of these hours are specifically for our annual Festival in May. The remaining 15 hours can be met in numerous service opportunities throughout the school year. Service opportunities (work days, classroom assistance, etc.) will be made available in JCS's weekly flyer. In addition, we have found these times of service to be great times of building relationships within our JCS family.

JCS engages in three school wide fund development activities that all students are asked to participate in.

- Fall Magazine Sale - This fundraising event helps to fund our activities programming for students. It is requested that all students participate.
- Feed the Need: This is a unique fund development and service opportunity where students package meals for people locally and in third world countries. Students secure sponsors for this event. This is done through a variety of options: mail, website, texting, and email. This event is held in the winter.
- Spring Festival - This fund development event is held the Saturday before Mother's Day. It is a highlight of our community. Each patron family will volunteer at least five of their twenty hours during this week or pay the "buy out" fee. Again, if patrons do not work the required 5 hours, the buy out fee (full or partial) will be required in the following month's tuition payment.

### Accreditation

Johnstown Christian School is an accredited member of the Association of Christian Schools International (ACSI) and the Middle States Association of Colleges and Schools (MSA).

**ACSI** is a service organization seeking to enable Christian educators and schools worldwide to effectively prepare students for life. Students participate in ACSI student activities including spelling bees, speech meets, math olympics, art festivals, and creative writing festivals.

**MSA** is the regional accreditation association of the mid-atlantic region. It is the association which accredits public schools and colleges as well as private institutions.

### Financial Information

There are three options for paying tuition: the entire year's tuition may be paid at the beginning of the year; tuition can be paid in two payments, one at the beginning of each semester; or monthly payments can be made. Monthly payments are made through pre-scheduled electronic withdrawals from a checking or savings account. **Families who are more than 30 days late with semester payments will be asked to pay monthly through electronic payments the following year.**

Reduced tuition is available by making application through FACTS and third-party scholarships. These applications are available electronically through the business office and are completed online with FACTS. Re-enrolling families should submit financial aid forms immediately after the spring re-enrollment days. A limited amount of financial aid is available. Patrons applying late are not guaranteed availability. Aid

granted will not be retroactive for applications submitted late. Information on scholarships based on financial need is available at reenrollment. This money has been raised through the PA Educational Improvement Tax Credit program and PA Opportunity Tax Credit program.

A non-refundable registration fee per family is assessed annually. There is a registration discount for families at the annual re-enrollment time and for first-year families. The registration fee and the first month's tuition must be paid before a child enters school. The registration fee for returning families is due during the re-enrollment time in the spring of the prior school year. The registration fee for new families is due on the fifth of the month following notification of their acceptance.

Any students withdrawing after August 1 will be assessed a fee of 10% of the annual contract. For students withdrawing after the first day of school, tuition will be pro-rated, and 10% of the annual contract will be charged. Any eligible refund is first subject to the deduction of outstanding balances.

In order to be re-enrolled for the next school year, a patron's tuition must be current through June 30 of the previous year.

Any family falling more than two months behind in tuition payments must contact the business manager or board treasurer. Failure to do so may result in the family being asked to withdraw from the school.

All records, grade cards, diplomas and transcripts will be withheld until all accounts have been settled satisfactorily.

Breakage: students are assessed for any damage or breakage of school equipment or property. Students should report any such incident promptly.

### **Discovery Center**

Discovery Center is a program of individual educational therapy for students with specific learning disabilities. Students meet individually with educational therapists for 80 minutes twice a week. They are in their regular classrooms at other times. There is an *added tuition charge* per student which covers 62 educational therapy sessions. Initial testing is required before a student is recommended for the Discovery Center. Details and arrangements for initial testing are available from the Discovery Center.

## Procedural Information

### Attendance

Pennsylvania compulsory attendance law requires regular school attendance until the age of seventeen. Prompt and regular attendance is beneficial to the student's academic progress and future employment references. Regular attendance is also part of the school's understanding of Christian discipline.

1. Excused absences will be limited to the following:
  - A. Personal illness / Doctor appointments
  - B. Death in the immediate family
  - C. Impassable roads
  - D. Approved advance requests
  
2. Advance requests for absence may be made by parents to principals for unusual circumstances and will be considered individually based on the situation and its value. All requests *must be made in advance* to receive consideration as an excused absence. There is a *"five school days per year"* limit for such requests. We request that parents not plan for absences on *days of standardized testing*. It is JCS's policy that students who take vacation during school hours are required to submit in writing the dates of vacation to the principal prior to the absence. Likewise, students who take vacation during school hours do so with the full understanding that they are responsible for the course work covered during their absence. When approved by the dean of students, secondary students will be given a pre-planned absence form to be signed by each classroom teacher acknowledging his/her awareness of the pending absence. Elementary students will receive make-up work both before and after the planned days away.

Students who go on college visits during school hours are required to submit in writing the date(s) of the college visit to the dean of students prior to the absence and complete the pre-planned absence form. Failure to complete this form will result in a 10% deduction of each assignment, project, test, quiz, or other graded material. Also, there will be a 10% deduction for each day the assignment is late, please refer to the make up work guidelines (p. 15). Students who go on college visits during school hours do so with the full understanding that they are responsible for the course work covered during their absence. We request that college visits be limited to three visits (not days) per school year. Special circumstances such as placement testing at a college are not included in the above statement.

3. When dental and medical appointments are necessary during school hours:
  - A. Notify the classroom teacher or administrative assistant that the student will be leaving at a certain time for an appointment.
  - B. A note bearing the signature of the doctor must be returned to the school following the appointment.
  - C. Parents report to the office to pick up their students and sign students out. Students must sign in on return from the appointment.
  
4. In the event of an absence, a note from the parent/guardian must be brought by the student when he/she returns to school. **If a note is not brought within three days of the return, the absence will be considered unexcused as mandated by the Pennsylvania department of education.** The school office will immediately inform parents in writing upon each incident of unlawful absence. The note should contain the following information:
  - A. Date or dates of absence
  - B. Pupil's name
  - C. Reason for absence
  - D. Parent's or guardian's signature
  
5. In keeping with state law, a maximum of ten days of cumulative lawful absences verified by parental notification may be permitted during a school year. **All absences beyond ten cumulative days are required to have an excuse from a physician.**
  
6. The school is required to report all unexcused absences of six or more days to the school district in which the student lives. Additionally, when unexcused absences become a pattern, the school is required to contact the district magistrate and report the absences as truancy. A fine and/or other penalties may result. A notice is sent to the parents regarding the unexcused absences. **Work missed during the unexcused absences are counted as a zero.**
  
7. Students who are absent from school for extra-curricular activities are required to have work completed on the same schedule as the class.

*Requests for books or materials for absent students should be called in to the office by 9:00 a.m. so that teachers can fill your request during their preparation periods. Assignments are available on RenWeb.*

### Tardiness

All students should be in their first period class before the late bell rings at 8:20 a.m. Students who arrive after 8:20 are to report to the office, where the tardiness will be determined as excused or unexcused. Each student is permitted five (5) late offenses not requiring an excuse for the year.

For high school and middle school students, all tardiness beyond the fifth tardiness will receive one demerit. Exceptions will be determined by the Dean of Students. Continued tardiness will result in one of the following: automatic detention, suspension from extracurricular activities, loss of driving privileges to school, and the possible loss of first period class credit.

### Make-up Work

Collecting work assigned during an absence is the responsibility of the student. He or she must complete the work within double the amount of time missed and according to the teacher's specifications. (If one day is missed, the assignment is due in two days after returning to school.) Work turned in within this time limit will be graded at full credit. Work assigned before the absence is due on either the assigned day or upon return to school. Tests follow the same pattern. *The student is responsible to take the initiative and complete the assignment.* No work may be made up after the last day of school except by special permission from the teacher and dean of students.

## **Academic Information**

### Discovery Center

The purpose of the Johnstown Christian School Discovery Center is to provide Christian families who have children with learning differences with a program that will allow them to remain in the Christian educational setting while enabling their children to reach their God-given potential.

We believe that each child is a unique creation of God and He has a unique purpose for them to serve in His kingdom. The Discovery Center helps students to overcome academic difficulties which may be due to learning differences, with the ultimate goal being to help them reach their highest potential and be more fully prepared to realize God's purposes for them. Students in this intervention program participate in individualized educational therapy.



Objectives of educational therapy sessions include addressing their understanding of spiritual concepts, performing techniques that will address their learning deficits and improve their academic performance, building positive self-esteem, and providing positive role-models.

Because we believe that parents have the ultimate responsibility for the training of their children, the Discovery Center program requires a high degree of parental involvement. Parents must be committed both in their finances and in their time to participate in the Discovery Center.

#### Vocational-Technical Programs

Half day vocational-technical programs are available to JCS students from their home district in grades 11 and 12. Four (4) credits will be awarded for each year of completion of the career/technical program. To meet graduation requirements, students attending the Greater Johnstown Career & Technology Center must complete all required classes each year, or make them up in an approved summer school program.

#### Work Co-op/Internship Opportunities

Partial day cooperative work experiences are available to students in grades 11 and 12. This opportunity must be discussed and implementation approved, in a timely manner, by JCS administration. All graduation requirements must be met and the internship will earn the student four graded credits. Upon approval by the administration, students could be permitted to leave 8th period for non grade employment.

#### Report Cards

The school year is divided into 4 nine-week periods. Report cards are issued one week after the close of each grading period. Only final grades will be recorded on the student's permanent records. Final report card grades are not recorded higher than 100%. The report cards will be sent digitally to parents. Secondary students will receive their report card via their JCS email account and Elementary students will receive a hard copy. Report cards may also be viewed in RenWeb.

#### Cumulative Assessments

In the secondary department, Semester exams and/or projects may be given at the teacher's discretion. These exams/projects are equal to two major test grades and are averaged into the nine-week grade.

### Grading System and Standards

<b>Letter</b>	<b>Percent</b>	<b>Quality Points**</b>	<b>Quality Points*</b>
A	96-100	4.00	5.00
A-	92-95	3.67	4.59
B+	89-91	3.33	4.16
B	86-88	3.00	3.75
B-	83-85	2.67	3.34
C+	79-82	2.33	2.91
C	75-78	2.00	2.50
C-	71-74	1.67	2.09
D+	67-70	1.33	1.66
D	64-66	1.00	1.25
D-	61-63	0.67	0.84
F	60 And Below	0	0

*\*Quality Points-Weighted Classes*

*\*\*Quality Points-Non-weighted Classes*

Weighted courses are honors-type or dual enrolled classes. They include: Anatomy and Physiology, Biology, Chemistry, Physics, Honors English (10-12 Grades), Social Studies (11-12 grades), Calculus 1 and 2, Pre-calculus, Statistics, Spanish 3 and 4, and Christian Psychology.

GPA Computation: Full credit subjects are given two times the weight of half credit subjects and four times the weight of quarter credit subjects. An “Incomplete” is given only when the teacher feels there are justifiable reasons for the work to be late. The incomplete grade changes to an “F” if the work is not completed within two weeks.

Students who receive all A’s are listed on the High Honor Roll, and students who receive all A’s and B’s are listed on the Honor Roll which is sent to the local newspaper each quarter.

Graduating seniors are recognized in the printed program for academic achievement as follows:

3.87 and Higher	Highest Honor
3.51 – 3.86	High Honor
3.16 – 3.50	Honor Roll

To receive the valedictorian or salutatorian awards, students must be enrolled in Johnstown Christian School for three of their high-school years. The valedictorian must have at least a 3.8 GPA, and the salutatorian at least a 3.5 GPA.

If two or more of the top-ranked seniors have final GPAs that are extremely close (less

than 0.0400 apart), then the selection of the valedictorian shall be considered on a case by case basis. The final decision on who shall be named valedictorian (one or more students) shall be made by a committee of three administrators (school administrator, dean of students, and one additional administrator).

**Credits Needed For Graduation: 22**

Bible	3.2	Math	3.0
Science	3.0	English	4.0
Social Studies	4.0*	Foreign Language	1.0
Health	0.5	Physical Education	1.6
Electives	1.7		

1 credit classes meet 5 times per week, .8 credit meet 4 times per week, .6 credit meet 3 times per week, .4 credit meet 2 times per week, and .2 credit meet 1 time per week.

\*Only 3 social studies credits are required of students also attending vocational schools. For international students, social studies and Bible credits are required for only the years attending JCS.

The school has the right to expect students to take certain courses which would be beneficial to them. Some classes are taught on an alternating year basis.

Outline of High School Curriculum

Freshman Year Required	Freshman Year Electives
Bible	Algebra I
English	Algebra II
Math	Art
Physical Science	Computer Elective
Social Studies	General Math
Spanish I	Geometry
Physical Education	Pre-Algebra
	Tour Choir / Bell Choir
	Shop
	Photography

<b>Sophomore Year Required</b>	<b>Sophomore Year Electives</b>
Bible	Algebra I
Math	Algebra II
Biology**	Art
English**	Computer Elective
Physical Education	General Math
Social Studies	Geometry
	Pre-Algebra
	Spanish II
	Tour Choir / Bell Choir
	Shop
	Photography
<b>Junior Year Required</b>	<b>Junior/Seniors Electives</b>
Bible	Algebra II
English**	Anatomy & Physiology**
Physical Education	Art I and II
Social Studies	Business Math
	Calculus I and II**
	Chemistry**
<b>Senior Year Required</b>	Christian Psychology
Bible	Computer Elective
English**	Consumer Math
Health	Environmental Science
Physical Education	Geometry

Social Studies**	Graphic Arts
	Music Theory
	Photography
	Physics**
	Pre-Calculus**
	Shop
	Spanish III and IV
	Statistics**
	Tour Choir/Bell Choir
	Vocational Agriculture
High School Retreat is a required part of all Bible courses. One science credit and one math credit is required in either the Junior or Senior year.	The availability of certain electives depends on student interest, staffing, and scheduling. **Eligible for college credit

### Suggested College Testing Schedule

The Scholastic Aptitude Test (SAT) and The American College Test (ACT) are used by colleges in their admission process.

#### **Tenth Grade**

In October, all sophomores will take the PSAT in school.

#### **Eleventh Grade**

In October, the PSAT is given in school. This is also the only test that will qualify you for The National Merit Scholarship Program. You should also take the SAT and/or the ACT during the spring of your junior year.

#### **Twelfth Grade**

All Seniors are encouraged to take the SAT and the ACT again in the fall of your senior year.

Penn Highlands Community College placement testing is required for admission to math classes awarded credit by PHCC and is provided at the school in the spring or at the college upon request.

Mount Aloysius College placement requires a 3.0 or higher GPA and a teacher recommendation.

#### Passing and Graduation Requirements

1. A major subject is a course meeting at least 200 minutes per week for the entire year. The student shall register for a minimum of 4 major subjects. The number of study halls will be limited by the administration.
2. To be promoted to grade 10, a student must have successfully completed at least 5 major credits and .8 Bible credit.
3. To be promoted to grade 11, a student must have successfully completed at least 9 major credits and 1.6 Bible credits.
4. To be promoted to grade 12, a student must have successfully completed at least 13 major credits and 2.4 Bible credits.
5. Since requirements include credits for Bible, and requirements in other schools vary, students may, under certain conditions, be classified in their respective grades with minor deficiencies.
6. A minimum of 22 credits are required for graduation, 16 of which must be major credits. For each high school year in attendance at JCS, 0.4 credits in physical education and 0.8 credits in Bible must be earned.
7. In middle school, a student will not be promoted if he has failed math or English and one other major subject. (Major subjects are Bible, English, math, science, and social studies.)

#### Change-Drop-Add Policy

1. Any high school schedule changes, additions, or drops must be approved by the dean of students.
2. Students are not permitted to have more than five study halls per week.
3. Students have three weeks (15 school days) at the beginning of the school year in which to drop a class without penalty. Choir has its own deadline to withdraw. Because of the practice schedule and music selection, withdrawals from choir must be before the fifth class period that choir meets. Please note that, should it be necessary to drop a course, the student might have to replace the dropped course.

## Homework

Homework is assigned to accomplish specific educational objectives for the student. It is a means of reviewing and reinforcing lessons taught in school. It can be used to stimulate student interest in new material. It develops student skills and work habits that will enhance student learning.

Cooperation is needed from teachers, students, and parents for homework to be used effectively in education.

### **Teachers' Responsibilities**

- Plan assignments that have a definite educational purpose related to classroom experiences.
- Thoroughly explain homework assignments so that they can be completed independently.
- Plan assignments within the capacity of individual students.
- Cooperate to plan assignments that will take a maximum of 30 minutes per night for students in grades 1-3, 60 minutes for grades 4-6, 90 minutes for grades 7-9, and 120 minutes for grades 10-12.
- Homework is to be used for increasing a student's skills, knowledge, or interest in a subject. It is not appropriate to use homework as a punishment or for busy work.
- Wednesday is a homework free night. No assignments should be given Wednesday and no tests should be administered on Thursdays. Assignments or major projects will not be due after a major holiday or school events such as the Christmas program and the arts and crafts festival.
- Check and correct homework and post the results on RenWeb within a reasonable time of its due date (7 days, however, major projects and papers will take longer.) also, update and post lesson plans on RenWeb.

### **Parents' Responsibilities**

- Show interest in the student's homework assignments.
- Encourage students to complete assignments independently.
- provide an appropriate time and place for students to complete their homework assignments.
- Take homework questions or concerns directly to the appropriate teacher.
- Understand that students have the responsibility for completing and turning in assignments.

## **Students' Responsibilities**

- Turn in assignments on time.
- Complete assignments correctly and neatly.
- Attempt to complete assignments independently.
- Work submitted should be the result of the student's own efforts.
- Work on projects and benchmark assignments over time.

### Secondary Homework Policy

Projects/Benchmarks for 6th-12th grades - the student's grade will drop 10% each day it is turned in late. Any benchmarks not completed or failed in high school must be completed and turned in before they are promoted to the next grade. (Appendix: High School Benchmark)

Tests that are not taken in a timely manner after a student has been absent is reported to the dean of students.

Students who habitually do not turn in their homework are reported to the dean of students.

Detention is held every Thursday from 3:15-4:00 pm in the classroom of the teacher monitoring detention. The assigned teacher will supervise the student in an improvement project that will benefit the school.

Individual Discovery students who need exceptions to these guidelines are approved by the Discovery Center director.

### 6th -8th Grade

- Late Homework - homework not turned in on time will have 80%/50%/20%/0% credit when turned in the 2nd day, 3rd day, 4th day late respectively. Parents will be notified by email that the assignment was not completed.

### 9th - 12th Grade

- Late Homework - homework not turned in on time will have a 50%/0% credit when turned in the 2nd day and 3rd day. Parents will be notified by email that the assignment was not completed.



## Athletic Eligibility Requirements

### Attendance Guidelines

1. An athlete who takes unexcused absence from school will not be permitted to practice or play that day.
2. An athlete who has an excused absence from school must be in the building by 11:15 on a full day or 10:30 on an early dismissal.
3. If an athlete is out because of a medical appointment, he/she must be in school at least half a day to practice or play.
4. A student athlete with more than four unexcused tardies during a quarter will become ineligible after the next scheduled check.
5. A student athlete who has received 2 after school detentions in the same quarter will not be permitted to participate for one week.
6. Attendance is expected at pre-season conditioning and practices. If an athlete is going to miss any portion of pre-season practice time, he/she must obtain approval for that from the athletic director.

### Academic Guidelines

1. A C- average (71%) is required for eligibility.
2. A failing grade in any subject automatically disqualifies a student. The student will become eligible when his or her grade meets requirements at the next scheduled check.
3. A student who does not meet the requirements at the end of a quarter will be ineligible until the second Tuesday of the next quarter.
4. Student athletes with active 504 plans adhere to differing pre-determined eligibility requirements.

Eligibility runs from Monday to Monday of the following week.

### Child Abuse Reporting

In accord with state law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

# **School Discipline**

## Philosophy of Discipline

“One of the greatest concerns of parents and educators is how to assist our children, through teaching and guidance, to become responsible and caring adults. Providing adequate and appropriate discipline is an important part of this process.” (Amstutz and Mullet, 2005) discipline is the training of a child in order to correct, shape and strengthen him/her for the purpose of working toward mature and Christ like behavior. The goal is to use a form of outer-control and adult intervention that will lead to self-control and ultimately spirit-control of the child’s life. The purpose of discipline at JCS is to instill the type of behavior that will train a child for life as well as create a respectful and orderly atmosphere for a school community.

“Discipline, then, becomes a long term process that hopefully leads our children to become responsible for their own behavior. Teaching self-discipline requires time, patience, and respect for our children.” (Amstutz and Mullet, 2005) parents and staff do our best to collaborate together and invest the time and attention needed to help prepare students for a life of self-discipline.

## Purpose of Discipline

- A. To establish a clear description of the type of behavior that will be considered acceptable.
- B. To set forth the relational interactions and disciplinary measures that will be taken in response to unacceptable behavior.
- C. To provide communication to all involved (parent, student, teacher, principal, and administrator) concerning the cause for discipline, and the action taken.
- D. To provide for accurate record keeping of disciplinary actions so that discipline may be administered throughout the school in a fair and consistent manner.
- E. Proverbs 12:1; 13:18; 25:11; Ephesians 5:1-4; Hebrews 12; 1 Corinthians 13; Revelation 3:19

## School Staff Expectations

All classroom teachers take time at the beginning of the school year to establish classroom and section rules and procedures with the students providing input in these decisions. These, along with school-wide expectations such as dress code and academic conduct that are found within this document, govern the behaviors that are acceptable within the JCS community. Each section deals with infractions of these expectations with age-appropriate methods that are also outlined within this document.

For more involved or consistent infractions of classroom procedures and school expectations, the staff has currently chosen to employ a style of restorative discipline as we interact with our students. Restorative discipline is a means of helping students understand how their actions caused harm to another either directly or indirectly and provides the opportunity to bring change as the student and adult reflect together on an inappropriate action and how the student could have responded to a situation differently. Restorative discipline does concern itself with needed consequences that encourage accountability when a student engages in unacceptable behaviors, but emphasizes empathy and repair of the harm caused over the assignment of consequences.

When unacceptable behaviors that result in harm to another individual or to school property are encountered, any faculty or staff member will take the time needed to engage the student in a brief discussion of the behavior, problem solve together on how that situation could have been handled differently, and then provide the opportunity for the student to reconcile the relationship with the individual(s) harmed. If needed, more time consuming, in-depth follow-up discussions will be handled by the section principal.

#### Family Expectations

As patrons of JCS, it is understood that parents/guardians are in agreement with the philosophy and purpose of discipline as outlined above. It is further understood that parents/guardians will support the disciplinary process as it is designed to benefit their child(ren). In the event of a disagreement regarding disciplinary issues, parents/guardians will first discuss the problem with the teacher or staff member involved. If concerns persist or are not resolved, parents/guardians should then proceed to include the principal or dean of students, then the administrator, and finally, the board of directors for mediation. These steps are in accordance with the general principles laid out in Matthew 18:15-17 and Matthew 5:21-26.

Finally, let it be agreed that the overall expectation of any party involved in a disagreement over the discipline of a student, including teachers, staff, administration, board and patron families, is the law of Christian love. In keeping with that, all parties will treat one another with respect in their attitudes, actions, and words, endeavoring to 'submit to one another out of reverence for Christ.'

*\*scriptural support: Ephesians 5:19-21; 4:29-32; Colossians 3:12-17; James 1:19-20; 3:9-11; 1 Peter 2:17; 5:5b; 1 John 4:7-12.*

### Secondary Demerit System

The purpose of the demerit system is to encourage the development of positive character traits, self-control and responsibility in the life of each individual student. Parents will receive email notification if a demerit has been issued with an explanation as to the circumstances or reasons for the demerit. Students can receive a .5 demerit or 1 demerit, depending upon the offense. After accumulating three demerits the student will receive an after-school detention. An email is sent to the parents indicating the offense(s) and the assignment of the detention.

Detention is held every Thursday from 3:15-4:00 pm in the classroom of the teacher monitoring detention. The assigned teacher will supervise the student in an improvement project that will benefit the school.

For 6<sup>th</sup>-8<sup>th</sup> grade, demerits are “forgiven” at the end of each quarter. 9<sup>th</sup>-12<sup>th</sup> students demerits are “forgiven” at the end of the semester.

### Attitude Probation Policy

There are four types of people represented in the book of proverbs: the wise (Prov. 3:13), the simple (Prov. 22:3), the fool (Prov. 12:15), and the scorner (Prov. 13:1 and 22:10). The scripture gives instructions on how to deal with each of the three problem attitudes. An endeavor will be made to practically apply this wisdom to the discipleship process of the school and interactions with students and, thereby, strengthen the spiritual atmosphere.

Teachers will be responsible for carefully and prayerfully examining students with attitude problems and for identifying which of the three types the student might be considered. Two thirds of the student's teachers must be in agreement with the classification of the attitude problem. If a student is seen as a fool (foolish behaviors) or a scorner (mocking or disrespectful behaviors), his or her parents will be called in for a conference.

The goal of assisting a student with an attitude problem is to see positive and constructive change take place in the life and the heart of the student. Specific goals for growth and improvement will be made clear to both the student and his parents. These goals will be discussed and documented on the Attitude Probation Contract. A time frame of four to six weeks will be given for the student to make changes. During the probation, the student will meet once a week with a teacher and/or school-approved counselor. A review will be given by the teacher or school-approved counselor at the end of the probation period.

If, at the conclusion of the four to six weeks probation, two thirds of the student's teachers feel that the attitude problem has not changed, the student and his parents will meet with the administrative committee to discuss possible expulsion.

#### Weapons Policy

No firearms or instruments with any type of blades may be carried in school, at school activities, or on any school related transportation. Violation of this policy will result in an immediate suspension and possibly could result in expulsion.

#### Tobacco Products (Including "Vapes") and Drugs Policy

No tobacco products or illegal drugs may be possessed or used on school property, school transportation services, or at school-related activities. This includes the newly popular e-cigarettes, Juuls, or "vapes." Violation of this policy will result in an immediate suspension and possibly could result in expulsion.

#### Suspension and Expulsion

The administrative team may recommend suspension or expulsion when gross disrespect for other students, staff, or facilities has been documented as a repetitive behavior. Additionally, expulsion would be recommended if attitude probation would be deemed unsuccessful.

Academic work that is missed during an out of school suspension may not be made up. Grades are recorded as zeroes.

In the case of an expulsion, all credits for the year are lost except for the completed half-year courses.

#### Bullying Prevention Policy

##### **Introduction**

In order to accomplish Johnstown Christian School's mission of providing Christian families with a Christ-centered education, we must provide a safe, nurturing environment for all of our students. God's word describes an environment where students will feel loved, cared for and respected.

*Show proper respect to everyone: love the brotherhood of believers, fear God, honor the king. ~1 Peter 2:17*

*But the wisdom that comes from heaven is first of all pure; then peace-loving, considerate, submissive, full of mercy and good fruit, impartial and sincere. ~ James 3:17*

We affirm that every student is a special creation of God and that He has a special purpose for each one. (*Psalm 138:8; 139:13,14*) Everyone at JCS is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will refuse to tolerate bullying in any form at our school.

Our school defines bullying as follows:

- Bullying is aggressive behavior that is intentional and involves unwanted negative actions.
- Bullying involves an imbalance of power or strength.
- Bullying happens over time.

"A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself."

Dan Olweus, Creator of the *Olweus Bullying Prevention Program*

Examples of bullying include:

- Verbal bullying including derogatory comments and bad names
- Bullying through social exclusion or isolation
- Physical bullying such as hitting, kicking, shoving, and spitting
- Bullying through lies and false rumors
- Having money or other things taken or damaged by students who bully
- Being threatened or being forced to do things by students who bully

### **Bullying Is Not Teasing**

It might be hard to tell the difference between playful teasing and bullying. Teasing usually involves two or more friends who act together in a way that seems fun to all the people involved. Often they tease each other equally, but it never involves physical or emotional abuse.

### **Cyber Bullying**

Cyber Bullying is bullying through email, instant messaging, chat room exchanges, web site posts, or digital messages or images sent to a cellular phone. Cyber Bullying, like

traditional bullying, involves an imbalance of power, aggression, and a negative action that is often repeated.

Cyber Bullying Involves:

- Anonymity: The child who cyber bullies is often anonymous. The victim is left wondering who the cyber "bully" is.
- Accessibility: Children who cyber bully can have access to their target any time of the day or night.
- Disinhibition: The anonymity afforded by the internet can lead children to engage in behaviors that they might not do face-to-face. Ironically, it is their very anonymity that allows some individuals to bully at all.

Staff at JCS will do the following things to prevent bullying and help children feel safe at school:

- Create a safe classroom environment characterized by mutual respect and an understanding that each person is created in the image of God.
- Educate students on the characteristics of bullying and a biblical understanding of what it means to be as Christ to each other.
- Provide information to parents about bullying behaviors and encourage their involvement and support in addressing bullying issues.
- Closely supervise students in all areas of school and playground during the school day and at co-curricular activities.
- Reward students for positive, inclusive behavior.
- Take immediate action when bullying is observed.
- Look into all reported bullying behaviors.
- Assign consequences for bullying based on the school discipline code.
- Provide immediate consequences for retaliation against students who report bullying.

The goal at JCS is that students will learn the following behaviors to prevent bullying:

- Treat each other respectfully, loving each other as Christ loves them.
- Refuse to bully others.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Include everyone in play, especially those who are often left out.
- Report bullying to an adult.

Understanding that a vital element in the prevention of bullying is reporting of bullying behaviors, it is important to discern between tattling and reporting.

- Tattling is when a student tries to get someone in trouble.

- Reporting is when a student tries to keep someone safe.

## **Family Participation**

Families May Help With Bullying Prevention By:

- Spending time with your son/daughter.
- Knowing your daughter's/son's friends and their parents.
- Being consistent about discipline.
- Being sensitive to toys, games, and tv shows that reward aggressions.
- Encouraging your son/daughter to be slow to take offense.
- Helping your son/daughter see other points of view.
- Modeling before your daughter/son only positive comments about others.
- Avoiding gossip and negative talk about other students.

The administration at JCS will regularly provide staff training concerning the characteristics and prevention of bullying. Additionally, the staff will be made aware of the resources available to not only continue to understand this phenomenon, but also the steps to be taken if they feel that a student has or is being victimized.

### Anti-Hazing Policy

No school student, teacher, staff, coach, or administrator at JCS shall plan, permit, or encourage hazing.

“Hazing” means committing an act against a student, or coercing a student into committing an act that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term “hazing” may include, but is not limited to: physical brutality, any physical activity that may put the student at risk for mental or physical harm (sleep deprivation, exposure to weather, confinement to a restricted area, etc.), any activity involving alcoholic beverages or tobacco use, intimidation or threatening behaviors, any activity that violates state or federal law or JCS policies.

If a student of JCS has been a victim of hazing or has knowledge of conduct that would constitute hazing, he or she shall report it to the school administration. School employees: teachers, aides, kitchen staff, custodians, and coaches, should be alert to possible hazing situations. They shall report situations that constitute hazing.

Upon a hazing complaint, the school will take immediate action to investigate. Once the investigation is complete, the school will take appropriate action. This may include: a



warning, a conference with parents, termination from athletic or extra-curricular activity, or suspension. The situation will be handled with a restorative mindset. Our goal is to bring students into a right relationship with Christ and their peers, while ensuring that all students are safe at JCS.

### Harassment

JCS is committed to maintaining an academic environment in which all individuals treat each other with respect and dignity. Our school should be free from all forms of intimidation, exploitation and harassment, including sexual harassment. JCS is prepared to take the necessary actions to prevent and correct any violations of this policy.

## **General Guidelines**

### Academic Conduct

Students will be expected to adhere to conduct within the classrooms and with homework assignments that promotes a positive learning atmosphere and personal accountability and responsibility with behavior and academic coursework. Classroom expectations must be adhered to. Additionally, disciplinary measures will be taken if students engage in disruptive behaviors, cheating, forgery, or plagiarism.

### Plagiarism

Plagiarism will be defined as failure to give credit to an author whose words or ideas the student has used. If a student uses 5 or more of the original author's words without direct quoting, they will be considered plagiarized; the material must be completely recast in the student's own words and style, or it must be in quotation marks. Even when summarized or paraphrased, if it is expressing an author's original idea, it must be credited in the student's paper.

If plagiarism can be identified without question in at least 4 places in a student's work, that student will receive a '0' for the final draft of the writing assignment. Fewer than 4 instances will be penalized by a severe grade reduction. If the student only plagiarizes one time in any paper, it will be treated as a warning, and there will be no grade penalty. Two instances will result in a 33% grade reduction; three instances will have a 67% reduction. If the student plagiarizes on more than one occasion (i.e. more than one writing assignment), that student must face stronger consequences, such as failure of the class.

At the first case of plagiarism in a student's high school career, the student must meet individually with his or her English teacher (or the teacher assigning the paper) to go over what plagiarism is and how to avoid it in his or her writing.

### Cheating

If a student is involved in cheating at JCS, they will receive a zero for their work and parents will be notified.

### Cell Phones

High School students may use cell phones before the start of the school day, between classes, during lunch and after dismissal. For the remainder of the day cell phones must be kept in lockers or backpacks. In the case of an emergency, the student may, with permission from a faculty or staff member, use the cell phone at other times.

Middle School students may use cell phones before the start of school and after dismissal. At all other times, cell phones are to be kept in the student's locker and be turned off.

Elementary students may not use cell phones during the school day. They are to be kept in their backpacks and turned off at all times.

Penalties for violations of these policies are as follows:

- First Offense: Device will be given to the Dean of Students or the Principal and returned at the end of the day. Parents will be notified.
- Second Offense: Device will be given to the Dean of Students or the Principal and returned after one calendar day. Parents will be notified.
- Third Offense: Device will be given to the Dean of Students or the Principal. Parents will be contacted and may retrieve the device after three calendar days.

Note: If a student has a cell phone or other electronic device inside the school building, school administrators have the legal right to check the phone (including voice and text messages) for inappropriate use.

## Wellness / General Health Information

### Wellness Policy

JCS recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The school is committed to providing an environment that promotes student wellness, proper

nutrition, nutrition education, and regular physical activity as part of the total learning experience.

### General Health

Your child's health is extremely important. Consequently, we are asking for your cooperation and assistance with the following:

1. Check your child/children daily before they leave for school to be sure they are properly dressed for the weather conditions.
2. Please keep your child home when they display signs of infectious illness (e.g., fever, vomiting). children exhibiting these symptoms cannot function properly and could infect others.
3. Children must be **fever, diarrhea, and vomit free for a period of 24 hours** prior to returning to school following an illness.
4. State law requires that all students must have an up-to-date immunization record. this includes the following
  - **Diphtheria And Tetanus** – Four or more properly spaced doses with a dose administered on or after the fourth birthday.
  - **Polio** – Three or more properly spaced doses.
  - **Measles (Rubeola)** – Two properly spaced doses (preferably as MMR) with the first dose administered at 12 months of age or older.
  - **German Measles (Rubella)** – One dose (preferably as MMR) administered at 12 months of age or older.
  - **Mumps** – Two doses (preferably as MMR) administered at 12 months of age or older, or a physician diagnosis of mumps disease indicated by a written record signed by a physician.
  - **Hepatitis B** – Three properly spaced doses.
  - **Varicella (Chicken Pox)** – Two properly spaced doses or history of disease
5. All kindergarten students must have a physical and dental examination prior to their kindergarten school year.
6. Parents are strongly urged to administer medication at home. medication to be administered during school hours **must** be accompanied with a written order from the parent and/or family physician. The doctor's order must specify the medication, the dosage, and the time it is to be administered. Medication must be brought to the school office upon student arrival, in its original container and will be kept in the nurse's office. The school nurse will administer all prescription medication.
7. The school nurse (or designated personnel) will administer first aid to students. In case of a serious accident or illness, school personnel will attempt to contact parents immediately. Please be sure your child's emergency health history card is kept current.
8. Students being sent home from school due to illness or injury will be released only to parents or another properly identified/authorized adult. It is essential to have authorized adults' names and telephone numbers listed on the emergency card.
9. State law requires the following health services to be conducted during the school

year.

- A. Physical examination to students in kindergarten
- B. Dental examination to students in kindergarten and third grade
- C. Hearing screening to students in kindergarten, first, second, and third grade
- E. Vision screening to students in kindergarten through fifth grade
- F. Height And weight measurements and bmi (body mass index) calculation to students in kindergarten through fifth grade

### Medicine

For the health and safety of your child, a policy governing the administration of medication to students during school hours has been adopted. The district will cooperate with parents and their medical practitioners in **giving prescribed medications** when these must be taken **during school hours**.

**Ideally, all medication should be given at home.** It is also recognized at the present time, many students are able to attend regular school because of the effectiveness of medication in the treatment of chronic disabilities and illness. The school nurse will be the primary person to administer or supervise the administration of **all** medication. **Any student who is required to take medication during the regular school day must comply with school regulations.** Students are not permitted to carry, store, or dispense pills or any medication at school. Students are not to have any kind of medication in their possession at school. These regulations include the following:

#### **Prescription Medication:**

**School officials must receive a written request from the physician stating that the medication is to be administered to the student.** Included in the request must be the name of the student, name of the medication, prescribed dosage, time to be administered, diagnosis, and possible side effects. Any special instructions should also be included.

- **All medication must be in the original prescription bottle with current date and name of the student on the bottle.** Please ask your pharmacist to make up a **second bottle with the prescription label attached** so it may be kept at school. A refrigerator is available if needed.
- Asthmatic inhalers should be in the possession of the student for whom they are prescribed.

**Non-prescription Medication:**

Medicine must be turned in to the office (secondary) or the classroom teacher (elementary) as soon as the student arrives at school. It must be in its original container and accompanied by written instructions from parents.

If occasionally a student needs a tylenol and the emergency information card indicates parental permission, it may be obtained at the office. Tylenol will not be given to any students on a regular basis and will not be dispensed without the signed permission.

These regulations are for the safety and protection of all students. Cooperation is appreciated. Violation of regulations may result in one of the following: notification of parents, detention, suspension, expulsion, legal action.

Lockers

Students who have locks on their lockers must leave an extra key or the combination with the dean of students. Students are expected to keep lockers relatively neat and free of extra food items.

In special cases, teachers and administration may search lockers and desks.

Student Parking Guidelines

1. Students' cars will be parked on the upper-level lot.
2. Students are not to go to cars during the school day without permission.
3. Students must recognize the opportunity of driving to school as a privilege and responsibility.
4. The speed of entrance to and exit from the parking lot must not exceed 15 miles per hour.
5. Right-of-way must be given to school buses who are exiting onto christian school road.
6. Students must drive on Soap Hollow Road in a responsible way so that there are no reports to the school of recklessness.
7. Spinning out in any vehicle in such a manner as to throw gravel is prohibited.
8. All arms and legs and all parts of the body of drivers and passengers must be inside vehicle.
9. Parking permission is obtained only by a signed agreement from students and parents/guardians indicating a willingness to adhere to these guidelines.
10. Separate applications must be submitted for each vehicle driven by a student.
11. Violation of the guidelines will result in the suspension of parking privileges.
12. Repeated violations could result in permanent suspension of parking privileges.

13. Ten unexcused lates to school will result in a five-day suspension of parking privileges. Fifteen unexcused lates to school will result in a ten-day suspension of parking privileges.
14. Suspensions will affect all vehicles driven by a student.
15. Students may not leave the parking lot at the end of the day until 3:20 pm. On early dismissal days, students may not leave the parking lot until 10 minutes after dismissal time.

#### Leaving Campus

Students are not permitted to leave campus during the school day without the permission of their parents and the administration. Sitting in cars is not permitted.

Students must leave campus by 3:30 p.m. unless they are involved in an authorized activity or have special permission from the principal.

All students who stay for games must be on the soccer field (soccer games) or in the gym (basketball games) and should be accompanied by a parent or an adult designated by a parent.

#### Car Lane

1. All cars should enter the parking lot at the lower entrance and remain in one line with the first car on the cement pad, facing the glass doors and ready to turn the corner to the exit lane.
2. Drivers should remain in the cars with the JCS issued name card held so the teacher at the glass doors can read the name.
3. Students will be sent to the car and should quickly get in and buckle up.
4. As soon as the student is properly seated and buckled, the driver should move forward and exit the parking lot.
5. If you choose to come into the building on any day, please park in the upper lot and come down the stairs to the glass doors.
6. Students will not be permitted to walk through the lower lot accompanied or unaccompanied prior to all buses and cars in the car lane exiting the property.
7. Students may, with their parents or guardians, walk along the gymnasium sidewalk to the upper parking lot to a car parked there.
8. Cars in the upper parking lot are not permitted to exit the property until 3:20 or until all buses have exited, whichever comes first.

## Dress Code

### Guiding Principles

- I Timothy 2:9; I Peter 3:3, 4. We are to dress modestly.
- Romans 14:15-21; Acts 24:16; I Thessalonians 5:21, 22. We are to maintain a consistent christian testimony that does not offend our brothers and sisters in Christ or compromise our testimony before the world.
- Romans 13:1-5. We are to submit to the authorities God has placed over us.
- Matthew 6:19-21, 33. We are called to a lifestyle of Christian stewardship in the matter of selection of clothing as well as other material goods.

In keeping with these principles, clothing must be clean, neat, and modest. In certain cases, guidelines have been established for “institutional convenience” to expedite understanding and enforcement.

### Appropriate School Clothing

Pants: cotton or denim

Skirts: cotton or denim, just above the knee or longer

Shorts: cotton or denim, half-way to the knee

Tops: sleeves; JCS wear, college/professional teams, Christian t-shirts, non-JCS sponsored activities (such as AYSO Soccer, Robotic Doges, PAC Camp, etc) - no other writing allowed. Sweaters and sweatshirts: appropriately sized, hoods may not be worn

### Governing Principles

#### **Clean**

- laundered
- not stained

#### **Neat**

- appropriately sized
- not tattered or worn out (includes manufactured holes)
- writing limited to trademark-like maximum 3”x4” logos
- hair – clean and neat; trimmed to not cover eyes

#### **Modest**

- loose-fitting enough to not mold to body shape
- sleeves in all tops
- dresses and skirts to top of knee or longer
- tops 3” from base of neck or higher
- tops must meet pants or skirts with no skin showing

### Extended Guidelines

Coats and jackets for outdoors only.

Camouflage apparel may be worn except for pants.

Shorts (cotton, denim, or khaki, halfway to knee in length), capris, and flip-flops permitted in May and September.

Piercings – studs and earrings may be only worn in the ears.

Natural hair colors only.

No visible tattoos.

No hats.

Bandanas used as headband - 1 inch in width.

### Elementary Exceptions

Preschool and kindergarten may wear any pants which they can manage independently in the restroom.

Sandals may not be worn in elementary.

Sweatpants and leggings may be worn.

### Special Activities

Dress code applies to all extracurricular and school-sponsored activities and trips. Swimwear at school events must be modest – one piece or two piece tankinis that cover the midriff for girls; no speedos for guys.

The school reserves the right to make judgments about other appearance issues as it deems necessary to practice the principles of modesty, testimony, obedience and stewardship.

Some flexibility is permitted for school formal events related to current fashion. Formal dresses must cover all cleavage, fall no shorter than mid-thigh (slits included), cover at least half of the back, and be sufficiently loose on the body.

### Dress Code Enforcement

Our goal is to have the school and the family working together to comply with the dress code so that it will not become a detractor to relationships and education at school.

Some dress code violations involve clothing that can be easily adjusted with the cooperation of school personnel and the student involved. These violations will be handled in-school with corrections being required and demerits issued as appropriate. In the case of a modesty issue or a choice of shirt that is in violation of the dress code,



students may be asked to wear a t-shirt or some item that will cover the violation for the remainder of the school day.

Some dress code violations involve inappropriate clothing being worn to school. These violations will be reported to the parents or guardians. The family may be asked to bring alternate clothing to the school and to assure that the clothing will not be worn to school again.

#### Study Halls

1. Each student is assigned to a specific room and an assigned seat for all study periods.
2. There is to be no communication between students without permission.
3. Students may not leave their study room without a pass.
4. A teacher or study hall supervisor will have charge of each study hall.

#### Lost and Found

Items left in halls, gym, cafeteria, on top of lockers, etc. will be collected and may be reclaimed from the lost and found box in the office. Items not claimed during the year will be donated to a charitable organization.

Items left in the locker rooms (not in athletic lockers) will be collected weekly and immediately and placed in Lost and Found.

#### Internet

Internet access is available for students throughout the school. Internet access is for school use only. Personal e-mail use is not permitted at school. Student access is limited to work assigned for classes. (Appendix: Chromebook And Internet Policy)

#### Class Organization

Each of the secondary classes will elect a president, vice president, secretary and treasurer. Each class is assigned a faculty member as an advisor.

#### Fundraising

All organizational fundraising must be approved by the dean of students. Fundraising benefits student activities and is planned in accordance with the school calendar so that the events do not generally overlap.

### Mem-o-re

The Mem-o-re is the school yearbook published each year as a record of student involvement, school personnel and campus activities. A layout editor and a business editor are chosen in the spring of the preceding year. Yearbooks are purchased in the fall and delivered in early September of the following school year. Yearbook purchases may be added to a family's financial commitment form.

### National Honor Society Membership Guidelines

1. Membership in the Johnstown Christian Chapter of the National Honor Society is based on clearly observed qualities of scholarship, service, leadership, and character.
2. A student automatically becomes a candidate for membership in this chapter when the following conditions have been met:
  - a. The candidate must be a junior or senior at JCS and have been a student no less than one full semester.
  - b. The candidate must maintain all A's and B's (final grades) during his or her high school years including the semester grade of the present year. A 3.6 cumulative GPA is required.
  - c. Candidates must be taking upper level math classes in their junior and senior years. Juniors must take Algebra II, Geometry, Statistics, Pre-Calculus or Calculus. Seniors must take Statistics, Pre-Calculus or Calculus I or II.
  - d. Candidates must be taking upper level science classes in their junior and senior years. Students must choose two of the following courses: Anatomy and Physiology, Chemistry, Physics or Christian Psychology.
  - e. Candidates will be expected to take honors level classes when they become available.  
**\* Any exceptions to letters c, d, e, and f will be made by the NHS advisor and an appropriate committee of high school teachers.**
  - f. Seniors may substitute Spanish III or IV in place of a math or science during their senior year.
  - g. Students transferring from another school must have a 3.6 cumulative GPA from the previous school as well as a 3.6 GPA for the first semester at JCS.
  - h. Students who transfer from a home-school must be a student at JCS one full year before being considered for membership.
  - i. If a student is close to the 3.6 requirement, their GPA may need to be hand calculated to include first semester grades into the calculations.

- j. If the above scholastic requirements have been met, the eligibility of the candidate for membership shall then be considered on his or her service, leadership and character. This will be determined by a unanimous agreement of teachers who teach high school subjects.
  - k. Candidates become members at an induction ceremony held during the high school chapel period, several weeks after the end of the first semester.
3. Any member who receives a “D” Or “F” in any marking period after induction shall be dismissed with no right of reinstatement. Any member receiving a “C” in any marking period after induction shall be promptly warned by the faculty advisor. Final grades for the year must meet required levels for a student to remain in this chapter.
  4. If a member is placed on attitude probation, his or her membership will be revoked with no right of reinstatement.
  5. An active member of this chapter who transfers to another school shall be given a letter, signed by the principal, indicating the status of his or her membership. Students holding NHS status at another school who transfer to JCS may be received into the JCS chapter provided they meet the standards of membership stated above.

### Middle School Clubs

Middle school students are offered an assortment of club offerings during each semester, such as archery, drama, photography, creative dance, and cooking. Clubs meet every 3 or 4 weeks, during two periods of the school day.

### Drama

A drama or musical is presented in the spring by interested High School students who have auditioned and been selected to participate. Students and parents are expected to be committed to practice times as well as preparation, set-up, and tear-down of the stage and props for the production.

### Athletics

Johnstown Christian School is a member of the Pennsylvania Interscholastic Athletic Association (PIAA) and the Allegheny Christian Athletic Association (ACAA). Competition includes both non-public and public schools. Interscholastic athletic activities include soccer for both boys and girls at the varsity, junior varsity, and junior high school levels. Cross country is available for varsity and junior high runners for boys and girls. Basketball is available to varsity and junior high for boys and girls. Archery is offered as a club sport for high school and junior high students.

The coaches in consultation with the athletic director will determine the level of play for 9<sup>th</sup> grade athletes. This decision will be made by the first scrimmage and will reflect the best interest of the JCS athletic program as well as the athletes involved.

The following sports are offered through our co-ops with Conemaugh Township, Conemaugh Valley, Shade, & Westmont: football, swimming, hockey, track and field, baseball and softball. Parents are responsible for transportation.

A separate Athletic Handbook further governs athletic participation.

#### Middle School Bell Choir

Two middle school hand bell choirs (boy & girl) are formed from within the MS choir. Students must be members of the choir to participate in the MS hand bell choirs. These groups perform at both the Christmas and spring concerts in addition to any community concerts that might be scheduled. Choir members are required to participate in all choir performances.

#### High School Bell Choir

A high school hand bell choir will be chosen from among interested high school students. This group travels with the tour choir in the spring as well as performs numerous times for community groups throughout the school year. Choir members are required to participate in all choir performances.

#### Middle School Choir

Students in 6th grade are required to participate in the middle school choir. Students in 7th and 8th grades are encouraged to join this musical ensemble. The middle school choir performs at both the Christmas and spring concerts in addition to any community concerts that might be scheduled. Choir members are required to participate in all choir performances.

#### Tour Choir

Any student in grades 9 - 12 is eligible to join the tour choir for the first semester where the three-fold focus will be 1.) Positive/diligent participation 2.) Develop singing skills 3.) Ministry. The choir will culminate the semester with the Christmas concerts in December.

To prepare for the second semester, tour choir members will be asked in January to audition and to fill out a brief ministry application form that allows them to share from a ministry standpoint why they would like to go on choir tour. Students must

participate in choir the first semester in order to be eligible to audition for the second semester. The tour choir has many opportunities to sing in local churches as well as participating in a five day required choir tour in the spring where they travel in the eastern United States. Choir members are required to participate in all choir performances.

#### Service Opportunities

All three sections of the school participate in service projects. Elementary students plan these projects for whole class or department activities. Middle school and high school students have different requirements for each quarter. (Appendix: Community Service Requirements)

#### Middle School Retreat

During the spring, middle school students and their teachers spend two days together on an overnight retreat. This is a requirement for all students in these grades. The retreat is funded through the activity fees collected in each family's payment plan.

#### High School Retreat

High school students and teachers, spend three days each fall on a retreat. The area of study varies each year and is geared to help both students and faculty grow in their spiritual life as well as their interpersonal relationships. This is part of the Bible curriculum and is a requirement for all students in these grades. Participation is included in the Bible report card grade. The retreat is funded through the activity fees collected in each family's payment plan.

#### Transportation

Individual school districts are required under law to provide transportation for students residing in the following school districts:

1. Conemaugh Township
2. North Star
3. Westmont
4. Ferndale
5. Greater Johnstown
6. Richland
7. Windber
8. Conemaugh Valley
9. Forest Hills
10. Ligonier Valley
11. Shade/Central City

JCS provides bus service from Somerset for an annual fee paid by participating families.

Families not residing in one of these districts are required to arrange for the transportation of their own students.

At dismissal, elementary students wait for buses in the cafeteria and high school students wait in designated hallways.

When a student is not going directly home, a note or email should be sent prior to 1:30 indicating the destination of the student and/or the supervising.

### Emergency School Closing

All emergency announcements for school closings and schedule changes will be made via the one call system. An automated call with a message from school personnel will be sent to all registered phones. Families can list up to four phone numbers that will receive these calls. Emergency announcements will also be posted on the opening page of the JCS website.

All emergency school closings due to snow or icy conditions are also broadcast on stations WJAC-TV and local radio stations as well as listed on the WJAC website.

If the school district in which you reside cancels school for the day, and JCS has school, your children do not have to come to school. They will not be counted as absent. Work will need to be made up following the guidelines on pg. 23. They may come if you are able to provide transportation.

If the school district in which you reside calls a delay, your children's bus will run according to your school district. If JCS calls a delay and your district does not, your children's bus will run according to the JCS schedule. If JCS calls a one hour delay and your district calls a two hour delay, you follow your district. (Your district will notify you if their policy differs.)

### Virtual School Days

The winter and spring months of the year bring school closings and make-up days that over the years have proven disruptive to the school calendar and to the instructional programs for students. Unscheduled closings compromise the quality of the learning process that JCS carefully and deliberately plans and prepares for its students. Unforeseen make-up days impact school-sponsored and personal activities, including planned vacations, faculty professional development programs and other JCS events.

To eliminate the need to extend the school year into the summer or cancel holidays currently scheduled during the spring, JCS will implement virtual school days **due to inclement weather (not including delayed openings)**.

The program is intended to provide meaningful learning experiences for JCS students. Parents and students are encouraged to integrate the following strategies into their online school day academic time:

- Establish a quiet learning space and remove distractions to learning.
- Create a routine for doing school work. Start early in the day.
- Review the online work that needs to be completed. If possible, parents should review the work with their child, be present while the student is working and check their child's completed work.
- Secondary students should communicate with the teacher throughout the day.

#### Policies For Virtual School Days

- The policies for virtual snow days are designed to reduce the impact and disruption to the school calendar and programs when school is closed due to inclement weather. They are as follows:
- Virtual school days will go into effect due to inclement weather (not including delayed openings). This will be stated clearly on any school closing announcement—the JCS website and One-Call.
- Virtual school days will continue to be in effect for weather-related school closings for the remainder of the school year with the guideline of no more than two consecutive days, and no more than five total days during the academic year.

#### General Procedures For Secondary Students

Virtual school days will allow our academic schedule to continue uninterrupted, which is vital to both short-term and long-term success. Teachers will create and post lessons on their Google classroom.

- Online school days will begin at 10:00 and conclude at 3:00.
- Assignments are due as specified by the classroom teacher.
- JCS teachers will be available to students via email for questions or support until 3:00 p.m.
- If a home is without power or there is a problem with connectivity, students must communicate with their teachers once the power or connectivity is restored. Assigned work will be due as assigned by the teacher. However, this is typically the day that students return to school.
- If multiple consecutive virtual snow days occur, teachers will post assignments for each additional virtual snow day by 10:00 a.m.
- Check below for additional procedures specific to your student's section.

### Elementary School Students Snow Day Procedures

The purpose of the snow packet assignments is to keep current with curriculum objectives by grade when face-to-face instruction is not possible due to school closings.

- Packets are sent home in anticipation of a snow day.
- Assignments or activities are due on the day students return to school.
- All students are expected to complete assignments independently, putting forth their personal best effort.
- Additional assignments that are posted for multiple consecutive virtual snow days will be designed to sustain learning experiences that align with the curriculum.
- Students are encouraged to communicate with teachers via email by 3:00 p.m. If there are questions.

### School Lunch

Students may purchase lunch from the school kitchen or bring a packed lunch. During the lunch period, students must stay in their respective lunch locations until the dismissal bell rings. All lunches must be eaten in assigned locations.

Lunch is served daily at JCS. All grade-levels of students may purchase school lunches as well as school drinks. Middle School and High School students have the additional option to purchase a salad and/or bowl of soup. Only students who purchase lunch may buy additional main dishes or extra side dishes. After lunch is served, chips, snacks, and ice cream treats are also available to purchase from the kitchen.

#### Ordering a School Lunch at JCS

To best serve our students, pre-ordering lunch is strongly suggested. Each student is provided with a lunch account at the time of admissions. Orders may be placed on the first day of the week using one of the pre-order lunch forms and may be placed for a week or a month at a time.

There are two ways to pre-order lunch.

1. Online through your personal My School Account is the preferred pre-order system ([www.myschoolaccount.com](http://www.myschoolaccount.com)).

or

2. A hardcopy lunch pre-order form may be sent to school.



A printed monthly lunch menu and lunch pre-order form will be sent home with students. Additional printable copies are available at the JCS website .

A convenience fee of \$0.50 will be added to all lunches that have NOT been pre-ordered.

### Visitors

1. All visitors must use the administrative entrance and report to the school office before going to any part of the building.
2. An identification tag will be issued at the office.
3. Prospective students are allowed to visit only if permission is granted at least one day in advance by the section principal.
4. All visitors must comply with school policy.
5. Parents are invited to schedule classroom or lunchtime visits. They must register at the office before going to the classroom. **They must have current clearances on file.** (Appendix: Clearances)
  - Due to the passing of Act 153 and through recent amendments to the law, the following clearances are required prior to beginning service as a volunteer at the school. Safety of our students, faculty and staff are a high priority. Links to these sites can be found on the website under the parents tab.
    - a. Act 34 - PA State Police Report of Criminal History
    - b. Act 151 - PA Child Abuse Clearance
    - c. Act 114 - FBI Fingerprinting (this is waived for anyone who has been a resident of Pennsylvania for the last ten (10) years. Instead, you can complete an affidavit.
6. Anyone entering and leaving the school should use the administrative entrance.
7. Administration may deny admittance to any visitor.

### Emergency Drills

Various emergency drills are to be held at least once every nine weeks. Rules are as follows:

1. Silence must be maintained at all times.
2. Teachers will lead students from the room in single file following assigned exit plans.
3. A student may be assigned to be the last one out of the room and check to see that windows are closed, the lights are out, and the door is closed.
4. No materials are to be carried. The only exception is the classroom emergency folder so that roll may be verified and reported to officials.
5. No running or pushing is allowed.

6. Destinations:
  - **Fire drills:** remain in your group at a distance of at least 25 yards from the school.
  - **Weather emergencies:** report to the interior, windowless section to which the classroom has been assigned
  - **Intruder:** evacuate as much of the building as possible from the school property to the Tuck farm
  - **Shelter-in-place:** students remain locked in classrooms and out of view of windows.
  - **Bus evacuation:** students operate the emergency exits and evacuate via the rear door.
7. Students are not permitted back into the building until an announcement is made at which time they will return to class.
8. In the event of a real emergency, students would be transported to the Conemaugh Twp. Fire Hall in Tire Hill. Parents would be directed to pick up their children from that location.

## **Appendix: High School Benchmark**

### **Grade 9 Benchmarks**

Bible PowerPoint Project on the student's local church

Social Studies photo essay project

Service requirement

### **Grade 10 Benchmarks**

Biology Project-Based Learning Project

English research paper

Social Studies photo essay project

Service requirement

### **Grade 11 Benchmarks**

Science Project – one in either grade 11 or 12

English Research Paper

Social Studies Project-Based Learning Project (Every other year)

Service requirement

### **Grade 12 Benchmarks**

Science Project – one in either grade 11 or 12 – Not course specific

English Research Paper

Social Studies Project-Based Learning Project Every other year)

Service requirement

## Appendix: Chromebook And Internet Policy

### **Internet Acceptable Use Policy (AUP)**

Dear Parent(s) and/or Guardian,

Internet access is available to the students and teachers at Johnstown Christian School. We believe the Internet offers vast, unique and diverse resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our school. Your son or daughter may have the opportunity to access and use the Internet as part of his or her schoolwork in the classroom or the computer lab.

With access to computers and Internet sites all over the world also comes the potential availability of materials that some people may find objectionable. JCS has taken precautions to ensure that students access only information that is consistent with the goals of our instructional program, and restrict access to controversial materials.

#### Accepted Use Policy for Chromebooks and Computers

The use of the computer, Chromebook and Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. The student is expected to exercise responsible behavior when on the Internet.

#### **What constitutes inappropriate behavior?**

- Using the Chromebook or computer in a way that disrupts a class.
- Being impolite, and using obscene and rude language when communicating with others on the Internet.
- **Using the Internet for non-school related activities is unacceptable without teacher permission.**
- Not using a “Chromebook Usage Pass.” The classroom teacher (not the study hall monitor) is required to give out the passes for use of either Chromebooks or the computer lab computer. All sign out guidelines need to be followed.
- Sharing computers or Chromebooks.
- Not following copyright laws.
- Copying and pasting text (Plagiarism will be dealt with by following JCS handbook).
- Disrespecting the equipment at all times.
- **Placing stickers on Chromebooks or any type of defacing to any devices.**

- Forcibly overriding device settings for personal gain.
- Bringing programs or files to school on a flash drive or any other memory device. Memory devices will be confiscated.
- **Opening email when not authorized by the teacher or using e-mail for personal use.**
- Playing games without teacher direction.
- Changing any basic settings on the computer.
- Downloading improper apps to the Chromebook.
- Personal web surfing or chatting during class.
- Listening to music/watching videos or TV shows when not permitted.
- Any internet multi-player gaming during school hours.

The tiered consequences for inappropriate behavior are:

1. First offense – warning or possibly one demerit; parents notified.
2. Second offense - demerit or detention, parents notified. The Chromebook and/or computer use will be taken for a period of time; parents notified.
3. Third offense – Chromebook removed for an extended time; parents notified; work may not be made up.
4. Fourth offense – Possible one day suspension from school; parents notified; work may not be made up.
5. Fifth offense - conference with parents and faculty to determine appropriate consequences.

Zero tolerance violations include:

- Attempt to or installation of software
- Attempt to or overriding the school's security measures
- Willful attempt to enter obscene sites.
- Vandalism – any malicious attempts to harm or destroy data of another user. This includes uploading or creating computer viruses.
- Cyberbullying – the use of email, instant messaging, chat rooms, blogs, cell phones, or other forms of information technology to deliberately harass, insult, threaten, or intimidate someone.
- Any illegal activities such as gambling online.
- Revealing personal information such as addresses, phone numbers, pictures, etc. of other people.
- Entering controversial sites or chat rooms.

**Any zero tolerance violation will result in no computer use for the remainder of the year, as well as additional consequences from administration.**

Students are permitted to bring laptops or tablets from home for educational purposes only but **will not** have access to the Internet. Violation of this Accepted Use Policy above will relinquish the privilege to bring a laptop to school.

## Appendix: Clearances

Thank you for considering volunteer service at JCS. The safety of our students, faculty and staff is a very high priority.

Due to the passing of Pennsylvania Act 153 and through recent amendments to the law, the following clearances are required prior to beginning service as a volunteer here at JCS:

- Pennsylvania State Police Report of Criminal History (Act 34)
- Pennsylvania Child Abuse Clearance (Act 151). This requires 3-4 weeks to process.
- One of the following clearances as applicable:
  - IF you have been a resident of Pennsylvania for less than ten years, you must have a FBI Fingerprint Check (Act 114).
  - IF you have been a resident of Pennsylvania for more than ten years, you may complete the affidavit instead.

Please note that on a case by case basis, the administration may allow an individual who had a prior conviction but has a clean record for a period of seven years to participate in school activities **with his/her child(ren)**. This individual is not to serve as a chaperone or be alone with children. However, if any offense is for any form of child abuse, he/she may NOT serve as a volunteer at/for JCS.

Llinks (can also be found on the JCS website):

- Pennsylvania State Police Clearance form <https://epatch.state.pa.us/Home.jsp>
- ChildLine Clearance form <https://www.compass.state.pa.us/cwis/public/home>
- Directions for FBI Fingerprinting Clearance (Resident of Pennsylvania less than 10 years)
- Affidavit (Resident of Pennsylvania more than 10 years)

An individual will be banned from working or volunteering with children under any of the following circumstances:

1. The person is named in the statewide database maintained by the Department of Human Services as the perpetrator of a founded or indicated child abuse report.

2. The applicant has been convicted of “one or more of the following offenses under Title 18 or an equivalent crime under Federal law or the law of another state.”
  - Chapter 25 (relating to criminal homicide)
  - Section 2702 (relating to aggravated assault)
  - Section 2709.1 (relating to stalking)
  - Section 2901 (relating to kidnapping)
  - Section 2902 (relating to unlawful restraint)
  - Section 3121 (relating to rape)
  - Section 3122.1 (relating to statutory sexual assault)
  - Section 3123 (relating to involuntary deviate sexual intercourse)
  - Section 3124.1 (relating to sexual assault)
  - Section 3125 (relating to aggravated indecent assault)
  - Section 3126 (relating to indecent assault)
  - Section 3127 (relating to indecent exposure)
  - Section 4302 (relating to incest)
  - Section 4303 (relating to concealing the death of a child)
  - Section 4304 (relating to endangering the welfare of children)
  - Section 4305 (relating to dealing in infant children)
  - A felony offense under section 5902(b) (relating to prostitution and related offenses)
  - Section 5903(c) or (d)( relating to obscene and other sexual materials and performances)
  - Section 6301 (relating to corruption of minors)
  - Section 6312 (relating to sexual abuse of children)
  - The attempt, solicitation or conspiracy to commit any of the offenses set forth in this paragraph
  
3. The applicant has been convicted of felony offense under the act of April 14, 1972 known as the Controlled Substance, Drug, Device and Cosmetic Act, committed within the five-year period immediately preceding verification.

## **Appendix: RenWeb Instructions**

JCS parents can keep informed on Renweb. You can look at Renweb for homework assignments, grades, lunch menus, family directory, etc.

The following are the instructions for Renweb:

### **If you have not yet set up your Parent Account, you need to do the following:**

- Go to [www.renweb.com](http://www.renweb.com)
- Click on Logins
- Click ParentsWeb Login
- Click Create New ParentsWeb Account
- Enter district code JCS-PA
- Enter your email address (needs to have been provided to JCS prior to access)
- Click create account
- A Renweb password will be emailed to you

### **Parent Account Log-In**

- Go to [www.renweb.com](http://www.renweb.com)
- Click on Logins
- Click on ParentsWeb Login
- Enter District code JCS-PA
- Enter your user name and password
- Click on Login



## **Appendix: COVID - 19 (Coronavirus) Response**

### **Prevention Protocol:**

- Cover coughs or sneezes with your elbow. Do not use your hands.
  - Direct teacher instruction
  - Educational posters
- Wash hands often with soap and water for at least 20 seconds.
  - Educational posters at hand washing sinks
- Use alcohol-based hand sanitizer if soap and water are not available.
  - Hand sanitizer is available in all classrooms
- Clean surfaces frequently, including countertops, light switches, cell phones, remotes, and other frequently touched items.
- Contain: if you are sick, stay home until you are feeling better.
  - Symptoms of the COVID-19 can include:
    - Fever
    - Cough
    - Shortness of breath
- Replace hand shaking with fist pumps or elbow touches.

### **Preliminary plan for temporary school closing:**

- JCS faculty and students would follow the virtual school day protocol.
- All secondary course work would be posted to Google Classroom.
- All assignments would be posted by 10:00 of each day of the closure.
- Teaching staff would be available for student communication via email from 8:30 – 3:10.

### **Travel Restrictions:**

- Currently, JCS has no travel restrictions for students or staff members.



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