



HANDBOOK

Mission Statement

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

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

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

www.jenisonchristian.org

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Main JCS Bell Times:

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

Other Notable Times:

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

JCS SCHOOL DAY HOURS

- Full Day Kindergarten through 8th Grade: 8:10 AM-3:15 PM
- Pre-Kindergarten ½ Day: 8:10 AM-Noon
- 3's and 4's Preschool Hours: 9 AM-11:30 AM

Please note: half days will have a noon dismissal.

Visiting JCS during the School Day

All visitors who enter the JCS building during school hours (7:30 AM–3:15 PM) should enter through the school office door off of Graceland Drive (ring doorbell next to door for access). Please stop by the office to sign in on the iPad and receive a visitor's badge.

Student Appointments During the School Day

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

Please do not park in the back of building by the gym during the school day.

ATTENDANCE POLICY

If your elementary or middle school child will be absent from school (due to illness or appointment), it is *very important* to call the absentee line at 457-3307 and leave a message or email the attendance line at attendance@jenisonchristian.org.

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

A student is tardy if he/she is not in his/her classroom when the bell rings. Before heading to class, elementary and middle school students who are tardy at the start of school need to check in at the office for a green-slip.

Important Reminder Regarding Illness

If your child is sick, please keep them home until they are symptom free (fever, vomiting, diarrhea, etc.) for 24 hours. If they test positive for COVID, we will follow the same guidelines (symptom free for 24 hours to return). JCS encourages you to follow CDC and local health authority recommendations for returning to school in cases of COVID-related illness. We will notify classes if there is a positive case, but there will be no requirements for quarantines or close contacts.

ABSENCE-RELATED ASSIGNMENT/ASSESSMENT POLICY

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

Planned Absence

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

Departures During School Hours (for appointments, etc.)

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

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

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

ARRIVAL AND DISMISSAL PROCEDURES

ARRIVAL

For the safety of our students, please drive slowly and cautiously on and near the campus.

Students may be dropped off or arrive by bus starting at 8:00 AM.

- Elementary students should go to the playground area (east of building) until the bell rings.
- 5th-8th grade students may enter before school and head straight to the middle school lounge.

Please note: we do not have staff supervision on our playground or middle school hallway prior to 8:00AM. Children needing supervision prior to this time should participate in the JCS Childcare program for their safety and care needs. JCS Childcare is open and available from 6:45 AM to 5:45 PM. For more information contact our team at childcare@jenisonchristian.org.



Elementary Drop-Off (PreK-4th)

Parents/guardians may drop off their children from 8 AM-8:15 AM using the main drop-off/pick-up loop accessible via Greenfield Ave.

Middle School Drop-off (5th-8th)

Middle school drop-off is the same location as elementary students; however, if you have middle school only child(ren), then you may drop your child(ren) off at Door G by the middle school lounge.

Drop-off at the JCS office is only allowed for students arriving after the start of the school day who need to sign in at the office.

DISMISSAL

All students going home by bus will be dismissed at 3:13PM. Buses will use the Graceland Ave driveline. Students who are walking home will be dismissed after the buses leave. Please note that there will be a crossing guard at Baldwin and 20th from 7:40-8:20 am and 3:10-3:40 pm.

Every family will receive two yellow or blue laminated pickup signs with their family's last name and their driveline number. Parents/guardians will need to display their colored sign on their dashboard. If two or more families carpool together, be sure that each driver has yellow or blue pickup signs for each family.

Extra passes can be requested by emailing Julia Doornbos at jdoornbos@jenisonchristian.org.

Elementary Pickup (PreK-4th Grade)

Dismissal starts at 3:15 PM. Parents/guardians can pick up their child(ren) at the main drop-off/pick-up loop accessible via Greenfield Ave. Please display your yellow driveline sign on your dashboard.

Middle School ONLY Pickup (5th-8th)

If you have to pick up only middle school students, please line up in the middle school parking lot (by Door G) prior to dismissal and safely exit once you have picked up your child(ren). Please display your Blue driveline sign on your dashboard.

For Preschool Arrival and Dismissal, please view the Preschool Handbook.

BUS INFORMATION

The bus driver is responsible for the safety and welfare of all students on the bus. Students are expected to obey the driver at all times and follow bus riding guidelines established by both Jenison Public and Jenison Christian Schools. Bus behavior expectations mirror many of the school classroom behavior expectations. Students who are uncooperative may have their bus riding privilege revoked.

- **Busing Within Jenison Public School District:** JCS works closely with the Jenison Public School (JPS) Transportation Department, providing transportation for JCS PK-8 students within the JPS district.
- Busing is not available within a 1.2-mile radius from school. This is a parent-responsibility zone.
- **Busing Outside of JPS District:** JCS provides transportation to parents who live outside of the JPS district and are close to established bus routes. Bus stops are determined on a case-by-case basis.

Bus Safety Rules

- **All electronic devices must remain inside a backpack** at all times while on the bus.
- **For morning pick-up, students must be outside, visible, and prepared to board the bus 5 to 10 minutes prior to the bus stop time.** This allows our bus students to arrive at school safely and in a timely manner.
- **Upon drop-off, any student 4th grade and younger unaccompanied by a middle school sibling must have a parent or guardian visible at the drop-off location** or a visible garage door open to indicate an adult is present (unless prior parent approval has been given on the transportation form). Please note, the bus may arrive earlier

than the estimated drop-off time depending upon how many students ride the bus home each given day. If there is no indication of a present adult, students will be brought to JCS Childcare at the end of the route.

- All balls, skateboards, hockey sticks, sleds and other sports or recreational equipment that cannot fit completely into a student's zipped backpack are prohibited on the school bus for everyone's safety.
- **Friends are not permitted to ride the bus with students.** Bus passes will only be permitted for emergencies. Please contact the office if a bus pass is necessary.

For more information on busing, please contact JCS Transportation Director, Julia Doorbos at jdoorbos@jenisonchristian.org.

Walking/Biking Protocols

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

“Red Light Day”

A “Red Light Day” means weather isn't appropriate for students to go to the playground. We will have a red traffic light in a classroom window near the Elementary School entrance door that is visible from the parent drop off zone. When the red light is on, students should enter school directly. Elementary students can go to their classrooms. 5th-8th grade students can go to the middle school lounge.

ENROLLMENT

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

Jenison Christian School uses the FACTS system for its online applications and enrollment. The FACTS Family Portal also includes:

- Student Schedules
- JCS Calendar
- Attendance Records
- Online Report Cards
- Tuition Payments

Families will receive re-enrollment information each year in early April for the following year.

BEHAVIOR/STUDENT EXPECTATIONS

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

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

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

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

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

General Student Expectations include:

- **Care**
 - Students are expected to exercise due care for themselves, others, and all school property and equipment.
 - To help ensure proper care for all of our school facilities:
 - Gum chewing is not allowed.
 - All lockers can/will be checked by any teacher or administrator to make sure appropriate materials are in order. Open pop cans and/or food items may not be stored in lockers.
 - Shoes that leave black marks and sport shoes with cleats are not to be worn inside.
 - Students will be expected to wear gym shoes on the gym floor.

- **General Behaviors**
 - Make good choices that promote a safe environment where learning comes first for all students. A few examples of poor choices that are not acceptable within our school setting include: running in the halls, pushing/fighting, touching art and other hallway decorations, and shouting.
 - Students must have teacher permission to be in the hall during class time.
 - Students may not have a cell phone, i-pod, smart or Apple watches or other electronic device at school. Phones are available in every classroom for communication as needed with teacher permission. Cell phones found on students during school hours will be taken and handed in to the office for parents to pick up from the principal.
 - Respect others at all times. Inappropriate physical contact between students is not allowed.

- **Library**
 - Students are not allowed in the library without teacher supervision.
 - No food or drink is allowed.

- Computers in the library may be used with permission only.
 - All library materials are available to be checked out.
 - All materials may be checked out for a two-week period, except reference material which is a one-day or overnight checkout.
 - Nothing may be taken from the library without checking it out.
 - It is the student's responsibility to see that materials are returned on time.
 - Library Fines: Overdue notices are sent to homerooms weekly. Fines for books returned late is 5¢ per day and reference materials is 10¢ per day.
 - All fines must be paid before report cards are received.
 - Lost Material – Students will be charged the replacement cost for any lost item.
- **Outdoors**
 - Students are expected to remain on campus during the school day, play safely, and practice good behavior. Students may not participate in any type of dangerous play such as fighting, stone throwing, snowballing, or tackle football.

Bullying

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

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

Bullying will be considered a serious offense.

Harassment

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

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

Serious Offenses

JCS students are expected to obey the law at all times. Any violations of the law, repeated violations of school guidelines or other actions may be deemed as a serious offense by the Principal if they are a threat to the health or safety of the student or others. A few examples

that may be deemed a serious offense include plagiarism, possession of a dangerous item, and possession of any form of alcohol or drugs.

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

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

CLASS TRIPS/FIELD TRIPS

All PK-8 students are expected to accompany their classmates on school trips and class outings. If a student is not going to be able to attend a scheduled school event, the parents must contact the school office to make other supervision arrangements of their child(ren) in consultation with the principal.

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

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

CHAPELS

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

INSTRUCTION & CURRICULUM

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

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

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

DRESS CODE AND APPEARANCE

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

For students in preschool through 4th grade, the following appearance requirements apply:

- Clothing should be modest and should not call attention to the wearer or disrupt others by using sexual or outlandish styling (no advertising of alcohol, tobacco, inappropriate or suggestive slogans).
- Clothing should be functional and convey a sense of stewardship.
- Personal hygiene is important; dress neat and clean.
- Wear shoes or sandals at all times.
- Shorts and dresses should be of modest length (acceptable would be Bermuda shorts and capris).
- Hats or headgear may not be worn in class or during assemblies. Exceptions may be made on special occasions.
- Shirts may not be see-through.

For students in 5th - 8th Grade “In good taste & appropriate for work—schoolwork.”

JCS middle school students are expected to dress appropriately for schoolwork and consistent with promoting a wholesome Christian learning community.

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

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

- a. Clothing, jewelry, and personal grooming must not be distracting, disruptive, restricting, suggestive, offensive, or denigrating.
 - Shirts and tops for girls may be sleeveless if straps are 3 inches in width from neckline to the sleeve edge. Off the shoulder shirts and open back shirts are not allowed. Sheer tops may be worn if they have a shirt with a three-inch strap underneath. Boys must wear shirts with sleeves.
 - Shorts, skirts and dresses must extend to mid-thigh or you must wear leggings or spandex underneath.
 - No bare midriffs while standing or walking.
 - No cleavage while standing, walking, or sitting.
 - No underwear showing.
 - No offensive or suggestive words, pictures, etc. on clothing - shirts, coats, pants, etc.
 - No advertisement of tobacco, alcohol, drugs, or music groups clothing.
 - No ripped or torn clothing in trunk area that reveals skin or undergarments or underwear.
 - No hats worn in school, this includes but is not limited to baseball hats, winter caps, or hoods.

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

- For the first offense, parents will be advised of the violation (an attempt will be made to discuss by phone and email will be used if unable to reach by phone) and the student may be asked to change.
- For the second offense, both the parent and student will be advised of the violation and the student may be required to change.
- For the third offense, the student will be asked to leave class and will be required to remain in the JCS office until parents arrive with a change of clothes that comply with the JCS dress code.
- Excess offences will be addressed on a case by case basis but could result in suspension and other disciplinary action. Any additional disciplinary action recommended by the JCS Administrator will be brought to the JCS Board for final decision.

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

EMERGENCY SCHOOL CLOSING

An Emergency Procedure Form is included in the FACTS online enrollment forms. Please inform the office if any of these numbers change during the school year. These phone numbers are crucial for school use should a student become sick or injured.

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

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

Inclement Weather Closings

Jenison Christian School typically follows Jenison Public Schools' closures and delays due to weather. Emails will be sent out to parents, and announcements will be posted on local TV stations, radio stations, and JCS social media. Every effort is made to publish announcements regarding school closure or delay early in the morning so that parents have time to make alternative plans for the day.

When school is on a 2-hour delay, all half day programs (preschool and ½ day pre-kindergarten) do not meet on that day.

JCS Busing School Closing And Delay Information

JCS buses travel in the Hudsonville Public School District (HPS), JCS buses must follow the road safety decisions made by HPS. When HPS makes a weather-related decision different than JPS, the following happens:

- When HPS is delayed in the morning, but JPS/JCS are not delayed, there will be NO JCS buses in the morning and parents are responsible to bring their children to school. The afternoon buses will run on schedule.
- When HPS is closed, but JPS/JCS remain open, there will be no JCS buses for the entire day. Parents are responsible to bring their children to and from school.

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

Extra-curricular Activities or Other Special Programs - Cancellations

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

TUITION & SUPPORT RESOURCES

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

T.R.I.P

Jenison Christian School offers parents a way to earn money towards tuition through the T.R.I.P. program. You can purchase gift cards from hundreds of business and earn a rebate towards your tuition payment. Rebates are applied twice per year (April and August.) Families can sign up for T.R.I.P. by emailing trip@jenisonchristian.org.

FUNDRAISING

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

HOT LUNCH

Hot lunch is available daily for students and staff. JCS partners with Allendale Christian School to offer the meal program. Every student may purchase hot or cold lunch options and/or milk. Menus are available at: www.jenisonchristian.org/parents/hotlunch

Free and Reduced Lunch programming is available for qualifying families and is completely a confidential process. Visit allendalechristian.familyportal.cloud for more information.

Parents who wish to have their child participate in the hot lunch program need to keep money in their child's account at all times. This can be done by going online to allendalechristian.familyportal.cloud and logging into your account (a small fee is added when placing money in the account online) or you may drop off a check in the JCS office to be applied toward your account.

In the event a student's account has a negative balance, his/her parent will receive an email notification from Family Portal. If the account is not kept current and you run a negative balance

consistently, the food service will no longer be able to provide the lunch program for your child. If school is cancelled, the lunch to be served that day will carry over to the next day.

For more information, please contact the hot-lunch manager, Rebecca, at:
hotlunch@allendalechristian.com

INJURY AND INSURANCE

Each JCS family must submit the Emergency Procedure Form detailing insurance and emergency procedures as part of the FACTS enrollment system. Jenison Christian School does not provide accident insurance for its students.

INTERNET, SOCIAL MEDIA, & SAFETY

Jenison Christian School obeys copyright laws and holds high expectations for teachers and students in developing Biblical, moral, ethical practices in using the internet and media center. Students who have access to the internet at school, and their parents, are expected to read and sign the school's internet access policy and permission form as part of the FACTS enrollment system. Students who agree to the school's standards are allowed to access the internet; that privilege is taken away from students who use internet access inappropriately.

Jenison Christian School also tells its story of school and community life through various social media platforms including Facebook and Instagram. We would encourage you to "Like" or follow us on social media and check out the many great things happening at JCS.

Please note: parents who do not want their children to appear in public photos can sign the photo request form in the FACTS system.

LOST AND FOUND

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

MEDICATIONS/MEDICAL ISSUES

No medications, including over-the-counter medications, will be administered at school without written permission from the parent **and** physician specifying the type of medication and dosage.

The JCS staff assigned to dispensing medicine will do their best to follow the directions provided on the Administration of Medication Consent Form. The [Administration of Medication Consent Forms](#) can be submitted to the JCS office.

ALLERGIES POLICY

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

Parents of a JCS student with allergy issues that result in an anaphylactic reaction shall have their physician complete the [JCS Anaphylactic Reaction Form](#) and submit it to the JCS Office prior to August each year so that we can train staff appropriately before the start of the school year. This form shall include the specific trigger for the anaphylactic reaction, the form of the reaction, and the proper treatment response from JCS staff. Parents of a JCS student with allergy issues that DO NOT result in an anaphylactic reaction, but request that the Principal and JCS staff accommodate the allergy(ies) shall complete the [JCS Allergy Accommodation Form](#).

JCS staff shall be trained in proper delivery of the treatment response options listed on the Anaphylactic Reaction Form. ***Please note:*** there are no medically certified personnel on the JCS Staff beyond CPR and basic First Aid Training.

MONEY-RELATED POLICIES

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

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

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

RECESS/PLAYGROUND SAFETY

Parent playground supervisors play an important role in encouraging safe play and positive student behavior during the noon hour recess. Playground volunteers are required to give the office permission to complete a background check for safety purposes. Persons with a criminal history may not supervise students of JCS. Teachers alternate scheduled playground supervision of morning/afternoon recess. To sign up as a playground supervisor, you can access the Parent Club Sign Up at [Parent Club Sign Up Genius](#).

Fifth grade students may volunteer as crossing safeties for the street crossings, drop-off point and bus area during the morning drop off. All students are to follow the directions of the safety volunteer. Safeties use two-way radios to communicate with the teacher supervisor as needed. Students sign up to be safeties at the end of 4th grade.

INTERSCHOLASTIC SPORTS AND ELIGIBILITY REQUIREMENTS

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

At Jenison Christian, the primary goal of athletics is to bring glory to God by encouraging our athletes to perform to the best of the abilities our Lord has given them. Middle school athletics should be viewed as a process beginning in the 6th grade and continuing through the 8th grade. The athletic director (AD) at JCS coordinates the sport activities for middle school.

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

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

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

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

Sports Participation Policies

1. JCS sports team & another JCS related activity.

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

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

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

3. JCS sports team and a club team.

- A JCS game takes precedent over a club practice.

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

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

SUPPLIES

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

SUPPORT STAFF & SERVICES (check)

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

Special Education Services

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

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

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

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

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

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

Vision/Hearing Tests

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

Counseling Assistance Dog

Jenison Christian School has partnered with Interquest Cares to provide a Counseling Assistance dog to be utilized at school. Our dog, Chip, interacts with students in order to bring about positive change in our students' emotional and physical behaviors.

Gifted Students

At JCS, we recognize that there are students who need additional academic challenges. In 3rd and 4th grade, students may participate in the Excel Math program. We also partner with Jenison Public School and their accelerated learning program, ACT. In 2nd grade, students may be asked to take a test to see if they qualify for the program.

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

PARENT CLUB

At JCS, Parent Club is responsible for overseeing the various special event committees and volunteer tasks that happen each school year. These events aid in community building and fundraising for JCS as a whole. The fundraising Parent Club does through the Eagle Walk and the annual auction are the two biggest ways we raise money. They use these funds to support events like Spiritual Emphasis Week, the Holiday gift shop and Family Fun night. In addition to providing community events, the funds raised are used to purchase new curriculum, assist teachers in building their classrooms and help with tuition assistance.

Parent Points

Families are encouraged to participate in activities at school. You can elect to commit to fulfilling 12 points, or opt to pay the \$400 fee in lieu of volunteer points. Consequently, families who selected the points option but fail to reach their 12-point commitment by the end of the school year, will be assigned a \$40 per point fee for each point they are short.

If you have family financial or health concerns that are functioning as a barrier; please speak with the principal regarding your situation. Should you have any questions regarding a specific event, please contact the committee chairs or parentclub@jenisonchristian.org for further information.

AFTER SCHOOL CLUBS

Jenison Christian School offers several after school clubs throughout the year. They include:

- American Sign Language Club
- Game Club
- Robotics Club
- Running Club

Sign up information will be sent out during the school year.