2026-2027
Family & Student Handbook
PreK3 - 12th Grade

James Island Christian School

The mission of James Island Christian School is to partner with like-minded families by providing a Christ-centered, academically excellent education that prepares students for a lifetime of service and leadership in their homes, churches, and communities.

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For information about James Island Christian School including forms, athletic updates, etc., go to www.jics.org.

INTRODUCTION

Statement of Faith

Bible: We believe the Holy Bible to be the inspired, inerrant Word of God and is authoritative and sufficient for faith and practice. We believe it is the standard by which all truth, understanding, knowledge, and counsel is evaluated. 2 Timothy 3:16-17; 2 Peter 1:19-21

Triune God: We believe in the one true and living God revealed in the Bible who exists eternally in three persons – Father, Son, and Holy Spirit – each equal in every divine perfection but distinct in function within the Godhead. He is the Creator and Ruler of heaven and earth, inexpressibly glorious and holy, and is worthy of all possible worship, honor, and devotion. Matthew 28:19; 2 Corinthians 13:14

God the Father: We believe in God the Father, an infinite, personal spirit, perfect in holiness, wisdom, power, and love. We believe that He infallibly foreknows all that shall come to pass, that He concerns Himself mercifully in the affairs of men, that He hears and answers prayer, and that He saves from sin and death all who come to Him through Jesus Christ. John 4:24; Psalm 147:5; Psalm 83:13; Hebrews 3:4; Romans 1:20; Isaiah 6:3; 1 Peter 1:15-16

Jesus Christ: We believe in Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. He was born of a virgin, lived a perfect sinless life, performed miracles, and taught the things of God. We believe in His substitutionary death upon the cross, His burial and subsequent bodily resurrection, His ascension into heaven, His perpetual intercession for His people, and personal visible return to earth. Matthew 1:18-25; Luke 1:26-35; Galatians 4:4; Philippians 2:6-11; John 1:1, 14; Luke 24:36-43; John 20:24-26; Acts 1:9-11; Colossians 1:13-14; Romans 8:34; 1 Corinthians 15:1-8; Hebrews 8:1

The Holy Spirit: We believe in the Holy Spirit who came forth from the Father and Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify, and empower all who believe in Jesus Christ. We believe that the Holy Spirit indwells every believer in Christ, and that He is an abiding helper, teacher, comforter, and guide, leading all believers toward unity in Christ. John 15:26; Acts 5:3-4; 1 Corinthians 12:4-6; 1 Corinthians 2:10-11; 2 Corinthians 13:14

Man: God made man – male and female – in His own image as the crown of His creation so that man might have fellowship with Him. But through rebellion and disobedience to God's command, man entered into sin and suffered the just condemnation of physical and spiritual death. As a result, all people are separated from God by their sin and are lost and without hope apart from salvation in Jesus Christ. Genesis 3:1-6; 2 Samuel 12:15-23; Psalm 51:5; Jeremiah 17:9; Romans 3:23, 5:12, 6:23; Ephesians 2:1-3; Galatians 3:10

Salvation: Salvation is a free gift that comes only by God's grace, through faith in Jesus Christ, who by His death on the cross, bore the wrath and condemnation of God toward sin, crediting His perfect righteousness to those who trust in Him. Anyone who repents from their sin and believes in Jesus Christ alone for salvation receives forgiveness of sin and eternal life. John 1:12-13; John 3:3-16; John 10:28-29; 2 Corinthians 1:22; Ephesians 4:30; Isaiah 53:4-5; Romans 4:25; Romans 3:21-25; 1 John 4:10

Priesthood of Believers: By the shedding of His blood, Jesus has become our great High Priest and has granted each believer free access to the presence of the Father. There is no mediator between God and man except Jesus Christ. Each believer can now confidently come before God, receive from Him, and offer the sacrifice of worship and obedience. 1 Peter 2:5-9; Hebrews 4:14-16; 1 Timothy 2:5

Evangelism: We accept the commission of Jesus Christ, who is Lord, to make disciples of Him among all nations, in our neighborhoods, and in the next generation; seeking to baptize them and teach them to observe His commandments. We join with all those believing in Him to accomplish this urgent task. We accept this as a personal commission, as well as a Church commission. Matthew 28:16-20; Matthew

9:37-38; Acts 1:8; Romans 10:11-15; Philemon 6

Christ's Return: We believe in the imminent, visible, and glorious return of Jesus Christ. Christians are exhorted to be watchful and obedient until His appearing. While there are many viewpoints concerning His second coming, we believe Christians should lovingly look for His appearing, giving full attention to obedience while He tarries. We believe His appearing will occasion the resurrection of the righteous who have died and are now with Him. Acts 1:11; Revelation 1:7; Hebrews 9:28; 1 Thessalonians 4:13-18; Acts 24:15

Last Days: We believe in the final judgment at the end of the age. We believe both the righteous and the wicked shall stand before Him and be judged. Those who are in Christ will be rewarded by sharing in God's presence forever, serving Him, and offering Him unending praise and glory. Those who are not in Christ will be eternally punished with Satan and His demons in hell. 2 Corinthians 5:10-11; 2 Thessalonians 1:6-12; 1 Corinthians 4:5; Acts 17:31; Revelation 20:11-12; Revelation 19:11

Marriage: Both man and woman were created in God's image, equal as persons and distinct in their manhood and womanhood. These distinctions are ordained by God as part of the created order and should be honored and celebrated within the Church. Biblical marriage is the uniting of one man and one woman in covenant commitment for a lifetime; such uniting serves to fundamentally and profoundly depict the relationship of Christ and His Bride, the Church.

Sexuality: We believe that God wonderfully and immutably creates each person as either male or female, and that these two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

Statement of Philosophy

"In Christ are hidden all the treasures of wisdom and knowledge." - Colossians 2:3

James Island Christian School provides an opportunity for academic excellence within a Christ-centered environment that complements the teaching of the home and the church. We believe that the ultimate responsibility for the education of a child rests with the parent. Therefore, there must be a partnership between parents and school, each supporting and reinforcing the other. At James Island Christian School, we provide for the education of the whole child: spiritually, mentally, socially, and physically. The truth, as revealed in God's Word, is the foundation for all subject matter. We believe that the Bible states moral absolutes; therefore, affirming our opposition to moral relativism, situational ethics, and values clarification.

Mission Statement

The mission of James Island Christian School is to partner with like-minded families by providing a Christ-centered, academically excellent education that prepares students for a lifetime of service and leadership in their homes, churches, and communities.

The Core Values that flow out of this are:
~ Christ-centered
~ Biblically based
~ Academically excellent
~ Service driven

Accreditation

James Island Christian School is a fully accredited member of the following organizations:

- International Accreditation through Cognia - 2014, 2017, 2022
- Association of Christian Schools International (ACSI) - 2022

Non-Discriminatory Policy

JICS recruits and admits students of any race, color, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. JICS does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, and other school administered programs. JICS will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

Alma Mater

Praise to thee our Lord and Father,
Thank thee for our school.
We have learned, and prayed, and loved here,
Where our Savior rules.
Trusting in the Father's guidance,
Faithful to His plan,
Forging bonds of Christian friendship,
In the Master's hand.
Hail to thee our Alma Mater,
Beacon on the shore,
Shining forth with light enduring,
Now and evermore.

Staff Qualifications

James Island Christian School staff members are Christ-centered, born-again believers whom God has specifically called to minister in His school. Each of our staff members understands the fundamental tenets of the Bible, commits to our Statement of Faith, and seeks daily to demonstrate the love of Christ to our students and their families, serving as Godly role models for all who are served by our school. All administrators and K5 – 12th grade teachers hold a bachelor's degree or higher. All faculty and staff are active in their local church.

All Early Ed teachers meet the DSS requirements, including the number of hours of training and supervised teaching time. When unexpected staff vacancies occur, it may be necessary to have provisional employees. The administration will work directly with these employees to help them meet all DSS requirements. All provisional employees must comply with the required child protection policies, affirm our Statement of Faith, and agree to a Christian code of conduct.

Early Education Program

James Island Christian School's Early Education Program consists of a PreK3 and PreK4 program. Due to DSS requirements, there are guidelines specific to this age group. All other school policies also apply and are outlined in the K5-12th grade program guidelines.

JICS Early Education Student Tracking Policy

In efforts to account for the presence of each preschool child, JICS takes detailed records as they enter or exit the premises and as they move to another location in our school. Information on the time each child

moves out of the classroom and returns to their classroom is recorded along with information on the staff members that were present and responsible at the time.

Bathroom Policy

All new early education students attending JICS must be “potty trained.” If you have any concerns or questions regarding this, please contact your child’s teacher or the Early Education Director..

We define “potty trained” as the ability to use the restroom facilities on their own with visual staff supervision. Children will need to be able to clean themselves without physical assistance. We will offer verbal support, but please understand for the safety of the student and teacher, touching is not allowed in the bathroom. We understand that accidents may happen at this age, but we will not consider a child potty trained with more than two accidents a week. Students may not come in pull ups.

Early Education Supplies to be Sent Daily

Backpacks

Each child needs to bring a full-sized backpack to school every day. The backpack serves as a communication unit between teachers and parents. Notes, announcements, artwork, etc. come home in the backpack. Small backpacks are cute, but they are not practical for our purposes. Students should always have one complete change of clothes in a labeled Ziplock bag inside the backpack.

Nap Supplies and Toys

All early education students have a nap/rest period each school day. Each child should be sent to school with a nap roll, as well as a small stuffie each Monday. These items will be sent home each Friday to be washed and returned for the following week.

Please do not allow your child to bring any other toys from home unless there is a special show and tell day. This will help maintain order in the classroom and ensure that a toy is not lost or destroyed. This is also a wonderful time to break away from security blankets. Your child’s teacher is a wonderful partner in this endeavor.

Academic Program

Academic Policies and Procedures

**Unless specifically stated differently in the Early Education portion of the handbook*

Course of Study

JICS offers rigorous academic programming which meets and exceeds South Carolina state standards.

Homework Policy

Homework is regularly assigned. Specific homework guidelines will be set by the administrators at individual school levels. Students will not be assigned homework on Wednesdays to allow for church event participation. Homework must be turned in on time for full credit. Teachers will have a late homework policy and communicate this policy to parents at the beginning of the year. Students in grades 3-8 will be given a daily planner to record all homework, special assignments, projects, and deadlines as assigned**.**

Make-Up Work

Assignments, projects, or exams due on the day a student was absent will be due on the first day of the student's return to school. The number of days allowed to turn in make-up work is equivalent to the number of days missed. After that time, a grade of zero (0) will be recorded for all missed work.

Lower School

On the day of a Lower School students' absence, his/her parent may email the student's homeroom teacher by 8:00AM requesting the assignments and materials that day and for each day the student will be absent, if known. The assignments and materials may be picked up in the front office between 3:00 and 3:30pm. If missed assignments are not obtained in advance, the student or parent will need to arrange making up missed work with the homeroom teacher on the day the student returns.

Upper School

Upper School students' homework assignments may be viewed on FACTS at any time. On the day of an Upper School student's absence, his/her parent may email each of the student's teachers by 8:00AM requesting the assignments for that day and for each day the student will be absent, if known. Each Upper School teacher will respond within 24 business hours. If missed assignments are not obtained in advance, Upper School students returning from an absence are responsible for contacting each of their teachers on the day they return to arrange making up missed work, making up tests/quizzes and turning in projects, according to the make-up work policy.
For scheduled absences, please notify the student's teachers in advance so work can be obtained in advance.

Examinations and Evaluations

For lower school and 6th and 7th grades, no more than two tests, two major quizzes, or two projects will be given/due on the same day. For 8th grade and high school, students may have a maximum of three assessments, with no more than two of these being tests, in a day.

Grading and Reporting

K5 – 12th Core Classes	**K5 -12th Conduct, K5 - 5th Specials**
A = 100 - 90	E = Excellent, Exceeds Expectations
B = 89 – 80	S = Satisfactory, Meets Expectations
C = 79 – 70	N = Needs Improvement, Does not Meet Expectations
D = 69 – 60	
F = Below 60	

A grade of "I" (incomplete) may be posted on the Report Card only with the prior approval of the Administration. Students have no more than ten (10) school days from the close of the quarter to make up all work. After these days, all incompletes will be recorded as a zero.

Progress Reports are issued at mid-quarter and Report Cards are issued at the close of each quarter grading period. Parents may view their FACTS Family Portal for daily grades and averages at any time during the quarter.

Academic Probation and Eligibility for Extracurricular Activities (5th-12th)

Academic eligibility will be determined at the end of each quarter. A student with a failing grade (below 60) in any ONE subject will be placed on academic probation. Students on academic probation may not participate in any athletic or extracurricular practices or competitions. The student's academic progress

will be re-evaluated after 4 1⁄2 weeks of the following quarter at which time the administration will determine if the student will be removed from academic probation.

Any student failing TWO or more subjects at the end of the quarter will be academically ineligible for the following quarter.

Honor Roll

Each quarter, students in grades K5 -12 are recognized for outstanding performance in academics and discipline.

Promotion Policy

All students will be evaluated during the course of the school year to determine placement for the following year. Students will be promoted to the next grade level at year's end if they maintain satisfactory grade level achievement in the various subjects. Particular attention is given to progress being made in core-subjects: (1) Reading/English, (2) Social Studies/History, (3) Science, and (4) Math. Students must successfully achieve grade level performance objectives for math, reading, and written composition as part of the competency-based program. While behavior alone will not determine promotion, it can be used as one factor of consideration.

Chapel

JICS chapel is an integral part of the spiritual development of our students. All JICS students are required to attend chapel weekly.

Standardized Testing

MAP Growth testing is administered two times per year in grades K5 – 8.. Teachers use test score data to drive instruction in the classroom. Test scores will be shared with parents after each testing period.

Graduation Requirements

English - 4
Math - 4
Science - 4
History - 4
Bible - 4
Foreign Language - 2
Computer Science - 1
Fine Arts - 1
Physical Education - 1
Electives - 3

Total: 28

Extended Care

Students may attend extended care before and after school Monday - Friday. No Extended Care is offered when JICS is closed. Before care and after care are not offered on late in days and early dismissal days.

Drop Off/Pick Up

Students arriving on campus before 7:40 am must be dropped off at Extended Care.

Morning carpool lines will be open from 7:40 – 7:55.

Afternoon carpool will begin at 3:00 pm for grades 1-12 and will conclude by 3:10 pm. For Early Education and K5 students, afternoon carpool begins at 2:45.

Students picked up after 3:10 pm must be picked up at Extended Care. Students will only be released to parents or other persons authorized to pick up the child. Please notify the school office of any changes.

Parents should notify the office by 2:30 PM with any afternoon pick up changes.

Attendance Policies and Procedures

Students must attend school in accordance with all South Carolina laws and guidelines. For a student to receive credit in any class or be promoted to the next grade:

1. Total yearly absences may not exceed 10. JICS does not differentiate between excused or unexcused absences.
2. High School students may not exceed the allowed number of absences in any individual class period.

Exceptions to this rule may be considered due to illness or other extenuating circumstances.

College Visits

Juniors and seniors may be excused for up to two days during the school year for college visits. These days will not be recorded as absences. The only exception to this limit will be absences related to scholarship consideration. Following a college visit, the student must present the High School Guidance Counselor with a letter from the college registrar or admissions office verifying that the student visited the campus.

College visits for underclassmen are not considered excused absences. Underclassmen are encouraged to use school breaks and weekends for travel to colleges.

Student Tardies to School

Students should arrive no later than 7:55 am and be prepared for class by 8:00 am. Students may enter the building at 7:40am. Students arriving after 8:00 am must be signed in at the front office. If a student is not in class when attendance is taken, the student will receive a tardy and will need a pass from the office.

JICS administration will require a parent conference for any student with five or more tardies within a semester. Excessive tardies may result in a student's mandatory withdrawal from school.

Upper School Tardies to Class

Attendance is taken daily for each class period. Upper School students who are tardy to any class will be issued a referral after their third tardy and they may receive an additional referral for each tardy to class thereafter. The tardy to class tally will reset with the new semester.

Attendance Requirement for Sports and Extracurricular Activities

Students must be in attendance a minimum of four (4) hours to participate in any after-school activity.

Arrival and Dismissal

Students may enter JICS campus buildings at 7:40am. Classes begin at 8:00am. The school day concludes at 2:55pm. Once school is dismissed, students must be picked up by their parents, report to their coach for scheduled sports events or advisor for a club, report to their teacher for tutoring, or go to after care. Parents of 8th-12th grade students must provide written consent to the Upper School Office for their child to leave campus at the conclusion of the school day to walk or ride to local establishments. The administration reserves the right to disallow students from doing so when it is deemed necessary or appropriate.

Early Dismissal

If a student must leave school other than the regular scheduled times, the school office must dismiss the student. The student will be released to his/her parent only or to a person authorized by the parent if prior arrangements with the school office have been made. Students are always to be signed out and supervised.

In consideration of the JICS Faculty, JICS Administration asks that the office be notified in advance if a student is to be dismissed early for events such as doctor's office visits, etc. When teachers are not notified in advance, it causes a disruption to the end of the day routine for his/her classroom.

All early check-outs must be prior to 2:45PM.

Health Policies and In-School Illness

To help prevent the spread of illness, please do not send your child to school if he/she is displaying any of the following symptoms:

- Chicken Pox (child may not return to school for at least 7 days after first sign of outbreak)
- Diarrhea (child may return to school the next school day after being 24 hours after the last sign of diarrhea)
- Vomiting (child may return to school the next school day after being 24 hours after the last sign of vomiting)
- Fever (child may return to school the next school day after being 24 hours fever free **without medication**). Fever is a temperature of 100.4 or higher.
- Conjunctivitis "Pink Eye" (child may return the next school day after being on an antibiotic for 24 hours)
- Rash (child must be rash free for 24 hours before returning to school)
- Ringworm (child may return to school the next school day after being on antibiotic for at least 24 hours)
- Strep Throat (child may return to school the next school day after being on antibiotic for at least 24 hours)
- Lice (complete home treatment before returning to school)

Additionally, you may refer to the Department of Public Health (DPH) School and Childcare Exclusion List located on the DPH website.

If your child becomes sick while at school, you will be notified and asked to pick up your child as soon as possible.

Severe Weather/Emergency School Closings

In case of school closings due to severe weather or other non-weather related events, a parent alert and an email will be sent to notify parents. While JICS typically follows Charleston County School District, final decisions on school closings and re-openings are made by JICS administration.

Communication Policies & Procedures

All questions concerning a student's progress should be directed to the student's teacher.

Teachers are encouraged to respond to all parent communication within 24 hours.

Social media (e.g., Facebook, Instagram, etc.), text messaging, and personal cell phones should not be used for parent/teacher or student/teacher communication.

Parent-Teacher Conferences

Parent teacher conferences may be scheduled at the discretion of the parent or the teacher at any time during the school year. In some circumstances a JICS administrator or teacher may request a parent conference to be scheduled.

FACTS Family Portal

Parents are encouraged to check student grades and homework assignments in FACTS Family Portal on a regular basis.

Student Conduct/Discipline Code

Culture of Respect

JICS strives to maintain a culture of respect within the student body. Students are expected to show respect to other students, faculty and the facilities of JICS. A failure to demonstrate respect in these areas may result in disciplinary action.

Prohibited Items

The following items are not permitted on campus at any time:

1. Weapons or items resembling weapons including but not limited to guns, squirt guns, knives, fireworks, lighters, etc.
2. Drugs, alcohol, tobacco, vapes, e-cigarettes, or unauthorized controlled substances.
3. Any material containing pornographic content.

Conduct Standards

Students found to be involved in behaviors that conflict with the school's Statement of Faith or Code of Conduct, even when outside of regular school hours, on weekends, or during the summer, will be subject to expulsion from JICS. Below are sample behaviors that may result in expulsion. These behaviors may include, but are not limited to:

1. Smoking (i.e., cigarettes, vapes, e-cigarettes, etc.)
2. Drinking alcoholic beverages
3. Possession of and/or use of illegal drugs (i.e., marijuana, cocaine, etc.)
4. Misuse of controlled substances (i.e. Adderall, Ritalin, etc.)
5. Improper use of non-controlled substances (i.e. over-the-counter medications)
6. Any sexual activity
7. Possession of an illegal weapon
8. Involvement with law enforcement that results in arrest
9. Violation of the technology or online standards policy, including cyber bullying

Online Standards

Students who electronically transmit inappropriate information via email, text message, group chat, FaceTime, any video social networking sites (i.e., Facebook, Twitter, Instagram, Snapchat, TikTok etc.) or participate in cyber-bullying will be subject to discipline pursuant to the level offense the communication contains. All other behavior and conduct standards apply online as well.

Dress Code Violation Consequences

Students are expected to be in the proper dress code each day. Dress code violations are addressed using the JICS discipline referral system in RenWeb.

Disciplinary Policies and Procedures K5-12

At James Island Christian School, discipline is not merely about enforcing rules—it is about developing Christ-like character. It is our desire, for every student, to demonstrate these five biblical expectations in all school activities on campus, during school-
sponsored events, and when representing JICS in the greater Charleston area.

Honor God By:

1. Respecting Others
At JICS we believe that God expects us to treat every person with dignity, kindness, courtesy, and self-control in both word and deed. We should show respect to all: teachers, staff, and classmates. *Lk. 6:31; Eph. 4:29; Rom. 12:10; Phil 2:3-4*

2. Choosing Integrity
At JICS we believe that God expects us to be truthful, honest, and trustworthy with our attitudes, words, work, and decisions. We should pursue what is right, even when no one is watching. *Prov. 10:9; Col. 3:9; Prov. 12:22; Lk. 16:10*

3. Being Responsible
At JICS we believe that students should arrive to class on time, prepared, follow directions promptly and with a good attitude, use school property appropriately, and contribute to an orderly learning environment. *Col. 3:23; Prov. 6:6-8; Lk. 16:10; 1 Cor. 14:40*

4. Pursuing Purity
At JICS we believe that we ought to honor Christ with our body, in our relationships, with our speech, and through our use of technology. We ought to choose what is holy, pure, and pleasing to God. *1 Cor. 6:18-20; Phil. 4:8; 1 Thess. 4:3-5*

5. Protecting Our School Community
At JICS we believe that every student has a responsibility to help create a safe, Christ-centered learning environment by making choices that protect self and others. We should never bring harmful or illegal substances or items to school, and never engage in actions that threaten the safety of others. *Matt. 5:9; Rom. 12:18; 1 Pet. 3:11*

Level 1 infractions
Tardy to class
Class disruption
Horseplay (no personal harm)
Basic Disobedience

Misuse of technology
Accumulation of dress code violations

Level 2 infractions
Blatant disobedience
Student disrespect to staff or classmate
Disorderly Conduct (causing personal harm)
Profanity or inappropriate language
Inappropriate public display of affection
Lying

Level 3 infractions
Bullying/Harassment (causing emotional or physical harm)
Fighting
Stealing
Destruction of property
Cheating/plagiarism
Sexual Immorality

Level 4 infractions
Fighting/Violence/Threats
Possession of drugs, alcohol, tobacco
Possession of weapons, fireworks
Possession of pornographic material (paper or digital)
Sexual behavior/acts/conduct
False threats/alarms (fire, bomb, etc.)

Detention
Lunch detention is a teacher assigned consequence for accumulation of Level 1 infractions, communicated during the referral process and is distinct from after-school detention. Students are required to attend detention regardless of sports practices or other after school activities. At the discretion of administration, a student may be allowed to reschedule a detention once in a semester. Students who do not attend the assigned detention will be assigned an additional detention. Parents will be billed $40 through FACTS for each detention assigned.

In-School Suspension
If an in-school suspension is given, the student will report to the office upon arrival to school. The student will work independently on the day's assignments. Students may not participate in extracurricular activities (e.g., events, games, meetings, or practices) on the day the ISS is served. Students will be responsible to get any notes missed and should be prepared for the following day's academic requirements as if they had been in class that day.

Out of School Suspension
Students will not be allowed on the JICS campus or at JICS sponsored activities during the duration of the suspension. Days missed are considered unexcused absences; thus, assignments cannot be made up, resulting in a zero (0). Exceptions may be granted by administration for making up tests.

Expulsion
A student expelled from JICS must wait one (1) calendar year (365 days) from the date of expulsion to apply for readmission. Readmission will be at the discretion of the administration.

Disciplinary Probation

The purpose of Disciplinary Probation is to remind the student of the conduct policies and expectations, bring attention to the serious nature of student's conduct, provide the student with the opportunity to repent, modify his/her behavior, and be reconciled to the path of righteousness as a follower of Jesus Christ, and enable the student to complete a successful year at JICS.
A student on Disciplinary Probation will receive a Disciplinary Probation Notice containing the offense(s), the term of Disciplinary Probation and the conditions for continued enrollment at JICS. The Disciplinary Probation Notice must be signed by the student and his/her parent(s)/guardian(s) at a meeting with the administration. A student on Disciplinary Probation may not participate in extracurricular activities or athletic practices/competitions until the probationary period has ended. Failure to meet the probation expectations may result in removal from JICS.

NOTICE: For the safety of students and the enforcement of school policy, JICS reserves the right to search anywhere at any time on James Island Christian School or Church property, which includes but is not limited students' person, lockers, backpacks, purses, or other similar carrying cases and to search cars parked on James Island Christian School or Church property. JICS reserves the right to observe all data on recovered electronic devices including but not limited to phones, iPods, computers, etc. Law enforcement will be notified when necessary.

JICS Dress Code

Uniforms may be purchased through Lands' End and Read's Uniforms.

Lower School (Early Education-5th Grade) Standard Uniform Options

Tops (all tops must have the James Island Christian School Logo, purchased from one of our approved vendors)
Polo ● Solid white, navy, or light blue ● Long sleeve or short sleeve

Bottoms
Pants ● Khaki ○ Purchased from an approved vendor or a similar style, shade and material. ○ No cargo pants ○ Pants with belt loops require a belt Shorts ● Khaki ○ Purchased from an approved vendor or a similar style, shade and material. ○ No cargo shorts ○ May be no shorter than 7-inch inseam
Skirts/Skorts ● Khaki ○ Purchased from an approved vendor or a similar style, shade and material. ○ May be no shorter than 3" above the knee ● Plaid ○ Only available from Lands End

- May be no shorter than 3” above the knee

Jumpers/Dresses
- Plaid Jumpers
  - Only available from Lands End
  - May be no shorter than 3” above the knee
  - Must wear a white peter pan collar shirt, white turtleneck, or white collared shirt underneath
- Polo Dress (must have the James Island Christian School Logo)
  - Only available from Lands End
  - Navy or Light Blue
  - May be no shorter than 3” above the knee

Not Permitted: Sweatpants and athletic pants

Belts

A navy or brown cloth or leather belt with a buckle with no inappropriate logos, symbols, or slogans must be worn at all times with pants designed and manufactured with belt loops.

Leggings/Tights

Leggings and tights may be worn under skirts, skorts and dresses if desired. They must be solid navy, white or gray.

Footwear

Shoes
- Choose solid black or brown leather shoes, or black, white, dark blue, or gray tennis shoes.
- Tennis Shoes must be worn on PE days.
- Shoes should be understated and not attract attention.
- Boots, sandals, heels, crocs, or light-up shoes are not permitted.

Socks
- Solid navy, white or gray socks.

Outerwear

A James Island Christian School polo must be worn under outerwear
Sweaters
- Solid navy blue or gray knit cardigan
- Must have JICS logo

Sweatshirts
- Crew neck and quarter-zips
- Only official JICS allowed
- Must be purchased from an approved vendor or approved JICS athletic team issued

Jackets
- Must have JICS logo
- Must be purchased from an approved vendor or approved JICS athletic team issued

Not permitted: Non-JICS sweatshirts and hoodies

Winter, Rain Outerwear

Any outerwear, rain coats, etc. that are not official James Island Christian School gear are not permitted to be worn inside the classrooms.

Jeans for Missions

Students who donate $1 on Fridays may wear jeans (or uniform bottoms), a JICS spirit shirt or JICS issued athletic shirt and crocs.

- Jeans must be solid blue or black and have no holes, rips or frayed bottoms.
- Students who choose not to donate $1 will follow the standard Friday dress code.

Upper School (6th-12th Grade) Standard Uniform Options

Tops (all tops must have the James Island Christian School Logo, purchased from one of our approved vendors)

Polo

- Solid white, navy, or light blue
- Long sleeve or short sleeve

Bottoms

Pants

- Khaki
  - Purchased from an approved vendor or a similar style, shade and material.
  - No cargo pants
  - Pants with belt loops require a belt

Shorts

- Khaki
  - Purchased from an approved vendor or a similar style, shade and material.
  - No cargo shorts
  - May be no shorter than 7-inch inseam

Skirts/Skorts

- Khaki
  - Purchased from an approved vendor or a similar style, shade and material.
  - May be no shorter than 3” above the knee
- Plaid
  - Only available from Lands End
  - May be no shorter than 3” above the knee

Not Permitted: Sweatpants and athletic pants

Belts

A navy or brown cloth or leather belt with a buckle with no inappropriate logos, symbols, or slogans must be worn at all times with pants designed and manufactured with belt loops.

Leggings/Tights

Leggings and tights may be worn under skirts, skorts and dresses if desired. They must be solid navy, white or gray.

Footwear

Shoes
- Choose solid black or brown leather shoes, or black, white, dark blue, or gray tennis shoes.
- Shoes should be understated and not attract attention.
- Boots, sandals, heels, crocs, or light-up shoes are not permitted.

Socks
- Solid navy, white or gray socks.

Outerwear

A James Island Christian School polo must be worn under outwear
Sweaters
- Solid navy blue or gray knit cardigan
- Must have JICS logo

Sweatshirts
- Crew neck and quarter-zips
- Only official JICS allowed
- Must be purchased from an approved vendor or approved JICS athletic team issued

Jackets
- Must have JICS logo
- Must be purchased from an approved vendor or approved JICS athletic team issued

Not permitted: Non-JICS sweatshirts and hoodies

Winter, Rain Outerwear

Any outerwear, rain coats, etc. that are not official James Island Christian School gear are not permitted to be worn inside the classrooms.

Chapel Wear/Special Event

Girls
- Khaki or plaid bottoms (skirts or pants only)
- White or Blue short or long-sleeved oxford button down shirt (no logo required)
- Navy blue sweater vest or navy blue blazer with JICS logo
- Solid color canvas or leather dress shoes
- Not permitted: shorts, tennis shoes or additional outerwear

Boys
- Khaki pants with belt loops and worn with a belt
- White or blue short sleeve or long-sleeved oxford button down shirt, tucked in (no logo required)
- Navy blue sweater vest or navy blue blazer with JICS logo
- Solid color canvas or leather dress shoes
- Not permitted: shorts, tennis shoes or additional outerwear

Physical Education (Only for Upper School Students)

Only permitted during PE class.

Bottoms
- Navy blue shorts with JICS logo
- Navy blue sweatpants with JICS logo

Tops
- Gray T-shirt with JICS logo
- Gray crewneck sweatshirt with JICS logo

Shoes
- All students are required to wear tennis shoes.

Jeans for Missions

Students who donate $1 on Fridays may wear jeans (or uniform bottoms), a JICS spirit shirt or JICS issued athletic shirt and crocs.
- Jeans must be solid blue or black and have no holes, rips or frayed bottoms.
- Students who choose not to donate $1 will follow the standard Friday dress code.

Students who have a pattern of dress code violations in any area of the JICS dress code may lose the privilege of dressing out of uniform on Fridays. The period of forfeiture will be determined by administration.

Appearance and Hair Policy

It is expected that modesty, cleanliness, appropriateness, and Christian testimony will guide dress for all occasions at James Island Christian School. One's appearance should glorify the Lord. Each student is expected to conduct oneself in accordance with his/her God created sex and may not dress in such a way as to willfully reject one's sex (Genesis 1:27).

1. Appearance must be neat, clean, and modest – not drawing attention to self.
2. Clothes must be in good repair and of an appropriate size.
3. Hair must be neat, clean, and well groomed. Hair should not obstruct the student's vision or distract from learning.
    a. Boys: Hair must be above the top of the collar of a dress shirt and styled so that the bangs are above the eyebrow. Hair coloring must not be dramatically different from its natural color.
    a. Girls: Hair must be styled so that the bangs are above the eyebrow. Hair coloring shall not be dramatically different from its natural color. Shaved or partly shaved heads and extreme hairstyles are not acceptable.

2. Boys are not permitted to wear earrings to school or school related activities. Girls are not permitted to wear more than two modest earrings in each ear.

General Policy & Procedures

Bullying and Harassment

Bullying is physical, verbal, or psychological behavior that is repeated over time with the intent to cause harm. Harassment is when the speech or actions are so severe or hostile that they interfere with a student's well-being or their ability to receive an education (as defined by the penal code of Charleston County). Both bullying and harassment can be done in person or through online formats such as text messages, group chats, and social media. Please notify your child's teacher or an administrator if you feel your child is being bullied or harassed.

Abuse and Neglect

JICS is a mandatory reporting entity. If abuse or neglect is suspected from outside the school, JICS is required by law to make a report to the Department of Social Services. Child abuse is "any person under the age of 18 who is believed to have been harmed or at risk of harm by their parents, guardians, or other caregivers." This can include physical, sexual, or emotional abuse, or exposure to domestic violence. "Neglect is when a parent or guardian does not provide for the basic needs of a child, though capable of doing so. Neglect can include not meeting physical, medical, educational, or emotional needs."

Report Child Abuse and Neglect - South Carolina Department of Social Services (sc.gov)

Cell Phones and Smart Devices

Students in grades PreK3 – 5th may not bring a cell phone or smart device (including watches, Bluetooth headphones, or tablets) to school unless priorly approved for management of a health condition. Students in grades 6–12 may bring a device to school, but it must be turned off and given to the first period teacher to be stored until the end of the day. Smart devices/cell phones will be returned when student is going to sports practice or home (phones will be transferred to aftercare for distribution at pick up).

Class Parties

Invitations for private parties off campus are not allowed to be distributed in the classroom or from school unless the entire class, all boys, or all girls are invited. Parents may reference the JICS Family Directory for mailing or emailing invitations.

Emergency Plans/Disaster Drills

James Island Christian School has emergency plans for various potential emergencies. All plans are designed to provide the best protection for all students. At times this may mean students are not immediately released to parents until it has been determined by authorized local emergency agencies (i.e.: Fire/Police/EMS) that it is safe to do so. Parents will receive updates as they are available using the FACTS Parent Alert System. We will have monthly training or drills related to emergency/disaster situations, including fire, tornado, and lockdown.

Student Information

Accurate updates to students' contact and medical records are critical to student safety. Please keep FACTS Family Portal updated with any changes to address, telephone numbers, email address, place of employment of the mother and father, as well as phone numbers, name and addresses of emergency contacts. JICS cannot be held responsible for errors found in any record that is not kept current by the parent or guardian.

Field Trip Permission

Early Education students do not attend off campus field trips and do not use school transportation.

K5-12th grade students will participate in field trips complement classroom instruction.

Lockers

Students who are assigned a locker are not permitted to put a lock on the locker. Students may not open or go through another student's locker without permission.

Lost and Found

JICS is not responsible for lost or misplaced items or personal property left in student desks, classrooms, campus buildings, grounds, or facilities. All items found will be stored in the Lost & Found Collection Sites and periodically sorted. Everything not claimed will be donated to the needy.

Lunch Program

- **Early Education**
  - The Early Education Program is a NUT FREE environment.
  - All students should bring a snack, lunch and water bottle to school daily.
  - Students may purchase lunch through Food for Thought or bring lunch from home. Lunches from home must be self-contained. No refrigerators/freezers/microwaves are available for student use with the exception of students in grades 9-12 who may use the microwave for lunch.
  - For safety reasons, please do not send food in glass containers.

- **K5 – 12th**
  - K5-5th grade students should bring a snack, lunch, and water bottle to school daily.
  - Students should not have restaurant lunches delivered to the school.
  - Students may purchase lunch through Food for Thought or bring lunch from home. Lunches from home must be self-contained. No refrigerators/freezers/microwaves are available for student use with the exception of students in grades 9-12 who may use the microwave at lunch.
  - For safety reasons, please do not send food or drinks in glass containers.

- **NO food, drink (other than water in a sealed container), or chewing gum is permitted in the Next Gen building.**

Marketing

Photographs and videos of students may be taken and used by James Island Christian School for marketing purposes.

Selling Items at School

Students are not allowed to sell any items at JICS or JICS sponsored activities unless authorized by the administration.

Textbooks

Textbooks are issued to students at the beginning of the year. Students must return them at the end of the year in the same condition they were issued. A fee will be assessed for damages. Students will be charged the full price of any books that are lost.

Visitors

For the safety, security, and continuity of instruction, parents and guardians may not enter classrooms during the school day unless they are participating in a school-approved party, preplanned classroom

event, or activity that has been arranged in advance with the teacher and/or school administration. All visitors to the school during the school day must follow the school's visitor procedures and check in through the main office and receive a visitor's badge before entering any other area of the building. Unscheduled classroom visits are not permitted.

Volunteers

JICS encourages parents to volunteer in a variety of areas. All volunteers must pass a background check, adhere to the JICS Student Protection Policy, agree to the Statement of Faith, accept our Code of Conduct, complete the Volunteer Application Form, and training process, and sign in at the Front Office. Volunteers who chaperone field trips must also adhere to the JICS Field Trip Guidelines.

Technology

JICS students do not bring technology to school. K5-8th grade students have access to Chromebook carts which are used at the teacher's discretion. Students in grades 9-12 are responsible for bringing their JICS assigned Chromebook to school each day. All K5-12th grade students and parents will submit a signed JICS Acceptable Use Policy.

Information Technology Statement

Digital tools are a valuable means to the desired end of a well-rounded education for our students. JICS has invested in high-speed network access, integrated wireless technology, and student computers in order to ensure that teachers are able to integrate the use of web-based resources to enrich the curriculum. There is no expectation or right to privacy or right to freedom of speech when using the school's computer resources, which are the school's property. The use of computers and/or other electronic devices and the network must be consistent with the educational objectives and behavioral standards of James Island Christian School. Use of the school's facilities for internet connectivity and e-mail is a privilege, not a right. Inappropriate use which includes but is not limited to unauthorized transmittal or improper use of copyrighted materials or materials protected as trade secrets; transmission of threatening or obscene materials; vandalism of computer files; and violation of computer security as determined by the school administration can result in a cancellation of those privileges and also subject the student to other disciplinary action. In addition to the normal definition of vandalism, JICS includes any malicious attempt to harm or destroy data of another user, the internet or any agencies or networks connected to the internet. The creation and/or uploading of "computer viruses" are expressly prohibited.

User Responsibilities

Students are expected to adhere to the following guidelines for acceptable use of JICS's technology tools:

1. When using the networks or computing resources of other organizations, students must observe the rules of that organization regarding such use.
2. Users should not reveal any personal information including social security number, addresses or phone number(s), nor will the user reveal any personal information of others.
3. Users are reminded that electronic mail (e-mail) is not guaranteed to be private. System Administrators of the network/system have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.
4. Users shall immediately notify their teacher or a school administrator if they suspect that a security problem with the system and/or the network exists.
5. Any attempt to log onto the school's network/system as a System Administrator by someone other than the authorized System Administrator may result in a loss of user privileges at the school and may be subject to disciplinary action by the administration.
6. Any user identified as a security risk by a member of the School Administration/Systems Administrator due to a history of actual or suspected unauthorized access to other computer(s), network(s) or system(s) may be denied access to the school's computers, networks and/or systems.

7. Users shall abide by generally accepted rules of network etiquette, which include but are not limited to:
    a. Messages to others shall be polite and shall not be abusive.
    b. Messages shall use appropriate language and shall not use (implied or direct) obscenities, vulgarities, or other inappropriate language.
    c. Use of the network shall not disrupt use of the network by others.
8. JICS makes no warranty of any kind, whether express or implied, for internet service. JICS will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence or user errors or omissions.
9. Use of any information obtained via the internet is at the user's risk. JICS specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Chromebook Usage

Students and Parents must have a signed Acceptable Use Policy to use Chromebooks.

Security/Video Footage Policies

JICS/JICC has audio/video surveillance throughout campus to include entrances, hallways, classrooms, and supplemental buildings to bolster staff and student safety. No surveillance continues into bathrooms or locker rooms. While the surveillance system is thorough, there are reasonable limitations to its usefulness and effectiveness.

JICS Administration will review video surveillance as deemed needed by administration or law enforcement. Parents may not due to the privacy rights of other students and staff.

Student Activities

Athletics

An interscholastic sports program is available to students based on the following:

1. Availability of competitive teams and community leagues
2. Availability of facilities
3. SCISA rules and regulations or other organizations such as Trident Basketball, etc.
4. Sufficient interest to ensure success of each specific program
5. Sufficient coaching/supervision available

In order to take part in a sport, the student must adhere to the following:

1. Have completed a registration form
2. Have an up-to-date sport physical
3. Must not be on Academic or Behavior Probation
4. Must not have excessive absences
5. Pay the athletic participation fee per sport season

Students are eligible to participate on sports teams associated with their biological sex in accordance with the religious beliefs of JICS.

In addition, inappropriate behavior or attitude during any sporting event may result in temporary suspension or permanent dismissal.

Please see the Athletic Handbook for additional information.

Athletic Participation Fees

Athletic participation fees are determined at the beginning of school. A registration and payment deadline will be established for each sport. Fees must be paid before beginning to practice.

Junior Lion Sports - K5 – 3rd

The Junior Lions Sports Program is an intramural program for students with practices and games on the same day. Program availability depends upon interest and volunteer support. A separate fee schedule is published for Junior Lion Sports.

School Clubs - K5 - 12th

All school clubs shall be of a nature that enhances and promotes the overall vision of the school. All school clubs and club activities must be approved by JICS Administration and supervised by a faculty sponsor. Some clubs will have a fee which must be paid in advance of participation.

Health Practices

Immunizations

The South Carolina DPH has established minimum immunization requirements for all pupils enrolled in public and non-public schools. The State of South Carolina requires that a child be excluded from school if requirements are not met. The student will be readmitted when proof of additional immunizations is submitted.

In lieu of an immunization report, parents may present a religious waiver form that has been completed through the South Carolina DPH. It must be on the official form provided by SC DPH. It cannot be downloaded from the internet.

Medication Policy

No medication shall be administered by school personnel to any student without a completed Student Medication Form. The parent/guardian must complete this form during the enrollment process. This policy includes all prescriptions, over-the-counter medications, and cough drops. No prescription medications will be administered without being in the original container or with frequency or dosage different than on the label.

Dispensing Medication

Medications should be brought into the school by the parents. Students may not have any medications in their possession. Asthma inhalers or Epi-pens that have been prescribed by the doctor with a form completed by the physician are an exception to this rule. Medications must be in the original container that has the pharmacy information label (with current dates) on the container. The student is responsible for coming to the office at the prescribed medication dispensing time. All medications must be picked up by the parents at the end of the school year. Any medications not picked up will be disposed of.

- Early Education – 5th grade emergency medications (epi pen, asthma inhaler) will be stored in the classroom emergency bag and transported to specials or other areas.
- 6th – 12th grade emergency medications may be kept by the student after completing the above-mentioned medication forms.

Other than emergency medications, no medications will be administered to Early Education Students.

Delinquent Account Policy

Due to the school's dependency on tuition for operational costs, tuition and incidental invoices must be current. The Delinquent Account Policy is effective after the first infraction. The policy applies to enrolled families of JICS. Collection attempts are made beginning June 1 for a total of 12 collection attempts per school year. If a collection fails, FACTS will continue to attempt to collect tuition payments every 15 days.

Delinquent Accounts:

In the event of difficulty in paying a tuition bill, it is the family's responsibility to contact the JICS business office and be proactive in their tuition management plan. FACTS automatically charges a $50/month late fee. The JICS business office may choose to waive this fee once the account is up to date. All requests for exemptions from this policy will need to be addressed with the Head of School and the business office.

1-25 Days Delinquent

The family will receive an email if a payment is not collected when FACTS makes the first attempt for any given month during the payment cycle. Weekly delinquent account reminders will be sent by the school in addition to weekly reminders sent by FACTS.

25-30 Days Delinquent

The family will receive a phone call from the business office reminding them of the delinquent account and the penalties that occur at 31 days.

31+ Days Delinquent

1. If the delinquent amount is related to Extended Care or sports, families will not be able to use Extended Care or participate in athletic events if the invoice is more than 30 days delinquent. If a child is dropped off to Extended Care or not picked up from school after notice has been given, parents will be called and expected to pick their student up.
2. If the delinquent account is related to tuition:
    a. All students in the family will be suspended (not allowed to be on campus or allowed to participate in extracurricular/athletic activities) until the account is paid in full or a new payment plan agreement with the JICS business office is up to date.
    b. School records (including but not limited to diplomas, schedules, transcripts, report cards, test information) will not be released to the parents/student until the outstanding balance is paid in full. The FACTS account will be deactivated.
    c. In the event of a suspension, if the account is paid in full within five school days and the case is reviewed and approved by the JICS business office, the absences will be "excused." Schoolwork will be subject to the policy covering absences as found in the Student Handbook.

Repeated and Prolonged Delinquencies

In the event of repeated/prolonged delinquent status, JICS administration may choose to take any of the following steps:

1. All students in the family may be withdrawn from JICS. No records will be released until the account is paid in full. The student's FACTS account will remain deactivated.
2. Use any legal means necessary to reclaim past due funds, including the engagement of third-party collection agencies to whom financial details will be passed by the school as is permissible by law.

2026-2027 JICS School Board Members

Mr. Lewis Campbell
Board Chair

Mr. Chris Hostetler
Vice Chair

Mr. Russ Miller
Pastor, James Island Christian Church

Mr. Andy Whitlock
Head of School

Ms. Cindy Brown

Mrs. Jenny Justice

Mr. Drew Feldman

Appendix 1: Grievance Process and Appeals of Administrative Decisions

A. Introduction and Objectives. The school seeks to provide a process by which students, parents, and staff can resolve concerns in a timely and effective manner while balancing this with the need for efficient and effective School operations. Toward this end, this policy establishes mechanisms by which grievances should be addressed through informal and, if appropriate, formal means. All references herein to the Head of School include any person assigned as the Head of School's designee.

B. Informal Grievance Procedure. All concerns should first be addressed directly and informally with the persons involved. This includes reasonably notifying those causing and involved in the grievance, allowing them to reasonably respond, and an opportunity to make good faith efforts toward resolution. If necessary, individuals involved are encouraged to seek the assistance of an objective party to assist with informal resolution.

C. Formal Grievance Procedure. Persons must seek informal, timely resolution before filing a formal grievance, unless doing so is not reasonably feasible, would be futile, or if formal grievance procedures are legally required. The grievant may then file a formal grievance with the Head of School within 10 school days after the last informal attempt at resolution; if informal resolution is not required, the employee shall file the grievance within 10 school days of the last instance causing the grievance.

The formal procedure shall be initiated by submitting to the Head of School a written request for redress that succinctly states the specific grievance(s), the supporting facts, the basis in Board policy or law (citing specific policies or laws), the requested relief, and the efforts made to resolve the matter informally. The Head of School may require submission of an approved form for such grievance filing.

The Head of School shall determine whether informal resolution requirements have been satisfied or are not required. If the Head of School determines that the grievant is entitled to a formal grievance process, he shall provide a copy of the formal grievance to all other persons implicated by the grievance. The Head of School shall reasonably investigate and consider the matter (which may include meeting with the parties involved and holding an informal hearing) and issue a decision within 10 school days from the date of the grievance is filed; additional time for the Head of School's decision shall be allowed when reasonably required by circumstances. All deliberations shall be held in confidence where feasible and involve only persons in a need-to-know position. A decision by the Head of School under these grievance procedures shall be considered a "final administrative decision."

D. Appeals of Right to the School Board. A person has the right to appeal any final administrative decision affecting a legal interest, and/or an interest of the type listed below:

1. Suspension or expulsion of a student for more than 10 days (per School suspension and expulsion procedures)
2. An alleged violation of a specified federal or state law.
3. The loss or reduction of salary of a school employee under a specific-term contract who is not employed at will; or
4. Any other decision that, by law, provides for a right of appeal to the school board and for which there is no other statutory appeal procedure.

Any person seeking a hearing under this section may, within 10 school days after the final administrative decision by the Head of School, request a Board hearing, by submitting to the Board Chairperson a request in writing by certified mail or personal delivery. The person making such request shall also promptly deliver a copy of the hearing request to the Head of School.