

Jackson Day School

Parent/Student Handbook



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Jackson Day School

School Partnership Agreement

Jackson Day School's (JDS) students and staff are expected to perform their responsibilities to the best of their abilities. JDS's goal is to achieve academic excellence which is not possible without the parent's commitment and dedication to their child's education. We encourage a close, healthy relationship between parents and the school to achieve student success. This partnership agreement is a list of responsibilities of students and adults that we believe are important to the vision of a JDS education.

Parent and Family Responsibilities

I will:

1. Attempt to have my child on time to school every day.
2. Schedule appointments around my child's school day whenever possible.
3. Limit my child's television viewing and video game time, as well as provide filters for their content.
4. Make sure my child completes his/her homework daily.
5. Provide reading material at home and read with my child at least 20 minutes each day.
6. Check my child's planner/folder daily for home/school communication and keep up with other school communications.
7. Contact teachers/staff when I have a question or have concerns about my child.
8. Attend Parent/Teacher conferences, Mariner Foundation meetings, and workshops, whenever possible, in order to help make my child a successful student.
9. Support the school and its administration in the event my child needs council or disciplinary action.
10. Encourage my child to give us their best each day, to be accepting of others, and to contribute to the school community.
11. Use my gifts and talents to better the school by volunteering at least 15 hours per school year.

Parent Signature

Print Name

Date

**The guidelines provided within your Student Handbook are to be upheld by our students and their parents. We recognize that we are unable to proactively address all situations and circumstances in our handbook. We reserve the right to make administrative decisions when responding to a new situation or circumstance not listed in this handbook.*

Student Responsibilities

I will:

1. Come to school on time with a positive attitude.
2. Come to classes on time and prepared.
3. Write my homework assignments in my planner/folder and/or take it home nightly.
4. Complete my classwork/homework to the best of my ability every day.
5. Read for at least 20 minutes outside of school every day.
6. Come prepared to school with all supplies, assigned homework, and/or papers.
7. Treat other students, teachers, and the facilities with care and respect.
8. Give my best each day, will be accepting of others, and will positively contribute to my school community.
9. Use my gifts and talents to better my school.

Student Signature

Print Name

Date

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Teacher Responsibilities

I will:

1. Expect all students to learn to read and work hard at their academics.
2. I will seek opportunities to draw on each learning style and push the boundaries of the traditional teaching methods.
3. I will address each student's needs and offer individual support where needed.
4. Help parents learn ways to support their child's learning at home.
5. I will communicate with parents and families about resources, materials and workshops.
6. Communicate regularly with parents and families about their child's academic skills, continuously providing information about how their child is progressing.
7. Conduct parent/teacher conferences.
8. Participate regularly in professional development programs to continually improve classroom instruction.
9. Treat each student and their parents with respect.
10. Give my best each day, will be accepting of others, and will positively contribute to my school community.
11. Use my gifts and talents to better my school.

Teacher Signature

Print Name

Date

**The guidelines provided within your Student Handbook are to be upheld by our students and their parents. We recognize that we are unable to proactively address all situations and circumstances in our handbook. We reserve the right to make administrative decisions when responding to a new situation or circumstance not listed in this handbook.*

Unique Philosophy

Jackson Day School has a unique personality and school culture. At JDS, our administrators and teachers are viewed as leaders and parents as partners, working together with a shared vision of a quality education in a caring, supportive, positive, and inclusive environment. JDS strives to address small concerns before they become larger concerns and relies on parental support. JDS places an emphasis on character education providing opportunities for students to learn about, discuss, and enact positive social behaviors. We teach students and adults within our school community to understand, care about and act on core ethical values such as respect, justice, civic virtue, citizenship, and responsibility for self and others. We need and expect your help educating and raising our students, supporting our efforts to teach character education, and being an active participant within the school community. Because we rely on a partnership with you as the parent, to create this vital community for our students, we feel strongly that families join our school only if they are comfortable with our philosophy. JDS is proud of its students, staff, families and what we, together, are able to provide to our students.

Students that will find success at JDS are students who are willing to try what is asked of them, engage with their teachers and peers, and learn from experiences blended with their studies. A successful JDS student is one that desires a positive inclusive school community and is willing to take responsibility for their role within that community. We are a community of learners where students who are willing to work hard, in both groups and independently, will find JDS a truly engaging and rewarding place to learn.

School Expectations

Our goal is to promote the foundational virtues of citizenship, responsibility, fairness, justice, and respect. Student success is about more than just academics; it involves children's social, emotional, and physical development as well. We know that you want your child to succeed, and we share that goal. It is our hope that we can partner with you in the pursuit of our common objective. We expect each student to:

- *Be respectful
- *Be responsible
- *Be safe
- *Be kind
- *Be cooperative

Each classroom has its own approved fair and consistent classroom management system (explained by the individual teachers at orientation). If a student fails to meet behavioral expectations, they will receive a corresponding consequence which may include an age appropriate time-out, reflective writing, office referral, parent phone calls, and afterschool, in school and/or out of school detention. Further consequences, if deemed necessary, will be determined by JDS Administration.

Where discipline is concerned, **parent support is vital**. Please talk to your child daily regarding appropriate school behaviors and respecting others' differences. In order to maintain an appropriate learning environment, we believe that parent assistance in dealing with disciplinary problems is our most valuable resource.

Mission Statement

By educating and nurturing the whole child, a JDS student does not just seek good grades, but strives to be a better person and make their world a better place. Along with scholastic endeavors, JDS focuses on character, ethics, service, physical, emotional and spiritual health in a creative and positive environment that enhances learning and growing.

Communication

JDS will communicate with families often and by a variety of means. A few of the methods we use to communicate with our parents are school/teacher newsletters, constant contact, Remind 101-text messaging, ClassDojo, student planners/folders, website, social media, phone messaging, and e-mails.

Student Planner

Students in grades K-12th grade will be given a school planner. The planner is a required component of your student's school material. It is your guide to understanding JDS's rules, regulations, and procedures. The purpose of this planner is to build responsibility, self-reliance, and resourcefulness as students learn to set goals, manage their time, and learn organizational techniques. The planner fosters communication between parents and teachers and will contain homework assignments, notes, and other communication from your child's teacher. We ask that you check your child's planner to help them prioritize and set goals for completing at home work/projects.

Communication Folders (K-5)

JDS teachers in grades K-5 will send home folders daily. The purpose of this folder is to provide student work as well as teacher and school wide communications. Parents please check folders as they come home.

Parent/Teacher Conferences

JDS holds one mandatory Parent/Teacher Conference each year. Additional conferences may be scheduled as needed. Please refer to the school calendar for the Parent/Teacher conference schedule. Additionally, conferences can be held before or after school at other times during the year. Parents/Guardians should contact their child's teacher to schedule a conference during a time that will not take away from the teacher's classroom responsibilities. Please refrain from conferencing with your child's teacher during drop off -pick up and/or during class.

Bell Times

Upper School (6th-12th) Bell Times

7:45 am - Classes begin

2:45 pm - Student dismissal begins

Lower School (K-5th) Bell Times

8:15 am - Classes begin

3:15 pm - Student dismissal begins

Arrival and Dismissal

Car Line Procedures

Upper School: Morning car line will run for upper school (6th-12th grade students) from 7:30 am - 7:45 am. Students are expected to be in their seats and ready for class by the first bell at 7:45 am. Afternoon dismissal will run from 2:45 pm - 3:15 pm.

Lower School: Morning car line will run for lower school (K-5th grade students) from 7:50 am - 8:15 am. Students are expected to be in their seats and ready for class by the first bell at 8:15 am. Afternoon dismissal will run from 3:15 pm - 3:45 pm.

All students must be picked up by 3:45 pm unless they are participating in afterschool activities, or they will be taken to after school and families will be charged \$1 per minute per student.

Extended Day: this is a service that JDS provides for families who utilize the car line, but have children in both upper and lower school. To decrease the amount of time you spend in the car line, you can take advantage of Extended Day. You are only allowed to participate in this if you have children in the same household in both upper and lower school. Extended Day will run from 7:30-7:50 for lower school students, and from 2:45-3:15 for upper school students.

Tardy Policy

Upper School students must be in class and ready to work by 7:45 am. Lower School students must be in class and ready to work by 8:15 am. Upper School students arriving after 7:45 am and Lower School students arriving after 8:15 am will be counted tardy. **Parents must escort students who are tardy to school to the front office and sign them in.** When a student has six or more tardies in excess of ten minutes, it will count as one unexcused absence.

Attendance Policy

The State of North Carolina requires that every child between the ages of seven *(or younger if enrolled in school)* and sixteen attend school. Regular student attendance is required each day school is in session.

All absences are to be verified by communication to the school office from parent/guardian on the morning of the absence, including absences due to medical and dental appointments. The preferred way to communicate absences is to provide either a handwritten note or email the communication to your student's teacher. Your student's teacher will then turn in the note or email to Kim Burgin at our main front desk (kburgin@jacksonday.org).

Absences are **excused** for the following reasons:

- Student illness or injury.
- Death in the immediate family
- Doctor/dental appointments that could not be arranged outside of school hours.
- Religious Holidays not observed by school calendar (Contact office to arrange)
- Pre-authorized absence (contact office to arrange)
- Court or administrative proceedings
- Absences related to deployment activities.

Documentation of an excused absence must be provided to the classroom teacher/front office, within **five days** of the students return to school. If documentation is not received the absence will be marked as unexcused. In the event that a student misses 3 or more consecutive days a doctor's note may be required to make the absence excused.

Students who reach **five absences** *(either excused or unexcused)* during the school year will be sent a letter which details their attendance status. When students reach **ten absences** *(either excused or unexcused)* parents will be contacted by school personnel to discuss academic status, factors surrounding the absences, and make recommendations on how to correct the attendance concerns. In the event any student reaches **twenty absences** *(either excused or unexcused)* the student and parent/guardian will be required to meet with the administration to review the potential of retention in grade level. Retention decisions are recommended to the Head of School/Director of Operations by the administrative team. The retention of any student is at the discretion of the Head of School/Director of Operations.

Partial Days

Students must attend at least half of the school day to be counted present for the day. A student must be in attendance until 11:45 am or arrive by 11:45am to be counted present for the day. A student must be counted present for the school day of an activity or event, to participate. This includes festivals, school dances, athletics, etc. Exceptions to this policy can only be waived by the Head of School/Director of Operations.

If a student misses a field trip or activity because they are late, they will be put in the class of the next closest age or sent home. Payments for trips missed due to tardiness are not refundable. If a student is absent part of the day an assignment is due they are required to turn in or complete any project, classwork, or test due on that day to receive credit for the assignment.

Terminal Illness or Death in the Family

If a student has absences due to a terminal illness, death, or traumatic situation in your family please notify the front office and your classroom teacher. The administrative team and teaching staff will work through a plan with your family while the student is out of school and one for when they return to meet the needs of the students during the difficult time.

Early Dismissal

In the event a student needs to leave school early the parent/guardian must check in at the front office to sign the student out. Please schedule all appointments outside of school hours when possible to keep early dismissals and late arrivals to a minimum. Students will not be released to anyone except their parent/guardian or individuals listed as emergency contacts unless the school has a signed note from parent/guardian. To ensure overall orderly school dismissals, any early dismissals must occur prior to 2:15 pm. Students will not be dismissed after 2:15 pm. This includes both elementary and upper school students.

Students who become ill will be dismissed from class by their teacher to report to the front desk. The front desk will assess the student's illness and call the parent/guardian to arrange for the student to be picked up if needed. Students will remain in the school office until the parent/guardian arrives.

If a student is ill, they will not be permitted to drive themselves home without express written parental/guardian consent. Students that become too ill to participate in their regular classes will not be allowed to participate in athletic practices or games until they are no longer ill according to the common illness guidelines.

School Delays/Cancellations

In the event of inclement weather, Jackson Day School will make announcements for school closings. JDS does not always follow CMS or Gaston County School closing decisions since it is an independent school. The primary and quickest method for announcing school status during inclement weather is by viewing the JDS **Facebook page**. JDS also makes announcements regarding school closings or delays on **Channel 9 WSOC-TV** and through "**Remind101**".

Make-Up Work

Teachers will give students the opportunity to make up assignments and tests that were missed during an absence from school. All make-up work and tests must be completed within **five days** of returning to school. If a student will be absent for an extended period of time due to illness parent/guardians should contact the student's teacher to make arrangements to pick up missed assignments. Parents must call by **8:15am** on the day the assignments are going to be picked up to allow the teacher adequate time to gather the assignments. Parents will be able to pick-up assignments after **3:15pm**.

If a student has a prolonged absence due to illness or travel, the student, with the help of their parents, will need to make arrangements with the teacher to complete missed assignments. Students will have two days for each day absent to make up missed work. Any incomplete assignments will not receive credit. If a student misses an announced test during their absence students must take the test when they return to school at the convenience of the teacher.

Academic Standard

Academic standards are benchmark measures that define what students should know and be able to do at specific grade levels in a specific subject area. JDS uses various benchmark assessment tools throughout the year to track students progress toward these academic goals.

Progress Reports

Grades are stated for academics to indicate a student's progress towards their level of understanding of, and ability to, apply a skill or standard at the midway point for a quarter. Effort, homework, and behavior are given grades independent from academics. Progress reports will be available approximately half way through each quarter.

Report Cards

On a report card grades are stated for academics to indicate a student's level of understanding of, and ability to, apply a skill or standard for a quarter. Report cards will go home approximately one week after a quarter ends.

Grading Scale

At JDS the purpose of grades is to communicate student achievement to students, parents, teachers, administrators, and other educational institutions. The report card reflects evidenced based, clear and accurate scoring, that represents the level of understanding, skill attainment and knowledge application a student has achieved in a subject area during the quarter. The grading protocol scores academic achievement, effort, homework, and behavior as independent of one another.

Grades for K-2nd are as follows:

JDS uses a scale of 4, 3, 2, 1. Please see the grading rubric below. All assignments, assessments, progress reports and report cards will use this grading rubric.

- 4** Outstanding
- 3** Good
- 2** Satisfactory
- 1** Needs Improvement

Grades for 3rd-12th are as follows:

JDS uses a numeric 10-point grading scale. Please see the grading rubric below. All assignments, assessments, progress reports and report cards will use this grading rubric.

- A** 90-100 Excellent
- B** 80-89 Very Good
- C** 70-79 Satisfactory
- D** 60-69 Inconsistent
- F** Below 60 Unsatisfactory

Homework

JDS has a school wide homework plan in place (K-12th Grade) to ensure students receive an age appropriate amount of homework. Homework is an extension of the learning that occurred in class. Homework is assigned Monday-Thursday and a task your child should be able to complete independently. If your child is unable to complete the homework independently or experiences stress during homework please contact your child's teacher to discuss options.

JDS has a homework plan in place to ensure students are not given more or less homework than recommended by the National PTA and the National Education Association. JDS follows "The 10-Minute Rule", which suggests that students should be doing about 10 minutes of homework per night, per grade level. In other words, 10 minutes for first-graders, 20 for second-graders and so on.

One of the most important things parents can do, beyond keeping kids healthy and safe, is to read with their children. Students at JDS are expected to read, or be read to, for at least 20 minutes daily. Parents will log the name of the book in the student's daily planner. We suggest finding a time daily that works best with your families' schedule and make reading a routine. Reading is a big part of your child's homework throughout their academic career so please establish this routine early. The following is to serve as parameters for the average amount of planned nightly homework:

Elementary Students (K-5th Grade)

In addition to nightly reading, or being read to, students will have homework they should be able to

complete independently practicing their literacy and math skills:

Kindergarten-Read or read to for 20 minutes daily

1st Grade-Read or read to for 20 minutes daily-optional practice skills provided M-Th

2nd Grade-Read or read to for 20 minutes daily-optional practice skills provided M-Th

3rd Grade-Read or read to for 20 minutes daily-10-15 minutes of practice skills provided M-Th

4th Grade-Read 20 minutes, 20 minutes of practice skills M-Th and/or flipped classroom assignment

5th Grade-Read 20 minutes, 25-30 minutes of practice skills M-Th and/or flipped classroom assignment

Promotion and Retention

JDS expects that our students will achieve at least one year of growth in learning each school year and meet grade-level expectations, thereby progressing logically from one grade to the next. However, we recognize that some students may benefit from grade level retention or early promotion based on the rate at which they progress. The best interests of the student are the primary consideration for retention and promotion decisions.

The Head of School/Director of Operations shall be responsible for determining the benefits and detriments to retention or early promotion of a student. Input from the student's teacher and parent/guardian(s) shall be sought and taken into consideration during the decision process.

Retention

- o Retention decisions will be made using various indicators such as emotional and social readiness, student grades, and multiple measures assessments (including any state standardized tests).
- o Students identified for retention or at-risk for retention shall be provided additional resources and remedial instruction opportunities needed for the student to increase achievement.
- o Students shall be identified for retention or as at-risk for retention based primarily on proficiency in reading between the second and fourth grades. Reading, language arts, and mathematics may be indicators for retention after the fourth grade.
- o While it is not legally required that a student's parents/guardians approve of the retention decision, the Head of School/Director of Operations shall make every effort to include the parents/guardians in the decision-making process to mutual satisfaction.

Accelerated Promotion

- o When high academic achievement is evident, the Head of School/Director of Operations may recommend a student for acceleration into a higher grade level.
- o Accelerated promotion decisions shall be made using various indicators such as emotional and social readiness, student grades, and multiple measures assessments (including any state standardized tests).
- o Parents/guardians requesting consideration of accelerated promotion for their student should first discuss the possibility with the student's teacher. If the teacher agrees then the teacher and the parents/guardians shall meet with the Head of School/Director of Operations to discuss the student's placement.
- o While it is not legally required that a student's parents/guardians approve of the accelerated promotion decision, the Head of School/Director of Operations shall make every effort to include parents/guardians in the decision-making process to mutual satisfaction.

Parents/guardians have the right to appeal a decision made on behalf of their student by the Head of School/Director of Operations with which they do not agree. Parents/guardians will report the grievance to the Board of Directors Chair within 30 days of the initial retention or promotion determination.

Problem/Concern Resolution

The first step to any problem/resolution is to approach the other party and discuss the problem/concern directly with them with proper attitude. If steps were taken and the attempt at resolution was unsuccessful, the problem/conflict should be brought to the attention of the Department Head/Dean of Students so they can aid in finding resolution. If the problem/conflict is not resolved, then it should be brought to the attention of the Head of School/Director of Operations.

Pursuing the matter beyond the authority of the Head of School/Director of Operations would require a written grievance expressing the concern that will be presented to the Board of Directors. Filing a grievance should be reserved for a clearly defined problem which has not been resolved by other means. It is an avenue through which staff and parents can seek a clearly defined resolution to a problem or incident. A

formal grievance is not intended for feedback or suggestions.

A grievance may be filed if a parent/guardian is aggrieved by a decision of a school employee involving:

- An alleged violation of a specified federal law, state law, State Board of Education Policy, State Rule, or local Board policy or administrative regulation; or
- Matters concerning students such as long term suspension, retention, expulsion, etc.
 - The only student disciplinary matters that may be appealed to the Board are those taken under N.C. Gen. Stat. §§ 115C-390.7, 115C-390.10, or 115C-390.11.
 - Administrative recommendations to exclude and/or expulsion of a student from the School can also be heard by the Board.

Information on how to file a grievance can be found on the Board of Directors page on our JDS website.

Health and Wellness Policy

If your student has a temperature of 101 degrees or more, or any symptoms of contagious disease or infection (diarrhea, vomiting), you must pick up your student **within one hour** of notification. In most cases, your child should remain out of school for at least 48 hours after the last occurrence of an illness (fever/vomiting/diarrhea/rash), not simply the next school day. Re-admittance will be at the discretion of an administrator and may require a doctor's note for certain illnesses.

*A student driver must have permission granted to the front administrator for the child to drive themselves home. Unless permission is granted, student drivers must be picked up within the hour.

Guidelines for Common Illness

Temperature of 101 degrees

Students can return to school after **72** hours fever free without the aid of fever reducing medications

Vomiting and Diarrhea

Students can return to school after **72** hours from the last episode.

Common Cold

Students can attend school as long as they do not have either of the above symptoms.

Conjunctivitis (Pink Eye)

Students can return to school **24** hours after starting antibiotics.

Head Lice

Students can return to school **24** hours after effective pediculicide, no live lice present. *We recommend a prescription from your pediatrician.

Chicken Pox

Students can return to school after all vesicles become scabbed over and fever free for **48** hours.

Rash

Students can return to school once cleared to return by physician.

Strep Throat

Students can return **24** hours after the start of antibiotics and fever free for **48** hours.

Accidents

If a student is injured at school, we will make him/her comfortable and then call parents immediately. If the student has a serious injury, we will contact the parents and any emergency medical assistance required. If parents cannot be contacted, we will contact the individuals listed in the emergency contact information you provided on the student's application.

In the event of an emergency, JDS staff may authorize a physician of their choice to provide emergency medical treatment if neither parents nor the emergency contact persons or your physician can be reached immediately. Medical personnel or the JDS staff are not able to administer any drug or medication without specific instructions from a physician. In the event of an emergency, accident, or illness, all medical expenses incurred are the responsibility of the parent.

The risks of injury in school activities of athletic, social, and academic nature are significant even with rules, equipment, procedures and discipline. By enrolling in JDS and agreeing to its policies the parent knowingly and freely assumes all such risks, both known and unknown, even if arising from the negligence of the

releases or others and assumes full responsibility for participation in the programs of JDS. By enrolling and agreeing to the policies the parent releases, indemnifies and holds harmless JDS.

School Safety

The safety of our students, staff and visitors is important to us. The following are just a few of the measures that are in place to ensure school safety:

- Access to the campus is monitored.
- All JDS employees must pass a criminal background check and drug test.
- All teachers/staff must wear ID badges.
- Medications will be stored in a locked location.
- Each class has an emergency backpack including a first aid kit
- Each class has an emergency notebook containing student information, parent contact, medical information, etc.
- Volunteers must undergo criminal background checks by filling out a Volunteer Form from our website, under Connect/Parents, and turning this into our Front Desk staff.
- JDS's indoor and exterior doors remain locked.
- Compliance with local health and fire department officials for inspection of the campus.

Disaster Drills

Fire drills and other disaster drills are held at various times during the school year. Directions will be posted in each room, and instructions for leaving the room will be given at the beginning of the year and throughout the year during the various drills. Students are expected to exit quietly, quickly, and orderly during any disaster drills.

Fire Drills-JDS holds monthly fire drills to teach students what to do in the event of a fire and to meet North Carolina Board of Education requirements. Once the fire system rings the bells, students will line up and exit through the assigned exits. Students remain with the teachers outside the facility until told by an administrator that it is safe to go back inside the school building. JDS can typically evacuate the school in about one minute.

Tornado Drills- JDS holds an annual tornado drill to teach students what to do in the event of a tornado.

Reminder: A tornado watch means there is the possibility of a tornado in the area. A tornado warning means that a tornado has been spotted.

Students and staff practice the following during tornado drills:

- Stay away from windows; hallways are the safest place in our school building.
- Students and teachers remain close to the ground and cover their heads for protection.
- They stay in that position until the administration gives a clear signal that there is no longer a threat of a tornado.
- If students are outside and away from the building, or on a bus, they will practice the following:
 - 1.) Get off the bus
 - 2.) Get in a shallow ravine and get in a crouched position
 - 3.) Protect his/her head
 - 4.) Stay away from buses, cars or trees
- If students are in the multipurpose room/gymnasium and cannot safely get into the main school building, students and teachers move to the closest interior cinder block wall, crouch close to the ground, and cover heads for protection. Stay away from exterior doors and or windows.

Lockdown Drills-JDS holds lock down drills as needed to practice what to do in a lockdown situation. During a lockdown, all staff are trained to use their knowledge and skills to assess the situation and keep students in the safest situation possible. JDS staff members are trained annually with local CMPD officers.

Nuclear Evacuation Plan-JDS is located within a 10-mile radius of McGuire Nuclear Station and is therefore required to have a nuclear evacuation plan in place and must practice it during the school year.

There are four classifications of events that require the local government to be notified. The four conditions are an unusual event, an alert, a site area emergency, and general emergency. Depending on the level of classification of the event, one of the two courses of action will be enacted:

- **Sheltering – Stay inside the school building**
- **Evacuation – Go to the University of North Carolina at Charlotte (UNC-C).**

Buses will be the primary means of transportation in the event that we have to evacuate the school. The bus route we will take will be I-485 to Reames Road/Harris Boulevard to the UNC-C campus. An administrator will check the building to make sure all students and staff are accounted for before leaving. Signs will be posted on the doors stating the school has been evacuated and that students and staff are at the UNC-C shelter.

Immunization

JDS will comply with all state and federal immunization requirements. Students entering JDS at any age or grade must provide an immunization record meeting immunization requirements. Failure to provide this record will result in suspension until such immunization record is submitted. For more information on state immunization requirements go to: <http://www.immunize.nc.gov/schools/schools.htm>

Medication

Elementary students are not allowed to self-medicate while on campus or under the supervision of JDS. Medications needed during the day (including field trips) can be dropped off at the front desk. All medications (including "over the counter") must be in their original package with printed directions. A signed consent form for the specific medicine must be given with the medication in order to be administered. Life saving medications such as inhalers or Epi-pens will be kept in the teacher emergency backpack in elementary school.

Medication will be given by school personnel only. Medication must be brought to the school by the parent. The over the counter medication must have a dosage that matches the age of your child. If it does not, we require a doctor's note that includes the proper dosage amount.

Prescription/Over the Counter Medications

- Must be clearly marked as to the name, date and type of medicine.
It must be in the ORIGINAL CONTAINER (ask your pharmacist for an extra bottle in order to divide the prescription between home and school.)
- Tablets that need to be halved or quartered should be done so by the parent before sending the medication to school.
- The medication must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name/signature, and current prescription date.
- A medicine form is provided and must be signed by a parent.
- Medication will be kept in a secure cabinet at all times.

Jackson Day School- Code of Conduct

Code of Conduct

Enrollment in Jackson Day School (JDS) is a voluntary choice for each student and family. Continued enrollment in the school will be dependent on the student abiding by the standards in the Code of Conduct. Parents of enrolled students are to support and uphold JDS's Code of Conduct. Therefore, each student and parent/guardian will be required to review the Code of Conduct along with the Student Handbook and sign an agreement to comply with the Code. The agreement form is included with the beginning of the year packet. A transfer to another school should be arranged by the student's family if the student and parent/guardian do not agree to standards set forth in Code of Conduct.

The consequences in the Code of Conduct are **recommended responses** and may be adjusted after considering the student and the situation, including the age of the student, severity and frequency of the infractions, and/or the student's disability. Consequences for violating the Code of Conduct should be progressive in nature. Deans and teachers are encouraged to use a full range of discipline responses to student misconduct, such as parental involvement, conferences, isolation or time-out for short periods of time, behavior improvement agreements, instruction in conflict resolution and anger management, peer mediation, individual or small group sessions with the school counselor, academic intervention, in-school suspension (ISS), detention before and/or after school or on Saturday, community service, exclusion from graduation ceremonies, exclusion from extracurricular activities, suspension from bus privileges, or exclusion from school. The JDS Code of Conduct is organized into 5 progressive levels.

Character Education

Character education is the deliberate effort to help people understand, care about and act upon core ethical values. An intentional and comprehensive character education initiative provides a lens through which every aspect of school becomes an opportunity for character development. Benefits include promoting character development through the exploration of ethical issues across the curriculum, developing a positive and moral climate by engaging the participation of students, teachers and staff, parents, and communities, opportunities to teach students how to solve conflicts fairly, creating safer schools that are freer of intimidation, fear and violence, and are more conducive to learning.

Character Education will be held weekly and it plays a significant part of our school's mission. Students are required to attend, have a positive attitude, and be an active participant during this time. We will introduce and discuss character traits during this time. Teachers will build upon and reinforce character traits discussed in Character Education within their classrooms. (Day of the week may be subject to change as determined by the school).

Positive Behavior Support School Acronym: RAISE

JDS focuses on encouraging good character traits and behavior through our rewards system called RAISE.

Respect

Accountability

Integrity

Service

Excellence

Section I – Student/Parent Rights and Responsibilities

Safe and Orderly Educational Environment

Student Rights

- To attend school in a positive educational environment
- To have school staff that is willing to hear the needs and concerns of students
- To feel safe from crime, violence, intimidation, bullying, harassment, racism and other discrimination at school

Student Responsibilities

- To only engage in behaviors which support a positive educational environment
- To express needs and concerns appropriately

- To understand and follow school behavior expectations and to report instances of bullying and dangerous/unsafe situations to school administrators

Attendance

Student Rights

- To be informed of school board policies and school rules about absences, recovery and tardiness
- To arrange to make up classwork/tests for credit within five days of returning from an absence

Student Responsibilities

- To attend school and class daily and to be on time
- To provide documentation of the reason for an absence
- To request make-up work for an absence and arrange to complete it within five days of returning to school

School Counseling Services

Student Rights

- To be informed about school guidance services
- To have access to school counselors
- To request counseling when needed

Student Responsibilities

- To utilize guidance services for educational improvement
- To request counseling or advisement when needed
- To work cooperatively with school staff

Free Speech/Expression

Student Rights

- To express views (in written or verbal form) without being obscene, disruptive, discriminatory or provocative
- To choose to participate in patriotic observances such as the Pledge of Allegiance
- To have religious beliefs respected
- To help develop and distribute publications as part of the educational process
- To be protected from bullying, intimidation, threats, or perceived threats

Student Responsibilities

- To respect the rights of others when they express their views
- To behave respectfully during patriotic observances
- To respect the religious beliefs of others and to refrain from activities that hold religious beliefs up to ridicule
- To follow the rules of responsible journalism under the guidance of an advisor and administrator, including refraining from publishing material that is inappropriate for the school environment
- To refrain from bullying, intimidating and threatening conduct

Privacy and Property Rights

Student Rights

- To have personal possessions remain private unless school staff have reason to believe that there is a threat to school safety, or that a student is in possession of items prohibited by the Code of Conduct, other school policy, or the law
- To have personal property respected

Student Responsibilities

- To keep prohibited items away from school and school functions
- To respect the personal property of others

Safe Harbor Provision

When prohibited items are found or inadvertently possessed on school property or at a school function, students shall immediately notify school staff and surrender the items. When a student inadvertently possesses an object prohibited by the Code of Conduct, the student shall approach a school staff member and voluntarily surrender the object. The student may not be subject to discipline so long as the object is one that the student could lawfully possess off school grounds.

When a student finds or inadvertently possesses an illegal item (e.g., drugs or weapons) or other contraband, the student shall immediately report the discovery to school staff and surrender the item (if it's in a student's

possession). A student will not be in violation of the Code of Conduct solely for making such a report. After a report is made, school officials shall investigate to determine if a violation of the Code of Conduct has occurred. If a student inadvertently possesses or finds a firearm or destructive device, the student may not be subject to exclusion/expulsion if the administration finds 1) the student delivered or reported the firearm or other destructive device as soon as practicable to a law enforcement officer or a school employee and 2) the student had no intent to use the firearm or other destructive device in a harmful or threatening way.

The Safe Harbor Provision may not apply if a search is ongoing in any location at the school, if the object is surrendered during a search, or if the object is not turned in prior to discovery by school staff. With respect to objects that have been turned over to school staff, the parent/guardian must make arrangements to pick up the object from the school, unless it is an object that must be turned over to law enforcement.

Participation in Extracurricular/Co-curricular Activities

Any student subject to the North Carolina High School Athletic Association's eight-semester rule who (1) is convicted of a crime classified as a felony under North Carolina or federal law, or (2) is adjudicated delinquent for an offense that would be a felony if committed by an adult, is not eligible to participate in the North Carolina High School Athletic Association's sports program from the date of the conviction or adjudication of delinquency through the end of the student's high school career. Pending appellate or other post-conviction review of the conviction or adjudication of delinquency does not affect the student's immediate ineligibility.

Behavior on the School Bus or at the Bus Stop

For the purpose of providing safe transportation for all students, in addition to the other Code of Conduct rules, the following guidelines must be observed:

- Refrain from conduct or behavior that interferes with the orderly, safe and expeditious transportation of bus riders.
 - Obey the bus driver at all times.
 - Act appropriately while waiting for the bus.
 - Give your proper name when requested by the bus driver or monitor.
- Be at the bus stop at least ten minutes prior to a scheduled stop time.
- Ride only on the assigned bus.
- Board and depart only at the assigned bus stop.
- Remain seated at all times when the bus is moving.
- Refrain from eating or drinking while aboard the bus.
- Refrain from using cellular telephones and other electronic devices while on the bus.
- Refrain from throwing objects out of windows or exit doors.

Violations of these standards, the Code of Conduct, or any behavior which substantially distracts the bus driver and causes, or has the potential to cause, a safety hazard on a bus, may be the basis for suspension from the bus and/or school or revocation of bus-riding privileges.

Conduct While on School Property

Parents are encouraged to be active participants in their child's education. A partnership between parents and the school requires meaningful and appropriate communication. As such, we must be civil in our discourse. This requires that:

1. No one disrupts or attempts to interfere with the operation of a classroom or any other area of a school.
2. School rules for access and visitation are strictly obeyed.
3. Legitimate obligations and time constraints are respected.
4. Information that might help reach our common goal is shared. This includes information about safety issues, academic progress, changes that might impact a student's work or events in the community that might impact the school.
5. Positive interactions with staff, students, and other families within the school community are required to promote a positive learning environment.

In the event of a violation of the above guidelines, the following steps are available:

1. Students who believe they have, or someone else has been treated in an inappropriate manner should report the behavior to the school administrator.

2. Parents/guardians or community members who believe they have been treated in an inappropriate manner should report the behavior to the staff member's immediate supervisor.
3. Employees who believe they have been treated in an inappropriate manner by a student or parent shall report the incident to the school administrator.
4. Anyone on school property may be directed to leave the premises by an administrator or other authorized staff. Anyone who threatens, attempts, or actually disrupts school operations may be directed to leave the premises by an administrator or other authorized staff and may have limitations placed on their campus access. Disruptive behavior is conduct that creates or may reasonably be expected to create a material and substantial disruption to the educational environment or to the operation of the school, or that poses a threat to the safety of students, staff or visitors.

It includes, but is not limited to:

- Profanity, discriminatory, lewd, obscene or abusive language, gestures or other written or electronic communication
- Rude or riotous noise
- Disorderly or assaultive behavior
- Vandalism or defacement of public property
- Threats to the health or safety of others
- Any other conduct that violates any applicable law or policies of the Board.

Section II – Disciplinary Response Code Overview

Student disciplinary infractions and associated responses are divided into five progressively severe Tiers. Both infractions and responses are outlined later in this document.

Treatment of Administrators, Teachers and Staff

A student who commits an infraction against or involving an administrator, teacher, or other staff member will be subject to a heightened response. However, the heightened response will not exceed the maximum penalty for the particular rule violation.

Participation in a Rule Violation

A student who participates or conspires with another to violate a rule may be found in violation of the rule. If so, the student will be subject to the full disciplinary consequence for the rule violation.

Conduct Away from School Property

Students may be disciplined for conduct away from JDS property that violates the Code of Conduct and that has or may have a direct and immediate impact on the orderly and efficient operation of the school or the safety of individuals in the school environment.

Truancy

Students between ages 7 and 16, and students younger than 7 who are enrolled in school, are required by law to attend school. In addition to the consequences outlined, the student will be required to make up the work missed and may be subject to the school's attendance recovery procedures. Under NC compulsory attendance statutes, students with more than 10 unexcused absences and/or their parent/caregiver may be referred for prosecution.

Possession of Illegal Substances

The unlawful possession, use or distribution of illicit drugs and/or alcohol by students on school property or at any school function is prohibited. In addition to school consequences, such actions will be reported to local law enforcement and may be required to be reported to the Department of Motor Vehicles.

Possession of Weapons

The possession of weapons by students on school property or at any school function is prohibited. In addition to school consequences, such actions will be reported to local law enforcement and may be required to be reported to the Department of Motor Vehicles.

Personal Technology Devices

A personal technology device (PTD) is a portable Internet-accessing device that is not the property of the school that can be used to transmit communications by voice, written characters, words or images, share information, record sounds, process words, and/ or capture images, such as a laptop computer, tablet, smartphone, cellphone, personal digital assistant or E-Reader. A student may possess and use a PTD on school property, at after-school activities and at school-related functions, provided that during school hours and on a school bus, the PTD remains off and put away. With the approval of administration, teachers may permit students to possess and use PTDs during the school day for educational purposes. Students may not self-elect what deems "educational purposes." "Educational purposes" include student education, research and career development. Possession of a PTD by a student is a privilege, which may be revoked for violations of the Code of Conduct. Violations may result in the confiscation of the PTD (to be returned only to a parent) and/or other disciplinary actions. The school is not responsible for theft, loss or damage to PTDs or other electronic devices brought onto school property or at school-related events. Students permitted to use PTDs during the school day must follow all rules set forth in the technology policy.

Cell Phone-Personal Electronic Devices

The purpose of the cell phone and personal electronic use policy is to empower the administrators and teaching staff to maintain an orderly and positive learning environment. Cell phones and personal electronics can be a disruption in the classroom. They can be used to cheat, violate privacy, view/listen to inappropriate material, cyberbully and simply distract students from school tasks. JDS will not be held responsible for the loss of or damage to a student's cell phone or personal electronics brought onto campus.

Students will be expected to adhere to the following guidelines:

Students are not allowed to use their cell phones or other electronic devices during the following hours while on campus. **(7:45 am-3:15 pm)**

Cell phones and personal electronic devices brought onto campus must be powered off and placed in locker and/or cubbies. (K-8) Cell phones/electronic devices should be powered off and not seen. (9-12) Devices should be powered off before entering the school building and not be powered back on until after school dismissal.

Cell phones are not to be used during the school day for any calls or text, including parents. All phone calls, incoming or outgoing, should be made through the front office. Parents can call the front desk 704-391-5516 to have a message delivered to their child.

All alarms and programs that could potentially activate a phone must be turned off.

Consequences for using cell phones and/or electronic device at school:

*Any device confiscated is given to an administrator

a. First Offense-Student receives a warning, parents are notified, and devices will be sent home with students at the end of the day.

b. Second Offense-Disciplinary report, parent's notified, and the cell phone and/or personal electronic device will be held by an administrator for **24 hours**. The device can only be picked up by a parent following a 24-hour period.

c. Third or more offense-Any offense past the second offense may include disciplinary actions. (Actions will be determined by the Dean of Students).

Internet Policy

JDS students are responsible for good behavior on the internet. If JDS becomes aware of a student who uses the internet or any other communication system (on or off campus) in an immoral or inappropriate manner, the student may be subject to disciplinary action by the administration; (Such as detention, suspension, exclusion or expulsion). Examples of inappropriate uses are offensive language, making threats, posting or viewing sexually suggestive material, posting or viewing offensive photos/videos, harassing, slandering, etc.

Students are also expected to use appropriate behavior when using social media (Facebook, Twitter, Instagram, SnapChat, YouTube, etc.)

Students are not permitted to use social media to:

- Post inappropriate, hurtful or threatening messages about another student, faculty member, or administrator.
- Post explicit photographs or videos of themselves or another student.
- Misrepresent, criticize, or belittle the school or its employees in any way.
- Use social media to share homework, quiz, or test answers.

Reports to Law Enforcement Agencies

As required by North Carolina law, administrators are required to report the following acts to law enforcement when they have personal or actual notice of the incident and the acts occurred on the school property: "assault resulting in serious injury, sexual assault, sexual offense, rape, kidnapping, indecent liberties with a minor, assault, involving the use of a weapon, possession of a firearm in violation of the law, possession of a weapon in violation of the law, or possession of a controlled substance in violation of the law." (N.C.G.S. § 115C-288 (g)). JDS reserves the right to report any situation/occurrence deemed necessary to law enforcement.

Reports to Department of Social Services

Pursuant to state law, school personnel are required to report any suspected cases of child abuse or neglect to the Department of Social Services. Procedures followed at school when a representative of the Department of Social Services wishes to interview a student who is an alleged victim of child abuse or neglect.

Reports to Department of Motor Vehicles

Pursuant to state law, JDS is required to report the following acts to the Department of Motor Vehicles if the student is the minimum age of 14 or is in the 8th grade or above: possession or sale of alcoholic beverages or illegal controlled substances on school property; bringing, possessing or using a weapon or firearm on school property; and physical assault on school staff on school property when the conduct results in a suspension in excess of 10 days or the student is assigned to an alternative educational setting.

Section III – Disciplinary Responses

The consequences in the Code of Conduct are **recommended responses** and may be adjusted after considering the student and the situation, including the age of the student, severity and frequency of the infractions, and/or the student's disability. Consequences for violating the Code of Conduct should be progressive in nature. Deans and teachers are encouraged to use a full range of discipline responses to student misconduct, such as parental involvement, conferences, isolation or time-out for short periods of time, behavior improvement agreements, instruction in conflict resolution and anger management, peer mediation, individual or small group sessions with the school counselor, academic intervention, in-school suspension (ISS), detention before and/or after school or on Saturday, community service, exclusion from graduation ceremonies, exclusion from extracurricular activities, suspension from bus privileges, or exclusion from school. The JDS Code of Conduct is organized into 5 progressive levels.

Disciplinary Responses:

Level One:

Listed below are some of the options that may be used by the administration in addressing student conduct. This is not intended to be an exhaustive list.

Potential Responses:

- Parent contact
- Student Conference with Administrative Team (*teachers, counselors, student success coach, or admin team*)
- Parent Conference
- Verbal warning
- Social restriction
- Return of property or restitution for damages
- Suspension from bus
- After-school detention or Saturday school
- Behavior contract
- Referral to Multi-Tiered Systems of Support Team

- In-school suspension
- Confiscation of unauthorized items
- School-based community service/work detail
- Community Service Learning
- Revocation of school-related privileges
- Alternative classroom assignment

Level Two:

Provides interventions and consequences for students who commit infractions of the Code of Conduct such as being chronically disruptive or participating in a first fight that does not result in injury or significant disruption to the educational environment. Potential Responses: (This list contains some of the options that may be used by the administration in addressing student conduct. This is not intended to be an exhaustive list.)

- Choice of response from Level I
- Suspension from bus
- Temporary or permanent removal from participation in extracurricular/co-curricular programs or activities
- Out-of-school suspension for one to 10 days (parent contact must be attempted and written notice is required)
- Warning of referral to Level III (repeated offenses)

Level Three:

Provides interventions and consequences for students who commit more serious infractions of the Code of Conduct and/or have repeat offenses. Potential Responses: (This list contains some of the options that may be used by the administration in addressing student conduct. This is not intended to be an exhaustive list.)

- Out-of-school suspension for up to 10 days and a request for a discipline team meeting which may result in additional consequences. (Exclusion/Expulsion)
- Suspension from bus
- Additional consequences under Level I or II may be imposed as appropriate
- Warning of referral to Level IV (for repeated offenses)

Level Four:

Exclusion/Expulsion: The indefinite removal of a student from school and all school properties.

Section IV – Code Of Conduct

Tier 1 Infractions

1. Attendance
 - a. Excessive tardies, late to class, excessive absences.
2. Classroom Procedures Violation
 - a. including, but not limited to, continuing or consistent choices to not follow general classroom procedures
 - b. not bringing classroom materials
 - c. not participating in classroom activities
 - d. not completing work in a reasonable time frame
 - e. talking without permission
 - f. disrupting or distracting in minor ways
 - g. sleeping or having head down
 - h. drinking or eating without permission. Food and beverages are only allowed in approved locations. This includes chewing gum. (Gum is not permitted on campus.)
3. Irresponsible behavior leading to things such as loss or unintentional damage of a student's property, incidental physical contact with or unintentional offense, concern or embarrassment of a student, if to a degree necessary to involve school leadership.
3. Irresponsible behavior, including, but not limited to, acting in a manner that is risky or unsafe for oneself or others, as well as unintentionally causing messes.
4. Dress Code Violation

5. Misuse of Technology: including not meeting the following technology requirements:
 - a. During instructional time, technology must remain silent and away unless explicit staff permission has been granted at that time. "Silent" refers to the absence of any kind of noise generated by the device and "away" refers to the device and accessories being completely out of sight. The instructional time requirement applies to hallways, restrooms, and other areas on campus.
 - b. In addition to receiving the recommended disciplinary response, students who are assigned this infraction will be required to temporarily surrender the device to school leadership. Failure to comply will result in a higher tier infraction. All Technology Policies apply.
6. Cell Phones/Personal Electronics- Cell phones/personal electronics can be a disruption in the classroom and the overall learning environment. They can be used to cheat, violate privacy, view/listen to inappropriate material, cyberbully and simply distract students from school tasks. Therefore:
 - a. Students are not allowed to use their cell phones or other electronic devices (including unauthorized use of headphones, airpods, or earbuds) during the following hours while on campus during academic hours (8:00am-3:20pm)
 - b. Cell phones and personal electronic devices brought onto campus must be powered off and placed in locker and/or cubbies. Devices should be powered off before entering the school building and not be powered back on until after school dismissal.
 - c. Cell phones are not to be used during the school day for any calls or texts, including parents. All phone calls, incoming or outgoing, should be made through the front office. Parents can call the front desk 704-391-5516 to have a message delivered to their child.
 - d. All alarms and programs that could potentially activate a phone must be turned off.
 - e. In addition to receiving the recommended disciplinary response, students who are assigned this infraction will be required to temporarily surrender the device to school leadership. Failure to comply will result in a higher tier infraction. **Refer to cell phone/personal electronic device policy.**
7. Airpods, earbuds, and wireless earbuds and not permitted to be worn. Headphones are only permitted with teacher permission for educational purposes.
8. Campus Procedures Violation, including, but not limited to, not following all procedures for hallway movement, class transitions, lunch, arrival and dismissal, as well as taking unauthorized routes. This also includes unauthorized food orders (Students are not permitted to order or receive food to be delivered during school hours - i.e. DoorDash, Uber Eats, etc.).
9. Failure to Serve Detention (This infraction applies only to middle and high school students).
10. Inappropriate Display of Affection, not including related infractions in higher categories (Middle and high school students are permitted to hold hands and give brief hugs.)
11. Medication: Possession or unsupervised use of non-prescription medicine.
12. Honesty: Making false statements, written or oral, to anyone in authority is prohibited.
13. Student Drivers must visibly display school-issued parking permits and park in designated spaces.

Tier 1 Recommended Responses

- **Minimum: Level 1 Response**
- **Maximum: Level 2 Response (OSS 1-5 Days)**

Tier 2 Infractions

1. Repeated instances of any such behavior as outlined in Tier 1.
2. Disrespect to adults, including, but not limited to, being slow to comply and arguing or disputing, raising the voice, expressing anger or frustration, using sarcasm, mocking, slandering, ridiculing, insulting, etc.
3. Disrespect to Student, including, but not limited to, unwelcome flirting or propositions, name calling, mocking, ridiculing, insulting, taunting, slandering, retaliating or excluding in any form or for any reason, throwing an object at someone in a way that is not aggressive, interacting with personal property without permission regardless of whether or not damage occurs. Include things like profanity, vulgarity, or discriminatory actions connected to or directed towards a person or shown to a person in a way that is unwelcome or disrespectful. Infractions involving

- physical contact and/or property damage may receive a higher-level consequence.
4. Disrespect to Students, including posturing, challenging, confronting or provoking. This may also include an attempted or minor physical contact, not serious enough to be considered a related infraction in a higher category.
 5. Lying to an adult or failing to provide necessary information, including intentionally withholding information, giving misleading information, impeding an investigation, etc.
 6. Leaving class without permission, not including related infractions in higher categories.
 7. Supporting, promoting or glorifying offensive, disturbing, unethical or illegal activity through comments, conversations, images, signals, drawings, media, attire, etc.
 8. Medication: Possession or unsupervised use of one's own prescription medicine
 9. Disruptive behavior that significantly interrupts regular school activity.
 10. Cutting class, not including skipping school or leaving campus without permission.
 11. Unauthorized interaction with school/staff property in a manner that is intentional but does not directly involve insubordination, theft, or vandalism. This includes intentionally making messes or leaving any area in the school in disarray.
 12. Cheating & Plagiarism (See student handbook for definition.)
 13. Interfering with a safety drill in any way, including but not limited to acting irresponsibly, failing to follow directions, or causing a disruption.
 14. Misrepresentation, including but not limited to falsifying documents, entering an event without having paid the fee, speaking/acting as if you are someone else, etc.
 15. Gambling for money or personal property
 16. Honesty: Tampering with report cards, official passes, notes or other school documents in any manner, including changing grades or forging names to excuses, is prohibited.
 17. Possession of any instrument capable of producing fire on school property or at a school-sponsored event.
 18. Violation of the smoke free campus: Possession of tobacco. Regular cigarettes, electronic cigarettes, vapor pens and similar items are not permitted on campus at any time.

Tier 2 Recommended Responses

- **Minimum- Level 1 Response**
- **Maximum- Level 2 Response (OSS 1-10 Days)**

Tier 3 Infractions

1. Repeated instances of any such behavior as outlined in Tier 1 and/or 2.
2. Disrespect to adults, including, but not limited to, public defiance, failure to comply and/or walking away without permission when being addressed by an adult. This may also include using profanity, vulgarity, discriminatory speech or communicating in a flirtatious or suggestive manner during any interaction with an adult.
3. Disrespect to students, including, but not limited to, unwelcome communication of a sexual nature, particularly in a manner that seems to imply a sexual advance or sexual request.
4. Using or displaying profanity, vulgarity or discriminatory language or gestures. This also applies to audio and video content, as well as content on clothing.
5. Unsafe Action: Students will not commit any action that has the potential to cause danger or physical harm to themselves or to others.
6. Aggression to a student, including any type of intimidating or threatening speech, gestures, or similar actions.
7. Assault on a student, including a physical act of anger, retaliation or intimidation such as grabbing, shoving or tackling.
8. Leaving campus without permission or skipping school
9. Congregating around a fight or disruptive activity, as well as identifying or acting with a group to cause disruption, etc.
10. Instigating and/or encouraging others to use aggressive actions.
11. Organizing a disruptive or disorderly gathering, and/or refusing to disperse.
12. Being in an unauthorized area, including, but not limited to, a desk, cabinet, room, building, or fenced-in area at any time when this location is considered off limits. This also includes coming onto campus while suspended. (Excluded students are not permitted on campus)

13. Refusal to allow search of personal belongings, desk, locker, car, or related areas where a student may possess something of concern to administration and where reasonable cause has been established.
14. Lighting a fire in any manner, unless in an approved instructional setting, under staff supervision.
15. Aggression towards a student, including a physical act of anger, retaliation or intimidation such as spitting, smacking, slapping, kicking or hitting with an object not considered potentially dangerous.
16. Misuse of technology, including, but not limited to, any form of hacking of school computers or programs and/or unauthorized access to school records or computer programs. This offense includes technology misuse on school-issued and/or personal devices. All Technology Policies apply.
17. Misuse of technology, including, but not limited to, recording students or staff without permission, taking and/or taking and posting pictures or recordings (audio or video), etc. without school authorization. This does not include related infractions in higher categories. In addition to receiving the recommended disciplinary response, students who are assigned an infraction at this tier will be required to temporarily surrender the device to school leadership. Failure to comply will result in a higher level infraction. All Technology Policies apply.
18. Reckless Vehicle Use: a student will not operate any motorized or self-propelled vehicle on school grounds in a manner that is a threat to health and/or safety, or a disruption to the educational process. (Driving to school is a privilege, which may be limited or revoked at any time by the school administration.)
19. Possession of profane, vulgar, pornographic or graphically violent materials in any medium, also including such images that may have been drawn or created. This includes, but is not limited to, documents or instructions concerning the creation of and/or use of weapons.
20. Insubordination

Tier 3 Recommended Responses

- **Minimum- Level 1 Response**
- **Maximum- Level 3 Response**

Tier 4 Infractions

1. Repeated instances of any such behavior as outlined in Tier 1 and/or 2, or 3.
2. Disrespect to adults, including, but not limited to, making physical contact with a staff member in a way that is disrespectful but not aggressive.
3. Assault on a student, including a physical act of anger, retaliation or intimidation, such as choking or hitting with or without a weapon, or an object considered potentially dangerous.
4. Fighting, including mutually aggressive physical contact between two or more students. This does not include related infractions in higher categories.
5. Misuse of Technology (school-issued or personal): Communicating threats, or cyber-bullying. This includes instances that take place on school grounds, as well as after school hours, or off campus. Publication of information on the Internet/Social Media Platforms is considered distribution regardless of the location or time that it was published. All Technology Policies apply.
6. Breaking and entering, including acts such as forcibly entering a building, office, classroom, locker room, locker, desk, cabinet, closet, storage containers, etc. (This includes **any** unauthorized entry with or without destruction to property).
7. Theft/Vandalism: A student will not damage, destroy, steal, or possess stolen property of another, including property belonging to the school, staff, students, or other adults on campus or at school-sponsored events or school-related activity on or off school grounds, or participate with others to do so. (Parents/Guardians will be held financially responsible, as allowed by law.)
8. Aggression to an adult, including, but not limited to, posturing, challenging, intimidating or any type of threatening behavior. This does not include related infractions in higher categories.
9. Bullying/Harassment, including, but not limited to, a pattern of negative behaviors directed toward a particular student because of one or more distinguishing characteristics of that student, involving a real or perceived power imbalance and having a negative impact on that

student's overall educational experience (Refer also to N.C.G.S. 115C-407.15 and N.C.G.S. 14-458.1.).

10. Consensual sexual activity of any type
11. Indecent exposure, including any public exposure of private body parts to one or more persons in a manner that is irresponsible but does not overtly communicate a sexual message or imply a sexual advance. This does not include related infractions in higher categories.
12. Possession, distribution, sale or use of alcohol, tobacco or similar substances, and/or including being under the influence of such substances. This applies to regular cigarettes, electronic cigarettes, vapor pens and similar items.

Tier 4 Recommended Responses

- **Minimum- Level 2 Response**
- **Maximum- Level 4 Response**

Tier 5 Infractions

1. Repeated instances of any such behavior as outlined in Tiers 1-4.
2. Assault on an Adult, including any physical act of anger, retaliation or intimidation.
3. Verbal communication involving any threat of a severe nature, including social media, that may have a direct impact on school safety and orderly and efficient operation of the school.
4. Affray (Fight involving two or more people in a public place that significantly disturbs others).
5. Disorderly Conduct (Refer to N.C. G.S. 14-288.4.)
6. Possession of chemical or drug paraphernalia.
7. False Alarm, including, but not limited to pulling a fire alarm or calling 911
8. Other illegal acts of similar severity to the infractions in this category.
9. Assault on a Student or Adult, including, but not limited to, a violent attack that may or may not result in serious bodily injury. This may also include actions such as tampering with a person's food or drink in a manner that could cause personal harm.
10. Sexual assault, sexual offense, sexual battery, taking indecent liberties, or indecent exposure that overtly communicates a sexual message or implies a sexual advance.
11. Possession of a weapon, destructive device, or firearm, including toys or look-alike weapons. Prohibited items include, but are not limited to:
 - a. Weapon/Knife
 - b. Box Cutter/Razor Blade
 - c. Bomb
 - d. Ammunition
 - e. Airsoft, BB, or Pellet gun
 - f. Fireworks/Toy Weapon/Look-alike weapon
 - g. Any object or substance that could cause injury including but not limited to, slingshots, ice picks, multi-fingered rings, metal knuckles, nunchucks, Bowie knives, dirks, daggers, lead canes, switchblade knives, clubs, stun guns, starter pistols, BB guns, flare guns, air rifles, air pistols, airsoft pellet guns or paintball guns, mace, fire extinguishers and/or the use of any object or any substance that will potentially cause harm, irritation or bodily injury.
12. Medication: Possession, distribution, sale or use of another person's prescription drugs, marijuana or a controlled substance, including being under the influence of such substances (also applies to counterfeit drugs). This also applies to the distribution or sale of a student's own prescription drugs.
13. Bomb Threat or similar threat, even if a false alarm.
14. Arson of any type or of any scope.
15. Gang activity or gang-related activity. This includes clothing, communicating either verbally or nonverbally to convey membership affiliation in any gang, or promoting gang affiliation.
16. Robbery/Extortion: A student will not take or attempt to take another students' property by intimidation, blackmail, force, or violence.
17. Persistently dangerous student.

Tier 5 Recommended Responses

- **Minimum- Level 3 Response**
- **Maximum- Level 4 Response**

Where discipline is concerned, *parent support is vital*. Please talk to your child daily regarding appropriate school behaviors and respecting others' differences. In order to maintain an appropriate learning environment, we believe that parent assistance in dealing with disciplinary problems is our most valuable resource.

Bullying Policy

Students are not permitted to harass or bully other students, faculty, or administration. This type of behavior is contrary to the school's mission statement and will not be tolerated. Bullying occurs when a person or group intentionally intimidates, frightens, excludes, or hurts by pattern of behavior another person.

The following actions are ongoing manners and forms of bullying:

- Physical aggression (Hitting, kicking)
- Teasing or verbal abuse (Insults, name calling or racial/sexual remarks)
- Damaging someone else's property or taking property without permission.
- Threatening gestures, actions, or words.
- Written verbal/electronic messages that contain threats, putdowns, gossip, or slandering.
- Cyberbullying through social media or any other written or electronic means.

JDS recognizes that not every inappropriate behavior is bullying or willful violation of this policy. All incidents of reported bullying will be assessed by administration and addressed according to administrative discretion.

Testing Policies

All students will receive the same amount of time to complete tests, unless they have accommodations written before the test in an Individual Education Plan (IEP, PEP or 504). Students are not allowed to leave the room prior to the completion of the test. All tests will be announced at least two days in advance, except for quizzes. If a student is absent when the test is announced, they will still be responsible for taking the test as scheduled, or on the first day of their return to school.

A teacher may cancel a test, if necessary. **No talking is allowed during the testing period.** Students should raise their hand to receive permission to talk prior to talking. Students caught cheating will receive a zero on the test and will immediately be sent to administration.

Academic Honesty

Jackson Day School expects students to approach their work seriously as a preparation for high school and college and maintain high levels of integrity, honesty, motivation, and respect. Any plagiarism or cheating violation will be an automatic "0" on the assignment, test, or quiz and an infraction form including a visit to the Headmaster or Director of Operations.

Plagiarism

- Plagiarism is defined as taking another person's ideas or writing and presenting them as one's own without proper acknowledgment.
- Plagiarism is theft; teachers will instruct students on proper documentation.
- Students should not cut or paste from internet research without quoting or citing sources of information.
- Students should not obtain copies of research papers from the internet and turn them in as their own.
- Students should not turn one paper in for more than one assignment, self-plagiarism.

Cheating

Cheating includes the following:

- Communication of any kind during a test or quiz (talking, signaling, electronic, etc.)
- Having study sheets or notes visible during a test or quiz

- Unauthorized use of a book or notes during a test
- Working with another student on an independent project
- Copying another student's homework/test answers
- Electronic cheating (texting, e-mails, etc.)
- Turning in any portion of another student's work
- Obtaining test answers from another student before a test (Both students would receive disciplinary action)

*This policy applies to a student willingly providing answers to another student. If a student questions if he/she documented their paper properly consult the classroom teacher for direction.

Visitors

All visitors, including parents, must report to the school office upon arrival, wear attire consistent with the school's stance on modesty, sign-in and sign-out at the front desk and wear a visitor's pass.

*In the interest of school safety, no lunch visitors other than the student's immediate family are permitted on campus without prior administrative approval.

Posters/Banners/Advertisements

Posters/banners/advertisements must be signed off on by the Head of School/Director of Operations in order to be displayed on campus.

Volunteering

Researchers have been studying the effects of parent attitudes and their actions on their children's academic success for more than 30 years. The results are consistent. When parents are involved in their children's education at home, they do better in school. When parents are involved in school, children go farther in school and the schools they attend are better.

We have noticed a disturbing trend over the years of working with families. The older the child becomes the less parent involvement takes place. Teenagers can be intimidating. They are pushing you away trying to find their place and gain their independence. They are testing their boundaries like they did when they were toddlers. We would have never removed the safety gate from the stairs and hoped for the best when they were toddlers. Backing off and giving your child too much space and too little guidance in the pre-teen and teenage years can be detrimental. The reality is they do need to learn their independence, but they also need you and your guidance and accountability. **Working together we can offer a safe, caring culture that allows them responsibility to grow and accountability to succeed.**

Research shows when parents are involved in their children's education, the children are more likely to:

- Earn better grades
- Score higher on tests
- Pass their classes
- Attend school regularly
- Have better social skills
- Show improved behavior
- Be more positive in their attitude toward school
- Complete homework assignments
- Graduate and continue their education

We know that this is something that we all want for our children, so we are begging you, GET INVOLVED above and beyond the call of duty. We understand that some families are able to give more time than others and some families are able to give more financial support than others. If you truly want your child to succeed and you want the school you have chosen for your child to be the best, it is imperative that you commit some time each year.

Each JDS family is encouraged to give 15 hours a year volunteering at school as part of the enrollment agreement. By doing this, parents participate in over 4000 volunteer hours. Going beyond that minimum only increases the impact you can make on your child's school. As parents, we benefit from getting involved as well. Volunteer hours are documented by JDS staff/Volunteer staff.

We would like to leave you with a few more statistics. One study found that students from families with above-average parent involvement were 30 percent more successful in school than those with below-average involvement. Another study found in schools reporting above-average parent involvement test scores grew at a rate of 40 percent higher than in schools that reported low-levels of parent involvement. Parent involvement is a powerful tool. A roster of volunteer opportunities is located at the front desk.

While we encourage you to volunteer, we also need to ensure the safety of our students. JDS offers two levels of parent/guardian volunteers. Level 1 volunteers must complete a volunteer profile form. Level 2 volunteers must complete the profile form and have a criminal background check done by the school. You must be a level 2 volunteer to be a room parent or to do other various tasks.

Level 1 Requires a volunteer profile form Volunteers with a teacher or faculty – the volunteer cannot be alone with students.

Level 2 Requires volunteer profile form and criminal background check Volunteers can work independently with students on campus or on a field trip without a teacher or faculty present.

The Parent Volunteer form and Criminal Background Check form can be obtained from the front office or from our website. www.jacksonsdaily.org

Mariner Foundation

The Mariner Foundation is made up of parents and community members. Our Foundation's mission is to further enhance the already great programs and work being performed at JDS. This is accomplished by using Booster clubs for the Arts, Dance, Athletics, Bistro/School Store and Fundraising. We welcome and encourage you to share your ideas and become involved in the events. If your student understands school is a priority to you they will make it a priority for themselves.

Uniform Policy: K-7th Grades

Purpose

The purpose of the uniform policy is to teach students the importance of dressing for success; simply putting on a uniform helps students get into the right mindset, preparing them for the day. Uniforms are practical, increase school safety, improve student behaviors, reduce the potential of bullying, and create a less distracting classroom environment. They provide students with a sense of belonging, allowing students to recognize the value of working together towards a common goal rather than focusing on individual objectives.

Uniform Policy

Students in grades K-7 are required to wear student uniforms. Parent cooperation is essential in helping the school enforce a dress code that reflects our community values, minimizes distractions, and teaches responsible appearance. **Modesty is our standard.** Fashion is unpredictable and constantly changing; therefore, the uniform policy may not fully address every new trend. In areas where the uniform policy is silent or unclear, faculty and staff will interpret and enforce the intended "spirit" of the dress code with administrators' oversight. The school reserves the right to clarify or to modify this dress code throughout the school year. Any changes will be shared promptly, and in writing, with our families through email communications. If you are concerned about whether an item may or may not fit into the uniform policy, please ask **prior** to wearing the item to school.

The dress and grooming of students shall contribute to the health and safety of the individual and promote an orderly educational environment. These standards apply to all students, unless a specific exception is made by the school administrator. Please see the dress code/uniform policy.

General Dress and Appearance Guidelines

Students are required to be neatly and properly dressed at all times while on school campus or while attending school events.

1. Students are required to be neatly and properly dressed at all times while on school campus or while attending school events.
2. Clothing must be size-appropriate and may not be oversized or undersized in part or whole.
3. ALL shirts, sweaters, sweatshirts, vests, jumpers, and light outerwear must be monogrammed with the JDS logo. (Heavy outerwear worn to and from school are not required to have a logo-lightweight jackets and zipper hoodies require a logo)
4. No hats, caps, or hoods are to be worn inside any building on campus.
5. Hoods are not permitted to be worn over student's heads except to protect from rain, wind, or cold weather.
6. Athletic wear and warm-up suits are not permitted.
7. Clothing that is frayed, torn, or slit is not permitted.
8. Students are permitted to wear socks, and tights of their choice, fitting the modest standards of the school.
9. Jewelry and accessories are acceptable as long as they are conservative and in keeping with the spirit of the dress code. Piercings (other than ear) and visible tattoos are not permitted.
10. Pants and shorts must be worn at normal waist height (no low-rise or sagging pants permitted)
11. Student hair styles are not to be distracting to others and must be what is considered socially responsible. (No Mohawks, writing or designs in hair, un-natural brightly colored hair, etc.)
12. This dress code applies to all students on campus at any time during any school day (including students on campus but not attending a class, temporarily on campus running errands, departing for a trip, etc.
13. Students are to have good personal hygiene and use deodorant, antiperspirant, etc. Although circumstances may vary, use of these usually begins on or before the child's tenth birthday.
14. With the exception of HEAVY winter coats and raincoats, ALL upper wear must have a JDS logo embroidered on it. Not having the school logo on upper-wear constitutes being out of uniform.
15. **Each student must have at least one uniform shirt in the each of the following colors: Light Blue, White and Red.** These shirts are worn on field trips, for pictures and other special events

Options for Boys

- a) **Polo shirts, turtle necks & button down shirts:** short & long sleeved- white, light pink, red, navy, pale yellow, light blue or JDS plaid; **must be logoed**
- b) **Long Pants:** no cargo pockets navy, grey or khaki, cotton blend or small bead corduroy
- c) **Shorts:** can have cargo pockets navy, grey, or khaki.
- d) **Sweaters and vests:** heather grey, navy, or white; **must be logoed**
- e) **Zippered hooded sweatshirt:** (not PE uniform/Spirit Wear)- heather gray, cherry red, navy; **must be logoed**
- f) **Lightweight outerwear:** other than heavy winter coat- heather gray, cherry red, navy, and white; **must be logoed**
- g) **Heavyweight outerwear:** may be worn to and from school and outside, but not in class unless logoed. Must be solid color.
- h) **Shoes:** must be closed toed with a heel strap and be in a good condition. (No Crocs, clogs, slides, bedroom slippers, or flip-flops)

*See below for information on where to purchase logoed uniforms

Options for Girls

- a) **Polo shirts, polo dresses, turtle necks and blouses:** short & long sleeved- white, light pink, red, navy, pale yellow or light blue; **must be logoed**
- b) **Pants:** flat front or pleated navy, grey or khaki
- c) **Shorts, capris, skirts (finger-tip length):** navy, grey, khaki, or JDS plaid.
- d) **Jumpers:** navy, grey, khaki or MID plaid; **logo must be in the center chest.**
- e) **Sweaters and vests:** heather grey, navy, white and light pink; **must be logoed.**
- f) **Zippered hooded sweatshirt:** (not PE uniform/Spirit Wear)- heather gray, cherry red, navy, light pink; **must be logoed.**
- g) **Lightweight outerwear:** other than heavy winter coat- heather gray, cherry red, navy, white, light pink; **must be logoed.**
- h) **Heavyweight outerwear:** Solid color-may be worn to and from school and outside, but not in class unless logoed
- i) **Shoes:** must be closed toed with a heel strap and be in a good condition. (No crocs, clogs, slides, bedroom slippers, or flip-flops) *See below for information on where to purchase logoed uniforms

Physical Education (On your students PE day-different days for different grades)

- a) Students in K-7th grade do not change for their PE special.
- b) Must wear athletic footwear.
 - Students who cannot participate in PE due to improper footwear will receive a tardy/absence for that class that day. Please send your student in athletic footwear on PE days.
 - Spirit wear may not be substituted for PE uniform.

Spirit Wear (Every Friday)

- Students may wear a spirit wear shirt/sweatshirt with **blue indigo** denim pants or shorts. If a student decides not to wear a spirit shirt they must be in their regular uniform.
- The school's name and or logo must be clearly printed on the shirt/sweatshirt
- Class projects that involve making a t-shirt or homemade shirts with the school's name on them are not permitted as spirit wear.
- Spirit wear can be ordered through the school.

**See below for information on where to purchase Spirit Wear.*

Free Dress Fridays (K-7th) Families can purchase a Free Dress Friday Pass for their student. With a pass, every second and fourth Friday, students are permitted to have a free dress day, but still must meet the modesty guidelines outlined below. No pajamas or Crocs may be worn.

Dress Down Fridays (8th-12th Graders)

Our high school (8th-12th) students can purchase a pass for Dress Down Fridays. With a pass, every second and fourth Friday, students are permitted to have a dress down day, where they are permitted to wear athletic shorts or pants, but must still meet modesty guidelines. Sweatpants/basketball shorts/joggers/leggings with bottoms covered are acceptable. No pajamas or Crocs may be worn.

Where to Purchase Logoed Uniforms

1-Lands End (JDS preferred school number: 900132044)

- Go to landsend.com/school and click on "find your school's dress code" (in the "Helpful Hints for Parents" section on the left side of the page).
- Under the "School Name" tab, scroll to choose your State and City.
- Next, enter "Jackson Day School" to view the current dress code.
- Choose to "shop using this preferred school number".

When shopping, any item that you choose that is within our dress code will give you a box to choose to add our logo. In order to meet our dress code all upper wear must have the JDS logo.

**Any item you buy from Lands End, while shopping with our number, will donate money to our school no matter what the item is. So if you are shopping for home or for friends keep us in mind and use our school number.*

2-French Toast (JDS source code: QS5 TQV)

- Go to frenchtoast.com and enter our "school source code" in the field in the upper right hand corner of the page. Then click "go" and you will be able to choose from the JDS Uniform catalogue.

**Any item you buy from French Toast, while shopping with our number, will donate money to the school no matter what that item is. So if you are shopping for home or for friends keep us in mind and use our school number.*

3-Awards Express-10320 Rozzelles Ferry Road Charlotte NC 28214-

- Purchase the clothing you need that fits our policy anywhere you want and drop them off at Awards Express to be embroidered. Then pick them up at Awards Express on the pickup date.
- Any clothing dropped off to Awards Express must meet the uniform guidelines so please make sure clothes you ask them to logo are within guidelines *i.e. approved colors, collars on shirts, approved JDS plaid, etc.*
- Jumper logos are to be placed in the front center area of the jumper.
- Shirt embroideries are to be placed on the left chest area of shirts.
- Awards Express has two order times each month:
- Clothes may be ordered or dropped off by the first Wednesday of each month to be picked up on the following Wednesday.
- Clothes may be ordered or dropped off by the third Wednesday of each month to be picked up on the following Wednesday.

4-Spiritwear

- JDS will offer pre orders of spirit items, PE uniforms, etc. four times each year. Please watch for JDS spirit wear special offers to get in August, October, December, and February of each year.

Out of Uniform Actions

Parents' cooperation is essential in helping the school enforce a dress code that reflects our community values, minimizes distractions, and teaches responsible appearance. All parents agree to uphold JDS's uniform policy when enrolling in JDS. If a student comes to school out of uniform in any way they will receive:

- i) A written uniform infraction form for the first two occasions, giving parents the opportunity to correct the problem.
- ii) On the third occasion and all occasions thereafter, in that school year when a student arrives at school out of uniform they will remain at the front desk until the parent can return to school to correct the uniform or take the student home to change. Students must be picked up within 1 hour.

Dress Code Policy (8th-12th grades)

Purpose

The purpose of the Jackson Day School's dress code is to guide students and parents as to appropriate attire for school and at any school function. The dress code is the primary means of helping students learn a skill required for success in getting and keeping employment linked to attire. As adults, we know that there is a difference between dressing for our jobs and dressing for recreation, and therefore having students practice this distinction while at JDS is a way to promote long-term success. Parents' cooperation is essential in helping the school enforce a dress code that reflects our community values, minimizes distractions, and teaches responsible appearance. The Upper School dress code is a privilege for our oldest students (8th-12th grade).

Modesty is our standard.

1) Fashion is unpredictable and constantly changing; therefore, this dress code may not address every new trend fully. In areas where the dress code is silent or unclear, faculty and staff will interpret and enforce the intended "spirit" of the dress code with administrators' oversight.

2) The school reserves the right to clarify or modify this dress code throughout the school year. Any changes will be shared promptly and in writing with our families through email communications.

3) If you are concerned about whether an item may or may not fit into the dress code, please ask before wearing the item to school.

4) This dress code applies to all students on campus at any time during any school day (including students on campus but not attending a class, temporarily on campus running errands, departing for a trip, etc.)

Dress Code and Modesty Guidelines

Students are required to be neatly and appropriately dressed while on the school campus or while attending school events. To ensure coverage of the body and dress that reflects our community values the following articles of clothing should not be worn to school:

1) See through garments.

2) Backless, strapless, or spaghetti strap dresses or tops.

3) Tops that show cleavage, stomach, and/or back.

(i) Bare midriff tops: tops and pants must touch when standing straight.

4) Any article of clothing that fails to conceal undergarments. (i) Sports and bandeau bras for women and underwear from men.

5) Shorts, skirts, and dresses that are not middle of finger length when shoulders are relaxed and hands fully extended.

6) Clothing with rips and holes that reveal a student's skin.

7) Athletic wear, sweat pants, yoga pants, and warm-up suits.

8) Sleepwear and similar types of overly casual or unkempt clothing.

9) No neon colored clothing, tie dye, or camouflage.

10) No hats, caps, head coverings, bandanas, or hoods are to be worn inside any building on campus.

(i) Hoods are not permitted to be worn over student's heads outdoors except to protect from rain wind, or cold weather.

(ii) Plain headbands no wider than 2" worn specifically for pulling back hair are the only headwear permitted.

11) Non-prescription eyewear inside buildings are not permitted

12) Grills or other mouth pieces are not permitted

13) No Flip-flops, rubber sports sandals/slides, Crocs, or bedroom shoes. (Tennis shoes, casual shoes, and sandals are acceptable).

14) Any other items related to student appearance that may disrupt the learning environment or be considered unsafe.

15) Clothing must be size-appropriate and may not be undersized or oversized.

a) Clothing that is baggy/sagging or otherwise allows for concealed items is not permitted.

(i) Bottoms must be secured at the waistline, no low-rise or sagging pants allowed regardless of whether or not the shirt covers the waistline.

(ii) Belts may be required if bottoms cannot remain secured at the waistline on their own.

b) Clothing that is skin-tight is not permitted.

(i) Leggings may be worn under shorts or dresses/tunics, provided length requirements are met.

16) AirPods, earbuds, and wireless earbuds are not permitted to be worn. Headphones are only permitted with teacher permission for educational purposes.

17) Jewelry and accessories are acceptable as long as they are conservative and in keeping with the spirit of the dress code. Piercings (other than ear) and visible tattoos are unacceptable.

18) Student hair styles are not to be distracting to others and must be what is considered socially responsible. (No Mohawks, writing or designs in hair, un-natural brightly colored hair, this includes unnatural colored tips and highlights, etc.)

19) Students are to have good personal hygiene and use deodorant, antiperspirant, etc.

Dress Code for Male Students

Male students must wear size-appropriate clothing.

1) Solid shorts, dress slacks, casual slacks, or blue jeans may be worn to class. Bottoms must be **solid in color**, neat, presentable, and **have a button or a clasp**.

(i) Shorts must measure longer than **the middle of the finger length** with shoulders relaxed and arms and hands fully extended.

2) Dress shirts, polos, t-shirts, and sweatshirts must have sleeves. Tops must be **solid in color, stripe, plaid, or full pattern**.

(i) Raglan, color blocking, ringer t-shirts, and henleys are permitted.

(ii) No tie dye or camouflage.

3) Clothing may not contain **any type of graphics or lettering** other than clothing logos/brand names and official JDS graphics.

4) Students **enrolled** in Belmont Abbey/CPCC Dual Enrollment Program may wear spirit wear shirt or sweatshirt from the college that they are enrolled in.

5) Seniors that have **decided and received acceptance** to the college of their choice may wear spirit wear shirt or sweatshirt from their future college.

**See below for information on where to purchase logoed uniforms*

Dress Code for Female Students

Female students must wear size-appropriate clothing.

1) Shorts, skirts, and dresses **may be solid, plaid, or a full pattern**. No graphics, tie dye, camouflage, lettering, or images permitted.

(i) Shorts, skirts, and dresses must measure longer than middle of finger length with shoulders relaxed and arms and hands fully extended.

(ii) Sleeveless dresses should have at least three finger-width straps (No spaghetti straps)

2) Solid dress slacks, casual slacks, or blue jeans may be worn. Pants/jeans must be solid in color, neat, presentable, and have **a button or a clasp**.

(i) Leggings can only be worn underneath size-appropriate dresses, skirts, or shorts.

3) Blouses, sweaters, t-shirts, and sweatshirts are to be **solid in color, striped, plaid, or full pattern**.

(i) Sleeveless tops should have at least three finger-width straps (No spaghetti straps)

(ii) No midriff/crop tops. Tops must completely cover torso.

(i) Raglan, color blocking, ringer t-shirts, and henleys are permitted.

(ii) No tie dye or camouflage

4) Clothing may not contain **any type of graphics or lettering** other than clothing logos/brand names and official JDS graphics.

5) Students **enrolled** in Belmont Abbey/CPCC Dual Enrollment Program may wear spirit wear shirt or sweatshirt from the college that they are enrolled in.

6) Seniors that are **decided and received acceptance** to the college of their choice may wear spirit wear t-shirts or sweatshirt from their future college.

**See below for information on where to purchase logoed uniforms*

Physical Education

Students in 8th-12th grades participating in PE class/weight training will be required to dress out in the JDS school PE uniform.

- 1) Students must wear navy blue athletic shorts/pants that measure **longer than the middle of finger** length with shoulders relaxed and arms and hands fully extended.
- 2) Official JDS PE shirt.
- 3) Athletic footwear.

Where to Purchase Logoed Uniforms

1-Lands End (JDS preferred school number: 900132044)

- Go to landsend.com/school and click on "find your school's dress code" (in the "Helpful Hints for Parents" section on the left side of the page).
- Under the "School Name" tab, scroll to choose your State and City.
- Next, enter "Jackson Day School" to view the current dress code.
- Choose to "shop using this preferred school number".
- When shopping, any item that you choose that is within our dress code will give you a box to choose to add our logo. In order to meet our dress code all upper wear must have the JDS logo.

**Any item you buy from Lands End, while shopping with our number, will donate money to our school no matter what the item is. So if you are shopping for home or for friends keep us in mind and use our school number.*

2-French Toast (JDS source code: QS5ITQV)

- Go to frenchtoast.com and enter our "school source code" in the field in the upper right hand corner of the page. Then click "go" and you will be able to choose from the JDS Uniform catalogue.

**Any item you buy from French Toast, while shopping with our number, will donate money to the school no matter what that item is. So if you are shopping for home or for friends keep us in mind and use our school number.*

3-Awards Express- 10320 Rozzelles Ferry Road Charlotte NC 28214

- Purchase the clothing you need that fits our policy anywhere you want and drop them off at Awards Express to be embroidered. Then pick them up at Awards Express on the pickup date.
- Any clothing dropped off to Awards Express must meet the uniform guidelines so please make sure clothes you ask them to logo are within guidelines *i.e. approved colors, collars on shirts, approved JDS plaid, etc.*
- Jumper logos are to be placed in the front center area of the jumper.

· Shirt embroideries are to be placed on the left chest area of shirts.

Awards Express has two order times each month:

Clothes may be ordered or dropped off by the **first and third Wednesday** of each month to be picked up on the following Wednesday.

4- Spiritwear

JDS will offer pre orders of spirit items, PE uniforms, etc. four times each year. Please watch for JDS spirit wear special offers to get in August, October, December, and February of each year.

Out of Uniform Actions

Parents' cooperation is essential in helping the school enforce a dress code that reflects our community values, minimizes distractions, and teaches responsible appearance. **All parents agree to uphold the dress code when enrolling in JDS.** The high school relaxed dress code is a privilege given to our oldest students (8th-12th grade) to express trust and growing responsibility. If you are concerned if a particular clothing item may or may not fit into the dress code, please ask prior to wearing the item to school. **Students out of the dress code must sit at the front office until a parent or guardian brings a change of clothes in line with the dress code.**

If a student comes to school out of uniform:

- o First two offenses –Student will be given a written warning and parents notified.
- o Third offense—Students will receive a written warning, parents notified, and students must wear a logoed school uniform and Navy, Khaki, Grey slacks, shorts, or skirt for 5 days following the third offense.
- o Fourth offense— Students will receive a written warning, parents notified, and students must wear a logoed school uniform and Navy, Khaki, Grey slacks, shorts, or skirt for 10 weeks following the fourth offense.
- o Fifth offense— Students will receive a written warning, parents notified, and students must wear a logoed school uniform and Navy, Khaki, Grey slacks, shorts, or skirt for the remainder of the school year.

Lockers and Cubbies

Most JDS students will be issued a locker or cubby at the beginning of each school year. The cubbies/lockers are the sole possession of JDS and provided for student use. JDS reserves the right to search any locker at any time. We ask that students keep cubbies/lockers clean and use them only for items required for a successful educational experience. Students may decorate the inside of their cubbies/lockers with items that are **removable and non-adhesive** and are consistent with the policies of the school and must be removed prior to the end of the school year. Students **may not decorate the outside** of their cubbies/lockers.

Book bags

Student book bags must be a reasonable size that will fit inside the student's cubby or locker. Students are not permitted to use book bags with wheels on campus.

Lost or Damaged Books

Textbooks (and various other items) issued to students are the property of JDS. They should be used with care and returned in good condition. Students/parents are responsible for the cost associated with damage to or loss of textbooks. Teachers will issue a full set of textbooks to each student and will record the condition of each book. At the end of the school year, a damage fee will be charged for books that show damage in excess of normal wear and tear. If a book is lost during the school year, the student must pay for a replacement book through the front office.

Prohibited Items

- Illegal items such as guns, knives, drugs (including alcohol), drug paraphernalia, weapons of any kind, and fireworks are strictly prohibited and may be cause for suspension or expulsion.
- Chewing gum is not permitted on campus because of the damage it can cause to carpet, furniture, etc.
- Book bags with wheels.
- Shoes with wheels.
- Cigarettes, electronic cigarettes, vaporizing devices

Tobacco Policy

JDS is a tobacco-free school. To this end, the use of any tobacco product is prohibited on campus or during school events. This applies to anyone on campus, including faculty, parents, staff, and visitors.

Food in Classrooms and Hallways

Outside of the designated morning snack and lunch break, students are not to have food or drinks in the classroom or hallways of the school. Students are to keep their snacks and lunches in their lockers until the appropriate time block. The only exception is that students are encouraged to carry a water bottle with them throughout the day. Students with open drinks, other than their water bottles, or snacks outside of the designated times will be asked to dispose of them. Students are not permitted to store open drink or snack containers in their lockers/cubbies.

Lunch Options

Students have a choice of bringing a lunch from home or ordering one of the daily catered lunches through the school. Students who pack a lunch are to bring a nutritious meal from home. Students are not permitted to have soft drinks/sodas at school or on field trips. Parents will receive instructions and log in information at school orientation in August.

For the safety of children with allergies we do not allow any peanut butter or peanut butter type food in our lunchroom.

Lunchroom Rules

Eating in the lunchroom should be an enjoyable experience for all. To ensure all students enjoy their lunch, students are expected to display good manners and adhere to our cafeteria rules:

1. Students must remain seated at all times until they are dismissed by a teacher to throw away trash.
2. Students need to get necessary silverware, napkins, and straws before sitting down.
3. Students should talk in a quiet voice and talk only to the people seated around them.
4. Students must refrain from touching or taking another student's lunch.
5. Students must refrain from getting up to throw away any trash until dismissed by the teacher.

Snacks

Elementary students are permitted to have a morning snack during a designated snack break. Snacks should be nutritional (fruit, vegetables, cheese and crackers, water, etc.). Candy, sodas, and sweets are not permitted. Children must bring their own snacks from home, as the school does not provide them.

Birthday Parties

If you would like to celebrate your child's birthday at school, you can make arrangements with your child's teacher. Treats (such as cupcakes) can be served during lunch. Due to student allergies, any baked goods must be purchased from a store with ingredients clearly displayed.

Due to privacy policies, the school office cannot provide family contact information such as phone numbers, addresses, and emails to school families or third parties. **Birthday party invitations** may only be distributed at school by the parent **handing them to the teacher** and having an invitation for **every** student in the class. This may also refer to all students in your child's class of his/her gender. If a family chooses to invite selected students, they must send out invitations personally to the students' families without school assistance.

Lost and Found

Unidentified items are turned into the office and/or placed in the "Lost and Found". If something is identified as missing, your child should check the "Lost and Found". Items not claimed by the end of each quarter will be donated to local charities or our used uniform sale.

School Celebrations

JDS makes an attempt to coordinate school wide celebrations surrounding various holidays. For example, we hold an annual Fall Festival, Winter Production, Spring Production, Valentines Day Dance, Community events, etc. In order to stay focused on our studies and coordinate as a school we require administrative approval for parties, special treats or field trips outside of the school-wide celebrations.

Check Writing

When you provide a check as payment to JDS, you authorize us either to use information from the check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. You authorize us to collect a fee (to the maximum allowed by the state) through an electronic fund transfer from your account if your payment is returned unpaid. Always include the following on your check: Full Name, Address, Phone Number and Child's Name/Teacher (Homeroom).

JDS charges a \$25.00 fee for all returned checks; collections are handled through a third party. Additional checks will not be accepted with monies outstanding to JDS. If three or more checks are returned, we reserve the right to stop accepting checks from that person and accept only money orders. Thank you for your cooperation.

Funds due to JDS

In the event funds you owe to JDS or the Mariner Foundation become delinquent due to non-payment or issuing of a non-negotiable check, all future payments to the school will be credited towards the existing debt. Payments including athletic participation fees, field trips and field study payments will be credited to the student's account (beginning with the oldest debt) until this balance is paid in full. This may prohibit students from participating in paid activities sponsored by or otherwise facilitated by the school.

Fundraising

Students are not permitted to implement non-school sponsored fundraisers for personal gain.

Personal Items

The school will not accept responsibility for the personal items of students. More specifically, electronic games, toys, iPods, CD/DVD players, laptops, CDs and DVDs are not allowed in school unless special permission has been granted. Any other personal items that staff members judge to be unsafe or inappropriate for school will be confiscated and held in the office or remain in the possession of the staff member until the parent can retrieve them.

Specialty Clubs and Student Activities

Students enrolled in any after school activity, such as a club, will need to be picked up promptly after their activity ends, unless enrolled in our afterschool program. Most clubs will begin at 3:15pm and end at 4:15pm. If you are interested in signing your child up for one or more extracurricular activities, please visit our website to download the sign-up forms from www.jacksonday.org or call the front office 704-391-5516. Each club has a semester fee associated with it. The fee is used to pay staff members and purchase materials needed to lead club activities.

Students at JDS are encouraged and expected to support and/or participate in special activities. Some of these special activities include:

- Spirit Days and Spirit Nights
- School-wide Celebrations
- Field Day
- Fundraisers
- School Performances

- Art Shows
- Service Projects
- Assemblies

Before and After School Care

Early Beginnings CDC provides before and after school programming on site at JDS, 1209 Little Rock Road. They offer a relaxed program with time to play and time to learn, time to finish homework and a time to let off steam with friends. We feel it is important to offer a fun structured environment that is different from the school setting. We provide fun activities for the students, as well as assist them in their homework.

A typical day in the JDS before and after school program lead by Early Beginnings consists of:

1. AM and PM snacks (Afterschool receives a light meal directly after school)
2. Homework time
3. Structured classroom play
4. Indoor or outdoor play (weather permitting)
5. Free time

Visit our website www.jacksonday.org or contact the Director of School Age Children at 704-777-3374 for current rates and more information

Child Abuse/Neglect

JDS is mandated by state law to report any cases where there is reasonable cause to believe that a student has been neglected, exploited, deprived, sexually assaulted, sexually exploited, physically injured, or suffered death by other than accidental means by a parent, guardian, or caretaker to the proper authorities. JDS will cooperate fully with the authorities in the investigation of all such cases. To avoid any misunderstandings, please keep the Administration of JDS aware of any unusual bruises, marks, or injuries occurring at home and bring any of these with unknown causes to their attention upon arrival.

Family Educational Rights and Privacy Act (FERPA) and Individuals with Disabilities Education Act (IDEA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. p 1232g; 34 CFR part 99) is a Federal Law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties under the following conditions (34 CFR p 99.31):
 - o School officials with legitimate educational interest;
 - o Other schools to which a student is transferring;
 - o Specified officials for audit or evaluation purposes;
 - o Appropriate parties in connection with financial aid to a student;
 - o Organizations conducting certain studies on behalf of the school;
 - o Accrediting organizations;

- o To comply with a judicial order or lawfully issued subpoena;
- o Appropriate officials in cases of health and safety emergencies, and;
- o State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, and date of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTO bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Americans with Disabilities Act--TITLE II

JDS does not discriminate against any person on the basis of disability in admission or access to the programs, services, or activities of the school, in the treatment of individuals with disabilities, or any aspect of operations. The school does not discriminate on the basis of disability in its hiring or employment practices. This notice is provided as required by Title II of the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions regarding the ADA and Section 504 may be forwarded to the school office.

Title I-

Title I policies and program information can be found on our website at:

<https://www.jacksonday.org/copy-of-exceptional-children-servic>

We also encourage parents to attend our Parent Advisory sessions, held quarterly, where we discuss our programs and instructional content at our school.

[Parent and Family Engagement Policy](#)

[Parent Compact and Involvement Policy](#)

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Non-Discrimination Policy

JDS will not discriminate against any student or staff member on the basis of ethnicity, national origin, gender, or disability. Except as required by law, the school will not limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion, or ancestry.

The Environmental Protection Agency and the Asbestos Hazard Emergency Response Act (AHERA)

In 1986 Congress passed the Asbestos Hazard Emergency Response Act (AHERA) to protect school children and school employees from exposure to asbestos in school buildings. Each school, whether they contain asbestos or not, must develop an Asbestos Management Plan (AMP) and have it available for inspection by the public, including teachers, other school personnel, and parents. Each school must also notify parent, teacher, and employee organizations of the availability of their AMP at least once a year.

Your review of, and agreement to the information stated here in this handbook serves as your annual notification of that information.

The Asbestos Management Plan Binder is located at the front desk in the main school office and can be reviewed upon request. The JDS school buildings located on the Little Rock Road campus do not contain Asbestos.

A note from the Dean of Operations:

Revised: 09/2023

As a community, we share the daily lives that we all walk and we have an effect on each other. These policies and the mission of the school is to help us all know the expectations we have on each other, live in a way that honors our community, and to provide a means for accountability and reconciliation.

We look forward to a wonderful school year and the opportunity to work with your family, not just with each student, but with each family. We are excited about the things planned for our school community this year and in future years. We look forward to partnering with your family to meet your child's educational needs.

Sincerely,



Reverend Tom Winstead
Dean of Operations
Jackson Day School
Early Beginnings Child Development Center