

# **Joshua 1:9 Learning Center, Inc.**

## **2025 – 2026 Parent/Student Policies Handbook**



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# INTRODUCTION

## 1.0 Final Authority for Matters of Belief and Conduct

Our purpose, mission statement, Four Pillars, and any Biblical principles do not exhaust the full extent of our beliefs at Joshua 1:9 Learning Center. The Bible itself is the inspired and infallible Word of God that speaks with final authority concerning truth, morality, the proper conduct of mankind, and is the source of all that we believe. For Joshua 1:9 Learning Center's faith, doctrine, practice, policy, and discipline, our Principal, Head of School, and board of directors are Joshua 1:9 Learning Center's final interpretive authority on the Bible's meaning and application.

## 1.1 Purpose

Joshua 1:9 Learning Center's Purpose is to provide a loving, research-based, unique educational alternative for families while representing the hands and feet of Jesus.

## 1.2 Mission Statement

Joshua 1:9 Learning Center's Mission is for students, staff, and families to grow in wisdom, faith, truth, and character while innovatively building competent, energetic, and loving Christ-centered leaders.

## 1.3 Four Pillars of Joshua 1:9 Learning Center

Love God

Love Others

Love Yourself

Love Learning

## 1.4 Goals for Student Growth

We pledge to help each student grow in:

- Personal and social development
- Belief in God as the creator, and the Bible as his inspired word
- A well-adjusted personality
- The capacity for self-discipline
- An attitude of responsibility for ourselves and others
- A commitment to Christ-like morals and values
- Intellectual development
- Competence in basic skills
- Ability to solve problems
- Capacity for self-evaluation, goal setting, and decision-making
- Citizenship
- Understanding of social, political, and economic philosophies
- Biblical manhood/womanhood
- Developing good health and physical fitness
- Using leisure time wisely
- Understanding of our responsibility to protect the world around us
- Developing a positive attitude towards work

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## 1.5 Handbook Policy Exceptions

This *Parent-Student Handbook* is an effort to detail the policies that will govern the operation of Joshua 1:9 Learning Center on a day-to-day basis. While it is impossible to write policies that will govern all situations, this handbook is a good-faith attempt to include policies that will apply to most school-related happenings. The Joshua 1:9 Learning Center administration does, however, reserve the right to make exceptions to the policies in this handbook as an individual situation might warrant. In the very difficult task of managing individual behavior within a group context, we reserve the right to consider the needs of the individual and the greater good of the entire school, while maintaining adherence to biblical principles.

## 1.6 Changes in Policy

This *Handbook* supersedes all previous *Parent-Student Handbooks*.

While every effort is made to keep the contents of this document current, Joshua 1:9 Learning Center reserves the right to modify, suspend, or terminate any of the policies, and/or procedures described in the *Handbook* with or without prior notice to parents and students.



## 2 POLICIES AND PROCEDURES

### 2.1 Accidents and Emergencies

Accidents and emergencies must be reported immediately to the front office. A record of every accident/nurse visit will be recorded in the student's medical record on GradeLink. Parents will be notified of visits to the clinic via note home or phone call, depending upon severity of visit. In the event of an emergency, parents will be called immediately. It is the responsibility of each parent to keep Joshua 1:9 Learning Center informed of all current contact information (home, work, cell, address, and email) and emergency contact designees. Changes in this information must be reported to the front office to be changed/updated in GradeLink.

### 2.2 Accreditation

Joshua 1:9 Learning Center is accredited through Cognia. Joshua 1:9 Learning Center is also recognized through TEPSAC with the State of Texas.

### 2.3 Admissions

Students desiring to enroll in Joshua 1:9 Learning Center must meet all requirements for admission as detailed in *Appendix B* of this *Handbook* and in the application information posted on our website.

### 2.4 Afternoon Dismissal / Early Pickup/ Car rider line

Early Pickup is highly discouraged and needs to be kept to a minimum in order for every child to gain the greatest benefit from their academic time. We understand that situations do occur that require students to leave early. These situations include:

- Medical/Dental Appointments
- Illness
- Family emergencies
- Severe weather conditions

If there are other circumstances that would require early pickup, it should be communicated in writing to the front office.

At 3:00pm, Preschool and Pre-Kindergarten car riders will be escorted by a classroom teacher to the appropriate location for dismissal. Students will be dismissed from the front doors on either the school side or church side front awning, unless they are in extended care.

**For Preschool and Pre-Kindergarten Students - Students who do NOT attend Extended Care afterschool will be dismissed in the car rider line from underneath the awning on the church side. Car rider line will be from 3:00pm until 3:15pm.** Please pull into the parking lot and join the Preschool and Pre-Kindergarten car rider line to pick up your child. Please stay in your vehicle and proceed through the line. The person picking up your child must have your car rider sign visible inside the front windshield of the vehicle. You cannot pick up your child without this sign or a valid photo ID. Persons without the car rider sign must present a valid photo ID, be over the age of 21, and listed on the emergency contact list for pickup.

**\*\*If you have a child that needs to be buckled into their car seat, after we put your child into your vehicle, please move your vehicle into the parking lot to buckle up your child. This helps us keep our traffic flow moving for those cars still in line.\*\***

Beginning at 3:30pm, Kindergarten – 4<sup>th</sup> Grade car riders will be escorted by a classroom teacher to the appropriate location for dismissal. Students will be dismissed from the front doors either on the school side or church side front awning, unless they are in extended care.

**For Kindergarten – 4<sup>th</sup> Grade Students - Students who do NOT attend Extended Care afterschool will be dismissed in the car rider line from underneath the awning on the church side. Car rider line will be from 3:35pm until 3:50pm.** Please pull into the parking lot and join the car rider line BEHIND the Preschool and Pre-Kindergarten parents to pick up your child. **Please do not line up until AFTER the Preschool and Pre-Kindergarten line is finished at 3:15pm.** Please stay in your vehicle and proceed through the line. The person picking up your child must have your car rider sign visible inside the front windshield of the vehicle. You cannot pick up your child without this sign or a valid photo ID. Persons without the car rider sign must present a valid photo ID, be over the age of 21, and listed on the emergency contact list for pickup.

**\*\*If you have a child that needs to be buckled into their car seat, after we put your child into your vehicle, please move your vehicle into the parking lot to buckle up your child. This helps us keep our traffic flow moving for those cars still in line.\*\***

**Students in Kindergarten – 4<sup>th</sup> Grade who are NOT enrolled in Extended Care must be picked up by 3:50pm. Car rider line will be from 3:35pm until 3:50pm.** Any students not picked up by 3:50pm will be taken to Extended Care and you must come inside the school to pick up your child with a valid photo ID. You will be responsible for paying for Extended Care for the week at a rate of \$50.00 for each late pickup.

**For Middle School Students (5<sup>th</sup> – 8<sup>th</sup> Grade) – 5<sup>th</sup> – 8<sup>th</sup> Grade students will be released at 4:00pm from the school side of the parking lot. Students must be picked up by 4:15pm** or you will be responsible for paying for late pickup at \$25.00 for each late pickup. Please either park in a parking space or line up in the parking lot and your student will be released to walk down the sidewalk to your vehicle. Please stay in your vehicle to ensure safety of all students and parents.

Students will not be allowed to roam and run through the building unattended after school. All students who have been picked up by their parent must remain with their parent while on campus. Students who are not enrolled in the Extended Care program are not allowed to play on the playgrounds after school due to playgrounds being reserved for the extended care program and safety reasons.

## **2.5 Attendance and Absences**

All students must be in attendance a minimum of 90% of the academic days each semester. This includes excused and unexcused absences. If a student is not in attendance a minimum of 90% of the semester's days, he/she may not receive credit for the semester's work. Students will be required to make up the time missed if absences exceed the 90% attendance requirement. Missed seat time is required to be made up on Flex Fridays. The front office will contact parents via letter sent home if their child needs to attend Flex Friday(s) to make up missed time. If extenuating circumstances happen, please see the front office.

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Students arriving after 10:00am or signing out before 11:00am will be counted absent for the entire day. Students must be in class, participating, to be counted present. Students who arrive at school ill, and spend the morning in the nurse's office, will be counted as absent.

Parents must sign their students in and out at the front office if they arrive after the beginning of school at 7:55am or if they leave before the end of school.

**Joshua 1:9 Learning Center Events** – Any absence due to a Joshua 1:9 Learning Center sponsored event (such as a field trip) will not be considered an absence as long as the student is present for the event. If your child does not attend the event, they must be present at school.

**Excused Absence** – In order for an absence due to illness to be excused, a written copy of doctor's visit must be given to the front office upon return to school. Make-up work will be permitted. Please note that family emergencies (death in family, major illness, etc) qualify as an excused absence as long as make-up work is submitted. It will not be the responsibility of the teacher to tutor students in concepts missed during such absences. Please communicate with your child's teacher to obtain make-up work when applicable.

**Unexcused Absence** – Unexcused absences include anything that is not covered by a doctor's note, principal's excuse, or a Joshua 1:9 Learning Center event.

### **Steps to Follow When Absent:**

1. Parents or guardians should phone or email Joshua 1:9 to inform the front office of the absence by 8:30am. Parents and guardians send all attendance emails to [office@joshua19LCorg](mailto:office@joshua19LCorg).
2. A doctor's note is required if your child has visited a doctor.
3. Parents or guardians must write an excuse giving name, date, day(s) of absence, reason for absence, and his/her signature for family emergencies, death in family, or other extenuating circumstance approved by the front office.
4. Students must present his/her excuse to the **front office** on the day of his/her return. Excuses not presented within three (3) school days will result in the assignment of an unexcused absence.
5. Students and parents are responsible for obtaining make-up work from teachers.

## **2.6 Background Checks**

In an ongoing effort to keep our school safe as secure as possible for our students, we ask that all parents who wish to attend an activity inside our school for more than 30 minutes at a time submit a criminal background check. Please communicate with the front office and we will provide you with a background check form.

## **2.7 Bible Class**

All students will have a Bible lesson each day. It is our belief that the Bible is the inspired word of God. Students will receive a Bible Class grade on their report card for participation. Students will be required to attend Bible Class each day as a part of our curriculum. We believe that the knowledge and application of God's Word is a vital part of the education of our students. Bible Club will be offered as a part of Flex Fridays.

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## 2.8 Bullying/ Harassment

Bullying will not be tolerated at any time whether it comes from a student, faculty member, or parent and is directed at another student, faculty member, or parent. For the purposes of this *Handbook*, bullying is defined as hitting, kicking, teasing, threatening, taunting, assaulting, or any form of written, verbal, physical, or electronic (cyber bullying) harassment towards another person. Should students feel as though they are victims of bullying, it is imperative that a teacher or administrator be notified immediately. Any bullying situation will be investigated for appropriate consequences. The content of social media posts and emails directed at a Joshua 1:9 Learning Center student, a Joshua 1:9 Learning Center faculty member, or a Joshua 1:9 Learning Center parent that contains inappropriate language (whether written or implied) or inappropriate visuals will be addressed accordingly.

## 2.9 Celebrations and Parties

JLC will have approximately 5 classroom parties a year. Thanksgiving, Christmas, Valentine's Day, Easter, and an on-campus end of the school year celebration. All celebrations and parties will be limited to a maximum of two hours in length. All parties will be coordinated by the classroom teacher

We understand that our students enjoy celebrating special events with their classmates (birthdays, holidays, etc). Parents may send a store-bought treat to share with their child's class during snack time. Please do NOT send cupcakes/donuts/etc., with blue, red, or purple icing due to limitations on dye consumption for some students. Please send light colored icings, if at all possible.

If you desire to provide food outside of a store-bought treat, please contact your child's teacher a week prior to coordinate and avoid any food allergies that may be in the classroom. We ask that you do NOT bring latex balloons for any celebrations due to allergies in our school building.

Party invitations for private parties may not be passed out at school unless every child in the classroom receives an invitation. Invitations for private parties should be coordinated outside of school either by mail, text, or phone call. Please be considerate of other children's feelings.

## 2.10 Child Custody

Joshua 1:9 Learning Center, Inc. prefers NOT to get involved with custody disputes. Joshua 1:9 Learning Center will follow a court order exactly as written. If your family has a court order on file, you must provide a copy of that Court Order before it can be enforced. Any additional updates to the Court Orders must also be provided before changes can be enforced. *PLEASE NOTE: PER STATE LAW, IN THE ABSENCE OF A COURT ORDER, BOTH PARENTS HAVE EQUAL RIGHTS.* With this being said, it is imperative that all enrollment forms are completed with both parents' information. In the event that a custody dispute takes place on our property, the local police will be called and asked to handle the dispute. Our staff will not be placed in the middle of such disputes. If a custody issue creates a risk for our facility or staff, Joshua 1:9 Learning Center, Inc. has the right to terminate enrollment.

## 2.11 Classroom Visits

All 2<sup>nd</sup> – 8<sup>th</sup> Grade parents are asked not to go with their child to his/her classroom after 7:45am in the morning before school begins, unless scheduled with the teacher. Visits to the classroom during the school day must be scheduled with the teacher and approved by the principal. This ensures that instructional time for students is protected.

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## 2.12 Clubs and Extracurricular Activities

Please see the *Flex Fridays* section for more information on clubs and extracurricular activities.

## 2.13 Code of Ethics

All students of Joshua 1:9 Learning Center must agree to:

- Try to have a Christ-like attitude
- Behave with respect and commitment to God, country, and neighbors
- Try to behave with dignity and responsibility
- Dress neatly and modestly
- Do my very best in my classroom
- Show a spirit of service and loyalty to Joshua 1:9 Learning Center

## Parent Code of Conduct

As one of the most influential role models in a child's life, one of the best ways for a parent to teach is to lead by example.

## 2.14 Complaint and Appeals Process

The educational process is a rewarding but emotional process. Therefore, it is important that we establish a process for conflict resolution. The purpose of this policy is to establish a process for the timely and orderly resolution of student and/or parent concerns, questions, or appeals. From Matthew 18, it is Joshua 1:9 Learning Center's intent that all disagreements be resolved at the source (teacher or staff member). If this is not possible, then the situation should be brought to the attention of the principal. Throughout the process, all parties should demonstrate mutual respect, ensuring that the dignity of all parties involved is preserved. The focus of any discussions should be on problem resolution rather than accusations in order to come to a mutual conclusion. Retaliation of any kind will not be taken against a student or parent for utilizing this procedure.

### Steps for complaint resolution:

1. Attempt to resolve the problem with the person most directly involved with the situation. In most cases, that person will be the teacher.
2. If the situation cannot be resolved to the satisfaction of both parties at step one, discuss it with the principal.

## 2.15 Communicable Disease

Joshua 1:9 Learning Center reserves the right to deny service to any student who contracts a communicable disease if, in the sole discretion of the administration, the denial is necessary to protect the best interest or welfare of the students and staff members of Joshua 1:9 Learning Center. A student may be readmitted to class when Joshua 1:9 Learning Center receives a medical clearance letter from a physician.

## 2.16 Communication

Joshua 1:9 Learning Center communicates with parents at a timely manner and efficiently through Remind, letters sent home, *GradeLink*, our Facebook and Instagram page, and our website ([www.joshua19LC.org](http://www.joshua19LC.org)). *GradeLink* is an integral part of our communication about academics. Parents will have the ability to monitor academic progress on a regular basis. It will be our policy that teachers will notify parents when major academic changes occur. The guidelines that will govern this are to be handled differently at each

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grade level and will be communicated from your child's teacher. Please note that parents are a key part of this process. We encourage each parent to remain actively involved in monitoring student progress on a regular basis.

## **2.17 Confidentiality**

When your child is enrolled in our school, parents may come across confidential information about our program, our staff, and sometimes other students. All information received from Joshua 1:9 Learning Center must remain confidential at all times. Breaching confidentiality may lead to disenrollment.

## **2.18 Crisis/Emergency Response**

The Joshua 1:9 Learning Center teachers and staff are committed to protecting our students as if they were our own. A contingency plan is in place to protect all the students "on site". In all circumstances, we will evaluate information available from all media sources, local officials, National Weather Service, and/or Office of Homeland Security. Using this information, the Joshua 1:9 Learning Center administration will make the best decision(s) possible for the protection of the entire Joshua 1:9 Learning Center family. In the event of a crisis situation, a command center will be established either on campus or next door at Ross Sterling Middle School/Humble High School (if an evacuation is necessary).

Additionally, we will:

1. Assess the situation to determine the need to either "shelter in place" or to evacuate next door to Ross Sterling Middle School/Humble High School.
2. Contact parents as soon as it is reasonable and possible. This contact might include local media if communication services are disrupted.
3. Comfort, encourage, and serve our students until each child can be released to his/her parents or designated emergency contact.
4. Continue to monitor all available information to ensure that we are doing everything possible to protect our students.

## **2.19 Discipline**

Individual classes will have accountability systems in place to ensure students are abiding by school rules. These systems will be age appropriate and vary with each class.

**Classroom Expectations** – One of the ways that we praise/worship the Lord is by the way we live our day.

Prayerful in All Things – (1 Thessalonians 5:17) Pray continually.

Respect for Authority – (1 Thessalonians 5:12) Brothers and sisters, we ask you to show appreciation to those who are working hard among you and those who are your leaders as they guide and instruct you in the Lord – they are priceless.

Always Do Your Best – (Colossians 3:23) Whatever you do, work at it with all your heart, as working for the Lord, not for human masters.

You are in Charge of Your Choices – (1 Corinthians 6:12) "I have the right to do anything," you say – but not everything is beneficial. "I have the right to do anything" – but I will not be mastered by anything.

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Everlasting Love – (1 Corinthians 13:4-8) Love is patient and kind. Love is not jealous or boastful or proud or rude. It does not demand its own way. It is not irritable, and it keeps no record of being wronged. It does not rejoice about injustice, but rejoices whenever the truth wins out. Love never gives up, never loses faith, is always hopeful, and endures through every circumstance.

Rejoice Always – (Philippians 4:4) Rejoice in the Lord always. I will say it again: Rejoice!

### **2.19.1 Discipline Infractions**

Being at Joshua I:9 Learning Center is a privilege, not a right. In keeping with this privilege, JLC has set basic rules and regulations as appropriate standards of behavior. Infractions of some rules are considered more serious than others. Please see the guidelines below.

Excessive warnings (3 or more times) will result in a conduct mark being sent home.

- Disrupting others
- Off-task behavior
- Excessive talking
- Unauthorized area in classroom
- Not following directions

An immediate conduct mark will be sent home for the following behavior:

- Not respecting other's property
- Unkind behavior or talk

A short discipline form will be written for the following items along with a visit to the principal. Three or more short forms in a semester will constitute a consequence equal to a long discipline form.

- Cheating
- Profanity
- Lying
- Bullying (verbal or physical abuse/threats)

A long discipline form will be written for the following items along with a visit to the principal.

- Multiple incidents of bullying
- Fighting
- Vandalism
- Theft
- Lewd Behavior
- Inappropriate body contact with another student (i.e. choking)

### **2.19.2 Communication about Discipline**

All students will have a binder or folder that will be sent home, in addition to phone communication from the child's teacher when issues arise.

### **2.19.3 Moral Code**

JLC is established upon Biblical standards and we continue to embrace these principles as a guideline for our students. We realize that mistakes are an essential part of growth. JLC tries to deal with individual disciplinary situations in a Christ-like manner. However, repeated violations of Godly, moral principles cannot be tolerated at JLC. Consequently, any student who consistently makes poor choices in the light of his/her Christian witness will be held accountable by JLC for these actions and will be disciplined according to school policy.

## **2.20 Dress Code/Uniform Policy**

A student's character and relationship with God are reflected in all aspects of his/her life (including dress). Sometimes, even Christian young people can be caught up in styles that represent philosophies and lifestyles that are not Christ-like. Therefore, we choose to require specific uniforms for all students enrolled

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at JLC. The use of male uniforms is to be limited for the sole use of biological males, and similarly, female uniforms for biological females.

Students at JLC are required to adhere to a dress code. This dress code has two purposes. First, it eliminates clothes as a popularity contest. There are no individuals getting attention from their peers for wearing an outrageous t-shirt, and there are no fashion trends to keep up with. Second, the dress code is designed to instill a sense of self-confidence. If you look good, you feel good.

Additionally, please note the following:

**SCHOOL SPONSORED EVENTS** – Attire for Field Trips may include uniforms or JLC red school field trip t-shirt. Dress code for all extracurricular activities prohibits the wearing of short shorts and the exposure of midriff skin.

**FLEX FRIDAYS** – On Flex Fridays, students will have Free Dress. On these days, JLC students may wear clothing of their own choice. Spaghetti strap tops, see-through tops, muscle shirts, clothing with inappropriate designs, costumes, or short skirts/shorts will NOT be allowed. School spirit shirt may be worn on Spirit Days, Field Trips, or on special events only.

**COLD WEATHER** – Hoodies, sweatshirts, cardigans, or sweaters worn over regular uniform clothing must be red, black, or white in color only. Hoodies purchased from the school Spirit Wear store are also allowed to be worn over uniform clothing. Hoodies, sweatshirts, cardigans, or sweaters with colors other than these options will NOT be allowed. When it is cold weather, under 50 degrees outside, a non-Joshua 1:9 winter coat from home may be worn over uniforms while outside.

All students, Preschool to 8<sup>th</sup> Grade will wear the school uniform every day, unless instructed by a teacher to dress differently due to a special event, spirit day, or field trip. Violations will be handled in the following manner:

- First three offences – a written warning and a phone call will be made to parent to bring appropriate uniform attire to school for student to change clothes.
- Fourth offense and thereafter – you will be asked to come pick up your child from school.

#### **2.20.1 Boy's Dress Code/Uniform Policy**

- Khaki or black pants or shorts
- Black or khaki joggers (NO sweatpants)
- Red, black, or white polo shirt (short or long-sleeve)
- Moisture-wicking material is allowed for either polos or pants
- Red, black, or white hoodie/sweatshirt, or JLC hoodie/sweatshirt purchased from [School Spirit Wear Store](#)

#### **2.20.2 Girl's Dress Code/Uniform Policy**

- Khaki or black pants, shorts, or skirts
- Black or khaki joggers (NO sweatpants)
- Red, black, or white polo shirts or polo dresses/jumper
- Appropriate undergarments must be worn under dresses or skirts
- Moisture-wicking material is allowed for either polos or pants
- Red, black, or white hoodie/sweatshirt, or JLC hoodie/sweatshirt purchased from [School Spirit Wear Store](#)

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- Black, red, or white leggings are allowed under skirts or dresses

### **2.20.3 Shoes/Accessories**

- Closed-toe shoes (tennis shoes) are required for Monday-Thursday. For grades K – 8<sup>th</sup> Grade, crocs with back strap can be worn on days when a student does NOT have P.E. Class. Free Dress days allow the following shoes: sandals, boots, or crocs with a back strap.
- No sunglasses, caps, or head coverings inside the school building.
- Hats can only be worn outside during recess or P.E. Hats are not allowed to be worn inside the school building.
- No piercings other than ears for students
- Hair must be kept neat and out of a student's eyes.

*Please see P.E. Uniform Policy for information about P.E. Uniforms for 5<sup>th</sup> – 8<sup>th</sup> Grade students.*

## **2.21 Electives (5<sup>th</sup> – 8<sup>th</sup> Grade)**

Students in 5<sup>th</sup> – 8<sup>th</sup> Grade will have the choice to pick an elective for their Specials class. Students can choose between Art or Music for their elective for entire school year or Semester. Once an elective is chosen, students cannot switch electives without approval from the principal. Forms will be given out at Meet the Teacher for your child to choose their elective.

## **2.22 Electronic Devices/Cell Phone Policy**

Use of personal devices including cell phones, tablets, iPads, smartwatches, or personal computers is NOT allowed during school hours. Beginning at 7:30am each day, ALL students will place any cell phones, tablets, iPads, and smartwatches inside the lockbox in their teacher's classroom. Students can retrieve their personal device from the lockbox at the end of their school day. We believe in preserving a learning environment that is without the distraction of personal devices.

Students who do not lock up their personal device in the lockbox will receive detention on Flex Fridays and the parent must pick up their device from the front office. If there is an emergency and you need to contact your child during the school day, please call the front office and we will get a message to your child.

## **2.23 Elevator**

Students are not allowed to use the elevator without a JLC staff member present.

## **2.24 Emergency Drills**

We will have unannounced secure, shelter, and evacuate (fire drills) throughout the year. When the alarm or announcement is made, students should respond quickly and quietly as instructed by their teacher.

## **2.25 Extended Care**

JLC school hours are from 7:45am - 3:35pm for Preschool – 4<sup>th</sup> Grade. Optional Extended Care for Preschool – 4<sup>th</sup> Grade is offered from 6:30am – 7:30am and 3:35pm – 5:30pm, Monday – Friday for an additional cost. Extended care cost is \$50.00 per week, per child for students who stay in the afternoons. Morning Extended Care is offered free of charge as a courtesy to families with students enrolled in Preschool – 4<sup>th</sup> Grade. Please see the information table at Meet the Teacher to register.

## 2.26 Field Trips

Each grade level will schedule academic-based and mission-based field trips throughout the school year. Information about the field trip will be sent home from your child's teacher. We always encourage our parents to attend field trips. If you attend the field trip, you will be responsible for transporting your child to and from the trip and be responsible for your own admission costs, if any. Students who do not have a parent attend the trip will ride in the school van.

In case of inclement weather, the Principal will make the decision whether or not to continue with field trip plans. We will make the best effort to reschedule the field trip as time allows. Students that do not attend the field trip and are not present at school will be counted absent. If you do not desire for your child to attend the field trip, please contact your child's teacher for alternative arrangements on campus.

## 2.27 Financial Responsibility

All financial obligations must be satisfied before students will receive report cards or have records transferred to another school. Academic progress (grades) are communicated through *GradeLink* and we reserve the right to lock *GradeLink* accounts when a balance is owed. Students that have withdrawn will not be allowed to return to JLC if there is an unpaid balance.

In the event that a stop payment or debit/credit card transaction is returned for any reason, we reserve the right to require a cashier's check or money order to be brought to the business office. The school office will notify the parent of a returned transaction. All returned transactions incur a \$25.00 fee per occurrence, in addition to any applicable late fees. Any payment that is more than 3 days late after the original due date will incur a \$25.00 initial late fee, then \$10.00 for each additional day until paid in full.

*Please see your Tuition Agreement for additional tuition policies.*

## 2.28 Fire Alarms

Any student setting off false fire alarm may be suspended or expelled from JLC.

## 2.29 Flex Fridays

Flex Fridays are marked in red on our Academic Calendar. **The hours for Flex Fridays are 7:30am – 3:30pm.** August and January will NOT have Flex Fridays in order for our teachers to set classroom expectations and procedures. *Attendance is required (in uniform clothing) on Fridays during August and January. If you pay \$50.00 for weekly Extended Care for Preschool – 4<sup>th</sup> Graders, your child can be dropped off on Flex Fridays as early as 6:30am and stay until 5:30pm.*

**Attendance is not required on Flex Fridays unless your child has tutoring, make up seat-time due to excessive absences/tardies, or detention (if applicable).**

*\*\*Flex Fridays are free dress days and clothing must be within school dress code. Please see *Dress Code/Uniform Policy* section for more details.\*\**

Tutoring, clubs, activities, and dance/music lessons will be offered on Flex Fridays. Below is the schedule for Flex Fridays:

8:00am – 12:00pm    Tutoring (K - 8<sup>th</sup> Grade)

8:00am – 9:00am    Conversational Spanish Class (K – 8<sup>th</sup> Grade)

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9:00am – 12:00pm	Music Lessons (K – 8 <sup>th</sup> Grade) \$\$
9:30am – 10:30am	Dance (1 <sup>st</sup> – 4 <sup>th</sup> Grade) \$\$
	Soccer (5 <sup>th</sup> – 8 <sup>th</sup> Grade)
10:30am – 11:30am	Soccer (Preschool – 1 <sup>st</sup> Grade)
	Dance Lessons (5 <sup>th</sup> – 8 <sup>th</sup> Grade) \$\$
11:30am – 12:00pm	Lunch for Preschool/Pre-Kindergarten
11:30am – 12:30pm	Soccer (2 <sup>nd</sup> – 4 <sup>th</sup> Grade)
12:00pm – 12:30pm	Lunch for K - 1 <sup>st</sup> Grade and 5 <sup>th</sup> – 8 <sup>th</sup> Grade
12:00pm – 4:00pm	Tutoring (K - 8 <sup>th</sup> Grade)
12:30pm – 1:00pm	Lunch for 2 <sup>nd</sup> – 4 <sup>th</sup> Grade
1:00pm – 2:30pm	John Maxwell Leadership Class (5 <sup>th</sup> – 8 <sup>th</sup> Grade) \$\$
1:00pm – 2:00pm	Bible Club (K – 8 <sup>th</sup> Grade)
2:00pm – 3:00pm	Chess Club (K – 8 <sup>th</sup> Grade)

\$\$ = additional fee required for this activity. Please see information sent home in your child's folder for pricing and how to sign up.

### 2.30 Flowers and Gifts

Flowers, balloons, cookie bouquets, and other gifts cannot be delivered to students in class. We will be happy to accept these items at the front office to be picked up at the end of the day.

### 2.31 Food and Drink

Food and drinks are not allowed in the Sanctuary or any carpeted areas. Students are asked to refrain from bringing food to share with others, due to food allergies.

### 2.32 Forced School Closure

Classes at JLC may be suspended, without lengthy notice, during any major event that compromises the safety of our students, teachers, and staff. These events include, but are not limited to fire, acts of God, war, governmental action, terrorism, epidemic, pandemic, or any other event beyond our control. The Principal and Head of School reserve the right to make decisions for school closure based upon the overall safety of our school. JLC will also follow any decisions for school closure that are made by Humble ISD.

Notice of school closure will be sent out through our school communication system (Remind app) and posted on our social media pages.

It is the policy of JLC that no portion of tuition paid or to be paid will be refunded, credited, or excused in the event that JLC is closed for less than 30 school days due to a major event. Regardless of such postponement, cancellation or disruption, parents agree to pay when the tuition amounts require.

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### 2.33 Fundraising Guidelines

Before any fundraising activity can begin it must be carefully considered for the impact on overall school fundraising and the appropriateness for student involvement. All fundraising activities must have approval of the JLC Principal. We welcome any fundraising ideas and any suggestions can be submitted to the school administration via email for consideration.

### 2.34 Gender Beliefs

We understand that some families may believe in non-traditional values in their home. While we welcome all families to our school, our school believes in teaching Christian values and what is strictly stated in the Bible. Other values aside from what the Bible states will not be taught in our school.

### 2.35 GradeLink

All parents/guardians of students in Kindergarten – 8<sup>th</sup> Grade will have access to their student's grades, progress reports, and report cards online through *GradeLink*. *GradeLink* can be accessed using [www.gradelink.com](http://www.gradelink.com) or through the *GradeLink* app. An information page will be sent home at the beginning of the school year with your family log-in information. Please keep this information. Every family will have an account to log in at any time to view assignments, teacher webpages, school news, discipline, attendance, and grades. Separate family accounts can be set up for custodial/non-custodial parents upon written request.

Report Cards will be issued online through *GradeLink* at the end of each nine-week grading period. Progress Reports will be sent home from your child's teacher at the middle of each nine-week grading period. Progress Reports will not be sent home for the first nine weeks in order to give our students time to show our teachers where they excel academically.

### 2.36 Grading

Grading Scale for Kindergarten	
M = Mastery	Student has achieved Mastery of this area and can perform task independently.
P = Progressing	Student is working towards Mastery of this area but can perform task with minor assistance from teacher.
I = Insufficient	Student is working on this area and cannot complete this task without assistance from teacher.
INC = Incomplete	There is not sufficient data due to absences or incomplete work to assess this area.

Grading Scale for 1 <sup>st</sup> Grade through 8 <sup>th</sup> Grade	
A = 90 - 100	E = Excellent
B = 80 - 89	S = Satisfactory
C = 70 - 79	N = Needs Improvement
D = 60 - 69	U = Unsatisfactory
F = 50 and below	
INC = Incomplete	
* Teacher Assistance Given	

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## 2.37 Grouping Policy

Students are not grouped according to ability when determining classroom placement.

## 2.38 Homework

Students enrolled in K - 8<sup>th</sup> Grade will be assigned homework and at-home projects. The purpose of homework is to increase student responsibility and extend the academic curriculum to allow for opportunities to practice what is learned in real life situations. We will do our best to balance the amount of homework assigned with the grade level involved, but the actual amount of time required for homework will vary as students work at different rates and academic levels.

**Students in 3<sup>rd</sup> – 8<sup>th</sup> Grade will have a binder with an academic planner that must be brought to each school day. This binder will include folders for homework in all subjects. Students will also record their homework in their planner each day. If a student loses, misplaces, or destroys the binder, the parent is responsible for paying a \$25.00 fee for a replacement binder.**

We have a “No Non-Turn in Policy.” Our goal is to get work completed so that students can learn from the assignment. If a student does not turn in the assignment on-time by the due date, the highest grade the late work can receive is a 70.

## 2.39 Illness and Exclusion Policy

Any student who has an oral temperature of 100.0 degrees or above, uncontrolled diarrhea, vomiting illness (1 episode within 24 hours), will not be permitted to class. If a student becomes ill at school, the parents will be called to pick him/her up within an hour. Parents should have a back up system in place in the event a parent is not available. If we are unable to contact the parents/legal guardians, we will contact the person/persons designated in *GradeLink* as emergency contacts.

A student will be readmitted to class when an oral temperature has been fever-free (below 99.0) for 24 hours without medication. Therefore, if a student is sent home with a fever, he/she will not be eligible to attend class the following day.

Students who have a confirmed case of a contagious disease (such as flu, COVID, strep throat, pink eye, Fifth's disease, etc.) must provide a doctor's note clearing them to return to school.

## 2.40 Immunizations/Hearing & Vision Screening

JLC requires all students to follow the guidelines set by the state for childhood immunizations. Current immunizations must be provided at the time of enrollment and it is the parent's responsibility to keep these updated. Reminders will be sent home if immunizations are found not to be current. Immunization Affidavits are accepted as long as it is an original notarized copy that is less than two years old. Immunization records must be stamped and signed by the student's physician in order to be considered valid.

Per State requirements, JLC parents are responsible for obtaining hearing and vision screening for their student with their child's physician or certified audiologist. Proof of this testing must be provided to the JLC front office by the end of the school year.

## 2.41 Leaving Campus

JLC students may be picked up by a parent or designated emergency contact (with parent permission) during the school day for appointments or emergencies. Parents should report to the front office to sign out their child. In order to maintain an academic learning environment, parents should not go to the child's classroom to check out their child. The student must be signed back in when he/she returns. Due to the short amount of time allotted for lunch, we discourage parents from checking their child out for lunch. Students may not leave school for lunch with another child's parent.

## 2.42 Lost and Found

Items may be re-claimed from the hanging rack in the hallway by the stairs. We ask that you label your child's name on items like jackets, sweaters, lunch boxes, water bottles, etc. This allows us to return missing items to the correct owner. Items will be donated after a reasonable time has passed for them to be claimed.

## 2.43 Lunch/Food Deliveries

Each class will eat lunch in their classroom. Lunch and food deliveries need to be made with adequate time for your child to eat during their lunchtime. **Please include your child's name on all lunch deliveries.** We cannot be held responsible for food deliveries if we are not aware of who they belong to. Please see your child's teacher for your child's specific lunch time.

## 2.44 Make Up Work

JLC Students will be expected to make up all assignments, tests, reports, projects, etc. which are missed due to absences. A student will have the number of days absent plus one day to turn in the make-up work to their teacher. A zero will be given for all make-up work not turned in within the required time, unless there are extenuating circumstances. All make-up work assignments will be the responsibility of the student and not the teacher.

## 2.45 Medication

If a child needs to take medication while at school (including pain relievers or cough drops), medications may be provided from home but meet the following guidelines:

- A signed medication form must be on file with school nurse giving permission to dispense medication.
- Place medication into ziplock bag labeled with child's name and DOB on the bag.
- Be in original un-opened packaging/container and also labeled with child's name and DOB.
- Medication cannot be expired.
- EPI pens or asthma inhalers must include instructions from physician for use.

All medications will be kept in locked cabinet in nurse office. Any medications that expire will be disposed of in appropriate manner or returned to parent/guardian per State guidelines. The clinic may provide over-the-counter medications (such as Tylenol; itch cream; etc.) in emergency situations.

## 2.46 Morning Arrival/Drop-off

For the week of school, all students should be walked to their classroom by a parent until everyone is familiar with the location of their classroom. For safety, Preschool and Kindergarten students are required to be walked from the parking lot to the gym upstairs or classroom by a parent. Students in grades 1<sup>st</sup> – 7<sup>th</sup> Grade may be dropped off at the front sidewalk and can walk themselves to the gym or their classroom if arriving after 7:15am.

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## 2.47 Music Class

Students in Kindergarten - 8<sup>th</sup> Grade will participate in weekly Music Class with the music teacher.

## 2.48 Office Visits

The Principal reserves the right to call students to the principal's office for counsel and information gathering regarding discipline issues.

## 2.49 Online Media Policy

Joshua 1:9 Learning Center recognizes that many different social networks exist on the Internet (Facebook, Instagram, "X" (Twitter), Tik Tok among others). Millions of people, including our students and parents, faculty and staff utilize one or more of these networks on a daily basis for both professional and personal purposes. These services provide different methods of communicating and interacting with other users, in both public and private ways. These tools include message and photograph posting, emailing, instant messaging, group discussions, blogging, and video/photo sharing.

Due to the popularity of social networking sites and the way they can facilitate effective and efficient communication between users, the use of social networking in connection with JLC activities presents many opportunities for enhancing the experience of our students and their families. We must recognize, however, that without proper controls these communications are often unlimited, potentially affording access by unknown third parties (including those who would prey upon young people via Internet). We also must acknowledge that the nature of social networking sites leaves open the possibility of abuse and misuse (including our students and their parents), necessitating the following standards of conduct for all individuals connected with JLC.

### *Ethics and Responsibility*

When an individual is using online social media (of any variety) and identifies themselves as a student, parent, faculty, or staff member of JLC, that individual must always bear in mind that the material he or she posts reflects upon the school. As a consequence, it is imperative that all students, parents, faculty, and staff conduct themselves in an ethical and responsible manner when using online social media.

- Students and parents may not use school logos, or reproduce any school logos without express written permission from the Principal or Head of School.
- Students, parents, faculty, and staff should be ethical and responsible participants in social media. They should at all times attempt to be accurate, truthful, and respectful in any public postings.
- Never post content that has the potential to be a source of embarrassment for JLC. Examples of such content include, but are not limited to, obscene, harassing, offensive, derogatory, or defamatory comments and images that discredit or cause embarrassment to the school, or to other students, parents, faculty, or staff.
- When an individual using online social media (of any variety) and identifies themselves as a student, parent, faculty, or staff member of JLC, that individual should make it clear on those personal sites that the views expressed are his or hers alone and do not necessarily reflect the views of the school. For example, he or she can post the following notice, in a reasonably prominent place: "The views expressed on this site are solely my own and do not necessarily reflect the views of Joshua 1:9 Learning Center."

### ***Photographs and Videos***

Because digital images are easily created and reproduced, photographs and video files are extremely common on the web, and they are freely posted and passed along by the users of online social media. It is the policy of JLC that privacy concerns, particularly as they relate to images of minors, are to be observed and respected in online social media use connected to the school.

JLC has no desire to intrude into or restrict the rights of parents and students to freely post personal photographs on their online social media sites as they see fit. If, however, they intend to upload photographic images or video files related to JLC school activities, please respect the privacy of JLC families before posting or tagging images that include other JLC students.

## **2.50 Parent/Volunteer Background Checks**

We welcome parent/volunteers to our campus. In an effort to provide a safe and secure environment for our students, any parent/volunteers who will be on our campus for more than 30 minutes at any one given time, submit a background check with the front office. Background checks must be cleared before participation on campus. Please see Mrs. Sanchez at the front desk and she will assist you with processing your back ground check for those wishing to volunteer.

## **2.51 Parent-Teacher Conferences**

JLC Teachers will conduct a Parent-Teacher Conference with all families in the first part of the Fall semester. Attendance is expected of all parents/guardians of JLC students. Each teacher will contact the families of their students to set up conferences in the first part of the Fall semester. Should you desire an additional conference after the first one, please contact your child's teacher to set up an appointment during their conference time.

## **2.52 Parking Lot – Traffic Flow**

Due to the large parking area we have in front of our school and congestion during morning drop-off and pick-up, it is imperative that parents observe the following policies:

- Please do not drive above 15 MPH at any time while in our parking lot.
- Please do not park in handicapped spaces unless you have a placard or handicapped license plate.
- Please park your vehicle in a parking spot if you are required to walk your child to or from the building.
- Please be courteous and follow the cones and/or directions of our JLC staff during drop-off and pick-up times. Our JLC staff is here to direct you for the safety of our entire JLC family. Please respect their right and responsibility to do so.
- Please do not block driveways or cut in front of other vehicles when in the car rider pick-up line.

## **2.53 P.E. Uniforms (5<sup>th</sup> – 8<sup>th</sup> Grade)**

**For students in 5<sup>th</sup> – 8<sup>th</sup> Grade**, P.E. Uniforms are required on P.E. class days (Monday/Wednesday). *Students are required to wear tennis shoes for P.E. class (no crocs).* Duffle bags and uniforms can be purchased on the Joshua 1:9 [School Spirit Store website](#). P.E. Uniforms consist of a red or black Joshua 1:9 Physical Education t-shirt and black Joshua 1:9 Physical Education basketball shorts. Students who do not wear their P.E. uniform on P.E. class days will not be allowed to participate in P.E. class for that day and must make up the missed time on Flex Fridays.

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## 2.54 Personal Water Bottle

Please send a closeable (with a lid) water bottle with your child to school each day. Please put your child's name on their water bottle. Disposable water bottles are acceptable as long as they are disposed of in appropriate trash receptacles. Water bottle refilling stations are located in the gym of our school.

## 2.55 Photography Policy

Recognizing the importance of protecting the privacy of students, faculty and staff, JLC has adopted the following policy for photography and video on the JLC campus and during sanctioned school events. The JLC campus is private property. Students, faculty and staff have a right to conduct their business on campus freely, and the school must protect its physical space from being inappropriately photographed. Permission is required to videotape, film or photograph the JLC campus for anything other than personal use (see Personal Use Guidelines below).

This policy applies to any type of photography: stills, video and film in any format.

- All photography of interior or exterior spaces on campus requires prior permission from the Principal.
- JLC does not grant permission to third parties to sell images of JLC students, staff or faculty unless specifically contracted for and promoted by JLC (i.e. student portraits, class photos). JLC will advertise these opportunities through school-sponsored communications.
- News photography on campus is conditionally permitted. News stories must pertain to either the school, or a member of the campus community. Permission must be granted from the Principal before any news organizations are given access to the campus.

### *Personal Use Guidelines:*

JLC encourages parents and family members to photograph their students at approved extracurricular events (sporting events, concerts, art exhibitions, award ceremonies, etc.), where such photography does not interfere with those events. School activity photos and videos are a tradition for many families. JLC wants to ensure access to capturing those moments while protecting the safety and privacy of others. The school reserves the right to ask parents to refrain from taking flash photography at some events.

Please take care in the manner of publishing or distributing the images recorded of JLC students and families: specifically regarding the Internet, and in social networking environments. Identifying anyone in any type of online, electronic, or print publication should be done with caution.

### *Official School Use Guidelines:*

JLC routinely photographs students, faculty and staff and carefully decides how those images are used. Photographs of students add color, life, and interest to materials and articles promoting school activities and initiatives in both electronic and print communications. This can increase student motivation, along with helping parents and local communities identify and celebrate the achievements of JLC. Primary use of photos will be on the JLC website, advertising materials, electronic communications, social media postings, and media press releases.

In order to protect the rights of privacy for students and parents, along with potential child protection issues, the images that JLC records will be used in a responsible way. All parents are required to sign a photography and publicity waiver for each of their students, found in the JLC enrollment application. This allows JLC to work with families to keep their student's likenesses from appearing on the JLC website, and other publications. In most instances, first and last names will not be used to identify individuals unless a particular honor or award has been received.

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## 2.56 Playground Policies

- Play in the designated areas only.
- Follow the directions of your teacher.
- Use equipment safely.
- Exhibit good behavior and cooperation with others.
- Leave rocks/pebbles and sticks on the ground.

## 2.57 Programs/Events

Students must stay with parents in order to be supervised during all school programs (except when the student is performing and under the supervision of his/her teacher). Students may not run and play amongst guests, inside classrooms, hallways, gymnasium, or playgrounds during receptions.

## 2.58 Progress Reports

Progress Reports are not officially issued on *GradeLink* in the middle of each nine weeks. Progress Reports will be sent home from your child's teacher. Parents can view grades and assignments daily through *GradeLink*. If there is a concern academically or behaviorally, your child's teacher will also contact you.

## 2.59 Rainy Day Dismissal

In the event that there is rain or inclement weather during car rider dismissal for 5<sup>th</sup> – 8<sup>th</sup> Grade students, we will move dismissal to underneath the church side awning. A message will be sent out through the Remind app to notify parents of this change. Please line up single file to proceed underneath the awning for your child to be assisted into your vehicle.

## 2.60 Re-enrollment

Every student that is returning for the following school year **MUST** go online to *GradeLink.com* and complete their child's online re-enrollment using a computer. Please follow these steps to re-enroll:

1. Complete the online form sent out from JLC Front Office notifying us if your child will/will not re-enroll for the upcoming school year.
2. If your child will re-enroll, please go to [www.gradelink.com](http://www.gradelink.com). You must use the website and NOT the app to re-enroll your child.
3. Please log in to your *GradeLink* account using your user ID and password
4. Please click on the Re-Enroll tab on the left side.
5. Completely fill in ALL blanks and submit required documents that need to be updated on the Re-enrollment application and click submit when complete.
6. Incomplete applications will not be accepted.

## 2.61 Remind App

Upon enrollment, each parent will receive an invitation to join our Remind app group. Remind is used as a school-wide notification system about important announcements, reminders, and events. Remind is the best way to stay informed and we highly encourage every family to join the group. Students will NOT be invited to join the group as each participant must be over the age of 18.

## 2.62 Respect for Property

All teacher property (desks, grade books, computers, filing cabinets, incentives, etc.) is off-limits to students and is reserved for use by teachers only.

## 2.63 Report Cards

Report cards are issued online through GradeLink at the end of each nine weeks. Please log on to GradeLink to view/print your child's report card. To conserve paper and resources, report cards will not be sent home as they are viewable online.

## 2.64 School Closure/Inclement Weather

In the event of school closure or inclement weather, JLC teachers and front office will contact parents through Remind, our Facebook page, and independent classroom messaging systems (texts, GroupMe, etc). In the event of an emergency closing, parents will also be contacted by phone. If school is closed for any reason during school hours, parents must pick their child up from school within one hour of notification. If a parent is not available, a designated emergency contact may pick up the child.

## 2.65 School Hours

**Preschool and Pre-Kindergarten: 7:45am – 3:00pm**

**Kindergarten – 4<sup>th</sup> Grade: 7:45am – 3:35pm**

**5<sup>th</sup> Grade – 8<sup>th</sup> Grade: 8:10am – 4:00pm**

6:30am – 7:30am	Optional Extended Care
7:30am – 7:45am	Students will report directly to their respective drop off location (gym or classroom)
7:55am	Tardy bell Rings
3:00pm – 3:15pm	Preschool and Pre-Kindergarten Car rider line dismissal
3:15pm	Preschool and Pre-Kindergarten students not picked up are sent to Extended Care – additional fee required
3:35pm – 3:50pm	Car rider line dismissal for Kindergarten – 4 <sup>th</sup> Grade
3:15pm – 5:30pm	Optional Extended Care for Preschool – 5 <sup>th</sup> Grade for an additional fee
3:50pm	Kindergarten – 4 <sup>th</sup> Grade Students not picked up are sent to Extended Care – additional fee required

Any change from this schedule will be announced in advance. The JLC board, administration, and staff are not responsible for students who are left on campus after school hours unsupervised. Parents need to make arrangements to transport their children to another location after school hours or enroll them in Extended Care program.

## 2.66 Search and Seizure

School personnel reserve the right to search student work areas and belongings when there is suspicion of theft or possession of illegal contraband.

## 2.67 Security Measures

Protection of our students is of utmost importance and because security concerns have escalated dramatically in recent years, we have instituted the following policies to ensure our preparedness:

- An armed security guard will be on campus to monitor and enforce the safety of our families and staff.
- All doors to the building will remain locked throughout the school day. During the day, entry into the building will be admitted through a magnetic locked door at the main entrance of the

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school building. All parents, guardians, or visitors must enter and exit through this main entrance.

- Parents or guardians will enter through the main entrance. Parents and guardians visiting between 7:30am and 3:35pm, must sign in at the front desk, and receive a visitor's pass to wear while on campus. Please be prepared to present photo ID if requested. Upon exiting the building, the parent or guardian will sign out and return the badge to the front desk.
- Emergency Response procedures are in writing and the JLC faculty and staff are receiving continuing training in these procedures. Students will be drilled on these procedures throughout the school year.
- In all cases where school is dismissed for security threats, class time missed may be made up. These make-up days will be at the discretion of JLC Administration and will take place on Saturday, during holiday breaks, or at the end of the school year in May/June.
- JLC will respect each parent's right and responsibility to determine your student(s) attendance during periods where security has been threatened. In general, absences will be excused if students are kept at home (but will be recorded as absences). Students who elect to use these periods for recreation time away from home (mall shopping, movie excursions, etc) will be assigned unexcused absences.
- Every effort will be made to keep parents informed about security issues. As we respect parents' rights to make decisions about their own children, we also expect parents to respect our knowledge of the facts involved and the proper timing for notification of parents (and media). We will work with local law enforcement agencies on all threats, and will collectively decide the best steps to follow in responding to security concerns.

## 2.68 Snacks

Kindergarten – 8<sup>th</sup> Grade students may bring a healthy snack to enjoy during their specified snack time in their classroom. Due to food allergies, snacks may not be shared with others. Snacks are not provided by teachers or JLC. Students in Preschool and Pre-Kindergarten will be served a morning snack in their classroom.

## 2.69 Spirit Days

JLC will schedule various Spirit Days throughout the school year. On these days, we invite all students to participate in the event to encourage school spirit. Examples of previous Spirit Days include: wearing all red clothing items, hat day, crazy hair or socks, mismatched clothing, etc.

## 2.70 Sunday and Wednesday Night Activities

JLC will not participate in events on Sundays or Wednesday nights unless required by TEPSAC to meet district or state mandates or deadlines. The JLC Principal must approve any exception to this policy. During special events requiring travel (camps, sports play-offs, etc), great care will be taken to provide appropriate worship opportunities.

## 2.71 Tardiness

Students may arrive between 7:30am – 7:45am, at no charge, where a staff member will supervise them in either the gymnasium or their classroom. Kindergarten – 4<sup>th</sup> Grade students arriving from 6:30am - 7:30am should be checked into before school Extended Care. We ask that students in 1<sup>st</sup> Grade – 8<sup>th</sup> Grade walk themselves to class. Parents are asked not to go with their child to their classroom after 7:45am.

**The tardy bell rings at 7:55am for students in Kindergarten – 4<sup>th</sup> Grade. Any student in Kindergarten – 4<sup>th</sup> Grade not in the classroom by 7:55am will be considered tardy.**

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**The tardy bell rings at 8:20am for students in 5<sup>th</sup> – 8<sup>th</sup> Grade. Any student in 5<sup>th</sup> – 8<sup>th</sup> Grade not in the classroom by 8:20am will be considered tardy.**

All tardies are considered unexcused unless the Principal deems that an extenuating circumstance was unavoidable (i.e. traffic accident on Highway 59, severe weather, etc...) A tardy may also be excused if an original, signed doctor's note, that indicates the day and time of the appointment is submitted to the front office. The note should be submitted the day of the appointment.

Students who are tardy must sign-in at the front desk and receive a tardy slip to take as their admission to class. Daily promptness is essential and young children are dependent on adults to be on time. Tardiness disrupts the classroom environment and is detrimental to the learning process.

In order to encourage prompt and timely arrival, every three tardies will equal one unexcused absence. Excessive absences and tardies will constitute Flex Friday class(es) to make up for the time missed. Tardies will start over at the beginning of each semester. If excessive tardies continue after Flex Friday classes, the student is subject to not being allowed to return to JLC the following semester.

If a student does not attend the required Flex Friday for excessive absences/tardies, a \$125.00 fine will be implemented.

## **2.72 Technology Use Agreement**

Each 3<sup>rd</sup> through 8<sup>th</sup> grade student will be required to sign a technology use agreement form that sets forth certain terms and conditions for the use of technology at JLC. Please see details in *Appendix "A"*.

## **2.73 Testing Process (TerraNova)**

The TerraNova NEXT achievement tests are administered to Kindergarten – 8<sup>th</sup> grade students in the Spring of every school year. A report showing specific areas of strength and improvement opportunities are provided to parents.

## **2.74 Transportation Guidelines**

Student and driver safety is our highest priority when students are being transported in JLC vehicles. Students are expected to follow the guidelines below and respond respectfully to the driver's instructions and requests. Students who fail to observe the guidelines or fail to cooperate with the driver will be reported to the Principal or Head of School. Inappropriate behavior will result in the loss of the privilege of riding in JLC transportation.

- Students will remain seated, facing forward, at all times.
- Students will keep hands, feet, and objects to self.
- Students are required to wear their seat belt at all times.
- Students will not scream or yell while being transported in the vehicle.
- Youngest students must sit in required booster seat per State guidelines.
- A student may choose his/her seat unless the driver has assigned a particular seat.
- No eating, drinking, or gum chewing in JLC transportation.
- Drivers will intervene in student conflicts to ensure safety and protect both parties.
- Students are expected to be courteous and respectful to each other as well as the driver.

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## 2.75 Tuition Refund Policy

After a student has been in attendance for 10 academic days during the school year, full tuition and all other fees are non-refundable. If a student withdraws or is otherwise dismissed from JLC, all payments shall be retained by JLC and, further, the remaining balance of tuition and all other fees shall be immediately due and payable. JLC reserves the right to withhold all academic records until balance is paid in full. Please see the Head of School for the most current policies regarding tuition.

If you withdraw your child from JLC after Supply Fees have been collected before the start of school, please note that the Supply Fee(s) is non-refundable.

## 2.76 Visitors

JLC operates a closed campus. However, we welcome prospective students to visit by setting up an appointment to tour our school. Students and/or parents must receive permission in advance before bringing a visitor to JLC. All visitors must register at the front desk before entering any classroom on campus.

## 2.77 Weather

In case of bad weather (such as hurricanes, flooding, icy streets, etc.) or in other crisis situations, dismissal, delayed school schedules will be published on the JLC Facebook page or sent out through our Remind messaging system. Resumption of school will also be published in the same manner.

## 2.78 Withdrawal Policies

Two weeks (14 days) **written notice** must be given for withdrawing a student from Joshua 1:9 Learning Center, Inc. The voluntary withdrawal form is available from the Head of School. This form must be signed and returned before the two-week withdrawal will begin. Pre-paid tuition that was paid upfront (example: yearly payment) is non-refundable. If a family fails to give two-week notice, Joshua 1:9 Learning Center has the right to draft the remaining weeks balance from the card on file. Joshua 1:9 Learning Center has the right to refuse service to any family for any reason.

Any unpaid financial balance upon leaving Joshua 1:9 Learning Center, including past due tuition/fees, must be paid upon giving notice of withdrawal. If any balance remains unpaid, Joshua 1:9 Learning Center will pursue collection through a collection agency. Please see further Policies on the Tuition Agreement.

## 2.77 Yearbook

Joshua 1:9 Learning Center will diligently work to complete a yearbook for each school year. Parents can pre-order a yearbook during the yearbook sales in the Fall semester of the school year. Unless marked otherwise on your enrollment application, a photo of your child will appear in the yearbook. If you do not want your child in the yearbook, please see the front office. JLC will not be responsible for furnishing yearbooks not claimed after the last day of school each year.

## 2.78 Zero Tolerance

Discipline matters at JLC are generally not treated with zero-tolerance as we use progressive discipline systems in most situations. However, each of the following are grounds for immediate expulsion from JLC:

- The possession or use of illegal substances of any kind on the campus of JLC or at any school-sponsored activity.

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- The sale, or attempted sale, of any illegal substance(s) at any time, on campus or off
- Possession or use of a firearm

In addition to expulsion, these activities will be reported to the appropriate law-enforcement authorities. The option to return to school at any time will be subject to review by the Principal.

2.79 Appendix A – Technology Use Agreements

Elementary Student  
TECHNOLOGY USE AGREEMENT  
2025-2026

This agreement is effective the \_\_\_\_\_ day of \_\_\_\_\_, 2025, by and between Joshua 1:9 Learning Center (“Joshua 1:9”), \_\_\_\_\_ (“Parent”), and \_\_\_\_\_ (“Student”), for the purpose of setting forth certain terms and conditions for the use of digital services assigned to the Student as a tool in their classes.

The addition of technology into classroom experiences is an outstanding opportunity for JLC students. Use of all Joshua 1:9 laptops must be in support of education and research and must be consistent with the goals and objectives of Joshua 1:9 Learning Center. It is our goal to model and teach ethical and responsible use of technology.

I. JLC-Owned Digital Devices

The JLC-Owned digital device will be the property of JLC and will be assigned to students for their use in a manner similar to books and other resources and will be subject to the same restrictions.

II. Use of Digital Device

**Use of all Joshua 1:9 digital devices must be in support of education and research, and must be consistent with the goals and criteria of JLC.** It is our goal to teach ethical and respectful use of technology. Students are responsible for appropriate behavior on the digital devices and the school network just as they are in a classroom or anywhere on the school grounds. General school rules in accessing and utilizing school’s technology resources. The students are expected to never access, keep, or send anything that they would not want their parents or teachers to see.

**Privacy statement – Students and parents do not have a personal privacy right in any information, data or communications, including email messages, created, transmitted, received, or stored on JLC laptops. Joshua 1:9 may access all laptops, at any time, whether or not the data or information relates to the school’s business. Thus, these systems should not be used for any personal communication, which you wish to remain private and confidential.**

Student Initials \_\_\_\_\_ Parent Initials \_\_\_\_\_

Joshua 1:9’s internet system has not been established as a public access service or public forum. Therefore, the school has the right to place reasonable restrictions on the material students access or post through the system. All sites visited using Joshua 1:9’s internet resources must be in compliance with the criteria used to select material for the school and must be used for educational purposes only.

Joshua 1:9 will use its technology and staff for the filtering and monitoring of internet access points, and may monitor student’s use while students are on campus. This process will be adapted and prioritized on a continuing basis. Any attempt by students to bypass these systems is a violation of this agreement, and will be addressed as a disciplinary issue.



Inappropriate use of the Internet by any student will be handled as a disciplinary problem and appropriate punishment will be assigned. If a student is in doubt about the appropriateness of a website, the student should ask the teacher immediately. Joshua 1:9's specific school discipline codes address consequences for inappropriate behaviors of this type.

Any attempt to use the technological facilities of Joshua 1:9 Learning Center to infiltrate the administrative or accounting systems of the school is a violation of this agreement. In addition, such attempts may result in immediate and permanent dismissal from school.

Two areas of the JLC behavior code which specifically address responsible use are cheating and/or other types of dishonesty (such as cheating including plagiarism, copying or loaning homework, discussion of specific test or quiz content with another student, possession or use of teacher test keys or manuals, forgery, and the use of electronic media to transmit test data or homework assignments to another student, etc.)

**III. General**

Joshua 1:9 does not warrant the functions of the Internet system will meet any specific requirements a student may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages such as lost data sustained or incurred in connection with the use, operation, or inability to use the Internet system.

In consideration for the student's participation in the Internet system, and the access and use of Joshua 1:9 Learning Center's technology system, parents and students hereby release Joshua 1:9 Learning Center, its faculty, staff, directors, officers, operators, and affiliates from any and all claims of any nature arising from the student's participation in the digital service program, specially including, but not limited to the students ability to access or use the Internet, and any and all resulting consequences there from.

**CERTIFICATION**

By our signatures below, we agree and accept all of the above stated policies and consequences, as well as all future directives, which may be communicated via email or written communication given to each student and/or family.

\_\_\_\_\_  
**Student (student must sign/print here)**

\_\_\_\_\_  
**Parent**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

## 2.80 Appendix B – Admissions Policies

Applications for enrollment to Joshua 1:9 Learning Center must provide evidence that they meet the requirements below for admission.

- Complete all of the Enrollment Procedures detailed in the current Application Information on our website
- Be eligible for re-enrollment in all schools previously attended
- Have acceptable conduct grades and work habits
- Not be coming directly from any type of rehabilitation program (i.e.: drug, alcohol, behavior, mental, etc.)
- Agree to comply with all policies in the Parent-Student Handbook
- Pay required fees and tuition

The appropriate admissions committee will make any exception to the above stated policies after a prayerful and thorough review of any mitigating circumstances.

## 2.81 Appendix C – Book Selection Policy

Books selected for placement in our classrooms will meet the following criteria:

- Books dealing with adolescence issues will be deemed as young adult and checked out only by 5th graders and older. These books deal with sensitive growing up subjects. They may contain mild language. Obscene language will not be tolerated and any book deemed offensive may be returned by the student.
- We screen all titles coming into the school but we cannot read hundreds of titles each year. If offensive matter is found after the book is read, we will review the book. If there are only a few questionable inappropriate words, we will mark the words out of the book. If the subject matter is questionable, we will remove the title. Sexual issues will not be addressed in elementary books. Alternative lifestyles will be viewed as not appropriate.
- Books glorifying anything from the occult will not be in our school. This includes *Goosebumps* and *Fear Street* series. Any book that describes violent acts will not be allowed. Occasionally, in children's literature, there will be references to witches and the supernatural. It is up to the parent to censor such fantasy literature.
- It is not the intent of the JLC library to overrule parent choices in student reading selections. It is our purpose to filter inappropriate materials and guide students in their choices.

It is not possible to create a uniform value system that will satisfy the beliefs and opinions of all parents and students. After applying the criteria detailed above, some books may still seem objectionable. This is where parent choice and responsibility is critical. JLC will not require reading (curricular or recreational) that is objectionable to parents. An alternative will be allowed. Concerns about library materials should be addressed to the Principal.

## 2.82 Appendix D – Statement of Faith

At Joshua 1:9 Learning Center, Inc., we believe in the following:

### *Our Purpose*

Our Purpose is to provide a loving, research-based, unique educational alternative to families while representing the hands and feet of Jesus.

### *Our Mission*

Our Mission is for students, staff, and families to grow in wisdom, faith, truth, and character while innovatively building competent, energetic, and loving Christ-centered leaders.

### *Our Four Pillars*

We will love God.

We will love Others.

We will love Ourselves.

We will love Learning.

I understand that the Teachers and Staff of Joshua 1:9 Learning Center, Inc., will talk about God with and around our students. We will pray throughout the day with your child, including a morning prayer and Praise and Worship each day as a School. Your child will learn about the stories of the Bible, pray with others, and learn about Christian values through helping others.

## 2.83 Appendix E – Field Trip Guidelines

Field Trips are a privilege and a blessing for our students at JLC. Each trip is designed to extend the education of our children beyond the four walls of our school. We invite our parents to attend field trips along with our students. If a parent attends a field trip they attend as a representative of our school. As with our students, we have guidelines that we ask our parents to follow while on school-sponsored trips.

- Be prepared to provide your own transportation to and from the location for you and your child. Due to insurance restrictions, parent are not allowed to ride on school transportation.
- Parents are not allowed to transport other students unless written permission is given by other child's parent.
- Please do not purchase food or other items for another child.
- Be a positive role model: Parent should always obey any rules of the facility they visit.
- Not exhibit and/or display any behaviors, language, and/or other practices that would, or even potentially could endanger the physical or emotional health, well-being, or safety of students, teachers, or other parent chaperones.
- Refrain from using tobacco or alcohol.

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- When you accompany your child's class, be prepared to discipline your child. The same rules that apply in the classroom apply on the field trip. Please do not place the teacher in the position of having to discipline your child for you when you are present.
- If you are assigned a group of kids to chaperone, stay with them at all times (example: take the whole group to the restroom or going with your own child while leaving the rest of the group with no supervision).
- If a student is displaying inappropriate behavior please immediately notify the student's teacher so she/he can help correct the situation.

We always encourage the participation of parents at JLC. It is important for your child. It is equally important for your participation to be a positive experience for the entire group. Violation of these guidelines and responsibilities would possibly result in a parent not being allowed to attend further field trips with the school for the remainder of the school year.

## **2.84 Appendix F – Handbook Acknowledgment**

It is the responsibility of each parent to read and view the Parent-Student Handbook and discuss these policies with your student. This handbook is available on our school website at all times. Any changes to this handbook will be sent in writing to all families.



July 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025						
S	M	T	W	T	F	S
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025						
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Student Holiday/ Teacher Inservice	School Closed
Flex Friday	First/Last Day of School
Terra Nova Testing	New Teacher Orientation

● Nine Week Grading Period Begins/Ends

**First Day of School**  
**August 4, 2025**

**Last Day of School**  
**May 21, 2026**

## Student and Staff Holidays:

September 1.....Labor Day  
November 24 – 28.....Thanksgiving Break  
December 22 – January 2.....Christmas Holiday Break  
January 5.....Student Holiday/Teacher Inservice  
January 19.....Martin Luther King Jr. Day  
February 16.....School Holiday  
April 3.....Good Friday  
April 6 – 10.....Spring Break  
May 25.....Memorial Day

## Important Dates:

July 28 – 29.....New Teacher Orientation  
July 30 – Aug. 1.....Teacher Inservice for all Teachers  
Aug. 4 – Oct. 2.....1<sup>st</sup> Nine Weeks Grading Period  
Oct. 6 – Dec. 18.....2<sup>nd</sup> Nine Weeks Grading Period  
Jan. 6.....Spring Semester Begins  
Jan. 6 – Mar. 6.....3<sup>rd</sup> Nine Weeks Grading Period  
Mar. 16 – May 21.....4<sup>th</sup> Nine Weeks Grading Period  
Apr. 20 – May 1.....Terra Nova Testing  
May 22.....Teacher Inservice

**Progress Report Dates:** Nov. 6, Jan. 29, Apr. 16

**Report Card Dates:** Oct. 8, Jan. 9, Mar. 20, May 29

Fall Semester - 80 days  
Spring Semester - 80 days  
160 Student Days Total

**School Hours:**  
**Preschool/PreK 7:45am – 3:00pm**  
**Elementary (K-4<sup>th</sup>) 7:45am – 3:35pm**  
**Middle School (5<sup>th</sup>-8<sup>th</sup>) 8:10am – 4:00pm**

January 2026						
S	M	T	W	T	F	S
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
S	M	T	W	T	F	S
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



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