

# Judah Christian School



## Elementary Parent/Student Handbook 2011-2012

908 N. Prospect Avenue  
Champaign, IL 61820

School Office – 359-1701  
School Fax – 359-0214

Athletic Office – 239-0407  
Athletic Office Fax – 239-0174

E-mail: [judah@judah.org](mailto:judah@judah.org)  
Webpage: [www.judah.org](http://www.judah.org)

The Judah Christian School Administration reserves the right to change any procedure in this handbook at any time at its sole discretion after reasonable notice to constituents.

# JCS Elementary Handbook

## Table of Contents

Student/Parent Welcome.....	3
Elementary Philosophy.....	3
School History, Mission, & Statement of Faith.....	4-5
School Hours, Tardiness, Office Hours, Attendance.....	5-6
Security, Visitors, School Closing, Medical Treatment.....	6-7
Tuition, Parent Involvement Program, Volunteers.....	7
Resolving Conflict, Discipline.....	7
Discipline, Code of Conduct, Dress Code.....	8-9
Electronic Devices, Social Networking Sites, After School.....	9
Lunch, Fire/Tornado Drills, Lost & Found.....	9-10
Academics & Grading Scales.....	10-11
Friday Folders.....	11
Chapel, Extra-Curricular Activities.....	11
Field Trips, Withdrawals.....	11
Non-Discriminatory & Lifestyle Policy.....	11
Appendix I: Computer Usage Policy.....	12
Appendix II: Life Safety/School Violence Policy.....	13-14
Appendix III: Volunteer Responsibilities & Guidelines.....	15

## **TO THE ELEMENTARY SCHOOL STUDENT& PARENT:**

I want to take this opportunity to welcome you to some of the most exciting and life-changing years of your school days. We believe it is no accident or coincidence that you are at Judah Christian School for the upcoming school year. We believe that God has brought you to JCS for some very specific and wonderful reasons. Although the year(s) ahead may be unknown, we want you to feel the safety and security of our school as we journey together. We know how meaningful and significant these crucial years can be and we want to help each of you grow spiritually, academically and socially. We are here as an extension of the Christian home and to help raise a Godly generation that will impact our community and world for eternity. This is an exciting time of your life. Buckle your seatbelts – it will fly by fast!

Following Him,

Michael C. Chitty, M.A.  
Elementary Principal  
*Matthew 4:18-22*

### **Judah Christian School Elementary School Philosophy**

Judah Christian Elementary School subscribes to the philosophy that the unique needs of students in grades Kindergarten through 6<sup>th</sup> can best be met in a school setting that provides a caring, God-centered and Biblically integrated curriculum, and recognizes that the students are experiencing significant physical, mental, and social changes in their lives. The overall purpose of the elementary school is to provide the spiritual, educational, developmental, and social frameworks from a Biblical perspective that are so vitally needed in building a foundation for students to educate, inspire and impact the world.

*Deuteronomy 6:4-9*

*Hear, O Israel: The Lord our God, the Lord is one, Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Tie them as symbols on your hands and bind them on your foreheads. Write them on the doorframes of your houses and on your gates.*

### **History of Judah**

On February 18, 1983, parents concerned over the lack of Christian Education at the Jr. High and High School level held an open meeting to plan a Christian high school for the Champaign-Urbana Community. They presented the following purpose and standards for such a school: “. . . to train young men and women—spiritually, mentally, and physically—in an environment of educational excellence that will preserve and promote the standards and the faith taught in a Christ Centered home.”

In the fall of 1983, Judah Christian School began this educational ministry for grades 7–10. The intent was to add one grade per year until JCS became a program for grades 7–12. In order to help the school begin, Urbana Assembly of God discontinued its seventh and eighth grade program and encouraged its former students to become involved with Judah Christian School. In May of 1986, Judah Christian High School accepted the request of parents for a Christian elementary school to become part of the ministry, thus becoming a K–12 school named Judah Christian School. In the fall of 1991, the Judah Christian School Society decided to incorporate a preschool into the structure of Judah Christian School – thus making Judah Christian School a ministry serving the educational needs of children from preschool through high school.

### **Mission**

#### ***Educating. Inspiring. Impacting the world.***

Judah Christian School is dedicated to:

- Educating students in a Christ-centered, academically excellent environment.
- Inspiring students to know and use their God-given gifts for His kingdom to fulfill His purpose in their lives.
- Preparing students to achieve God's best for them in college and throughout life.
- Nurturing a biblically-based worldview in which students are prepared to impact their community and the world for Christ.

### **Statement of Faith**

1. We believe the Bible is the only written Word of God; it is inspired by Him and is wholly trustworthy and authoritative. (2 Tim. 3:15–16)
2. We believe in one God, eternally manifested and existent as Father, Son, and Holy Spirit. (Matt. 28:19, John 10:30, John 16:13–15)
3. We believe in the deity of our Lord Jesus Christ (John 1:1, 14), in His virgin birth (Isaiah 7:14, Luke 1:34–35), in His miracles (John 2:11, Acts 10:38), in His vicarious and atoning death (I Cor. 15:3, Heb. 2:9, Heb. 10:10, 14), in His bodily resurrection (I Cor. 15:4, John 2:21–22, Luke 24:6), in His ascension to the right hand of the Father (Acts 1:9, Eph. 1:20, Col. 3:1), and in His personal future return to the earth in power and glory. (Mk 13:26, Matt. 16:27)
4. We believe in the necessity of regeneration by the Holy Spirit because of man's sinful nature inherited from Adam; we believe that man is justified only through God's grace by personal repentance and faith in Jesus Christ and His shed blood. (John 3:16–19, Rom. 3:23–24, Rom. 5:8–9, Eph. 2:8–10, Titus 3:5)
5. We believe in the resurrection of all persons; those who are saved unto the resurrection of life, and those who are lost unto the resurrection of damnation. (John 5:28–29)
6. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Rom. 8:9, I Cor. 12:12–13, Gal. 3:28–28)
7. We believe in the present, active ministry of the Holy Spirit by whose indwelling the believer receives sanctification and the power to live a godly life. (Rom. 8:13–14, I Cor. 3:16, I Cor. 6:19–20, Eph. 5:18, Eph. 4:30)

### **Spiritual Emphasis**

Educating young people from a Scriptural perspective is a unique advantage and an imperative of Judah Christian School. The administration, faculty, and staff work together with the home to encourage each child's growth spiritually as well as academically. As we teach young people to live, learn, and work as faithful citizens of God's kingdom, it is our desire to simultaneously create a foundation of Biblical principles.

We believe that all knowledge is to be understood within the context of our relationship with God and applied accordingly. The Word of God is incorporated into all areas of our educational program and all subjects are taught from a Biblical worldview. As one Christian educator noted, "All Truth is God's Truth."

### **School Hours**

Students may be dropped off at school as early as 7:45 AM. Between 7:45 AM and 8:10 AM, students are supervised either in the activity room or outside on the playground. Please do not drop your child(ren) off earlier than 7:45. At 8:10 AM, the students line up by class in preparation for the beginning of school. The elementary school day officially begins at 8:20 AM. Students arriving after school begins should stop by the front office for an admit slip.

At dismissal time, parents should remain in their cars and line up by the front lawn. Refer to the schedule below to determine when your child will be released. If picking up students in a carpool, please wait to arrive until the last child is dismissed.

<b>Grade</b>	<b>Dismissal Time</b>
Kindergarten (AM)	11:40 AM
1-2	2:55 PM
3-4	3:00 PM
5-6	3:10 PM
Kindergarten (Full)	3:15 PM
7-8	3:30 PM
9-12	3:35 PM

### **Tardiness**

The official start of the elementary school day is 8:20 AM. Tardiness, or arriving late to class, may be classified as excused or unexcused and will be accurately recorded by the office staff and reported to the elementary principal.

#### **Excused Tardiness**

Tardiness is excused when it is the result of a doctor or dentist appointment, a medical or other type of emergency.

#### **Unexcused Tardiness**

"I'm running late", "terrible traffic", "my child was tired" are examples of unexcused tardies. Tardiness which is not excused (as defined above) is considered unexcused and will result in the following consequences:

1. After five instances of unexcused tardiness, a letter will be sent to the parents or guardians notifying them of the problem. This will serve as a reminder of the elementary tardy policy.
2. After ten instances of unexcused tardiness, a conference will be held with the parents/guardians and the elementary principal to discuss the problem. Strategies on how to arrive to school on time will be discussed.
3. After fifteen instances of unexcused tardiness, a conference will be held with the parents/guardians, elementary principal and head administrator to discuss an appropriate course of action. This may include retention in the grade or expulsion from Judah Christian School.

### **Office Hours**

During the school year, the office is open from 7:45 AM to 4:00 PM Monday through Friday. The best times to call are after 8:30 AM and before 3:00 PM. If you are calling before or after school hours, please leave a message

### **Absence for Sickness**

If your child has a sore throat, fever, or other noticeable symptoms of an illness, please keep him/her home. This is important for the well-being of your child and his/her classmates. If your child has recovered sufficiently from an illness and has been without fever for 24 hours, and no vomiting or diarrhea for 24 hours, he/she may return to school. We request that parents call when their child will be absent. Please contact the office via email or call ext. 191 before 9:00 AM on the day of the absence. Homework, tests, and quizzes may be made up for excused absences only. For every absent day, students will be given two days for makeup work.

### **Perfect Attendance**

K-6 students who are present every day of school will receive a perfect attendance ribbon and certificate on the last day of school. Coming in after 10:30 AM or leaving before 1:30 PM will result in a 1/2 day absence.

### **Planned Absences**

Some absences are unforeseen, such as in the case of an illness. Other absences, however, are planned. If a trip is unavoidable, please notify the school office, the teacher, and the elementary principal at least one week in advance. Parents are encouraged to visit ParentsWeb to get assignments and work. It is the responsibility of the student to complete all assignments prior to returning to school. It is in your child's best interest to plan family trips during scheduled breaks.

### **Leaving School Grounds**

Once a student arrives, he/she is to remain on the school property until the end of the school day. If a parent needs to take their child out of school early, the teacher should be notified by note. The note should indicate the reason the child will be leaving early as well as the planned time of departure. Parents should sign students out in the office prior to leaving and in when returning.

### **School Security**

For security reasons, all doors will be locked during the school day. In order to enter the building, use the north entrance (facing Prospect), ring the buzzer, identify yourself, and the office staff will allow you to enter.

### **Visitors**

All parents and visitors are asked to come to the school office and sign in before going anywhere in the school. Please remember to sign out before leaving. Parents and visitors will be asked to wear an identification badge while on campus. Students who would like to invite a guest to school must obtain permission from the administration before bringing them on campus. Once confirmation has been received, please make your child's teacher aware. All requests for permission to invite a guest must be made at least two (2) days prior to the visit.

### **School Closings**

If it becomes necessary to close school for any reason, the news media will be notified. The most reliable sources are:

- [www.judah.org](http://www.judah.org)
- email from school
- WBGL 91.7 FM (radio)
- WDWS 1400 AM (radio)
- WILL 580 AM (radio)
- Channel 3 (TV)
- Channel 15 (TV)

With rare exceptions, this information will be announced by 7:00 a.m. Listen to the radio if you are in doubt. If at any time, travel seems dangerous to you, but school has not been canceled for the day, the student may remain at home and receive an excused absence. In such instances, please notify the school promptly. In the event that daytime weather looks threatening and school may be closed for the remainder of the day, please listen for an announcement on the radio.

### **Accidents**

All accidents that occur during the school day or on any school sponsored trips should be reported to the office immediately. All students are insured during school related events. Minor injuries will be treated by the office staff. Students who require immediate emergency medical attention will be taken to the hospital and the parents will be notified by phone. Each student must have a current emergency medical treatment form on file in the office. Please be sure to include emergency phone numbers and contacts.

### **First Aid**

The office staff is responsible for handling all medical needs including dispersing medication and dealing with medical emergencies. In the event that a child does become sick during the school day, you may be asked to pick up your child. We request that parents respond as quickly as possible. Children that become ill should be picked up in the office.

### **Medication and Prescriptions**

Medication may not be kept in the classroom with the exception of inhalers. When medication (prescription or over the counter) must be taken during school hours, we ask that it be dropped off in the front office for safekeeping. Please send a note with the medication detailing dosages and frequency. The office staff will make sure the medication is administered in accordance with your directions.

Due to cost and liability factors, we no longer keep Tylenol on hand for students. Any parent who would like their child to have Tylenol or aspirin on a given day should send it with the student and treat it just as if it were a prescription drug (see procedure above). These precautions are necessary for the safety of your child.

### **Health Requirements**

Pursuant to Illinois Law and Article 27, Section 8 of The School Code of Illinois, all students must have a physical examination prior to their entrance into kindergarten and sixth grade. This exam may be completed any time within twelve months prior to the beginning of school. A blank medical form may be picked up in the school office. This completed health examination form and a current immunization record must be on file in the school office prior to the first day of school.

According to Illinois Law, students in grades K, 2, and 6 are required to have a dental exam. A photocopy of the completed dental examination form must be on file in the school office. Also, according to Illinois Law, students in kindergarten are required to have an eye exam by an optometrist. A photocopy of the completed eye exam form must be on file in the school office. We also require a photocopy of a certified birth certificate. A certified birth certificate may be acquired at the County Clerk's office. We will be happy to make a photocopy.

### **Tuition Payment Policy**

A completed application and paid registration fee are prerequisites for enrollment at Judah Christian School. A 10-month tuition schedule and a 12-month tuition schedule are available to new parents. Returning families are asked to register in February and begin tuition payments in June. All tuition payments are due on the 1<sup>st</sup> of the month and are late after the 15<sup>th</sup>.

A late fee of \$20 will be added to the balance if paid after the 15<sup>th</sup> of the month in which the tuition is due. If the balance is not paid by the 1<sup>st</sup> of the month following the month in which tuition is due, your child will not be allowed to return to school until a satisfactory arrangement can be made to take care of the financial commitment.

### **Parent Involvement Program (PIP)**

Judah Christian School depends on parent volunteers to fuel our decision making process and organize the many elementary activities which help to round out our program. Furthermore, direct parental involvement is essential for an effective educational environment as involvement in your child's education helps them understand the importance you place on school and learning. Parents are asked to keep track of PIP hours via RenWeb / ParentsWeb. We ask each family to volunteer 25 hours each year in service to the school. The list of possible service includes fundraising activities, volunteer work in the school office or classroom, serving on a committee, maintenance and repair of school property, working in the library, and much more. Your total commitment of 25 hours helps to keep tuition at a minimum while maintaining an environment of excellence. Each hour of service is valued at \$20. Any balance of hours not spent in actual service at the end of the year will be billed to your family's account.

### **Volunteers**

We depend on volunteer help to organize and implement several events during the school year. Please contact the school office if you are interested in helping with any of the following events:

- Chuck & Duck Dodge Ball Tournament
- Speech Meet
- Missions International Week
- Plant Sale
- Field Day

### **Resolving Conflict**

Should a conflict arise with a teacher or staff member, please use the Biblical method of conflict resolution as described in Matthew 18:15–17. Specifically, you should go directly and privately to the person in question. Do not share your concerns with others. If at the end of this meeting all concerns have not been resolved, you are encouraged to share your concerns with the individual's immediate supervisor. If at the end of this meeting you feel things are still not resolved, you are encouraged to talk with the administrator of the school and finally the Judah Christian School Board. Please do not take things out of order. Give the teacher/staff member a chance to explain and correct any problems before moving up the chain of command. If we all work to follow these simple guidelines from God's word, we will see unity and harmony reign and Judah Christian School will grow to be all the Lord would have it to be.

### **Discipline**

We believe that "all things should be done decently and in good order" (1 Cor. 14:40), and that our students should be taught to "walk in a manner worthy of the Lord" (Col. 1:10). The board, administration, and faculty are dedicated to a life-style that is Christ-centered. Judah Christian School will reinforce such standards in a disciplined Christian environment. The faculty maintains standards of classroom behavior through clear communication of expectations

and genuine respect for each student. When disciplinary action is necessary, it is promptly carried out with good judgment and understanding and is administered in a firm, consistent, and fair manner. The faculty will endeavor to keep the parents informed of any major and/or recurring discipline problems. Our ultimate goal in training students is to develop self-disciplined individuals who will exemplify Christ in their conduct.

### **Code of Conduct**

Students are expected to:

1. Give their best effort (Col. 3:23).
2. Diligently complete homework and classroom assignments.
3. Abide by all school and classroom policies.
4. Develop wholesome relationships with classmates.
5. Be respectful to anyone in authority.
6. Abide by the following playground rules:
  - Students are expected to remain in the playground boundaries. A student must have permission from the supervising teacher before leaving the playground.
  - Students should refrain from potentially harmful activities such as climbing trees, improper use of equipment, and wrestling.
  - Students will be expected to treat fellow classmates with appropriate respect.
  - Students should always follow the supervising teacher's instructions.

### **Discipline Enforcement**

The principal may administer, but is not limited to, any of the following consequences for violations of the JCS Student Handbook:

1. Loss of recess privileges
2. Detention
3. Work Detail
4. "Natural Consequences"
5. Out-of-School-Suspension (OSS)
6. Recommend expulsion to the School Board

"Natural Consequences" are defined as those consequences that are natural/logical as they pertain to the violation committed. Examples: vandalism - cleaning up, paying fine, etc.

### **Dress Code Policy**

Judah Christian School is a place for learning. Consequently, our appearance should encourage concentrated study and should in no way distract from the learning process. Students' appearance should also reflect the Christian value of encouraging the focus on the inner self, not the outer. If a student or parent has a question of whether a specific garment or style is appropriate, the time to check is before wearing it. Since students purchase their clothing as a part of the family unit, and dress at home, a great responsibility rests upon the parents to give proper guidance. We would much prefer appropriate clothing decisions be handled at home to insure compliance with our dress code. The administration will be the final judge of whether a student has failed to comply with the guidelines for appropriate school dress.

#### B.A.S.I.C. Guiding Principles of the Policy

1. Balanced
2. Applicable to K-12
3. Simple to understand
4. In harmony with Scripture
5. Can be enforced

Biblical Concepts of the Policy (MGN) - These are the over-arching concepts that guide and apply to all rules:

1. **Modest** (I Timothy 2:9; I Cor.10:31) – Attire should not inappropriately accentuate the body, including length of shorts/skirts, tight fitting shirts and blouses or showing undergarments.
2. **God-honoring** (I Corinthians 10:31) – Attire should not promote images, labels or philosophies that are in conflict with God's Word.
3. **Neat** (I Corinthians 6:19) – Attire should be clean, matching (no radical colors/patterns), safe and in good repair.

### Rules for Boys

1. No hats or head covering of any kind (accept those for documented religious purposes).
2. Extreme hair colors, cuts or styles are not allowed. Hair should be cut off the ears, collars and above the eyes. No facial hair allowed.
3. No body piercing jewelry or tattoos of any kind.
4. Shirts must be sleeved, collared (turtlenecks/mock are allowed) and properly buttoned.
5. Pants or shorts must be Dockers-style or corduroy material: Denim material allowed for K-6 only.
6. Shoes or sandals are allowed; K-6 sandals must have straps around the back of the heel for safety (no heelys or other "extreme" shoes).

### Rules for Girls

1. No hats or head covering of any kind (accept those for documented religious purposes).
2. Extreme hair colors, cuts or styles are not allowed.
3. No body piercing jewelry other than a maximum of two ear piercings in each ear; No tattoos of any kind.
4. Shirts must be collared (turtlenecks/mock are allowed) and properly buttoned.
5. Pants, shorts and skirts must be Dockers-style or corduroy material, loose fitting and not shorter than the top of the knee (including slits in skirts). Denim material allowed for K-6 only.
6. Shoes or sandals are allowed: K-6 sandals must have straps around the back of the heel for safety (no high heels or other "extreme" shoes).

### The Elastic Clause

The administration reserves the right to interpret all dress code policies and make final decisions regarding the appropriateness of student attire. Attempts to wear clothing that are considered extreme fashions/colors or distractions to the educational process will not be permitted. The ultimate goal of this policy is to create a school atmosphere that both honors the Lord and provides an excellent platform for learning.

#### **Electronic Devices**

MP3 players, i-Pods, i-Pads, computers, video games, etc. should not be used during school hours. These devices are also not permitted on field trips. Kindle, Nook, and other e-reader tablets are allowed at school only with permission from the teacher.

#### **Off Campus Internet Use**

Consistent with the philosophies of this school, we expect our students to maintain proper Christian conduct when using the Internet off campus. Should the administration have reasonable suspicion of harmful or inappropriate content involving our students, public Internet sites may be examined for evidence. As both the school's testimony and the Lord's testimony are at stake, disciplinary consequences may be pursued.

#### **Social Networking Sites**

Any student who has a personal *Facebook*, *Twitter* or other social network site or blog must refrain from posting any material, content, pictures, music or communication on their site that would violate rules set forth in this handbook and/or damage the testimony of our Lord. The school reserves the right to investigate any of these sites for questionable material and may pursue disciplinary action if warranted.

#### **Cold Weather**

Students need to dress appropriately for cold weather. Students are outside before school begins, as well as at recess, unless the temperature falls below 20 degrees Fahrenheit.

#### **After School Care**

After School Care is available to elementary parents who need to pick up their child(ren) after 3:30 PM. After School Care is available until 5:30 PM at a cost of \$5.00 per hour billed in half hour increments. Our After School program consists of directed activities including art, games, and recreation. For more information, please call the school office.

#### **Lunch**

Judah Christian School provides a hot lunch each day school is in session. Several weeks before a new month, a monthly menu/order form will be sent home via email and posted on RenWeb. The meal includes juice or bottled water. Students may also bring a sack lunch. For the student's convenience, microwave ovens are available. Please do not send frozen dinners that require several minutes of microwave use. Milk is also available at a cost of 25¢ per carton. Parents can choose to send money with their child each day or pay an annual milk fee.

#### **Fire/Tornado Drills**

Periodically, throughout the school year, we will have emergency drills. Emergency procedures have been established to help insure the safety of your child(ren) in the case of a fire or tornado. If you have any questions concerning these

policies, please feel free to contact the office.

### **Lost and Found**

Inevitably, students lose items of clothing and personal belongings from time to time. All articles of clothing will be placed in a plastic storage bin near the playground entrance. Please plan to check the lost and found periodically for missing apparel. Items other than clothing or lunch boxes will be stored in the main office. Please ask the receptionist for assistance. Unclaimed items are donated to Goodwill or Empty Tomb at the end of each semester.

### **Academics**

Judah Christian School maintains an academically rigorous elementary program including: phonics, reading, spelling, English, math, science, history, and Bible. We also administer nationally recognized standardized assessments each year to assure that JCS students are being challenged in the classroom. While we believe in maintaining high academic standards, we also believe that a child is more than just cognitive. In an effort to provide a comprehensive program, we offer several additional classes referred to as a "specials".

### **Physical Education**

PE classes focus on learning developmentally appropriate skills (small motor, large motor, and hand-eye coordination) as well as mastering skills necessary for an effective, active life for years to come. An extra pair of athletic shoes is required for use only in our gymnasium.

### **Music / Band**

Music classes focus on learning fundamentals of music (rhythm patterns, instruments, notes, and choral music). The students learn to use these skills to worship the Lord through music. K-6<sup>th</sup> grade students prepare for and participate in either a Christmas program or spring program. For an additional fee, band instruction is offered to students in grades 5-6.

### **Art**

The goal of the art curriculum is to help students develop basic artistic skills and gain a better understanding of basic art history. A special emphasis is placed on presenting God as Creator – the Master Artist. The curriculum attempts to help students understand that God has made each student in His image with creative abilities.

### **Computers**

The curriculum emphasizes learning simple computer skills and exposing students to simple word-processing and spreadsheets. Ideas for projects come directly from the classroom teacher and are timed to coincide with current academic topics.

### **Library**

During library time, the children are invited to browse and check out a book. The librarian also uses this time to nurture a love for reading through book talks. In older grades, students are taught how to use the many resources available in the library. Students should be encouraged to return books in a timely fashion and to care responsibly for library materials.

## **Grading Scales**

### **Grading Scale for Kindergarten**

- E - Excellent
- S - Satisfactory
- W - Working on Skill
- NA - Not Assessed

### **Grading Scale for 1<sup>st</sup> – 2<sup>nd</sup> Grades & Specials**

- O 90-100 (Outstanding)
- S+ 88-89
- S 73-87 (Satisfactory)
- S- 70-72
- N 0-69 (Needs Improvement)

### **Grading Scale for 3<sup>rd</sup> – 6<sup>th</sup> Grades**

A+	98-100	C+	78-79
A	93-97	C	73-77
A-	90-92	C-	70-72
B+	88-89	D+	68-69
B	83-87	D	63-67
B-	80-82	D-	60-62
		F	59 and below

**Note:** Classroom grades are calculated and determined by each individual teacher. Further, policies regarding late work, etc. also vary from class to class. Teachers are asked to determine procedures that are balanced and age-appropriate.

### **Academic Probation**

Students may be placed on Academic Probation if there is an indication of failure or concern. Failure to show progress may result in a student being dismissed from JCS.

### **Conferences**

Clear communication between teachers and parents is essential. If at any time you have questions or concerns, parents are encouraged to contact teachers. If necessary, you may request a conference. Quarterly parent-teacher conferences are held after 1st, 2nd and 3rd quarters. After the 1st and 2nd quarters, parents may sign up for conferences outside the school office. 3rd quarter conferences are available at the request of the teacher only. Conferences are always held the week after report cards are distributed. These conferences are a great opportunity for the teacher and parent to discuss the development of your child.

### **Friday Folders**

Judah believes that communication with parents regarding academic progress is vital. Therefore, Friday folders are sent home with students at the close of each week. These folders contain the past week's homework, class work, tests, and quizzes.

### **Chapel**

Regular chapel time is a part of our weekly schedule. Kindergarten through 3<sup>rd</sup> grade meets for chapel on Tuesdays from 8:30 AM to 9:00 AM. Grades 4-6 meet for chapel on Tuesdays from 9:15 AM to 9:45 AM. Parents are welcome to attend any chapel service. Chapels provide an opportunity for corporate worship and spiritual growth. Music, special speakers, Christian films, and chapel talks by our own staff combine to create our annual slate of chapel programs.

### **Extra-Curricular Activities**

Judah Christian School belongs to the Association of Christian Schools International (ACSI). As a member, our school is invited to participate in several academic competitions throughout the year. Students are encouraged to participate in age appropriate competitions at the classroom level. These activities include the Spelling Bee, Speech Meet, and Math Olympics. Top scoring competitors may be invited to attend the school, regional, or district competitions. While these additional competitions are optional, we encourage all finalists to participate. In addition, JCS offers boys/girls basketball, boys/girls cross country, boys/girls track, girls volleyball all beginning in 5<sup>th</sup> grade. 6<sup>th</sup> graders may also participate in baseball.

### **Field Trips**

Field trips are an important part of our educational program. Each field trip is designed to have an instructional component that reinforces academics in the classroom. Parents will be notified ahead of time along with suggested appropriate dress. All students are expected to participate on all field trips.

### **Withdrawals**

Withdrawals are coordinated through the school office. Please notify the office, your child's teacher, and the elementary principal as far in advance as possible. In order to withdraw from JCS, all accounts must be current. All student records will be forwarded upon request by the new school.

### **Non-Discriminatory and Lifestyle Policy**

Judah Christian School admits students of any race, color, nationality, and ethnic origin with all the rights, privileges, programs and activities generally accorded or made available to JCS students. We do not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of our educational policies, admission procedure, scholarship awards, athletic and other school administered programs. We do, however, reserve the right to deny admission or continued attendance to any individual who cannot benefit from enrollment based on academic achievement, disqualifying handicap, or whose personal or family life-style is not in harmony with the stated philosophy and purpose of Judah Christian School.

## **Appendix I: Computer Usage Policy**

Judah Christian School expects high moral standards and disciplined behavior from its students. In order to allow access to the Internet, all students/parents must agree to abide by the guidelines in this policy. Access to the Internet is a privilege, not a right. The Internet access is filtered and we do not anticipate access to inappropriate material.

### **Acceptable Use**

1. Being responsible, courteous, and polite
2. Using appropriate language
3. Honoring all copyright laws
4. Accepting full responsibility for the use of login IDs and passwords
5. Researching data for classroom projects
6. Using computers in the Computer Lab, library, or classrooms only with a teacher's permission
7. Using the Internet only for the fulfillment of classroom assignments
8. Developing data and documents that project a positive image for Judah Christian School

### **Unacceptable Use**

1. Accessing or attempting to access inappropriate Internet web sites—inappropriate sites are those that are in conflict with Judah's mission of upholding Biblical values
2. Tampering with, loading new programs, or deleting programs/files from any computer at Judah Christian School
3. Accessing chat rooms on the Internet
4. Sending or receiving e-mail from any computer at Judah Christian School
5. Downloading programs from the Internet
6. Using unauthorized software
7. Writing data to a diskette/CD without a teacher's prior approval
8. Modifying control panel and system settings without permission

Supervision of our students is a priority and will be maintained to the best of the staff's ability. Supervision does not, however, guarantee the prevention of inappropriate web surfing and/or misuse of the computers. Judah Christian School will not be responsible for the following: 1) any information that may be lost, damaged or available when using the network, 2) any information retrieved via the Internet, 3) any unauthorized charges or fees resulting from access to the Internet. Judah Christian School will deal firmly with violations to the Computer Usage Policy.

## **Appendix II: Life Safety Policy**

### **Policy on School Violence**

Judah Christian Elementary has a “no-tolerance” policy regarding violence, or threats of violence. No-tolerance means that acts or threats of violence will not be ignored nor go without consequence.

Violence includes, but is not limited to, fighting, or otherwise physically touching with intent to harm, injuring or assaulting another person. Threats of violence include, but are not limited to written comments, or verbal comments. Gestures intended to create fear or otherwise intimidate or subdue another person are also viewed as a threat of violence. This policy applies equally to all elementary students. The Board has final authority in all matters pertaining to student discipline.

Students, while on JCS property, which create or possess graphic depictions, drawings or other representations of violence may be required at the discretion of the Administration and/or Board, at the parent’s expense, to seek an evaluation by a professional to be identified by the Board in order for the student to remain enrolled at JCS.

JCS is committed to the safety and protection of everyone on school property. Violence of any kind toward another will not be tolerated. The Administration and School Board of Directors (Board) believe that a firm policy that is strictly enforced will deter threats of violence and violent acts on school property and will help foster a safe environment that is conducive to learning and spiritual growth.

Violent students will face consequences as deemed appropriate by the Administration and/or Board. These consequences include, but are not limited to expulsion or suspension. In all cases of acts or threats of violence the Administration must act as soon as they are aware of the situation and notify the Board as soon as possible.

The Administration has the right to determine appropriate consequences on a case-by-case basis. With the administration’s recommendation, the Judah Board of Education reserve the right to expel students who choose to use otherwise useful and harmless objects (i.e. lighters, pencils, scissors, etc.) to threaten, attempt to threaten or injure or cause bodily harm to another person while on school property. Administration can use suspension and other disciplinary measures to enforce consequences for this type of behavior as they deem appropriate.

For the purposes of this policy, "school" means Judah Christian preschool, elementary and secondary school. School property means all land, buildings, parking lots, and easements, right of ways owned by the school or under the schools authority or jurisdiction. This policy is also applicable to all JCS sponsored events, and activities and all athletic contests.

#### **Student Suspension Resulting from Violent Act**

Acts of violence such as, but not limited to, fighting or otherwise injuring another person may result in an immediate out-of-school suspension for at least five consecutive days. The Champaign Police Department may be notified by the Administration on a case-by-case basis.

Threats of violence, as described in this policy, but not limited to this policy, may result in an immediate out-of-school suspension for at least three consecutive days. The Champaign Police Department may be notified by the Administration on a case-by-case basis.

The Administration and/or Board have the authority to require parents of suspended students, at the parent’s expense, to seek an assessment and evaluation and counseling by a professional to be identified by the Board in order for the student to be eligible to return to school following a suspension.

#### **Student Expulsion Resulting from Violent Act**

Certain acts may result in immediate and permanent expulsion from Judah. The Champaign Police Department may be notified by the Administration. Documentation of the student’s expulsion will be placed in the student’s permanent record. The information will also be made available to any school seeking information on the expelled student.

Any student violating any component of this policy on school violence may be immediately expelled for the remainder

of the academic year. The student may apply for re-admittance the following year, but is not guaranteed re-admittance.

A Judah Christian School student will be immediately expelled from school by the School Board if the student, while on school property, knowingly:

(1) Possesses or carries any bomb, bomb making material or device, firearm (automatic rifle, handgun, pistol, revolver, shotgun, rifle), BB or like target gun, any device or attachment of any kind designed, used or intended for use in silencing the report of any firearm, bludgeon, black-jack, sling-shot, sand-club, sand-bag, metal knuckles, throwing star, or knife with a blade exceeding four inches or any knife, commonly referred to as a switchblade knife, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or a ballistic knife, which is a device that propels a knifelike blade as a projectile by means of a coil spring, elastic material or compressed gas; or

(2) Carries or possesses with intent to use the same unlawfully against another, a dagger, dirk, billy, dangerous knife, razor, stiletto, broken bottle or other piece of glass, stun gun or taser or any other dangerous or deadly weapon or instrument of like character; or

(3) Carries on school property or on or about his person or in any vehicle, a tear gas gun projector or bomb, or bomb making material or any object containing noxious liquid gas or substance, other than an object containing a non-lethal noxious liquid gas or substance designed solely for personal defense carried by a person 18 years of age or older; or

(4) Carries or possesses in any vehicle or concealed on or about his person any firearm, cross bow, compound bow, stun gun or taser.

Section (4) does not apply to or affect transportation of weapons that meet one or more of the following conditions according to Illinois law: (A) are broken down in a non-functioning state; or (B) are not immediately accessible; or (C) are unloaded and enclosed in a case, firearm carrying box, shipping box, or other container by a person who has been issued a currently valid Illinois Firearm Owner's Identification Card issued by the Illinois State Police. D) Compound bows, and crossbows must be cased and stored in compliance with Illinois statute.

#### **Parental Notification of Incident Resulting in Expulsion**

1. After the student has been removed from class, the student and principal will discuss the incident. The principal may also talk to other students, teachers, and/or support staff to gather additional information regarding the incident.
2. The student's parents will be contacted regarding the incident. Parents may also be asked to come to school for a conference (at the discretion of the principal).
3. The Head of School will be notified of the incident and members of the board will be contacted. The Champaign Police Department may be contacted, depending on the incident.
4. Consequences as detailed in the policy will be administered.
5. The incident will be documented and filed appropriately.

The Judah Christian School Board reserves the right to change any policy or procedure at any time in its sole discretion after reasonable notice to constituents.

### **Appendix III: Volunteer Responsibilities & Guidelines**

**Parents volunteering to supervise off-campus activities for Judah Christian School are charged with the following responsibilities:**

- Supervise all students assigned to his or her care until the end of the scheduled activity when the class is reunited and the teacher assumes responsibility for all students.
  - Adhere to a student/volunteer ratio so that no less than two children accompany one adult at any given time (parent/child pairing is the exception to this guideline).
  - Volunteers must monitor student behavior/conversations and report inappropriate conduct to the faculty supervisor.
  - No Smoking; No Videos; Christian Music only
  - Obey all traffic laws and speed limits
  - Provide the school with all required volunteer information (see below)
- 

#### **Required Volunteer Information**

**A copy of the following information needs to be on file in the main office prior to assuming any volunteer responsibilities.**

- Copy of valid driver's license
- Copy of valid automobile insurance for the vehicle being used for this activity
- Cell phone number
- License plate number of vehicle used for this activity

**We appreciate your willingness to volunteer at Judah Christian School and help us maintain the most secure educational environment for all of our students.**