



## Secondary Parent/Student Handbook 2016-2017

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)  
Web page: [www.judah.org](http://www.judah.org)

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.

Titus 2:11,12

*For the grace of God has appeared that offers salvation to all people. It teaches us to say "No" to ungodliness and worldly passions, and to live self-controlled, upright and godly lives in this present age..."*

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*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.

## **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)

## **Statement of Philosophy**

We believe:

- That Christ died and rose again for the salvation of children and adults. (Rom. 3:22-26, 4:7-8, 5:1-17, and Matt. 19:13-15)
- That the Holy Bible is God's inerrant word. (2 Tim. 3:16-17 and Col. 1:5)
- That parents are the primary educators of their children spiritually, physically, emotionally, academically and socially. (Deut. 4:9, 6:6-9, Ps. 127: 3-5, Prov. 1:8, 22:6, and Eph. 6:1-4)
- That the Christian School should partner with the parents to provide a Christian education for their child. (Deut. 6:6-9, 1 Tim. 4:13, 2 Tim. 4:2, Titus 3:1-2, Eph. 4:22-24)
- That sexual lifestyle of the family and students should be in harmony with Biblical principles. (Rom. 1:27, 1 Cor. 6:9)

## **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.

## **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.

## **Code of Conduct**

Since the school bears the name of Jesus Christ, a high standard of conduct is expected of staff and students alike. Our public conduct should be consistent with our basic concept of life, and since we profess to love God above all and our neighbor as ourselves, we should reflect that love in all of our actions as well as in our attitudes toward each other and our work. Christian students in a Christian school should follow the Biblical principles we all accept as guidelines. "If we live by the Spirit, let us also walk by the Spirit." – Galatians 5:2

1. I will obey those that have authority over me for this is right in the sight of God. – I Thess. 5:12
2. I will learn to accept all school policies with a positive attitude and do my best to speak and act in a positive manner regarding all things at all times. – Rom. 13:1-2
3. I will refrain from the use of drugs, tobacco, and alcohol at all times since these are contrary to God's plan for my life. – I Cor. 6:19-20
4. I will be unselfish, honest, responsible, courteous, respectful, and edifying in my attitudes toward fellow students and teachers. – Phil. 2:5-7
5. I will, at all times, use language consistent with my commitment to Christ. I will, by my words, be supportive and encouraging to those around me. – James 3:10
6. I will keep myself well groomed and all materials and areas assigned to me in order at all times. – I Cor. 14:33, 40
7. If I have a dispute with a schoolmate, I will follow this procedure:
  - a. I will talk with him or her and try to solve the problem.
  - b. If talking with him or her fails, I will bring a friend as a witness.
  - c. If the dispute remains, I will go to the teacher in charge.
  - d. At no time will I resort to force to solve a dispute.  
– Matt. 18:15-17, Gal. 6:1
8. In my expression of affection for someone of the opposite sex, I will conduct myself in a manner that conveys respect for the dignity of the individual and the purity of the relationship God intended. – Eph. 5:3, I Tim. 5:2

## **DAILY ISSUES**

### **Attendance**

Research indicates that regular attendance is the single greatest predictor of academic success.

The procedure for parents to report an absence is for a parent to call the school office (217-359-1701) between 8:00 and 9:00 a.m.

If a call must be made before 8:00 a.m. please leave the information on the school's answering machine.

More than fourteen (14) absences (excluding school related ones) in any class, in a single semester, will result in the loss of credit in that class. Extenuating circumstances up to ten (10) consecutive additional days of extended absence need to be discussed with the school administration and may require written verification.

Juniors and seniors are permitted two days for college visits, which must include written verification from the college.

An excused absence includes personal illness, or death in the family. Prior notice, when possible, is always helpful. Students will have twice the number of days absent to complete missed work. Tests and quizzes over material covered during the excused absence will be scheduled upon the timely completion of the missed assignments.

A conditionally excused absence (missing school with parental permission but not because of illness or emergency) includes such reasons as working, vacations, and school related activities. This type of absence requires a parent to notify the school in writing prior to the absence in order for it to be conditionally excused. The student is responsible for obtaining assignments and to take tests or quizzes before the absence. If the assignments, quizzes or tests are not available before the absence, the student and parents should arrange a satisfactory solution with the teacher prior to the absence. The homework issued during the period of absence will be due on the day the student returns to school.

A conditionally excused absence will not be granted by the school during a time when exams are being given. An example would be during the last two weeks of the semester.

An unexcused absence or truancy is a serious offense and will result in the student receiving a zero in all of the classes missed. The school administration will assign additional penalties for truancy.

Participation in extracurricular activities (athletics, drama, etc.) requires that students be in attendance by 4<sup>th</sup> period on the day of the event. Students who leave school during the day due to illness will not be allowed to participate in after school activities on the same day. Emergencies/extenuating circumstances will be considered on an individual basis.

### **Before and After School Supervision for Jr/Sr High Students**

Students arriving at school between 7:15 a.m. and 7:45 a.m. will be required to wait in the gym lobby under the supervision of a faculty member. Jr/Sr high students who have not been picked up by 4:00 p.m. (and are not under the direct supervision of a coach or teacher) will be required to remain in a supervised after school area (room 113) until a parent/guardian arrives. Parents will be charged \$2.50 per half hour, per student. Parents will be billed for this service. Parents must enter the building to "sign out" their student and record the departure time. This supervision is provided until 5:30 p.m. only.

### **Leaving School**

During the school day, students must check in and out at the main school office. This is necessary to relieve the school of its responsibility once the student has left school.

### **Lunchroom**

Students may bring their lunches from home or choose to purchase lunch through our hot lunch program (parents receive an e-mail when menus are available to view on Parents Web). Students may purchase pop (high school only) and/or white or chocolate milk from the school- **drinks are not included in the lunch menu price.**

Food is limited to designated times and areas. Except for special occasions, no food will be permitted outside of the cafeteria and must be kept in bags or lunch boxes in the student's locker until lunchtime. Inside the lunchroom, students will be expected to observe the following standards of table manners and etiquette.

1. Junior High students are not permitted **outside of the cafeteria** during the lunch period unless special permission has been given. A one-day in-school suspension will be given to any 7-8 graders **outside of the cafeteria** without permission during lunch.
2. No loud talking or running will be permitted.
3. Stay in seats except to throw away trash, warm up food, buy drinks, etc.
4. Students must be in the lunchroom 5 minutes after the end of the fifth period.
5. Students will be assigned certain lunchroom duties. These are to be carried out or detentions will be given.
6. Students are only permitted upstairs during lunch with a pass.
7. No throwing of food or other items; this will result in an automatic detention.
8. If you need to use a phone, restroom, etc., get permission from the lunchroom supervisor.
9. Stay in the lunchroom until dismissed.

Students in grades 9-12 will be allowed off campus during lunch if a permission slip has been signed by the parents. *"No student will be allowed off campus in a car, during lunch, without written parental permission and prior approval of administration."* (Youth pastors, parents and graduated siblings are approved chaperones for off campus lunch.) Students with permission to be off campus during lunch are expected to return in time for the start of the next class period (students arriving late will receive the appropriate detention for late arrival).

**Judah Christian School is a *closed campus*.** Prospective students may visit the school with 24-hour notification to the office. Students attending other schools, are **not** allowed to visit Judah during the school day.

### Office Hours

The office is open from 7:45 a.m. to 4:00 p.m. Monday through Friday. The best times to call are after 8:30 a.m. and before 3:00 p.m. If you are calling before or after school hours, please leave a message on the answering machine and your call will be returned as soon as possible.

### School Hours

School starts at 8:10 a.m. and is dismissed at 3:35. Since the doors are not unlocked until 7:15 and faculty supervision does not begin until then, please do not drop off your students before this time. High School students should remain in the lobby of the gym and junior high students should report to the concessions room for a.m. supervision, beginning at 7:45 a.m. Students need to be picked up between 3:40 and 4:00 p.m.

### School Schedule

#### Jr. /Sr. High School Bell Schedule

(Every day except Thursday – see Chapel Schedule below)

Enter _____	8:00 a.m.
School begins _____	8:10 a.m.
1st Period _____	8:10-8:54 a.m.
2nd Period _____	8:59-9:43 a.m.
JH Snack Break _____	9:43-9:48 a.m.
3rd Period _____	9:48-10:32 a.m. (J.H. @ 9:50)
4th Period _____	10:37-11:20 a.m.
5th Period _____	<b>11:20-11:50 p.m. (HS lunch 1/Study Hall 5A1,2)</b> <b>11:50-12:20 p.m. (HS lunch 2, Study Hall 5B1,2)</b> 11:25-12:30 p.m. (j.h.5 <sup>th</sup> period)
6th Period _____	<b>12:30-1:09 (J.H. lunch)</b> 12:25-1:09 (h.s. 6 <sup>th</sup> period)
7th Period _____	1:14-1:58 p.m.
8th Period _____	2:03-2:47 p.m.
9th Period _____	2:52-3:35 p.m.

#### Chapel Day School Schedule

(Thursdays)

Enter _____	8:00 a.m.
Chapel _____	8:15-9:00 a.m.
1 <sup>st</sup> Period _____	9:05-9:40 a.m.
2 <sup>nd</sup> Period _____	8:45 -10:20 a.m.
3 <sup>rd</sup> Period _____	10:25-11:00 a.m.
4 <sup>th</sup> Period _____	11:05-11:40 a.m.
5 <sup>th</sup> Period _____	<b>11:4 -12:10 p.m. (HS lunch 1/Study Hall 5A1,2)</b> <b>12:10-12:40 p.m. (HS lunch 2/Study Hall 5B1,2)</b> 11:45-12:35 p.m. (j.h. 5 <sup>th</sup> period)
6 <sup>th</sup> Period _____	<b>12:40-1:20 p.m. (JH lunch)</b> 12:45-1:20 (h.s. 6 <sup>th</sup> period)
7 <sup>th</sup> Period _____	1:25-2:05 p.m.
8 <sup>th</sup> Period _____	2:10-2:50 p.m.
9 <sup>th</sup> Period _____	2:55-3:35 p.m.

### Tardiness

Tardiness to school is disruptive and unfairly impacts the classroom process. Students are allowed 3 tardy arrivals to school per semester with no penalty. Please make it a practice to leave early rather than late. The 3 allowable tardies are for those unforeseen circumstances that occur for all of us. On the 4<sup>th</sup> late arrival, detention will be issued. Additional late arrivals will result in a parent conference and possible monetary penalties. Students who arrive after the mid-point of any class will be counted absent rather than tardy.

Tardiness to periods 2-9 is unacceptable. Detentions will be issued to students arriving late to class, unless they bring a written excuse from another teacher.

## **MEDICAL AND EMERGENCY INFORMATION**

### **Accidents**

All accidents that occur during the school day should be reported to the school office immediately. The office staff will treat minor injuries. All accidents that occur on school-sponsored trips should be reported to the person in charge of the activity. Students with serious injuries will be taken to a hospital and parents will be notified by phone. It is the responsibility of parents to see that the office has an "Authorization to Consent to Medical Treatment" form on file in the office.

### **Allergies**

All allergies to medication, food and/or other substances must be stated on the emergency and medical forms. Illinois law requires that we have a signed note from your physician stating any food allergies that your child may have. For the children with life threatening food allergies that require an Epi-Pen, we require an EpiPen be left at school in case of an emergency and a Food Allergy Action Plan, Individual Health Care Plan, and Medical Service Plan in place with our Special Needs Coordinator. If your child has a food allergy that does not require an epi-pen, this must be documented by a physician in the Food Allergy Action Plan.

### **Emergency Contact**

Information including parents' home and work phone numbers as well as an emergency contact name and number, must be on the child's information page of RenWeb. This can be a grandparent, but they must live in town and be able to pick a sick child up within a short amount of time. If at any time there are changes in the emergency contact phone numbers, please let the office know. Children should have an alternate person that is authorized to pick-up and care for them, in case of an emergency.

### **Fire/Tornado/Lockdown 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 school threat, fire or tornado. If you have any questions concerning these policies, please feel free to contact the office. All students are requested to follow directions.

### **First Aid**

The office staff is charged with the responsibility of handling all medical needs including the dispersing of medication and dealing with medical situations.

In the event that a child does become sick during the school day, the office staff may need to contact the parents to pick up the child. We request that the parents try to respond as quickly as possible. Children that are ill should be picked up in the office. In this case, the child can be signed out in the office.

### **Health Requirements**

Pursuant to Illinois Law and Article 27, Section 8 of The School Code of Illinois, all students must have a physical examination by a physician licensed to practice in Illinois prior to their entrance into kindergarten, sixth and ninth grades. This exam may be completed any time within twelve months prior to entrance into the above grade. 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.

We also require a photocopy of a certified birth certificate that may be acquired at the county clerk's office. We will be happy to make the photocopy for you.

### **Illness**

When children have been exposed to communicable diseases such as chicken pox, measles, or strep infection, the school shall notify all staff members and all parents or guardians of children immediately. With infectious disease, we ask that you seek your physician's advice and always notify us of the disease.

If a child becomes ill while at school, the parent or guardian will be contacted and expected to pick the child up as soon as possible. The child will be separated from the other children until the parent's arrival.

If a child displays any of the following symptoms, he/she must be kept at home:



- Fever (100° F orally/ 99° F axillary-- under arm)
- Diarrhea
- Nasal secretions that are thick, yellow or green, and accompanied by a fever. Cloudy or colored nasal secretions may indicate an allergy. Please check with your doctor to rule out infection.
- Sore throat with fever or throat spots
- Cough accompanied by fever, chills, and the coughing up of green or yellow mucous
- Vomiting or nausea
- Eye drainage of any type should be checked by a doctor to rule out infection
- Skin rashes that are yellowish, unusual or persistent, severe itching of body or scalp, potentially infectious skin patches that are crusty (dry scabbed, weepy or gummy, i.e. ringworm, 5th disease, impetigo, hand, foot & mouth, etc.)
- Child not feeling well, such as lethargic behavior and/or excessive crying

The child may return to school after illness when:

- Fever free for 24 hours **without** medication
- Nausea, vomiting or diarrhea has subsided for 24 hours **without** medication
- Antibiotic has been given over a 24-hour period for any type of strep or bacterial infection before returning to school
- Upon presentation of a note from the child's physician stating that the child is not infectious
- Child is feeling well again and normal behavior has returned

### **Medication and Prescriptions**

Medication may not be kept in the classroom with the exception of inhalers and epi-pens. Inhalers and epi-pens must be registered with the Special Needs Coordinator before being brought into the classroom. 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. A medication authorization form must be filled out and on file in the office. 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 or ibuprofen on hand for students. Any parent who would like their child to have Tylenol, ibuprofen, cough drops, triple antibiotic, or any other medication (prescription or over the counter) should drop the medication off in the front office and have a completed medication authorization on file. These precautions are necessary for the safety of your child.

## **GENERAL INFORMATION**

### **Admissions**

All students applying for admission to Judah Christian Junior/Senior High School are required to take an entrance test. Admittance also requires three good references, a positive interview with the administration, and a signed statement from the student that he/she will abide by the standards of the school. Additionally, students will be asked to provide school records, grade cards, behavioral reports, etc. prior to admission.

### **After Hours Contact**

If you need to reach the After School Care Program after the office has closed, please follow the guidelines found on RenWeb under Resource Documents.

### **Authorization for Pickup**

Any person other than the child's parent will be asked to show photo identification. The office should be notified when another person is picking up the child on a given day. In an emergency, the parent can authorize someone by phone to the office and that person must produce a photo ID in order to pick up the child. This may sound extreme, but our first concern is the safety of your child. If there is a court regulated reason someone is not to pick up your child, please make sure and fill that section out on the original application packet.

### **Bicycles/Skateboards/Roller Blades**

If a student rides his/her bicycle to school, the bicycle must be parked and locked in the designated area until leaving for home. Bicycles may not be ridden on school grounds during school hours. Skateboards, roller skates, and roller blades are not to be used on school grounds.

### **Car Pools**

Parents are responsible for forming car pools for the purpose of transportation of their own children to and from school. The school cannot be responsible for the safety of the child in any car. Please be sure that the driver is

adequately covered with insurance. All students are to be dropped off on school property and are not to leave the campus without written permission from the office until picked up by parents or the car pool.

### **Care of Books and School Equipment**

Students will be issued textbooks at the start of the school year. It is understood that the student will return these books to the school at the end of the school year in the same condition in which they were received, with reasonable wear and tear. If a book is lost or damaged, it is understood that the student is responsible for the cost of replacement or repair. **Students must have books covered by the end of the first week of school.** Pictures or other references to alcohol, tobacco, secular groups, or sexual connotations, are not to be displayed on book covers, books, notebooks, or workbooks. In an attempt to keep our hallways clean, students will be expected to keep all books and personal effects in a locker.

With proper recognition and respect for the God-given resources of J.C.H.S., students will:

1. Take responsibility for equipment and supplies
2. Take good care of physical facilities including buildings, desks, tables, lockers, and other items
3. Be responsible for personal items.

### **Change of Address**

If your address or telephone number should change during the school year, please update your information on RenWeb under family information.

### **Child Abuse**

The staff of Judah Christian Preschool is required by the Illinois state law to report any suspicion of child abuse. The teachers are considered mandated reporters by the state.

### **Community Service**

Students are asked to participate in at least 10 hours of community service each year of high school. These services can include just about any area of volunteering (anything they do not get paid for); these hours are reported to the guidance counselor by the adult supervisor of the activity. We begin "counting" once they officially start 9<sup>th</sup> grade.

### **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.

### **Conflict Resolution**

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.

### **Dances**

The Judah Christian School Board and Administration, in conjunction with the Student Council will sponsor a fall Homecoming Dance and a Spring Prom. These events will be organized and facilitated by committees with representation from students, faculty and administration. Faculty chaperones will be provided for each event.

### **Dress Code**

#### **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– Attire should not inappropriately accentuate the body, including length of shorts/skirts, tight fitting shirts and blouses or showing undergarments.
2. God-honoring– Attire should not promote images, labels or philosophies that are in conflict with God’s Word.
3. Neat– 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 (except 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. Every outfit needs to include a collared shirt (properly buttoned) or turtleneck/mock.
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 (except 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. Every outfit needs to include a collared shirt (properly buttoned) or turtleneck/mock.
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.

Consequences for dress code violation are included in the Appendix.

**Electronics**

The following items: iPods, cellular phones, and other related electronic items are not to be used inside the school building between the hours of 7:45 a.m. and 3:35 p.m. without administrative approval. These items will be confiscated for the remainder of the day (for first offense). Repeated offenses will result in additional days of confiscation, detention and parent notification. In particular, the advent of cell phone cameras, video cameras and instant messaging has created new academic security risks. Therefore, cell phones will be confiscated if students are using them for any purpose (checking time, weather, texts, etc.) during the school hours (7:45-3:35) in any part of the school facility (including but not limited to: classrooms, library, lunchroom, restrooms, etc.). If a cell phone rings or a student sends or receives a text message in class, an automatic detention will be issued. Students are encouraged to leave the building in a timely manner at the close of each school day, therefore cell phone use that hinders this process will warrant consequences. Parents are cautioned not to allow their students to bring expensive, personal items to school (including large amounts of cash); however, they do so at their own risk.

**Field Trips**

Field trips are a part of our educational program. Parents will be notified of all trips ahead of time along with suggested appropriate dress. All students are expected to attend these trips. If you are able, please volunteer to drive (see the appendix for volunteer responsibilities and guidelines).

**Hall Policies**

1. No student is to be in the hallways during a class period without their hallway pass signed by a teacher.
2. Students are only allowed in the elementary building with a pass, or if attending a class.
3. Always walk and talk in the hallways so as not to disturb others.
4. No food or drink may be consumed in the halls during school hours.

## **Library Rules**

1. General circulation books may be checked out for two weeks. Books may be renewed until requested by another student. Fines for overdue books are five cents a day per book.
2. Students will be responsible for replacing lost books.
3. Students with unpaid fines, lost, or overdue books may not check out items from the library or receive report cards until all books are returned and fines are paid.
4. Books and fines may be taken to the school office at any time. Fine notices must accompany fine payment when this is taken care of in the school office.
5. Books and fines may be taken to the office during library hours.
6. Students are not allowed to save any work on a school computer and will only be allowed to use school printers in emergency situations (printing request needs to be communicated by a parent via note or e-mail). Students will be charged at the rate of 10 cents per page.

## **Lockers**

1. All students will be assigned a locker. Books, coats, and personal effects may be stored in the lockers.
2. It is required that students keep lockers locked at all times. No personal locks are allowed inside or outside of lockers (with the exception of PE lockers).
3. The school will not be responsible for lost or stolen articles.
4. Pictures or other items displayed inside lockers are to be in "good taste". Students should check with an administrator if there is any question. Items are not permitted on the outside of lockers without administrative approval. No open containers of food or drink are permitted in lockers.
5. A locker remains the property of the school and may be inspected at the discretion of the school administration.
6. Students will be held responsible for damage done to lockers (ex.: doors are not to be forced or kicked closed, etc.)
7. In order to be in compliance with the Fire Code, it is necessary for the hallways and classrooms to be clear of students' book bags. Students will need to put all book bags in their lockers. They will not be allowed on the hallway floors, tops of lockers or in the classrooms.

## **Lost and Found**

Lost and found articles are taken to the school office. Please place your name on articles that you value.

## **Non-Judah Functions**

Clear communication with the home concerning sponsorship of extra-curricular events is essential. As such, all Judah sponsored events (with the exception of athletics) will be posted on RenWeb. Privately sponsored events can be announced on school grounds through verbal communication only. The use of posters, flyers, or PA announcements while at school is strictly forbidden.

The name "Judah" should not be used in any way to advertise a privately sponsored event because of the implied relation with the school.

## **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.

## **Parent Involvement Program (P.I.P.)**

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.

## **Parking Lot**

In order to enter the building, you will have to use the doors that are under the awning adjacent to the school (door 12). We will no longer enter from the doors facing Prospect. You can use the other doors as exits, however, be aware that they will lock automatically behind you. Please do not park in the "Preschool Only" parking spots as these are reserved for preschool families who must enter the building for drop off and pick up. In order for traffic to flow safely and efficiently, please enter by way of Sherwood Terrace and then turn right into the main parking lot. When exiting please use the Prospect exit by turning right onto Prospect.

## **Phone Usage**

During regular school hours, 8:00 a.m. - 3:40 p.m., students will be allowed to use the office telephones in case of an emergency. *NOTE: Phone calls are not an excuse to be late to class.*

Judah's office phones are for school use only. Parents should make sure all necessary arrangements are made with their student prior to school.

As a last resort, parents may leave important messages at the school office for students. Office staff will make every effort to make sure that these messages are delivered.

To reach the main office, dial 359-1701 and press 0. For a directory listing, press 411. Voicemail may be left at the classroom extensions and the teachers will receive your message and return the call. If you reach the main office voicemail during regular business hours, the office staff will make every effort to make sure messages are delivered. Teachers are asked to check their voicemail before and after school.

## **RenWeb**

RenWeb is the program used to manage your child's educational experience at Judah from academics and school information to accounting. An app is available for all family members for all smart phones. The minimal fee for the app covers all members of the household and is a great tool for older students to manage their studies. Students can only see their personal information, while parents can see all students in the family.

[www.renweb.com](http://www.renweb.com)

School ID: jcs-il

Username: email on file with the school

Password: customizable after school authorization

## **Resolving Conflict**

Should a conflict arise with a teacher or staff member, parents are advised to use the Biblical method of conflict resolution as described in Matthew 18:15-17. Specifically, parents 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, the next step is to share the concerns with the individual's immediate supervisor. The organizational chart below should help you determine which administrative staff member you should talk with (usually a principal). 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.

The organizational chart is included in the Appendix.

## **School Closing**

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

Parent Alert System

[www.judah.org](http://www.judah.org)

Email from school

Channel 3 (TV)

Channel 15 (TV)

With rare exceptions, this information will be announced by 7:00 a.m. We will also strive to inform families with Parent Alert system which results in an automated phone call once the decision has been made to cancel school.

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

### **School Computer Policy**

Students should exercise extreme caution in the use of school computers. A policy statement is included in the Appendix and should be reviewed by parents and students.

### **School Security**

For security reasons, all doors will be locked during the school day. In order to enter the building, use the north entrance (from the parking lot by the yellow striped walkway), ring the buzzer, identify yourself, and the office staff will allow you to enter. All visitors during the school day must check in at the Main Office. The high school gym lobby doors will be unlocked from 7:15 a.m. to 8:10 a.m. and 3:25 p.m. to 4:00 p.m.

### **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.

### **Solicitation**

The school directory may not be used for solicitation purposes. All materials distributed or posted at school must be approved by the Business Manager.

### **Student Drivers**

Students who drive to school must abide by the following regulations:

1. Park in the designated area (north of the gymnasium).
2. Cars are to be used for transportation to and from school or under special circumstances.
  - a. Special circumstances include: attending classes at Parkland, part-time student, medical appointments
  - b. Students may not occupy cars during the school day
  - c. Generally, students are not permitted to drive other students (other than siblings) from Judah during the school day. Special cases need to be cleared with administration
3. Register driver's license number, car(s) description, and license plate number(s) with the office when school begins or when beginning to drive to school.
4. Observe the 10 M.P.H. speed limit while on school grounds.
5. A "Driving Permission" form must be signed by the student's parents. (available on RenWeb)

Violation of any of the above could result in the suspension or withdrawal of the privilege of driving on Judah's grounds.

### **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.

### **Visitors**

All parents and visitors are asked to come to the office and sign in before going elsewhere in the school. They are also asked to sign out before leaving.

Prospective students may visit the school at any time with 24-hour notification to the office. Judah Jr/Sr High School is a "closed campus" for student visitors, unless accompanied by a parent and with prior notification to the office. Visiting students need to adhere to JCS dress code requirements.

# ACADEMICS AND EXTRACURRICULARS

## Athletic Eligibility Policy

High academic standards are expected of all students engaged in interscholastic sports at Judah Christian School. Athletes are required to be students first and foremost. Any student with more than two (2) "D's" on their weekly report of quarter grades is deemed ineligible for athletic participation. Similarly, any student with one (1) "F" on their weekly report of quarter grades is deemed ineligible for athletic participation. (\*Note: The first week of academic ineligibility will result in the student not being able to participate in games. The following weeks of ineligibility result in the student not being able to participate in both games and practices until grades are raised and they meet eligibility requirements.)

Academic ineligibility will be calculated every Thursday of each quarter. Ineligibility takes effect on Monday and runs through the following Sunday. If the student raises his/her grade during the week of ineligibility, they will be deemed eligible to participate on the following Monday. Parents and Coaches will be notified by the athletic director of any ineligibility announcements. The Parents and Coaches of the student will then notify the student of the announcements.

The Judah Christian School Athletic Policy Handbook is available on RebWeb and covers such areas as vision, sports offered, participation policy, tryouts, fees, game and practice time limitations, and parent and student responsibilities.

## Chapel

Regular chapel time will be held on Thursdays, from 8:15 a.m. to 9:00 a.m. as part of the school program. The purposes of chapel services are for worship, inspiration, education, and communication. Music, special speakers, Christian films, and chapel talks by our own staff and students will combine to make a chapel program.

## Citizenship Guidelines

**Excellent (E)**- "Second Mile" attitude. Openly exhibits desire to help. Cooperation and enthusiasm for JCS and its standards is obvious. Evidence of concern for fellow students.

**Good (G)** - Willingness to abide by standards and rules without evidence of dissatisfaction.

**Satisfactory (S)** - Careless about minor infractions but responds positively to correction resulting in a change in behavior.

**Needs Improvement (N)** - Frequently careless about minor infractions, or responds negatively to correction.

**Unsatisfactory (U)** - Careless about standards and rules and resents correction, resulting in:

1. Arguing
2. Griping
3. Complaining to others about correction and an obvious demonstration of dissatisfaction and discontent with school rules.

## Drop / Add

Adding or dropping an academic course will be determined on an individual basis with parental agreement. Course changes may take place, without penalty, within 4 weeks of the start of a semester. **Elective courses may not be changed once classes have started.**

## Grading Periods

There will be four grading periods of nine weeks each. At the end of each grading period, a day will be set aside for parent-teacher conferences. (See your school calendar for dates.) For the 1<sup>st</sup> quarter & 2<sup>nd</sup> quarter, parents are strongly encouraged to attend. 3<sup>rd</sup> quarter conferences are available at the request of the teacher.

At the end of each grading period, a report card with letter grades will be made available through RenWeb. Every student will receive a mid-term report during the 1<sup>st</sup> quarter for the purpose of keeping parents informed of their child's progress. 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> quarter mid-term reports will be sent to parents of students who have earned a cumulative letter grade of D or F.

Parents are encouraged view their students' progress on RenWeb and to contact the teacher for an appointment to discuss matters of concern.

## Grading Scale

		<b>Standard</b>	<b>Honors</b>	<b>AP</b>
Percentage	Letter	GPA Equivalent	GPA Equivalent	GPA Equivalent
98 -- 100	A+	5.33	5.67	6.33
93 -- 97	A	5.00	5.33	6.00
90 -- 92	A-	4.67	5.00	5.67
88 -- 89	B+	4.33	4.67	5.33
83 -- 87	B	4.00	4.33	5.00
80 -- 82	B-	3.67	4.00	4.67
78 -- 79	C+	3.33	3.67	4.33
73 -- 77	C	3.00	3.33	4.00
70 -- 72	C-	2.67	3.00	3.67
68 -- 69	D+	2.33	2.67	3.33
63 -- 67	D	2.00	2.33	3.00
60 -- 62	D-	1.67	2.00	2.67
0 -- 59	F	1.00	1.33	2.00

*Semester exams represent 20% of the final semester grade; semester grades are calculated as follows: each quarter grade counts as 40% of the semester grade (40%-1<sup>st</sup> quarter, 40%-2<sup>nd</sup> quarter, 20%- semester exam= semester grade, etc.).*

*Seniors who have earned a minimum cumulative grade of 90% in any class for the 2<sup>nd</sup> semester, and have been in attendance 90% of the days of class (**to qualify for the exemption, students may miss no more than 9 days in the semester**) will be exempt from the final exam requirement for the second semester.*

## Homework

Homework is an integral part of a student's education and is given for several reasons: drill, practice, remedial activity, and special projects. We urge parents to review each student's homework. This can greatly increase a student's academic progress.

Students are generally responsible for knowing their assignments; however, parents may check weekly assignments for each class. (See link to Parents Web information via RenWeb)

## Honor Roll

Students earning a letter grade of A (including A-, A, A+) in all classes for both 1<sup>st</sup> AND 2<sup>nd</sup> semesters will receive recognition on the A Honor Roll. Students with any combination of A's and B's for both 1<sup>st</sup> and 2<sup>nd</sup> semester will receive recognition on the A/B Honor Roll.

## National Honor Society

National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students who have demonstrated excellence in Scholarship, Leadership, Service, and Character. Admission to NHS at Judah Christian School is open each year to juniors with a cumulative GPA of 5.0 and higher and seniors with a GPA of 4.67 and higher (**see Appendix VI for application guidelines**). Officer positions each year are held by returning seniors who were inducted their junior year. Officers, with faculty assistance if needed, conduct the induction ceremony during a chapel service in October. New inductees each year assist the faculty advisor with organization and introductions at the year-end Awards Night. NHS seniors wear the traditional gold cord at their commencement ceremony.

## Physical Education

Physical education is a part of our regular curriculum. All students are required to participate unless medically unable. A written excuse from a doctor will be required if a student is unable to take part in PE. Any junior high student participating in a school-sponsored sport's activity is exempt from PE while his/her sport is in season. Once a sport is completed, junior high students will be required to return to PE at the beginning of the next grading period (mid-term or end of quarter). Senior High students are excused from PE for the year if they participate in a school-sponsored sport.

## Promotion and Retention Policy

7<sup>th</sup> and 8<sup>th</sup> grade students who receive a cumulative grade of "F" for the second semester in any of the 5 major courses (Bible, Math, English, Science, and History) must retake the equivalent of that semester course(s) and earn a minimum grade of "C" in order to enroll at the next grade level. "Appropriate" coursework will be determined by the building principal, in conjunction with the parents, on an individual basis.



## **Student Council**

In the spring, four student council representatives will be elected from each class in the jr/sr high school. It is the responsibility of these representatives to conduct any necessary class meetings and to assist the administration in the planning of various school and class related activities. This would include such things as class socials, fund-raising events, etc. A faculty advisor will be assigned to each class and will be responsible for overseeing all class meetings and activities.

## **Transfer Credits**

Judah Christian School will accept transfer credits free of charge for new students only. Any further credit transfers will be subject to a \$50.00/credit fee (as the credit appears on a Judah transcript), unless the student is a current full-time student. Transfer credits will be accepted from approved educational institutions only and must be approved by the administration. A complete list of approved institutions is listed below:

All state recognized public & private high schools

Parkland College  
Urbana Theological Seminary (credit issued through Lincoln Christian College)  
SevenStar Academy  
Illinois Virtual School

The same \$50.00 fee applies to "approved" home school courses. In order to transfer credit from homeschool courses to a Judah transcript, proper documentation of completed coursework must be submitted to the administrator for review.

## **Withdrawals**

Withdrawals are coordinated through the school office. Please notify the office and teacher as far in advance as possible. All accounts should be up to date. All student records will be forwarded upon request of the new school.

# **DISCIPLINE AND CHARACTER ISSUES**

## **Detention/Discipline Policy**

Good discipline is necessary for a good learning environment. Hebrews 12:1, 13:17, Proverbs 22:15 and 6:23 give Biblical support for this statement. Our ultimate goal in disciplining students is to develop self-disciplined individuals who will exemplify Christ in their conduct. We believe that discipline situations are often opportunities for growth in the life of a student and are committed to humbly seeking God's wisdom and direction as we implement student discipline that encourages growth and change. Teachers will seek to maintain good discipline at all times.

Judah Christian School expects full cooperation from both students and parents in the education of the student. The board, faculty, and Judah Christian School Community are dedicated to a lifestyle that is Christ-centered.

Replacement of parental authority in the correction of behavioral problems is not the responsibility of the school (faculty). Rather, each parent is to instill basic Christian standards into their children. The school will reinforce such standards in a disciplined Christian environment.

We believe that "all things should be done decently and in good order" (I Cor. 14:40), and that our students should be taught to "walk in a manner worthy of the Lord." (Col. 12:10). Therefore, the discipline that is maintained in the school is firm, consistent, fair, and tempered with love. Our faculty maintains standards of classroom behavior through kindness, love, and genuine respect for each student. However, when disciplinary action becomes necessary, it is promptly carried out with good judgment and understanding.

Students who exhibit repeated behavioral problems will not be allowed to continue their education at Judah Christian High School.

*We differentiate between forgiveness (both God's and others') and consequences. We believe it is important that students learn that their choices do bring consequences. We seek to correct the behavior without rejecting the person.*

## **Disciplinary/Detention Procedures**

Students earn detentions by failing to observe school standards concerning timeliness (tardies), proper behavior, obedience, respect of authority, etc. As a principle, detentions take precedence over other activities (**including**

**athletic practices and games).** Consequently, students will be expected to serve detentions at assigned times. The principal or a faculty member may issue detentions. Detentions will generally be 30 minutes long, however, in some cases a 60-minute detention may be warranted and will be issued. Detentions will be served after school (3:45-4:15 or 4:45) on **Tuesday through Friday**, the day after it is issued. For minor offenses (chewing gum, food/drink-times and places where it is not allowed, etc.) teachers will issue **one** warning. These warnings will be reported to the principal who will issue a detention upon notification of a **second** incident. Public display of affection will automatically result in a detention.

### **Accumulated Detentions**

When a student has received 3 detentions; parents will be notified by mail. Students who receive six detentions in a quarter for any reason, will be required to serve a ½ Saturday Supervised Study (8:00 a.m. - noon) as well as attend a conference with parents and principal. Students and their parents will be notified at least one week ahead of an assigned Saturday Supervised Study, whenever possible. If a student receives *12 detentions in a semester*, he/she will serve a *full day Saturday Supervised Study* (8:00 a.m. - 4:00 p.), along with a parent/principal conference. Students will be expected to bring adequate schoolwork to keep them “productively occupied” for the duration of their suspension. Continued accumulation of detentions/suspensions will be cause for reviewing a student’s enrollment status and additional penalties.

### **Detentions for Disrespect**

Student behaviors, which exhibit a lack of respect for authority, will be handled with more severe consequences. For disrespect, a minimum penalty will be that parents will be contacted by the principal and students will receive a 60-minute detention. Any student who receives 3 detentions for disrespect will be required to serve a full day Saturday Supervised Study. Any additional detentions for disrespect will result in possible multiple Saturday Supervised Study days.

### **Detention Hall Rules**

Students will be expected to abide by the following detention hall rules.

1. Students will be expected to be at detention on time. Detentions will be served after school (3:45-4:15 or 4:45) on Tuesday through Friday, the day after it is issued.
2. Students will be expected to bring material (homework, detention slip, etc.) necessary for the detention hall by the beginning of detention.
3. Students will be expected to work on homework assignments during detention hall. This can include assignments and assigned readings. If a student fails to come to detention hall with adequate homework, the student will not be allowed to serve the detention.
4. Communication between students in detention hall is not allowed. If a student has a question for the detention hall worker, he/she must raise their hand and be recognized.
5. If there are any disruptions during detention hall, the detention teacher may refuse to allow the student to complete the detention assignment and proceed to the next level of discipline.

### **Missing Detentions**

In certain situations, students or parents consider other activities important enough to consider missing a detention. Students should be aware that because detentions are not designed to be convenient, an additional penalty would apply (usually the original time of the detention will be doubled; however, a parent conference or Saturday suspension may also be indicated).

Parents may request permission for a detention to be moved to another day, PRIOR to the assigned detention date, for a valid conflict (doctor’s appointment, work, family emergency). These requests should be directed to the principal.

### **Due Process**

- Students will receive notification and explanation of rule violation. (Ex: detention, dress code violation, etc.)
- Students will have the opportunity to offer an explanation of circumstances.
- Students and parents will be notified of the consequence or disciplinary procedure that will result. (written and/or verbal confirmation)
- Parents may contact the school administrator if they desire further consideration regarding disciplinary matters.

### **Expulsion**

Certain behaviors and activities, which constitute misconduct, may warrant expulsion. In the event the administration determines expulsion is warranted, the parents or guardians will be contacted to schedule a meeting with the administration and school board. Usually, expulsion will become effective only after the student’s parents have an

opportunity to appear at a meeting with the administration and the school board where the details of the incident can be presented and a recommendation is made. The student may be suspended until the time of this meeting. The “Policy on School Violence” addresses the action taken for threats of violence or acts of violence.

### **General Classroom Policies**

1. Enter room quietly and orderly.
2. Come prepared with the necessary materials.
3. Follow directions the first time they are given.
4. Food, candy, beverages, and gum will not be allowed in the classroom, as a general rule.
5. Do not talk without raising a hand to get permission.
6. Keep hands, feet, and objects to yourself.

### **“No-Tolerance” Policy of Violence on JCS Property**

Judah Christian School (JCS) has a “*no tolerance*” policy regarding violence, or threats of violence. 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, graphic depictions, drawings or other representations of violence, or verbal comments or gestures intended to create fear or otherwise intimidate or subdue another person. The full policy is provided in the back of this book in Appendix 1.

### **Suspension**

The highest of Christian standards are to be maintained at Judah Christian School at all times. In keeping with this philosophy, harmful or questionable activities (such as immoral conduct, stealing, skipping class/*unexcused absence*, cheating: *cheating will also result in a zero grade for the test/quiz, assignment, etc.*, drug, alcohol, or tobacco possession use or sale, weapons’ possession, violent or threatening behaviors, arson, vandalism, possession of pornography, gross insubordination/disrespect) will be investigated by school officials and penalized by the appropriate penalty, up to and including expulsion.

If suspension is warranted, the length and type of suspension will be determined by the administration (for issues pertaining to acts of violence, refer to policy on school violence, appendix 1). Students who are suspended Out of School will receive no credit for the missed days of school. Additional instances of behavior warranting this type of suspension may be cause for expulsion. The behaviors listed should serve as an illustration of the types of behaviors and activities which are unacceptable, rather than an all-inclusive list.

## JUDAH CHRISTIAN HIGH SCHOOL GRADUATION REQUIREMENTS

Minimum Requirements Program (23½ Cr/24 w/IL Hist)	Recommended JCHS College Prep Program (30 Credits):
<p><b>MATHEMATICS</b>  <u>3 Years</u>                      Algebra 1 (1 year) <i>or</i>                      Algebra 1A &amp; 1B (2 years)                      Geometry (1 year)                      Algebra 2 (1 year) and /or                      Honors Algebra 2 w/Trigonometry* (1 year)  <i>Electives</i>—Statistics (1 semester)                      —Business Math (1 semester)</p>	<p><u>4 Years during High School</u>                      Algebra 1 (1 year)                      Geometry (1 year)                      Algebra 2 w/Trigonometry* or Algebra 2 (1 year)                      Pre-Calculus/Trigonometry* or College Algebra (1 year)                      Calculus* <u>or</u> AP Calculus AB* (<u>or</u> 1 sem Calc/1 sem Stats)  <i>College Prep Math often (Alg 1→Geom→Honors Alg 2 w/Trig→Precalc) or (Geom→H Alg2/Alg2→Precalc/College Alg →AP Calc/Calc/Bus Math-Stats) and includes math in grades 9–12.</i></p>
<p><b>ENGLISH/LITERATURE</b>  <u>4 Years</u>                      English 9 Introduction to Literature                      English 10 American Literature                      English 11 British Literature                      English 12 Communication Studies/Writing Skills</p>	<p><u>4 Years</u>                      English 9 Introduction to Literature                      English 10 American Literature                      English 11 British Literature                      English 12 Communication Studies/Writing Skills</p>
<p><b>SOCIAL STUDIES</b>  <u>3 Years</u>                      World History                      United States History                      Civics (1 semester) <i>or</i> AP U.S. Gov't &amp; Politics* (1 sem)                      20<sup>th</sup> Century World Affairs (1 sem) <i>or</i> IL Hist*(1 sem)</p>	<p><u>3 Years</u>                      World History                      United States History                      Illinois History &amp; Government*(1 semester, Dual Credit avail)                      AP U.S. Government &amp; Politics* (1 semester)</p>
<p><b>SCIENCE</b>  <u>2 Years</u>                      Introduction to Chemistry/Physics                      Biology</p>	<p><u>4 Years</u>                      Introduction to Chemistry/Physics                      Biology                      Chemistry                      Physics or Honors Physics*</p>
<p><b>FOREIGN LANGUAGE</b>  <u>2 Years</u>                      Two years of the same foreign language</p>	<p><u>4 Years</u>                      Four years of foreign language                      (often Spanish 1,2,3,4*)</p>
<p><b>PHYSICAL EDUCATION (includes Sports Participation) &amp; HEALTH</b></p>	
<p><u>2½ Credits</u>                      Two credits PE/Sports can be earned in 4 years                      Online HEALTH – ½ credit</p>	<p><u>2½ Credits</u>                      Two credits PE/Sports can be earned in 4 years                      Online HEALTH – ½ credit</p>
<p><b>BIBLE</b>  <u>4 Years</u>                      Kingdom of God &amp; Discipleship                      Biblical Doctrines &amp; Christian Community                      Apologetics &amp; Life Calling/Leadership                      Worldviews &amp; Christian Thought *</p>	<p><u>4 Years</u>                      Kingdom of God &amp; Discipleship                      Biblical Doctrines &amp; Christian Community                      Apologetics &amp; Life Calling/Leadership                      Worldviews &amp; Christian Thought*</p>
<p><b>ELECTIVES</b> (Some electives are 1 semester classes and others are 1 year—see Course Descriptions for details.)</p>	
<p><u>3 Years</u></p>	<p><u>4 Years</u></p>

May include: Art (1,2 & Studio), Band (Concert & Jazz), Book Club, Brain Works, Building Challenges, Business Math, Choir, Comics & Culture, Drama, Film Survey, Food Fundamentals, Health Careers, Intro to Forensic Sci., Spanish 5\* (completion of Spanish 4 is a prerequisite), Speech, Statistics, Teacher's Aide, Yearbook. Other Electives are available through dual credit and Sevenstar Academy.

\* = Academic Weighted Courses

PLEASE NOTE: 1 semester equals ½ credit. The recommended JCHS College Prep Program requires a rigorous full-time course of study all years of high school; both the minimum and JCHS College Prep Program courses of study lead toward college readiness. To be eligible for valedictorian and salutatorian, students must be completing the recommended JCHS College Prep Program and complete four years of math during high school through at least Precalculus/College Algebra.

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

Judah Christian School expects high moral standards and disciplined behavior from its students, employees, and community when using the Internet. Judah reserves the right to monitor electronic communication and address concerns with students, employees, and community members when necessary regarding any content that is not in line with the biblical principles taught at Judah. This includes, but is not limited to, negative comments or photos that may harm the reputation of Judah Christian School. Access to the Internet is a privilege, not a right. All electronic communication generated through Judah property or a Judah account is filtered and monitored. Improper use of the internet may lead to disciplinary action, up to and including termination.

Student computer usage at Judah is limited to content that is consistent with biblical principles taught at Judah, and within the context of a school related assignment or activity. Computer usage not directly related to instruction, must be approved by an appropriate supervising adult. Additional information is included in the student handbooks.

Wi-fi access may be available to Judah community and visitors during non-instructional hours provided a terms of agreement is signed. Malicious activity may be prosecuted by law where applicable.

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 incompatible when using the network, 2) any information retrieved from the Internet, 3) any unauthorized charges or fees resulting from access to the Internet. Judah Christian School will address any violations of the Computer Usage Policy.

### **General Guidelines for Acceptable Use**

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

## **Appendix II: Judah Christian Jr/Sr High School Policy on School Violence**

Judah Christian has a “zero-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. Parents of all involved parties will be notified in all situations that involve violence or a threat of violence. Anything that may potentially affect the safety at Judah falls under the School Violence Policy.

Judah Christian School will take all means necessary to ensure a safe environment free from any threat of violence both on the school property, as well as at any Judah sponsored event. Actions intended to cause harm, create fear, or intimidate another physically, emotionally, or spiritually will result in immediate discipline and possible expulsion. Students shall not create or possess graphic descriptions, drawings, or other representations of violence while at Judah or at a Judah sponsored event. Intent of harm, written or verbal, against oneself, others, or property will be treated as a serious threat and addressed accordingly. Law enforcement may be notified of an incident by a member of the administrative team when appropriate.

Weapons of any kind are not allowed on Judah property or at Judah sponsored events by any person, unless allowed by law (i.e. law enforcement). Should a student bring a weapon to school or a Judah sponsored event, upon discovery a teacher, administrator, or coach will immediately remove the weapon from the student. If there is an immediate danger to any individual, or if it is believed that federal or state laws have been broken, law enforcement will immediately be contacted.

For repeated offenses, a student may be required at the discretion of the Administration and/or Board, at the parent’s expense, to seek an evaluation by a mental health professional, approved by the Board, in order to remain at Judah.

Should a teacher or administrator discover that a student is the victim of violence or abuse, the teacher is required to immediately report the matter to the CEO. Teachers are mandated reporters and are required by law to report abuse to the authorities after informing an administrator.

If any student or Judah employee feels they are threatened, the victim of violence, or they have witnessed an act of violence, they should immediately report the incident to a teacher or school administrator.

Specific consequences for violation of the school violence policies are addressed in each of the school handbooks. The Board has final authority in all matters pertaining to student discipline.

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

The length and type of suspension is determined by the Administrator based on the severity of the infraction, on a case by case basis. Students will receive no credit for work missed during an out-of-school suspension. Parents wishing to appeal may seek counsel from the CEO and when necessary a meeting with the Board.

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

In the event expulsion is recommended by Administration, the parents will be invited to a scheduled meeting with the recommending Administrator, CEO, and the School Board, where the details of the incident are presented. The student may be suspended until the expulsion meeting takes place. Expulsions require Board approval and are effective immediately following the decision. In rare instances, a Disciplinary Board may be formed in order to ascertain the details and justification for the recommendation.

### **Appendix III: School Harassment Policy**

Judah Christian School is committed to maintaining an environment free from harassment and/or intimidation from anyone and will take all means necessary to ensure a safe environment free from the threat of harassment and bullying. Harassment and bullying are defined as any electronic, written, verbal, or physical act or conduct toward another person based on actual or perceived traits or characteristics (i.e. physical or mental ability, familial status, politics, etc.) where a repetitive pattern has been established, which creates a hostile or fearful environment. A hostile or fearful environment is defined as one that is detrimental to a person's physical or mental health, or interferes with the individual's ability to participate in or benefit from the services, activities, or privileges provided by the school.

If any student, Judah staff or faculty feels they are the victim of harassment or bullying, or they have witnessed some form of harassment, that individual should immediately contact any appropriate supervisor. The supervisor has the responsibility to notify an Administrator immediately. All concerns will be promptly and thoroughly investigated by an Administrator, documented in writing, and parents of both parties will be notified. Additionally, appropriate disciplinary action will be taken.

If there is any evidence of an inappropriate relationship or communication pattern between a student and an employee of Judah Christian School, a member of the Administration or Board should be contacted immediately.

#### **Social Media and Texting**

The Judah Christian School harassment policy also prohibits "cyber-bullying" or any related type of intimidation that could occur through texting, email, social media, or media hosting sites. Inappropriate communication through electronic media, such as "sexting", also falls under the Judah harassment policy.

Anytime a student harasses another student, even if the inappropriate communication was initiated away from school property, it is a violation of Judah's harassment policy.

#### **Hazing**

Hazing is defined as an activity which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Board.

As governed by the "Code of Conduct", it is the policy of Judah Christian School that no student or employee shall participate in any form of hazing that in any way is related to Judah Christian School or other organization.

Students or employees who violate this hazing policy will be subject to disciplinary action, which may include expulsion for students and employment termination for employees.

#### **Appendix IV: Controlled Substance Policy**

Judah Christian School believes that controlled substances are harmful to a child's physical and mental health and therefore do not have a place in the educational experience. A controlled substance is a substance that is not legally obtainable, being used in a manner different than prescribed or intended, legally obtainable but not legally obtained, or referenced in federal or state controlled substance acts.

Alcohol, tobacco, and controlled substances are prohibited on Judah property and at all Judah functions. Violators, including current and former students, employees, parents, and visitors, will be asked to leave the premises/event and may be subject to further disciplinary action including law enforcement where warranted.

Any student involved in the unlawful manufacture, dispensing, distribution, possession, use, or under the influence of a controlled substance, is subject to disciplinary action.

Any student involved in the distribution, consumption, use, possession, or under the influence of alcohol is subject to disciplinary action regardless of location.



## **Appendix V: Dress Code Enforcement Policy**

### **First Violation of the semester**

- The violation will be corrected (parents will be contacted to bring suitable clothing, if necessary). Zeros will be assessed for the time and assignments missed while correcting the violation.
- **A warning will be issued.**
- Parents will be contacted by mail and informed of this situation and the minimum penalty for a future violation.
- The student's discipline record will reflect this violation, the action taken, and the next penalty.

### **Second Violation of the semester**

- The violation will be corrected (parents will be contacted to bring suitable clothing, if necessary). Zeros assessed for the time and assignments missed while correcting the violation.
- **A warning will be issued.**
- Parents will be contacted by mail and informed of this second situation and the penalty for a future violation.
- The student's discipline record will reflect this second violation, the action taken, and the future penalty recorded.

### **3<sup>rd</sup> and all remaining violations during the semester**

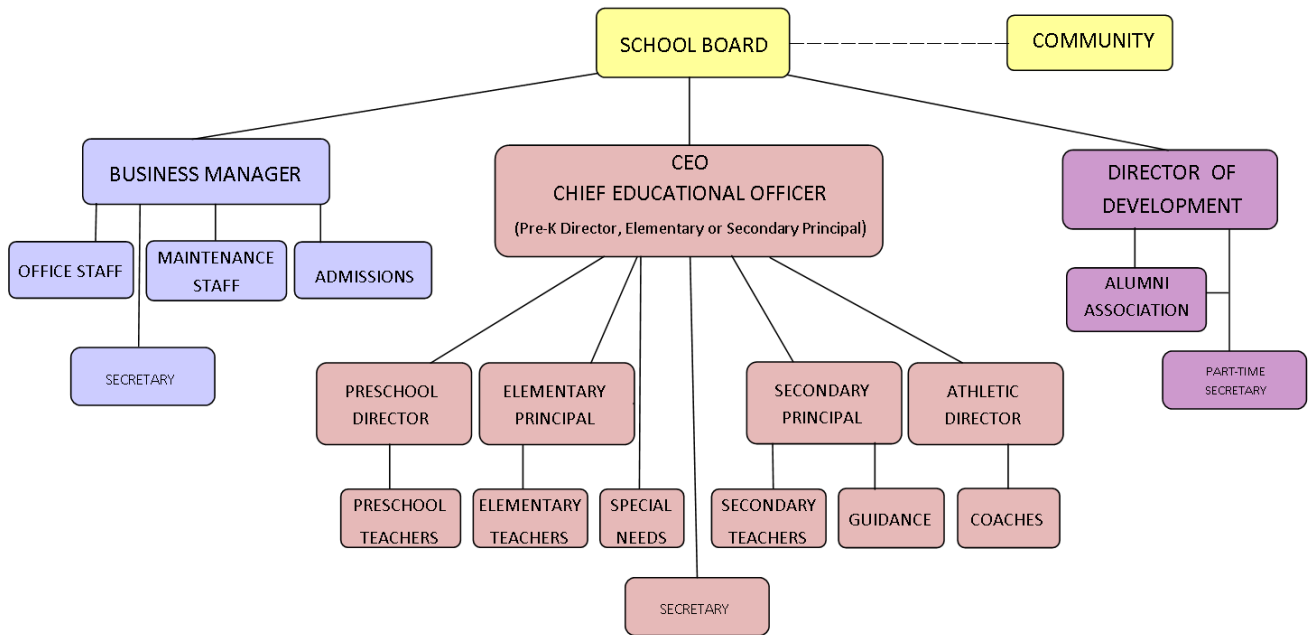
- The violation will be corrected (parents will be contacted to bring suitable clothing, if necessary). Zeros assessed for the time and assignments missed while correcting the violation.
- **Detention issued (first detention is 30 min.; all other violations will result in a 60-minute detention)**
- The student's discipline record will reflect this third (and any additional) violation, the action taken, and the future penalty recorded.
- ***Refer to "discipline/detention policy" regarding accumulation of detentions.***

### **Additional Notes**

- The principal has the authority to increase the penalty at any violation level.
- Students may be assessed a monetary penalty to pay for the Saturday Supervised Study, if they reach that point.

**Appendix VI: Organizational Chart**

**JUDAH CHRISTIAN SCHOOL ORGANIZATIONAL STRUCTURE**



**BUSINESS**

- \* FINANCES
- \* FACILITIES
- \* ADMISSIONS

**EDUCATION**

- \* ACADEMIC AFFAIRS
- \* EXTRA-CURRICULAR ACTIVITIES
- \* COMMUNITY RELATIONS (IN HOUSE)

**DIRECTOR OF DEVELOPMENT**

- \* MEDIA RELATIONS
- \* MARKETING/FUNDRAISING
- \* COMMUNITY RELATIONS (CU)

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## **Appendix VII: 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; G-rated Videos Only (PG movies must have administrative approval); Christian Music only
  - Obey all traffic laws and speed limits
  - Provide the school with all required volunteer information (see below)
- 

### **Required Information**

**Please provide the following information to the main office prior to assuming any responsibilities.**

- Copy of valid driver's license
- Proof of valid automobile insurance
- Cell phone number
- License plate number of vehicle used for volunteer 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.**

## **Appendix VIII: National Honor Society, Judah Christian School Chapter Guidelines**

**SCHOLARSHIP:** Incoming Juniors must have earned a 5.0/5.0 GPA and incoming seniors must have earned a 4.67/5.0 in order to be considered for admission to Judah's chapter of the NHS. Once a student achieves the required grades, he/she is then eligible for consideration based on his/her service, leadership and character qualities.

**LEADERSHIP:** Student leaders make visible contributions to their schools and communities. NHS defines student leaders as "resourceful, good problem solvers, promoters of student activities, idea-contributors, and exemplify positive attitudes about life."

**CHARACTER:** According to NHS, students of good character maintain moral and ethical principles, cooperate, are honest and reliable, courteous, show respect and concern for others, and make good lifestyle choices. The level of integrity expected of NHS students is far greater than that of others. These students should take criticism willingly, comply with school regulations, and apply concentration, self-discipline, perseverance and attention to studies.

**SERVICE:** Service is defined by NHS as "voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous and enthusiastic spirit." This means students who work well with others, are mentors in the community, and participate in activities outside of the school. Parents & students can view their current community service status on RenWeb and may contact the Guidance Counselor to update their service hours.

***Students who have met the academic requirements for consideration must complete the following prior to the end of the 2<sup>nd</sup> week of September, in order to be considered for admission to the Judah NHS:***

- Eligible students must maintain a full-time status (minimum of 4 courses)
- Eligible students applying as juniors must have completed a minimum of 30 community service hours and students applying as seniors must have completed a minimum of 40 community service hours prior to submitting their application. These hours must be verified by an adult supervisor.
- Provide 2 letters of recommendation: from any of the following (coach, pastor/youth pastor, employer, etc.) These letters should affirm the student's qualities of leadership, character & citizenship.
- Provide a one-page, typed essay responding to the following: "How do you feel the NHS qualities of scholarship, service, leadership and character are reflected in your own Christian life?"

*Mrs. Behrends is our faculty advisor for National Honor Society and all materials should be submitted to her as soon as they are available (no later than the end of the 2<sup>nd</sup> week of September).*