

JUDAH CHRISTIAN SCHOOL

**SECONDARY HANDBOOK**



908 N. PROSPECT AVENUE  
CHAMPAIGN, IL 61820

MAIN OFFICE: 217.359.1701  
SCHOOL FAX: 217.359.0214

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

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Judah Christian School Administration reserves the right to amend or change any policy or procedure in this handbook at any time in its sole discretion after reasonable notice to parents/guardians.

## **ORGANIZATIONAL COMPLIANCE**

School policies, procedures, and protocols are in general compliance as applicable with the following agencies, organizations, codes, as well as applicable statutory and case law:

- Illinois School Code [105 ILCS 5]
- Plyler v Doe, 457 U.S.202, 102 S Ct 2382 (1982)
- 23 Ill Adm. Code Part 425
- Illinois State Board of Education
- Association of Christian Schools International

## **SCHOOL PHILOSOPHY**

### **Our Tag Line**

Academically Excellent, Christ-Centered

### **Our Mission**

To partner with families, and the local church, in providing an academically-excellent, Bible-based education, preparing students for a Christ-honoring life of service.

### **Our Vision**

To provide life-transforming experiences through authentic relationships in a Christ-centered, family-friendly, and vibrant learning environment.

### **Our Core Values**

1. **Academic Excellence** - We are committed to providing an excellent educational experience for each individual learner through a relational model that is rooted in God's Word.
2. **Spiritual Formation** - We are committed to creating a learning environment where a passionate relationship with Jesus Christ is evidenced in each student through discipleship, fellowship, and service.
3. **Growing Relationships** - We are committed to fostering and growing authentic relationships with, and between, all members of the Judah Christian School family.
4. **Leadership Development** - We are committed to developing the next generation of Christian leaders to have an eternal impact on their families, society, and God's kingdom.

### **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)
8. We believe that God wonderfully and immutably creates each person as male and female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.
9. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25).
10. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; I Cor. 6:9-10).

### **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 disability, or whose personal or family life-style is not in harmony with the stated philosophy and purpose of Judah Christian School.

### **JCS Honor Code**

At Judah Christian School, we recognize the importance that every follower of Christ live in a manner worthy of the calling to which he or she has been called (Ephesians 4:1-3). Each one of us is to be a person of integrity which means we live a life of honor and purity whether we are in front of others or by ourselves (Proverbs 11:3). We are to have godly character which means we reflect the character of Christ (1 Corinthians 11:1; Romans 8:29). Godly character means we are honest, truthful, self-disciplined, and respectful at all times, in all places. Further, love for others means we will call other believers to live out this high calling and actively challenge one another to repent when we fall into sin (Hebrews 10:24; Galatians 6:1; Matthew 18:15-17). We cannot passively ignore when a brother or sister in Christ is dishonoring God in word or behavior (James 4:17; 5:19-20). To this end, we ask each student to personally accept and, by God's grace, follow these Christian responsibilities:

1. I will consistently seek to honor God in my thoughts, words, and actions (Deuteronomy 26:17).
2. I will honor, respect, and submit to all those whom God has placed in authority over me without complaining or arguing (Romans 13:1-2).
3. I will not lie, cheat, or steal nor will I tolerate such activity when others do; but instead, I will be honest and trustworthy and call others to be honest and trustworthy. (2 Corinthians 8:21).
4. I will seek to be unselfish, responsible, courteous, and edifying towards teachers and my fellow students (Philippians 4:8).
5. I will strive to be obedient from the heart rather than trying to only appear righteous when teachers or others are watching (Matthew 15:8; Mark 7:15, 20-23).
6. I will do all of my own schoolwork with no unauthorized help (i.e. without teacher and/or special needs coordinator approval). This includes not copying homework, not having notes or the textbook visible during a quiz or test, and not reading condensed versions (Cliffsnotes, et. al.) **instead of** reading the original work or book (you may read supplemental material **in addition to** the assigned book) (Hebrews 13:18).
7. I will refrain from plagiarism or turning any work that is not totally mine unless properly cited (Proverbs 4:25-27; 12:22).
8. I will refrain from other dishonorable acts including, but not limited to, tobacco and tobacco products, vaping, marijuana, illegal drugs, unauthorized use of legal drugs, illegal use of alcohol, sexual immorality,

pornography, sexting, inappropriate or abusive language, bullying, discrimination, disrespect of others, gossip, vandalism, hazing, skipping classes/school, or any other inappropriate actions that bring reproach to the name of Christ and JCS.

- When I sin, I will confess my sin plainly, repent of my sin fully, and try to make amends or correct the wrong I have done to all those who have been affected by my words or actions. (1 John 1:9; Luke 19:8-9)

As a student of JCS, this Honor Code reflects a God-honoring character and is therefore in effect for the full twelve months of the year, at school, at school activities, outside of school, and at home.

## **DAILY LIFE AT JUDAH CHRISTIAN SCHOOL**

### **Secondary School Schedule**

#### **Junior High School Schedule**

1st Period	8:10-8:44
2nd Period	8:48-9:22
3rd Period	9:26-10:00
4th Period	10:04-10:38
5th Period	10:42-11:16
6th Period	11:20-12:20
7th Period	12:24-1:05 Lunch
8th Period	1:09-1:50
9th Period	1:54-2:35

#### **Junior High School Chapel Schedule**

##### **Thursday**

Chapel	8:15-9:00
1st Period	9:04-9:32
2nd Period	9:36-10:04
3rd Period	10:08-10:36
4th Period	10:40-11:08
5th Period	11:12-11:40
6th Period	11:44-12:40
7th Period	12:44-1:18 Lunch
8th Period	1:22-1:56
9th Period	2:00-2:35

#### **High School Daily Schedule**

1st Period	8:10-8:44
2nd Period	8:48-9:22
3rd Period	9:26-10:00
4th Period	10:04-10:38
5th Period	10:42-11:16
6th Period (A)	11:20-11:50 Lunch or Study Hall
6th Period (B)	11:50-12:20 Lunch or Study Hall
7th Period	12:24-1:05
8th Period	1:09-1:50
9th Period	1:54-2:35

#### **High School Chapel Schedule**

##### **Thursday**

Chapel	8:15-9:00
1st Period	9:04-9:32
2nd Period	9:36-10:04
3rd Period	10:08-10:36
4th Period	10:40-11:08
5th Period	11:12-11:40
6th Period (A)	11:40-12:10 Lunch or Study Hall
6th Period (B)	12:10-12:40 Lunch or Study Hall
7th Period	12:44-1:18
8th Period	1:22-1:56
9th Period	2:00-2:35

## Attendance/Absence

We request that parents/guardians call when their child will be absent or tardy. Please contact the school office via email at [attendance@judah.org](mailto:attendance@judah.org) or phone (217-359-1701, ext. 192) before 9:00 a.m. on the day of the absence or tardy.

Students arriving late to school must report to the Main Office to check in and receive a pass to class.

More than fourteen (14) absences (excluding school related ones) in a single semester, will be deemed excessive with the potential for loss of credit for that portion of the academic year (quarter/semester). 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.

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.

Judah Christian School recognizes three types of absences:

- 1.) 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.
- 2.) 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. \*\*Note: Juniors and seniors are permitted two days for college visits, which must include written verification from the college.
- 3.) 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.
- 4.) In order to be recognized for perfect attendance, a student must have zero unexcused tardies, be present for every assigned class period and remain in school until dismissal. Exception: school related functions and field trips.

## **Arrival Time and After School Supervision for Jr/Sr. High School Students**

Students can arrive at school as early as 7:45 a.m. 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 taken to a supervised after school area until a parent/guardian arrives. Parents will be charged \$3.75 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 only provided until 5:30 p.m.

## **Tardy Policy**

After every three collective unexcused tardies in any individual class, students will be required to participate in a 30-minute after school detention.

## **Lunch Policies**

Students may bring their lunches from home or choose to purchase lunch through our hot lunch program. Students may purchase pop (high school only) and/or white or chocolate milk from the school – drinks are not included in the hot lunch menu price. All drinks and food should be consumed during the lunch period.

An absence from lunch if approved by the principal can be due to:

- Church function over the lunch hour, approved by the principal.
- Parent or Guardian function over lunch hour, approved by the principal.
- Off-campus or on-campus function, over the lunch hour, approved by the principal.

Exception: 11 and 12<sup>th</sup> grade students will be allowed to leave campus at the beginning of lunch to pick up an off-campus lunch, provided they have up-to-date, written parental permission (provided via the appropriate permissions form found on ParentsWeb). 11<sup>th</sup> and 12<sup>th</sup> graders leaving to pick up food during lunch will be expected to sign in and out in the main office and return to Judah by 12:30 p.m., in order to eat his/her meal in the assigned lunch location on Judah's campus.

## STUDENT RESPONSIBILITIES

### Student Dress Code

#### Guiding Principles of the Code (B.A.S.I.C.):

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

#### Enforcement Pillars of the Code (Student appearance must be):

1. **Modest** – A student's appearance should reflect his/her identity as a follower of Christ. Students' attire should also be based on Biblical standards while avoiding bringing attention to the outer appearance (1 Cor. 10:31; 1 Tim. 2: 9-10; 1 Peter 3:2-5). These Biblical standards of modesty should be reflected in a student's attire during school hours:
  - a. Any clothing or personal appearance that calls undue attention to the individual is not acceptable.
  - b. The general guideline for the length of shorts, skirts, and dresses requires that they are no shorter than 2" above the knee (this includes slits in skirts or dresses).
  - c. All clothing should be constructed in a style that is not too tight or body shape revealing.
  - d. Clothing should completely cover undergarments at all times (including while sitting or bending over).
  - e. Students should wear modest clothing styles that cover the neckline and are no lower than 2" below the collar bone and cover the midsection while standing in a normal posture or bending over.
2. **Conducive to a Christian Learning Environment** – Students should also have an appearance that is conducive to a Christian learning environment. Clothing or appearance should not be distracting to other students or staff members. It is important to note that these specific expectations are those identified by school leadership as best for a school setting rather than those that have been identified as moral obligations. These standards also provide an opportunity to prepare our students for their future when they may encounter various appearance guidelines at their places of employment or other venues. These standards include the following:
  - a. Neatness: All clothing should be clean and in good repair. Clothing with holes, patches, stains, or ragged/frayed ends may not be worn. This includes clothes that are designed with frayed/ragged ends or holes.
  - b. Shoes: All well-maintained shoes and sandals are permitted, with heels no higher than 2" tall; K-6 sandals must have straps around the back of the heel for safety.
  - c. Pants: All pants, shorts, skirts and dresses must be Khaki/chino-style, corduroy, or denim, and must be no shorter than 2" above the knee (this includes slits in skirts or dresses). Leggings made from other materials are allowed underneath skirts/dresses as long as the skirt/dress is no shorter than 2" above the knee.
  - d. Shirts: All shirts/blouses must be no lower than 2" below the collar bone. For girls, sleeves must come to the shoulder (no "spaghetti" straps or tank style). Off-the-shoulder styles are not allowed. Boys' shirts must have sleeves.
  - e. Labels/Graphics: Attire should not promote images, labels, political ideologies, or philosophies

- that are in conflict with God’s Word, or controversial enough to induce heated/emotional arguments about whether such an image, label, political ideology or philosophy is “Christian” or not (for example: secular bands, movie/TV show characters, political parties/politicians, etc.).
- f. Hair/Head Coverings: All hair (including facial hair) should look neat and natural. Any hairstyle, hair color, or head appearance – which includes but is not limited to hats, unnatural coloring, Mohawks, excessive sideburns, handlebar mustaches, designs shaved into hair, etc. – that tends to call undue attention to the individual is not acceptable. Hair should always be out of the eyes, regardless of how it is kept or worn, neatly trimmed, and well-groomed at all times. (Head coverings for documented religious purposes must be approved by the administration)
  - g. Body Art: Tattoos or “body art” are not allowed, if visible.
  - h. Piercings: Any type of visible piercing other than the ear or nose for female students, are not allowed. (This includes nose rings, lobe gauges/tunnels, etc.) Students who have prohibited piercings will be required to remove them.

### **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.

### **On and Off-campus Dress Code Clause**

Students should also observe the dress code policies when attending Judah Christian sponsored events and functions.

### **Formal Dress Code Clause**

Students should observe the standard dress code policies at all formal events like Prom, graduation practice, graduation, awards ceremonies and banquets.

### **Homecoming Dress Code Clause**

Students should observe the standard dress code policies at all Homecoming events like assemblies, Homecoming games and activities. Spirit days during Homecoming week are somewhat flexible, however, Judah leadership, faculty and staff still reserve the right to interpret all dress code policies and make final decisions regarding appropriateness of student attire.

### **Finals Week Dress Code Clause**

Students should observe the standard dress code policies during Finals Week (Fall and Spring). Judah Leadership, faculty and staff still reserve the right to interpret all dress code policies and make final decisions regarding appropriateness of student attire.

## **Use of Electronics**

IPods, cellular phones, tablets, and other related electronic items are not to be used inside the school building during school hours without staff approval. These items will be confiscated for the remainder of the class period and can be retrieved from the principal’s office. Repeated offenses will result in additional penalties. The school reserves the right to inspect a confiscated phone if the school has a reasonable belief that the phone contains pictures or texts, etc. that violate school policy.

## **Locker Policies**

1. All students will be assigned a locker. Books, coats, and personal effects may be stored in the lockers.
2. The school will not be responsible for lost or stolen articles.
3. Pictures or other items displayed inside lockers are to be in “good taste”. Students should check with the Principal 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.
4. A locker remains the property of the school and may be inspected at the discretion of the school administration, including any contents, book bags, purses, backpacks, etc.
5. Students will be held responsible for damage done to lockers (ex.: doors are not to be forced or kicked

closed, etc.)

6. 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.

### **Off-Campus Internet/Social Media Policies**

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.

### **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 on RenWeb.

### **Driving to School**

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 during school hours only under special circumstances, with approval from the principal, such as: attending classes at Parkland; part-time students leaving/arriving; medical appointments; etc.
3. Students may not occupy cars during the school day
4. Maintain up to date and accurate information (driver's license number, car(s) description, and license plate number) with the office and have parents sign the "Driving Permission" form (available on RenWeb) and pay the onetime \$10.00 fee.
5. Observe the 10 M.P.H. speed limit while on school grounds.

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

The school reserves the right to inspect any student vehicle parked or driven on campus when, in the school's sole discretion, there is a reasonable belief that the vehicle contains any item that violates school policy or is illegal.

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.

### **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. Pictures or other references to alcohol, tobacco, secular groups, or sexual connotations, are not to be displayed on book covers, books, notebooks, or workbooks.

### **Community Service**

We recommend students in 9<sup>th</sup> thru 12<sup>th</sup> grade participate in at least 10 hours of community service each year of high school. This is a good way to catch the attention of colleges and universities. These hours of community service, when reported to the Guidance Counselor by the adult supervisor of the activity, will be included on the student's transcript. These services can include just about any area of volunteering (anything they do not get paid for).

### **Senior Trip**

Each year, students with Senior standing are required to participate in our annual Senior Missions Trip. There is an additional expense for this trip. Fundraising opportunities are available to cover the cost of this opportunity.

### **Hallway Policies**

1. No student is to be in the hallways during a class period without a teacher-provided hallway pass.
2. Students are only allowed in the elementary building with a pass, working as a teaching assistant, 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 Policies**

1. General circulation books may be checked out for two weeks. Books may be renewed until requested by another student.
2. Students will be responsible for replacing lost books.
3. Judah will charge fines for overdue books. 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. Books and fines may be taken to the school office during office hours, or to the school library during library hours. Fine notices must accompany fine payment when this is taken care of in the school office.
4. 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.

## **STUDENT ACADEMIC INFORMATION**

### **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/Parent-Teacher Conferences**

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.)

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 to 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 will be exempt from the final exam requirement for the second semester.

## 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.

## Judah Christian High School Graduation Requirements

Minimum Requirements Program (23½ Cr/24 w/IL Hist)	Recommended JCHS College Prep Program (30 Cr)
<b>MATHEMATICS</b> <u>3 Years</u> Algebra 1 (1 year) <i>or</i> Algebra 1A & 1B (2 years) Geometry (1 year) Algebra 2 (1 year) <i>and/or</i> Honors Algebra 2 w/Trigonometry (1 year) <i>Electives</i> —Statistics (1 semester) —Business Math (1 semester)	<u>4 Years during High School</u> Algebra 1 (1 year) Geometry (1 year) Honors Algebra 2 w/Trigonometry* <i>or</i> Algebra 2 (1 year) Pre-Calculus/Trigonometry* <i>or</i> College Algebra (1 year) Calculus* <i>or</i> AP Calculus AB* ( <i>or</i> 1 sem Calc/1 sem Stats) <i>College Prep Math often (Alg 1→Geom→Honors Alg 2 w/Trig→Precalc) or (Geom→H Alg2/Alg 2→Precalc/College Alg→AP Calc/Calc/Bus Math- Stats) and includes math in grades 9– 12.</i>
<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	<u>4 Years</u> English 9 Introduction to Literature English 10 American Literature English 11 British Literature (AP option*) English 12 Communication Studies/Writing Skills (Dual Credit Option*)
<b>SOCIAL STUDIES</b> <u>3 Years</u> World History United States History Civics (1 semester) <i>or</i> AP US Gov't & Politics (1 sem) 20 <sup>th</sup> Century World Affairs (1 semester)	<u>3 Years</u> World History United States History AP U.S. Government & Politics* (1 semester) 20 <sup>th</sup> Century World Affairs (1 semester)

**Graduation Requirements cont'd**

Minimum Requirements Program (23½ Cr/24 w/IL Hist)

Recommended JCHS College Prep Program (30 Cr):

<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 or Honors 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) HEALTH</b>  <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>  <u>3 Years</u>                  Elective offerings vary semester to semester and year to year</p>	<p><u>4 Years</u>                  Elective offerings vary semester to semester and year to year</p>

\* = Academic Weighted Courses

*Independent Study Courses: Subject to approval by Secondary Principal pending proposal and schedule allowances.*

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 through at least Pre-Calculus/College Algebra.

PLEASE NOTE: 1 credit will be allotted to student athletes per year, for sports.

**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 VIII 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**

Senior High students are excused from PE for the year if they participate in a Judah school-sponsored sport, or if they have an academic conflict.

Each junior high student will participate in the equivalent of 1 quarter of P.E. for the year. Junior High students no longer exempt because of sports. 7th graders will have PE during the first half of the year, and 8th graders will take the 2nd half of the year. Junior High PE will use the following schedule:

7th Boys MWF and 7th Girls T/Th 1st Quarter;

7th Girls MWF and 7th Boys T/Th 2nd Quarter;

8th Boys MWF and 8th Girls T/Th 3rd Quarter;

8th Girls MWF and 8th Boys T/Th 4th Quarter.

A written excuse from a doctor will be required if a student is medically unable to take part in PE.

### **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.

### **Secondary Special Needs**

Judah Christian School strives to support secondary students with special needs to the extent that resources are available and the needs of the student do not limit the learning of the students in the classroom. Services available include speech and language assessment and supports, as well as testing and evaluation for possible learning difficulties. This evaluation is conducted by our Director of Special Needs and can lead to an Intervention Plan, 504 Plan or Individual Service Plan if the secondary student qualifies for these supports. Please refer to the Special Needs Handbook for more information about supporting special needs students at Judah Christian School. Students enrolled in private institutions by their parents or guardians do not have the same legal rights to special education services and may not receive as many services as the students enrolled in public school.

### **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 Secondary Principal. A complete list of approved institutions is listed below:

1. All state recognized public & private high schools
2. Parkland College
3. Urbana Theological Seminary (credit issued through Lincoln Christian College)
4. SevenStar Academy
5. Alpha and Omega
6. 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.

## **STUDENT CONDUCT AND DISCIPLINARY PROCEDURES**

### **“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 the Appendix II.

## **Discipline**

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. 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.

## **Discipline Enforcement**

Teachers may recommend, and the Principal may administer, but is not limited to, any of the following consequences for violations of the JCS Student Handbook and/or classroom expectations:

1. Detention
2. Work Detail
3. “Natural Consequences”
4. Out-of-School-Suspension (OSS)
5. 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.

## **PARENTAL RESPONSIBILITIES**

### **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 8:00 a.m. and is dismissed at 3:35. Since the doors are not unlocked until 7:45 and faculty supervision does not begin until then, please do not drop off your students before this time. Students need to be picked up between 3:35 and 4:00 p.m.

### **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.

### **Students Leaving School During School Day**

During the school day, students must check in and out at the main school office.

### **Authorization for Pickup**

If there are special circumstances, or if there is a court regulated reason someone is not to pick up your child, please make sure to inform the Secondary Principal and the Main Office.

### **School Closing**

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

JCS 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

### **Judah Parent Teacher Connect**

The goal of Judah Parent Teacher Connect (formerly JudahConnect) is to provide fellowship opportunities for Judah families, support and encourage Judah teachers, increase the parent involvement at Judah, and continue to help make Judah a welcoming school. Parents/guardians will periodically receive emails from Judah Parent Teacher Connect with meeting and event details.

### **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. Single parent families are asked to volunteer 12 ½ hours each year. 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 \$30. Any balance of hours not spent in actual service at the end of the year will be billed to your family's account.

### **Contacting/Visiting School During School Hours**

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. 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.

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 7:45 a.m. to 8:00 a.m. and 3:35 p.m. to 4:00 p.m.

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 Christian 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.

### **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

### **Change of Address**

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

### **Solicitation**

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

### **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.

### **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 Superintendent 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.

### **Withdrawals**

Please notify the office and the secondary principal as far in advance as possible. Prior to withdrawing from JCS, please verify with the bookkeeping office that all accounts are current. All student records will be forwarded upon request by the new school.

### **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 VII for volunteer responsibilities and guidelines).

### **Accidents**

All accidents that occur during the school day should be reported to the school office immediately. The school nurse or 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/Asthma**

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 plan from your physician stating any life threatening food, or other substance, allergies that your child may have. This plan should also describe the treatment for your child's life threatening allergy. For children with life threatening food allergies that require an Epi-Pen, the Epi-Pen and

other medication must be left at school in case of an emergency and a Food Allergy Action Plan, Individual Health Care Plan, and Medical Service Plan must be in place with our school nurse and renewed every year. 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. For students with asthma requiring and an inhaler used at school, an Asthma Action Plan must be signed by a physician and be on file with the school nurse. For students needing to use inhalers at school a Medical Service Plan must also be completed.

### **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.

### **Child Abuse**

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

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

Periodically, throughout the school year, we will have emergency drills. Emergency procedures have been established to help ensure 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.

### **First Aid**

The school nurse or 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 school nurse or 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.

### **Student Illness/Communicable Diseases**

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 school nurse 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 school nurse or 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.

## **SCHOOL FUNCTIONS AND EXTRACURRICULAR ACTIVITIES**

### **Judah vs. 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.

### **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 RenWeb and at [www.judah.org](http://www.judah.org), 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 weekly 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.

## **Student Led Clubs**

Student led clubs are encouraged, however only approved by the Principal. A faculty or staff will be assigned to each student club and will be responsible for the overseeing of all student club activities.

## **Dances**

Judah Christian High School, 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.

## **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. It is for this reason JCS has developed this Acceptable Use Policy (AUP). A copy of the Acceptable Use Policy may be found in Parents Web under Recourse documents. 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. An appropriate supervising adult must approve computer usage not directly related to instruction

Judah Christian School understands that in addition to the educational materials available, there is the chance that students may inadvertently access materials that some may deem inappropriate or objectionable. While safeguards are in place to filter material not in line with the school's mission and educational goals, parents must understand that there is no blocking software that can provide a 100% guarantee.

Network storage areas and cloud storage services (like Google Drive, Microsoft One Drive and other commonly recognized cloud storage providers) associated with Judah Christian School may be treated like school lockers and desks. Appropriate school personnel and the network administrator may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that the files stored on Judah Christian School servers or any associated cloud storage services will always be private.

Wi-Fi access may be available to Judah community and visitors during non-instructional hours provided they agree to honor the school's Acceptable Use Policy.

Supervision of our students is a priority and will be maintained to the best of the staff's ability. 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

## **Appendix II: Judah Christian 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 Superintendent. 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 Principal 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 Superintendent 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 Principal, Superintendent, 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 "JCS Honor Code", 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: 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)
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### **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 VI: 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).*