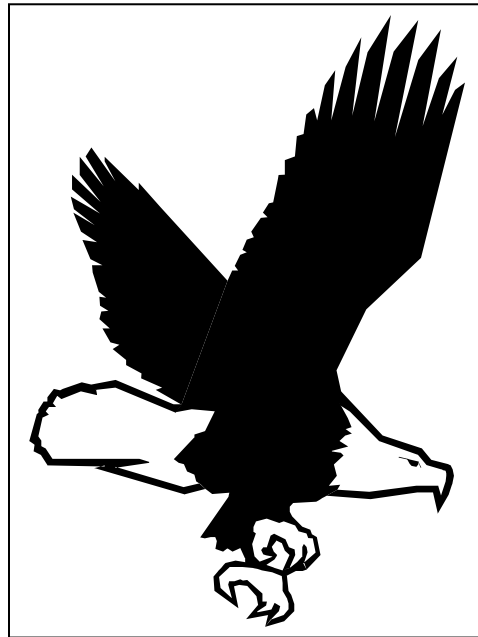


**Jim Elliot Christian High School**

# School Handbook 2009 – 2010



**Jim Elliot Christian High School**

2695 W. Vine Street

Lodi, CA 95242

Phone 368-2800 Fax 333-5208

Website [www.jechs.com](http://www.jechs.com)

# **Jim Elliot Christian High School**

## **School Handbook**

### **2009-10**

2695 W. Vine Street, Lodi, CA 95242  
Phone 209-368-2800 Fax 209-333-5208  
Website [www.jechs.com](http://www.jechs.com)  
Parents' website [www.renweb.com](http://www.renweb.com)

“He is no fool who gives what he cannot keep to gain what he cannot lose.”

Jim Elliot

#### Office Administration

David Couchman	Principal/Administrator
Dottie Henry	Vice Principal
Marlene Weigum	Business Manager
Carrie Fox	Guidance Counselor
Kathi Martens	Secretary
Penny Thiesen	Secretary

#### School Board Members

Rick Souza, President	Karen Isaak
Jim Musgrave, Vice President	Don Walters
Jamie Howen, Secretary	Mark Washburn
Tarianne Cotton	Michael Williams
Richard Hust	

*Jim Elliot Christian High School reserves the right to change any policy or procedure herein at any time, when in the sole discretion of the school board, it deems such change to be in the best interest of the school.*

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## *Vision Statement*

The vision of Jim Elliot Christian High School is to graduate young adults with a Biblical worldview who are academically prepared for advanced studies and are positive and productive Christian citizens.

## *Mission Statement*

In partnership with families, Jim Elliot Christian High School seeks to glorify God through a Biblically based education that includes spiritual growth, academic excellence, physical development, and social interaction.

## *Statement of Faith*

**We believe** the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:15, 2 Peter 1:21).

**We believe** there is only one God, eternally existent in three persons – Father, Son and Holy Spirit (Genesis 1:1, Mathew 28:19, John 10:30).

**We believe** in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Mathew 1:23, Luke 1:35), His sinless life (Hebrew 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, I Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11, Revelation 19:11).

**We believe** in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (John 3:16-19, 5:24, Romans 3:23, 5:8-9, Ephesians 2:9-10, Titus 3:5).

**We believe** in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life; they that are lost unto the resurrection of damnation (John 5:28-29).

**We believe** in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28).

**We believe** in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14, I Corinthians 3:16, 6:19-20, Ephesians 4:30, 5:18).

**We believe** in the creation of man by the direct act of God (Genesis 1:26-28, 5:1-2)

Jim Elliot Christian High School's Biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the Biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual orientation, or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

## **Core Values of Jim Elliot Christian High School**

*JECHS will always be:*

1. **Christ Honoring** – Every class and activity, every person and program will seek to glorify the Father by modeling the Son. *This means:*
  - *The school belongs to Christ. Leadership serves His purposes and follows His leading.*
  - *Prayer is seen as central to the success of the school.*
  - *Board members, employees, and students have confessed Christ as Savior and Lord and model His behavior to the best of their abilities.*
  - *The school will conscientiously strive for excellence in all aspects of its programs.*
  
2. **Bible Based** – The infallible Scripture is the foundation of our philosophy, teaching, policies and practices. *This means:*
  - *Curriculum and activities will follow Biblical principles and promote a Biblical worldview.*
  - *Bible will be taught as a core academic subject.*
  
3. **Discipleship Directed** –JECHS trains students to boldly live a life of faith in Christ. Reverence for the Lord is the beginning of wisdom and knowledge. *This means:*
  - *JECHS enrolls only students who have made a profession of faith in Christ as their Savior.*
  - *The school works in partnership with parents.*
  - *Education is seen as a means, not an end. JECHS helps students mature spiritually while preparing them intellectually so they may succeed in life after high school, making a difference for Christ in their world.*
  - *Board members, employees, parents, and students are all expected to model discipleship by their commitment to and involvement in a Bible-believing church.*
  
4. **Educationally Effective** – JECHS will provide an academically rigorous curriculum that prepares students to reach their potential for success in college or vocation of their choice. *This means:*
  - *Students will be academically literate, socially well rounded, and spiritually grounded while choosing a healthy lifestyle.*
  - *Students will have ample opportunities to develop and practice the important character qualities of self-discipline, responsibility for one’s actions, service, integrity, evangelism and good citizenship.*
  - *Teachers will demonstrate a love for students and a passion for academic excellence.*
  - *Students are enrolled who desire academic excellence in a Christ-centered environment.*
  
5. **Integrity Oriented** – The operations of the school will be God honoring and follow the highest standards of integrity. *This means:*
  - *All business practices are anchored in Biblical principles and are transparent to scrutiny.*
  - *The board will strive to provide the best employee compensation, benefits, and professional development opportunities possible.*
  - *The school will remain an independent educational institution with no direct denominational affiliation.*

## **Expected School-wide Learning Results for Jim Elliot Christian High School**

### **Academic Achievers**

Students should be able to:

- Demonstrate competence in the academic disciplines that will enable them to pursue the advanced studies and career goals to which they aspire.
- Express their God-given creative potential in all intellectual, artistic, practical and physical pursuits.
- Become technologically literate and adapt to emerging technologies.
- Understand that doing one's best in academic pursuits is a mark of Christian discipleship (Col. 3:23).

### **Well-Equipped Christians**

Students should be able to:

- Recognize the meaning and implications of the biblical worldview in contrast to other major worldviews.
- Demonstrate how to use the Bible as a guidebook for life.
- Distinguish right from wrong using the Bible as the standard.
- Defend their faith and prepare to share that faith with the world.
- Apply Biblical principles in order to become physically, emotionally, intellectually, and spiritually fit.
- Demonstrate the proper treatment of the physical body (the temple of the Holy Spirit).
- Portray Christ-like character.

### **Effective Communicators**

Students should be able to:

- Apply the conventions of English for effective communication.
- Read, write, speak, and listen reflectively and critically.
- Recognize the value of working together cooperatively.
- Apply listening skills objectively to other points of view and seek conflict resolution.
- Demonstrate communication skills at school, career, and community activities.

### **Critical Thinkers**

Students should be able to:

- Demonstrate logical and effective decision making skills.
- Identify, locate, and organize information or data.
- Demonstrate the ability to analyze, synthesize, and evaluate information through independent and/or cooperative efforts in order to reach resolution.
- Apply problem-solving strategies to real-life scenarios.

### **Community Contributors**

Students should be able to:

- Choose to use their time and talents to improve the quality of life in schools, communities, and the world.
- Demonstrate positive and productive citizenship.
- Exhibit an appreciation and concern for our natural environment.
- Demonstrate an awareness of world viewpoints, belief systems, cultures, & other languages.
- Choose to act in an ethical and responsible manner that reflects the character of Christ.
- Apply an appreciation for the historical background and diverse origins of people and events.

*All references to “parent” refer to parent(s) or legal guardian.*

<b>SCHOOL STANDARDS</b>
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❑ **ACCREDITATION STATEMENT**

Jim Elliot Christian High School (JECHS) has earned full accreditation from the Association of Christian Schools International (ACSI) and the Western Association of Schools and Colleges (WASC). The school is registered with the California State Department of Education through the Private School Affidavit. Courses have been approved by the University of California as acceptable college preparatory work.

❑ **NON-DISCRIMINATION STATEMENT**

JECHS does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational policies, admissions policies, tuition assistance policies, and athletic and other school administered programs. However, JECHS reserves the right to refuse admission to anyone unwilling to comply with the school’s policies or unable to meet and/or achieve the school’s levels of academic, spiritual or behavioral standards.

❑ **INVITATION TO RE-ENROLL EACH YEAR**

JECHS desires returning students to uphold its’ admission standards; therefore all ninth through eleventh grade students will be re-evaluated before being invited to attend the following year.

An invitation to continue as a student at JECHS will be based on the same criteria as those at the time of original acceptance: 1) the student’s desire to live in obedience to Jesus Christ, 2) the student’s personal desire to attend JECHS, 3) regular attendance in a church that honors the Bible as God’s Word, 4) a satisfactory citizenship record, and 5) acceptable academic progress.

Enrollment of students in JECHS is a privilege, not a right. Parents must understand that continued enrollment and reenrollment of their students is also dependent on the parents’ support of the school, its staff, and its policies.

❑ **GRIEVANCE PROCEDURE**

As Christians we resolve disputes according to the Matthew 18 Principle which means that if one person has a conflict with another, that one goes to the other privately and discusses it. If satisfaction is not reached, then a person of more authority may be brought in and so on.

In the event that any student or parent feels seriously aggrieved on account of JECHS, or actions of its employees, said person(s) may file a written and signed grievance with the school administrator. If the grievance is not settled after being filed with the administrator, he/she may submit the grievance, written and signed, to the School Board. The Board will give a written response within 30 days of receiving the grievance. The conclusions of the Board will remain final and not subject to additional appeals.

## PARENTS' ACCESS TO STUDENT INFORMATION VIA THE INTERNET

### JECHS WEBSITE

Information about the school can be accessed through the Internet by going online to [www.jechs.com](http://www.jechs.com). The website contains general school information, as well as the school calendar and links to RenWeb and Turnitin.

### RENWEB

JECHS has an educational management system known as the Renaissance Web System, or RenWeb for short. This tool, among other things, can be used for communication between the school and the home. Twenty-four hours a day, parents and students can check grades, look up assignments, send emails, and check on discipline and attendance records.

#### □ ACCESSING RENWEB

RenWeb can be accessed on the Internet by going to the school home page at [www.jechs.com](http://www.jechs.com) and clicking on the RenWeb link or going to [www.renweb.com](http://www.renweb.com). Click on the "Parents Web Login" button. In the next window you will enter the district code JEHS-CA, your email address that you have on file with the school, and your RenWeb password. (Each family is assigned a password from RenWeb. Students may have their own passwords. Contact the administration if you lose your password.) Follow the instructions and this will take you to your family page where you will be able to access a variety of information. Contact the school if you have any problems.

#### □ MAKING THE BEST USE OF THE RENWEB SYSTEM

RenWeb is a useful tool in keeping parents and students informed; however, information can be misused or misinterpreted.

**Grade Postings:** Teachers are instructed to post grades on routine work (homework, small quizzes, objective tests, etc.) within one week of the due date. Major works, research papers, major quarter projects, etc. may take longer to grade.

**Interpreting Grades:** It may take 3 weeks at the beginning of each quarter for a student to have enough grades to reveal his/her status in a class. On occasion, parents have wondered why their A student is receiving a D- in some class when the student has only taken one 5-point quiz in the quarter. If the student missed two questions, he/she received a 60% on the quiz, hence the D-. Quizzes may only account for 10% of the entire quarter grade and when other, more heavily weighted grades are entered, the grade will change dramatically. When interpreting grades, parents must take into account the whole picture for the class grade scale, including the total number of grades entered and the weight of each section in which the grades are listed.

**Automatic Zero Grade Notification:** Parents are sent an email automatically whenever their student receives a zero grade on any assignment. This does not mean that the grade will remain at a zero. In many instances, the grade will be changed if the student turns in the work in the time period required by that teacher.

**Homework:** Some teachers post homework a week or more in advance while others post homework daily. The student is held accountable for what is assigned in class by the teacher because it is the most up-to-date.

**Discipline:** Discipline notices are automatically emailed whenever a student has a discipline record entered into the system. Parents are requested to support the school and reinforce the rules when such notices are received.

**To Contact School Staff Members:** RenWeb email is the preferred method to contact teachers. Here are some tips for making the best use of the system.

- Keep it short and simple. Questions need to be specific and concise.
- Avoid complex or highly emotional discussions that would be better served by a phone call or face-to-face meeting with the appropriate person.
- Avoid accusations. JECHS teachers desire to partner with parents for the success of the students. Simply state your questions or concerns and allow the teacher to respond.
- Contact the appropriate person. Some parents contact an administrator first when they have questions about grades or the way a teacher runs a class. We strongly affirm the Matthew 18 Principle: go directly to the source before working up the hierarchy. The teacher needs to be contacted first in most cases.

## TURNITIN

TURNITIN is an online service that helps educators and students take full advantage of the Internet's educational potential for writing research papers and other major compositions. TURNITIN encourages originality, discourages plagiarism, offers resources to help improve student writing, and assists teachers in grading papers.

Teachers will determine which major written assignments will be submitted online through TURNITIN. Each teacher will give the students the class ID number, a class enrollment password, and at the appropriate time, will give instructions on how to submit the papers. Arrangements will be made for those who do not have Internet access. Parents and students may click on the TURNITIN link on the JECHS web page to go to [www.turnitin.com](http://www.turnitin.com) and explore the many features of the service.

Remember your TURNITIN user name and password. The school administration does not have access to the TURNITIN passwords. We have paid for one user name and password per student so use the **same one all four years**.

## **STUDENT ACCESS TO COMPUTERS AND THE INTERNET**

The Internet will be available to our students as a resource for research and instructional activities. We must note that some individuals view information via the Internet that is inappropriate. JECHS has no control over information available on the Internet, and has limited ability to restrict access by students to inappropriate information.

JECHS works to restrict access to controversial materials through student training, staff supervision, and a school filter. It is impossible, on a global network, to control access to all such materials. Consequently, the school cannot accept responsibility or liability for a student's access to materials that may be acquired by the student while on the Internet.

Please be aware that the use of technology is a privilege that the school may revoke at any time. Work completed on school computers is neither private nor protected. Use of the Internet does not create any expectation of privacy. The school reserves the right to search any information sent, received, or stored in any format.

### **Student Technology Guidelines**

1. All students accessing the Internet must have an INTERNET ACCEPTANCE USE POLICY AGREEMENT signed by parent and students prior to logging on.
2. Should something unacceptable pop up on the screen from the Internet, the teacher is to be immediately and quietly notified. Not doing so holds the student accountable for viewing unacceptable material and may result in the loss of Internet privileges.
3. E-mail is to be used only for school business, never personal.
4. The school computers are formatted a specific way. Students may not change anything on the computer, unless approval is granted from the teacher.
5. Students may not open or download anything from an outside source without first checking with the teacher or administration.
6. Students may only access their own data and are not to access any other data unless given permission by the person who has created the data or the teacher. Students should have no expectations of privacy for any information stored on or passing through the network.
7. Printing of material is only allowed with teacher or administrative approval.
8. Students subject themselves to disciplinary action if they attempt to gain access to any part of the network that is unauthorized for student use.
9. Students subject themselves to disciplinary action if they attempt to alter the performance of the school computer system and network in any way.
10. Any use of a firewall bypass, will result in immediate suspension.
11. The school reserves the right to access, review and/or search any information sent, received, or stored in any format.

## GENERAL CAMPUS POLICIES

### ❑ PARTICIPATION IN PROMOTIONAL MATERIALS

From time to time, JECHS will photograph or videotape students and student activities, and may include these in school publications, websites, and promotional materials. General parental consent is given for the students to be photographed or videotaped by the school in the course of school activities. Consent is also given for JECHS to use any photographs or videotapes in these publications, websites, or promotional materials, unless the parents send a signed note requesting otherwise.

### ❑ CLOSED CAMPUS

JECHS is a closed campus. All visitors must first report to the school office to secure a guest pass before going on campus.

Students needing to leave campus must sign out at the office and have a note from a parent authorizing the departure. No students are permitted to leave campus during the school day unless signed out by the parent or attending a school function with completed permission slip.

### **Off Campus Privilege**

Juniors and seniors, with the appropriate off campus authorization pass, are permitted to leave campus only during lunch period. This is a privilege and may be revoked at any time. To be eligible for an off-campus pass:

- Student must have a 2.0 GPA and no Fs, determined at each quarter reporting period. The pass may be earned back if the student's grades are adequate by mid-quarter.
- Student may not have more than 3 tardies per quarter. The pass may be earned back if the student completes 30 days with no tardies.
- Student may not have more than 3 unexcused absences per quarter.
- Student may not have any reckless driving incidents.
- Student must have application completed, with a copy of driver's license on file.

Campus will be closed the first two weeks of school for all students and at other times during the school year, as specified by Administration.

### ❑ LUNCHES

Students will need to bring a lunch from home. No refrigeration services are available. Microwaves are available. Food and beverages are not to be eaten in the classrooms at any time. Special lunch meetings in the classroom are authorized with the teacher/advisor and administrative approval.

### ❑ CLASSROOM OBSERVATION REQUESTS

Adults desiring to visit and observe classroom instruction must submit a request at least 24 hours in advance and receive approval by the administration.

## ❑ STUDENT VISITOR POLICY

Only students interested in enrolling in JECHS will be permitted to visit the campus. Approved visitations will be allowed only for Chapel Day and only until lunchtime. Exceptions need administrative approval. The visitor, in appropriate attire, will attend classes with a student host and be expected to abide all rules and regulations established by the school.

## ❑ ITEMS NOT PERMITTED ON SCHOOL CAMPUS

Toys that look like weapons	Chewing gum
Roller Blades/Skateboards	Potential weapons
Knives of any size	Glass containers (such as beverage bottles)

### **Electronic Devices, such as MP3 players and IPODs**

These devices may not be seen or heard, except before school and after school.

### **Cell Phones**

Phones may not be seen or heard, except before school, at lunch, and after school. Students may not have their phones out to check the time or anything else during the school day, except at lunch. They may not be used or checked between classes. Phones may be used at lunch, however they must be off (not set on silent or vibrate) during the rest of the school day. Phone may not be used to listen to music at any time during the school day.

The item will be confiscated and further action will be taken according to the Discipline Plan.



## ❑ STUDENT LOCKER REGULATIONS

Student lockers are the property of the school and are provided as a service. Any locker may be opened and its contents searched or examined by school authorities without the permission of the student at the sole discretion of the school authorities. Any improper use or abuse of the locker will result in the loss of locker privilege and the student and/or parent will be responsible for the cost of repairs or replacement. Damaged lockers should be reported to the office immediately. It is unwise to leave valuable items in a locker. Students should carry the items with them or check with the office if the items need special security. The school is not responsible for lost, stolen, or damaged goods belonging to students.

### **Prohibited:**

- Markings, defacement, or attachment of any kind or object inside or outside the locker
- Swapping of lockers with a fellow classmate without approval from the school office

### **Required:**

- Lockers must be locked, with door firmly shut, when user is not present.
- Locker insides, and the area surrounding, are to be kept sanitary and free from debris.

## ❑ LOST AND FOUND



Books, notebooks, etc. found where they do not belong are placed in the library for student retrieval. A fine for each item is placed on the family's account. School books and workbooks are fined \$3 each for every occurrence. Bibles, binders, notebooks are fined \$2 each for every occurrence. Backpacks and clothing are placed in a bin in B1. Clothing not claimed in 2 weeks are removed from campus and donated to charity.

## TRANSPORTATION ISSUES

### ❑ VOLUNTEER DRIVERS

Drivers must have proper licenses and be age 25 or older. A school volunteer driver form, along with a copy of the volunteer driver's license and proof of insurance must be on file in the school office prior to transporting students to and from school activities.


### ❑ TRANSPORTATION OF STUDENTS

Parents of students at JECHS are responsible for their student's transportation to and from school. All drivers must adhere to designated traffic patterns. The fire lane may be used for loading and unloading, but vehicles may not park there. Vehicles must park in designated areas. The maximum speed on campus is 5 mph.

The school may arrange for transportation to some off campus events.

### ❑ STUDENT VEHICLE OPERATION

Students with proper licenses who drive themselves to school must register their vehicles with the school office. Students will not exceed the speed of 5 mph on campus at any time. Driving privileges may be suspended for unsafe driving or violation of driving rules. Excessive accelerations, squealing of tires, excessive volume of noise, people riding anyplace on the vehicle other than inside, or people in the beds of trucks is prohibited.

Students are not allowed to transport other students to school events during the school day. Lunch is an exception, but every person in the vehicle must have the appropriate off-campus pass. New licensees may not have passengers in the car under the age of 20 during the first 12 months the driver is licensed. The law prohibits a person under the age of 18 from driving a motor vehicle while using a wireless telephone, even if equipped with a hands-free device, or while using a mobile service device. 

The school-registered driver assumes full responsibility for the vehicle and operation while the vehicle is on campus, even if someone else is driving or in the vehicle.

## **MEDICAL ISSUES**

### **❑ MEDICAL EMERGENCY PROCEDURE**

At the beginning of each school year, it is mandatory that each student has an emergency card on file in the school office. A first aid kit is kept in the office and with each coach. Teachers have been trained in CPR.

In case of more serious illness, the family will be contacted by phone, and the parent will be requested to come to the school to pick up the student. Transportation will be furnished only under very unusual conditions. Students will not be allowed to return home unless there is confirmed parent permission. If necessary, an ambulance will be dispatched at parent expense.

### **❑ MEDICATION POLICY FOR NON-PRESCRIPTION DRUGS**

Students are not to bring any medication to school unless it is absolutely necessary. If a non-prescribed medication is necessary, i.e. aspirin, antihistamine, the student may only bring one day's dose to school. The student is responsible for taking the medication.

No student may give any kind of medication to another student at school. If a student does give medication to another student, all privileges to take any medication at school by either student will be forfeited. Further disciplinary action may also be taken.

### **❑ MEDICATION POLICY FOR PRESCRIPTION DRUGS**

When prescription medication is brought to school, it must be in its original container accompanied by an authorization slip written by the parent or doctor. The medication must be kept in the school office and the student is responsible for taking it at the prescribed time.

### **❑ MEDICAL APPOINTMENTS**

Medical appointments should be made for after school hours. If it is absolutely necessary for a student to leave early for a medical appointment, a written request must be in the school office before school begins.

**JECHS SCHEDULE for 2009-10**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:00-8:50 Period 1	8:00-9:25 Period 1	Common Planning Time	8:00-8:50 Period 1	8:00-8:50 Period 1
8:55-9:40 Period 2		8:30-9:55 Period 4	8:55-9:40 Period 2	8:55-9:40 Period 2
9:45-10:30 Period 3	9:30-10:55 Period 2	10:00-11:00 Chapel	9:45-10:30 Period 3	9:45-10:30 Period 3
10:35-11:20 Period 4	10:55-11:35 Lunch	11:00-11:35 Lunch	10:35-11:20 Period 4	10:35-11:20 Period 4
11:20-12:00 Lunch	11:40-1:05 Period 3	11:40-1:05 Period 5	11:20-12:00 Lunch	11:20-12:00 Lunch
12:05-12:50 Period 5			12:05-12:50 Period 5	12:05-12:50 Period 5
12:55-1:40 Period 6	1:10-2:35 Period 7	1:10-2:35 Period 6	12:55-1:40 Period 6	12:55-1:40 Period 6
1:45-2:30 Period 7			1:45-2:30 Period 7	1:45-2:30 Period 7

Faculty Meeting

Revised 8/08

## ATTENDANCE

The student's attendance record can be accessed at any time through RenWeb.

### ❑ **ABSENCE**

Students are allowed up to six excused absences per quarter. The student will not receive credit for a class when absences, whether excused or unexcused, in any class exceed 20% of a semester (16-19 class periods, depending on the length of the semester). Exceptions are rare and must have administrative approval.

### ❑ **EXCUSED ABSENCE**

An absence is excused only for the following reasons:

- personal illness
- medical or dental appointments (doctor verification preferred)
- death in the immediate family
- court appearances, with court verification
- pre-arranged absence – approved in advance and are included in the 6 excused absences allowed – see PRE-ARRANGED ABSENCES section
- college visitation trips require PRE-ARRANGED ABSENCE approval
- mission trips – see MISSION TRIP section

All other absences are considered unexcused.

### ❑ **UNEXCUSED ABSENCE**

Unexcused absences are any absences not expressly noted in the criteria above, even if accompanied by a parental note. Students receive a zero for any work missed during an unexcused absence while still remaining responsible for learning any of the missed instruction.

Missing class for longer than 10 minutes because of dress code non-compliance is considered an unexcused absence in that class.

The authority for determining the legitimacy of an absence rests with the school administration.

### ❑ **PARENTAL VERIFICATION OF AN ABSENCE**

Parents are requested to call the office (368-2800) immediately to notify the school of a student's absence. Messages may be left on the school's voice mail or email. No matter what the reason, the absence is considered unexcused until it has been verified by contact, verbal or written, with a parent.

The school office will attempt to contact the parent in the event of a non-verified absence by first calling the home and then the place of business. If the school has no verification from the parent within 3 days of the absence, the absence will be considered unexcused and will not be changed, even if there is later notification. This absence will then be subject to the consequences of an unexcused absence.

## ❑ MAKING-UP WORK BECAUSE OF AN ABSENCE

Students are allowed one day for each day of an excused absence, plus one day to make up any assignments. Tests and major assignments assigned before the absence do not follow this rule and are due immediately upon return. The student should always communicate with the teacher about missed assignments. Homework may be accessed online through RenWeb.

## ❑ MAKING-UP WORK BECAUSE OF A SCHOOL EVENT ABSENCE



If a school event (athletics, ministry team, etc.) takes a student off campus before a class meets, the assignments for that class must be turned in before leaving for the event. Arrangements concerning tests that will be missed must be made prior to the student leaving. In most cases the test must be taken before the student leaves for the event.

## ❑ PRE-ARRANGED ABSENCES

On rare occasions a family may need to miss school for a special reason. The school allows advance arrangements to be made for these events, but urges parents to consider carefully the cost to the student's education. Just as a parent makes arrangements in advance before missing work, so students must make similar arrangements for missing their "work." The family must take the initiative to contact the school and meet the requirements for such absences.

Pre-arranged absences are included in the six excused absences allowed per quarter.



Pre-arranged absences require the following:

1. The Pre-arranged Absence Request Form is secured from the office at least **two** school days prior to the intended day of absence.
2. School staff will note on the form the current number of absences so that the parent is aware of the number of excused and/or unexcused absences that will be caused by the pre-arranged absence. The parent may also check on RenWeb for absence information.
3. Students will obtain signatures from each teacher thus notifying the teacher of the pending absence. This does not mean that the teacher approves the absence.
4. Once the teachers and the parent have signed the form, it must be turned into the office at least two school days prior to the intended day of absence.
5. All regular homework or assignments must be turned in **the first day back** from the absence unless an exception is arranged in advance with the teacher.
6. All major projects or research papers must be turned in **before** the absence.

## ❑ **MISSION TRIPS**

As a Christian school, JECHS encourages students to become involved in mission work. Nevertheless, missing school for such a trip, while allowed under the following guidelines, may have a major impact on a student's grades or comprehension of particular subjects.

Mission trips require the following:

- Must be pre-arranged and approved by the administration in advance.
- Necessary arrangements must be made with each teacher.
- Mission trips are limited to 2 per year and/or a maximum of 10 school days.
- Student must have a 2.0 or better GPA with no D's or F's from the previous AND current quarter.

## ❑ **TARDINESS**

Students are considered tardy if they are not ready to begin class work when the tardy bell sounds. All tardiness is considered unexcused, unless the student has a note from a school staff member. Any work missed receives a zero, unless the tardy is excused.

Unexcused tardies will result in disciplinary action.

Lateness to school can almost always be avoided by proper planning. Allow extra time for the train, traffic or road repairs, as these are not considered excused.

The administration will allow one parental excused tardy to school in the morning per semester. This excused tardy may only be used when the tardy is directly caused by the parent.

Chronic tardiness is considered a serious problem and will result in disciplinary action.

## ❑ **CUTTING**

Failing to come to campus, or leaving the campus without proper permission for any part of the school day, or choosing not to attend a class or classes while on campus without permission will be considered cutting. This will result in disciplinary action.

## DRESS CODE

### ❑ **ALL STUDENTS ARE REQUIRED TO REMAIN WITHIN THE DRESS CODE**

All students are to arrive on campus in uniform. All clothing shall be sized appropriately and shall not be oversized or too tight. Nothing about a person should cause undue distraction. Christians should wear clothing that points to the face where the countenance reflects God's glory. Clothing that causes attention to be drawn elsewhere than the face is inappropriate.

Students are required to remain in uniform until they leave the campus, except when in PE or attending athletic events. Students may change at school if leaving campus immediately.

The adopted colors for clothing worn at JECHS are: white, navy blue, hunter green, burgundy for shirts (no gray or black). Navy and khaki are the adopted colors for pants, shorts, and skirts.

The accepted materials are: cotton twill or cotton/poly blend.

If the item of clothing, accessories, or hair length is questionable, then it is not approved.

### ❑ **CLOTHING**

It is recommended that clothing be purchased from Dennis Uniforms ([www.dennisuniform.com](http://www.dennisuniform.com) School code UJECHS). Clothing may also be purchased at other retail outlets if it matches the colors, quality, and style that can be obtained from Dennis Uniforms. The Administration reserves the final decision concerning compliance.

#### **Navy / Tan Khaki Slacks or Shorts**

- Cotton twill material, adopted style or plain knee-length Bermuda shorts, no cargo pants
- Worn at the waist, not sagged; shorts no longer than the knee or shorter than mid-thigh
- Pants with a cell phone pocket will be allowed if the pocket is sewn on the inside of the pant leg, has no flap and is barely visible.
- Belts must be worn with all items that have belt loops and within the loops. Belts of extended length must not hang down.

#### **White / Navy / Hunter Green / Burgundy plain Polo Shirts** (long or short sleeve)

- May be worn untucked if no longer than slightly below the belt line
- If they show, appropriate undergarments, such as tank tops and camisoles, worn under polo shirts but must be white, navy, hunter green or burgundy.
- Tops must cover tummy area even when arms are raised and must be loose enough to fall back into place when arms are raised and lowered.
- Polo shirts must be boxed style not form-fitting.

#### **White / Light Blue Dress Shirts** (long or short sleeve)

- Must always be worn tucked in. If the style of the shirt makes it impossible to keep it tucked into the pant or skirt, it is not acceptable for the dress code.

**Skirts**, long and short

- Skirts that are shorter than mid-calf must be purchased from Dennis Uniforms or resemble that style. To measure shortness: while the student is kneeling and the hem may not be shorter than 4 inches from the floor.
- Any skirt not in the JECHS-style must be mid-calf or longer. It must be navy blue or tan khaki colored and cotton twill/poly cotton blend material. If the skirt has a walking slit, it cannot be higher than 1" above the knee.
- Belts must be worn with all items that have belt loops.

**Shoes** must have closed toes. Laces must be tied. No sandals or flip-flops.

#### ❑ **OUTERWEAR**

**Sweatshirts**, **sweaters** and lightweight **jackets**, pullover or zip-up must be plain and solid-colored (adopted JECHS colors). JECHS sweatshirts are acceptable. Tops must cover tummy area even when arms are raised and must be loose enough to fall back into place when arms are raised and lowered.

**Coats** may make reference to sports teams or major brands but must be within reasonable good taste for a Christian student.

**Special Recognition Attire:** This attire, such as club, Student Council, and team clothing, may only be worn by current members of that organization. Color and message must be approved by Administration prior to printing. Sweatshirts may be worn at any time, but other special recognition attire can only be worn on approved days. Letterman Jackets must be the JECHS adopted style with either green cloth or gray leather-type material sleeves. Letterman Jackets may be purchased at Lodi Sporting Goods.

**Hats** - No hats, visors or athletic headbands are allowed on campus. Stocking caps may be worn to and from school in the winter but once on campus, they must be removed.

#### ❑ **ACCESSORIES**

No occult or extreme jewelry, body piercing or tattoos. No pocket or neck chains. No studs on accessories (as on belts, bracelets, etc.). No earrings or makeup for boys. Girls may have pierced ears. Girls' earrings must not be of extreme length or size.

#### ❑ **CHAPEL ATTIRE**

Shorts are not acceptable on Chapel Days; violators will receive a dress code violation.

#### ❑ **FREE OR FUN DRESS DAYS**

Deviations to dress code may be permitted by the administration during special school activities and will be announced in advance. Clothing must be appropriate to the JECHS standard. Examples of clothing not allowed are: for girls: spaghetti straps, tank tops, short shorts, short skirts, and for guys: sleeveless shirts, excessively baggy pants.

## ❑ PE CLOTHES

All students enrolled in PE must wear the JECHS PE uniform. The following clothes are available through Lodi Sporting Goods (220 S. Church St., Lodi): T-shirts, shorts, and sweatshirts. The school office has sweatpants. Students must wear white socks and athletic tennis shoes. T-shirt sleeves are not to be removed.

## ❑ PERSONAL HYGIENE

### **BOYS: Hair & Grooming**

A boy's hair must be of moderate length in front, back, top and sides. Hair must never be longer than the bottom of the ear on the sides and no longer than the bottom of the shirt collar in the back. No one may wear bangs that cover the eyes or exceed beyond the eyebrows. Hair must be clean and neat at all times, with no extreme hairstyle, shaving or carving into the natural hairline. Colors must remain within the natural spectrum of natural hair color, i.e.: no green, blue, orange, etc. The Administration has the authority to determine the definition of "extreme."

Well-groomed and trimmed facial hair is acceptable.

All clothes should be clean and neat, containing no holes or graffiti. Pants that become frayed or drag the ground are not acceptable.

### **GIRLS: Hair & Grooming**

Hair should be well-groomed and clean. No one may wear bangs that cover the eyes or exceed beyond the eyebrows. Hair must be clean and neat at all times, with no extreme hairstyle, shaving or carving into the natural hairline. Colors must remain within the natural spectrum of natural hair color, i.e.: no green, blue, orange, etc. Patches of blonde with dark hair or vice versa is considered extreme. The Administration has the authority to determine the definition of "extreme."

Make up should be worn in moderation. No excessive use of liners or glitter.

All clothes should be clean and neat, containing no holes or graffiti. Pants that become frayed or drag the ground are not acceptable.

## ❑ DRESS CODE VIOLATION POLICY

Students not in dress code will be sent to the office to change into "loaner" clothing. If no "loaner" is available, the student must call someone to bring him/her the appropriate clothing. The class time missed, beyond 10 minutes, because of a dress code violation will be considered unexcused and any work missed during that time will receive a zero. If the item of clothing, accessories, or hair length is questionable, then it is not approved and will be recognized as a violation.

Dress code violations are subject to disciplinary action.

## ACADEMICS

### □ **Minimum Graduation Requirements**

#### **Social Studies** – 3.5 years / 35 credits

Geography (1 semester – 5 credits)

World History

United States History or Advanced Placement US History

Government/Economics

#### **English** – 4 years / 40 credits

English 9, 10, 11, 12

Honors English 10, 11, 12

#### **Mathematics** – 2 years / 20 credits

Algebra 1 & 2

Geometry

Trig / Pre Calculus

Advanced Placement Calculus

#### **Science** – 2 years / 20 credits (One year must be a lab science: Biology, Chemistry or Physics)

Physical Earth Science

Biology

Chemistry (requires a “B” or better in Algebra I)

Physics

#### **Physical Education** – 2 years / 20 credits

Successful completion of one varsity or junior varsity sport equals 5 credits. No more than 10 credits may be applied from a varsity or junior varsity sport for PE credit.

#### **Foreign Language** – 2 year / 20 credits (2 years of the same language)

Spanish I, II, III

American Sign Language I, II, III

#### **Bible** – 4 years / 40 credits (may be waived for transfer students)

#### **Health** – 1 semester / 5 credits

#### **Computer** – 1 year / 10 credits

#### **Visual and Performing Arts** – 1 year / 10 credits

Choir, Art, Ceramics, Drama

#### **Electives** – 40 credits – may also include any class beyond the course requirements

Choir, Drama, Art, Ceramics, Yearbook, Journalism, Speech & Debate, Drafting,

Advanced Computer, Pre-Algebra, History Through Film, Robotics

**Total credits needed to graduate: 260**

## ACADEMICS

### □ College Prep Suggested Classes

#### **Social Studies** – 3.5 years / 35 credits

Geography (1 semester – 5 credits)

World History

United States History or Advanced Placement US History

Government/Economics

#### **English** – 4 years / 40 credits

Honors English recommended

#### **Mathematics** – 3 years / 30 credits (4 years recommended)

Algebra 1 & 2

Geometry

Trig / Pre Calculus (highly recommended)

Advanced Placement Calculus (recommended)

#### **Science** – 3 years / 30 credits (4 years recommended)

Two years of a lab science is required (Biology, Chemistry or Physics)

Physical Science

Biology

Chemistry

Physics (recommended)

#### **Physical Education** – 2 years / 20 credits

#### **Foreign Language** – 2 years / 20 credits (3 years recommended)

Spanish I, II, III

American Sign Language I, II, III

#### **Computer** – 1 year / 10 credits

#### **Visual and Performing Arts** – 1 year / 10 credits

Drama, Choir, Art, Ceramics

#### **Electives** – 20 credits – may also include any class beyond the course requirements or

Choir, Drama, Art, Ceramics, Yearbook, Journalism, Speech & Debate, Drafting,

Advanced Computer, Pre-Algebra, History Through Film, Robotics

❑ **DRIVER’S EDUCATION**

The school no longer offers an on-campus course. JECHS has partnered with AllGood Education Corp. to offer classroom driver’s education instruction to our students. There are internet and home study courses. Parents bear the expense of this course. To sign up call 800-977-1971 and indicate you are a JECHS student.

❑ **HIGH SCHOOL CLASSIFICATION REQUIREMENTS**

To be a Sophomore – 10<sup>th</sup> grade, 70 credits must be completed before the fall semester.  
To be a Junior – 11<sup>th</sup> grade, 130 credits must be completed before the fall semester.  
To be a Senior – 12<sup>th</sup> grade, 190 credits must be completed before the fall semester.  
Required Bible credits will be waived for transfer students.

❑ **CLASS SCHEDULE ADD/DROP POLICY**

Any requests made for dropping or adding a class shall be made only within the first ten school days per grading period. A grading period is defined as nine weeks or a quarter. The following conditions must also apply for approval of request 1) Written approval of the parent and 2) Written approval of the guidance counselor, validating that all class and credit requirements of JECHS have or will be satisfied.

Students requesting a class drop or add outside the timelines noted above must also satisfy the following: 1) Present medical reasons in writing with accompanying written validation from the attending physician OR 2) Present, in writing, extenuating family circumstances outside the control of the family.

❑ **GRADING / REPORTING PERIODS**

Each semester will be divided into two (2) nine-week grading periods (quarters). Progress reports will be emailed to the parents/guardians midway through each nine-week grading period. Report cards will be emailed and mailed following the end of each nine-week grading period.

**Grading Standards**

A	-	90% - 100%	D	-	60% - 69%
B	-	80% - 89%	F	-	59.4% - below
C	-	70% - 79%			

**Incomplete Grade on the Report Card**

An “Incomplete” is given only in extraordinary circumstances as approved by the administration. If an incomplete is not made up, it will become an F at the end of two weeks.

**AP Grade Bonus**

Students who receive a score of 3 on The Advanced Placement Test get 6 percentage points added to each semester grade. Those receiving a 4 will get 8 percentage points added and a score of 5 will add 10 percentage points. The maximum semester grade a student can receive in this manner is 99%.

#### ❑ **ACADEMIC PROBATION**

A student, who falls below a 2.0 GPA on his/her report card will be placed on academic probation. The duration of academic probation will be for a minimum of one quarter at the end of which the student's GPA will be re-evaluated. The counselor will make initial notification in writing to parents. Remaining on academic probation for more than two (2) consecutive quarters may result in a recommendation for withdrawal from JECHS.

Students who are on academic probation **or** have an F lose the privilege of going off campus at lunch and may not participate in an extra curricular activity if it takes them away from class time. They also become ineligible for sports (for more details, see the Athletic Section).

#### ❑ **TRANSFER OF CREDIT FROM OTHER EDUCATIONAL INSTITUTIONS**

Before taking any classes outside of JECHS, students are to see their counselor or administrator for the possibility of added credits. Courses from other educational institutions may be taken to make up credits failed, because of an irreconcilable schedule conflict, or with administrative approval. Approval will be on a case by case basis. Units will not be accepted unless approved before the class is taken.

Students will be limited to taking one online or San Joaquin Delta College course per year, with a maximum of three such courses per JECHS career. Parents bear all the expenses of offsite coursework.

#### ❑ **EXTRA WORK REQUESTS**

Extra work is not permitted for the purpose of improving grades. Teachers may, at their discretion, allow a student to repeat an assignment, do an assignment in a different format, or otherwise individualize a previous assignment in order to replace a low grade. This must be completed within a short time of the original assignment.

#### ❑ **PARENT / TEACHER CONFERENCES**

Parents may request a conference by emailing directly to the teacher through RenWeb. A request may also be made by calling the school office and leaving a message for the teacher to return the call. The principal is available for parent-teacher conferences following the initial parent-teacher contact.

#### ❑ **EARLY DISMISSAL FROM THE SCHOOL DAY FOR SENIORS**

Seniors may request approval from the administration for early dismissal from campus during the school day. There must not be a conflict with the core class requirements, the class schedule, or JECHS graduation requirements. The student must attend a minimum of 5 **graded** on-campus classes. The student will sign a contract to leave campus immediately after his/her last class. If the contract is not fulfilled, then the student will lose his/her early dismissal privilege. The student is not permitted to return to campus until school is dismissed. No refunds or discounts will be given for tuition.

## DISCIPLINE PLAN

For the self-disciplined person, external discipline is rarely needed. Students who require external discipline will be held to task in a firm, respectful way.

**Discipline may include but is not limited to:**

Category 1	VIOLATION	1st OFFENSE	2nd	3rd	4th	5th
<b>PER QUARTER</b>	Unprepared for Class/ Negligence	3rd documented 30 min. detent. 3 demerits	4th documented 45 min. detention 3 demerits	5th documented Parent/Student/T Conf. 3 demerits	Saturday School	
	Unexcused Tardy – One period	Warning Zero on class work missed	Warning Zero on class work missed	30 min. detent. 3 demerits Zero on work	45 min. detent. 3 demerits Zero on work	60 min. detention 3 demerits Zero on work
	Dress Code	Warning - Wear loaner clothing. If not available, call parents to bring proper clothing. Out of class beyond 15 minutes = unex. absence	Warning - Wear loaner clothing. If not available, call parents to bring proper clothing. Out of class beyond 15 minutes = unex. absence	30 min. detention 5 demerits Change clothing as before	45 min. detention 5 demerits Change clothing as before	60 min. detention 5 demerits Change clothing as before
	Deliberate Talking/ Disturbance	30 min. detention 5 demerits	45 min. detention 5 demerits	45 min. detent. 5 demerits	Saturday School	
<b>PER YEAR</b>	Lost & Found- Books, etc. not put away	\$3 fine for each book/workbook \$2 for binders, Bibles, notebooks	Fines every time			
	Gum Food in Rm.	\$5 fine 5 demerits	\$10 fine 5 demerits	\$15 fine/ 5 demerits	\$5 increment increase each violation	
	Cell phones, IPODS or other electronic devices	Confiscated Picked up at the end of the day after parental contact 5 demerits	Confiscated Returned to Parent \$25 fine 5 demerits	Confiscated \$25 fine 5 demerits Phone left in school office during day		
Category 2	VIOLATION	1st OFFENSE	2nd	3rd	4th	5th
<b>PER YEAR</b>	Out of Class without permission	60 min. detention 10 demerits	Discipline Panel + Consequences	1-Day Suspension		
	Inappropriate Display of Affection	60 min. detention 10 demerits	Discipline Panel 5 days social probation	1-Day Suspension		
	Reckless Driving/ Speeding	60 min. detention 10 demerits Loss of off campus pass	Discipline Panel + Consequences	1-Day Suspension		
	Vulgarity	60 min. detention 10 demerits Restitution	Discipline Panel + Consequences	1-Day Suspension		

Category 2	VIOLATION	1st OFFENSE	2nd	3rd	4th	5th
PER YEAR	Graffiti, Vandalism, Destruction of property	Discipline Panel Restitution 25 demerits	Recommendation for Expulsion			
	Leaving Campus without permission	Discipline Panel 1-Day Suspension 25 demerits	Recommendation for Expulsion			
	Defiance Obscenity Profanity	Discipline Panel 1-Day Suspension 25 demerits	Recommendation for Expulsion			
	Cheating Lying	Discipline Panel Zero on assignment 35 demerits	Recommendation for Expulsion			
	Computer/ Internet Violations	Discipline Panel Restitution 35 demerits	Recommendation for Expulsion			
	Spontaneous Fighting	Discipline Panel + Consequences 35 demerits	Recommendation for Expulsion			
	Threatening Bullying	Discipline Panel Restitution 35 demerits	Recommendation for Expulsion			
	Tobacco use/ possession	Discipline Panel 3-Day Suspens. 35 demerits	Recommendation for Expulsion			
	Truancy	Discipline Panel + Consequences 35 demerits	Recommendation for Expulsion			
Category 3	VIOLATION	1st OFFENSE	2nd	3rd	4th	5th
PER YEAR	Stealing	Discipline Panel Restitution 50 demerits	Recommendation for Expulsion			
	Alcohol use/ possession	Discipline Panel 50 demerits	Recommendation for Expulsion			
	Sexual Misconduct	Discipline Panel Recommendation for Expulsion 100 demerits				
	Illegal Drug use or possession	Discipline Panel Recommendation for Expulsion 100 demerits				
	Possession of Dangerous Weapons	Discipline Panel Recommendation for Expulsion 100 demerits				
	Seriously Threatening Activities	Discipline Panel Recommendation for Expulsion 100 demerits				

<b>ACCUMULATION CONSEQUENCES</b>	<b>20 demerits = Saturday School</b>	<b>40 demerits = 1-Day Suspension</b>	<b>80 demerits = 2-Day Suspension</b>	<b>100 demerits = Recommendation for Expulsion</b>
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❑ **DETENTIONS**

Detentions are assigned to students for minor infractions.

- Detentions are served immediately after school and run from 30 to 60 minutes.
- Students are notified by administration of the date, time and place of the detention.
- Students may be asked to do written assignments (bring pen and paper) or light manual labor, or a combination of both.
- Students must serve the detention before going to practice or a game – **NO EXCEPTIONS.**
- Unexcused absence from a detention may result in a double detention, Saturday School or Social Probation.
- Detentions accumulate over the whole school year.

❑ **SATURDAY SCHOOL**

Saturday School is assigned to students who serve excessive detentions, continue to repeat the same misbehavior or have committed a more serious infraction.

- Saturday School runs from 8:00 a.m. to 11:00 a.m. on the assigned Saturday.
- There is a \$25 fine for Saturday School (added to the student account).
- **STUDENTS MUST DRESS IN SCHOOL UNIFORM.**
- Students will receive extensive writing assignments and do light manual labor.
- If students are late, they will be given a tardy. More than 10 minutes late may require an additional detention, a second Saturday school or Social Probation.
- Unexcused absence from Saturday School will result in serious consequences.
- If there is a family hardship with the assigned date, please contact the Vice Principal. Student work hours are not considered a hardship since assignments are given far enough in advance to make the necessary arrangements.

❑ **SOCIAL PROBATION**

- Social probation is usually for 5 in-session school days.
- Students will be assigned a supervised isolated lunch area for the entire lunch period during the social probation period and will not be allowed off campus.
- Students will not be on campus or participate in any school extra curricular activities or social events during or after school hours.
- During school hours, the offender will be assigned to a classroom under supervision during any extra-curricular activities or events taking place during the school day
- Students will not participate on the Worship/Ministry Team or in Leadership roles.
- Athletes may not participate in practices and will not suit or travel with the team.
- Failure to comply with any or all of these will immediately assign the offender to appear before the Discipline Panel.

❑ **SUSPENSION**

- The administrator can suspend a student for 1 through 5 days.
- The student will complete an extensive writing assignment due the day of return from suspension. The student will not be reinstated until the paper is submitted.
- A parent–administrator conference may be held.
- Students receive a zero grade for any work missed during the suspension time.
- Suspensions accumulate for the entire school year.
- More than one one-day suspension disqualifies a senior for the senior trip.
- Three suspensions will result in a recommendation to the Board for immediate expulsion.

❑ **EXPULSION**

Expulsion will be recommended if it becomes apparent the school will not be able to meet the needs of a student, the student’s behavior is preventing classroom instruction or the student commits a serious behavior offense. Recommendations for expulsion will require the approval of the board.

❑ **DISCIPLINE PANEL**

The Panel consists of the Principal and Vice Principal. The Chaplain and a faculty member may also be included. When a student qualifies for this action, the panel will convene with the student to review the circumstances and determine the consequences.

❑ **APPEALS**

An appeal may be presented in writing to the Board through the administration. The appeal must be submitted within ten working days of the disciplinary notification. The Board will review the appeal as soon as reasonably possible and respond in writing within five working days of Board review to the party(s) submitting the appeal. The conclusions of the Board will remain final and not subject to additional appeals.

❑ **REINSTATEMENT FOLLOWING SCHOOL WITHDRAWAL**

Following removal or withdrawal from the school for academic or behavioral reasons, a student may apply to be re-enrolled on academic or behavioral probation if the following conditions are fulfilled:

1. The student has attended another school for one full semester.
2. The student has completed a full academic load for the semester.
3. The student received no grade lower than a “C” in any subject.
4. The student has not had any continual behavioral problems.

## SUBSTANCE ABUSE

As a private Christian school, Jim Elliot Christian High School has a constitutionally established First Amendment right to administrate student affairs, including the right and responsibility to inspect for harmful or illegal objects or substances. Consent is required for enrollment at JECHS. Following is the school's policy and procedure.

### ❑ POLICIES

JECHS will investigate any incident suggesting substance abuse by students on or off campus. JECHS contracts with a canine detection service to bring specially trained dogs onto the campus to deter contraband substances from being brought onto our site. Students involved in possession, use, sale, or otherwise furnishing any controlled substance or its paraphernalia will face discipline consequences. Even the appearance of any of these activities, including falsely identifying a substance to be tobacco, alcohol, or an illegal drug will subject the student to discipline procedures. Discipline may include any listed in the handbook, up to and including all of the following: drug testing, immediate suspension, expulsion, and legal action.

In the event of a dog alert or suspected possession, use, sale, or otherwise furnishing any controlled substance or its paraphernalia, drug testing will be required at a school contracted lab facility (Occupational Health Services, Lodi).

**Voluntary Disclosure:** In an effort to allow our students to be proactive in repentance and correcting self-destructive behaviors, JECHS has a Voluntary Disclosure Plan. A student may avoid expulsion or other severe disciplinary action by confiding in a JECHS staff member before the problem is officially recognized by the administration, staff or student body. The student must be willing to follow a school-prescribed program to correct the problem. This program may include random drug testing and counseling, at the parents' expense.

### ❑ PROCEDURES

During random campus visits by the contracted canine service, with an administrator present, the dogs will sniff lockers, cars and classrooms for contraband items. The dogs are not allowed to directly sniff the person of any student, employee or visitor. These dogs are trained to detect ("alert on") the odor of: alcoholic beverages, illegal drugs, and gunpowder based items. The dogs do not alert to tobacco products, most prescription drugs, perfumes or non-consumable alcohol (i.e. "rubbing alcohol"). The dogs are very sensitive and often detect "residual odors." For example, if a student sets his backpack down at a park where someone has previously spilled a beer, the backpack may pick up the residual odor without the student's knowledge. For this reason, students are always handled with sensitivity and are considered "innocent until proven guilty."

When a dog alerts on a student possession, the following procedure takes place: Once the handler has confirmed the canine's indication, the owner will be summoned to the area of indication. First, the handler will confirm that the person present is the owner. The handler will deliver a brief speech which reiterates what the canine does and does not detect. Then the handler will ask whether the owner can think of any reason why the canine has indicated the object. After the owner's response, the handler will ask permission to inspect the item. (Refusal by the student to allow inspection results in suspension and an immediate requirement of a parent to come to school.) After the owner gives permission and opens the item, the handler will conduct an inspection. Inspection may include locker, backpack, pockets, shoes, other belongings and student vehicle.

Reasonable effort will be made to contact the parent at that time. However, since delay can alter test results, **the student will be immediately escorted to the lab by school personnel with or without parental contact.**

When a dog alerts on a student's possessions, there is a reason for the alert, even if the student's drug test is negative. Parents should do everything possible to clean the indicated items so there are no future alerts. The school bears the cost of the first drug test; any subsequent testing because of an alert on the same item will be at the parents' expense. The school will receive the results of the drug test in 2-3 work days. The parent will be informed of the results as soon as possible.

## MORAL/SEXUAL MISCONDUCT

- ❑ **Moral misconduct**, separate from fornication, is defined as any verbal or physical behavior(s) expressly seen or construed as being immoral, sexual in nature and/or categorized as an act of sexual harassment. This would also include personal use, possession or distribution of any pornographic materials.
  
- ❑ **Initial action**: When any such conduct comes to the attention of the administration, faculty, or staff, the party(s) alleged may be suspended from school during the length of time in which a fact-finding investigation is conducted by the administration.
  
- ❑ **Public sin**: Out of necessity, there is a difference between methods of handling issues of a private sin, as compared to public sin. In general, when issues of moral/sexual misconduct or fornication becomes known by the Board and or by a complement of JECHS students or parents, the knowledge of the sin is not limited to those involved. In such cases, the sin must be dealt with as a public knowledge sin. The administration may make a recommendation for expulsion to the Board.
  
- ❑ **Private sin**: Private or limited knowledge sin, as those that might come out in a counseling session, may be dealt with in a less visible manner.
  
- ❑ **Pregnancy**: If pregnancy is involved, one or both parties enrolled at JECHS will be expelled and neither party will be considered for future re-admittance.

## **STUDENT SEXUAL HARASSMENT**

### **(Employee-Student and Student-Student)**

JECHS is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

#### **□ Definition of Sexual Harassment**

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting. This also includes when submission to, or rejection of, the conduct is explicitly or implicitly made a term or condition of an individual’s academic status, or progress.

#### **□ Examples of sexual harassment**

Unwelcome sexual conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual nature. Among the types of conduct, which would violate this policy, are the following:

- a.) Unwanted sexual advances or propositions;
- b.) Offering academic benefits in exchange for sexual favors;
- c.) Making or threatening reprisals after a negative response to sexual advances;
- d.) Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters;
- e.) Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes;
- f.) Verbal abuse of a sexual nature, graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations;
- g.) Physical conduct such as touching, assaulting, impeding or blocking movements.

#### **□ What to do if you experience or observe sexual harassment**

Students, who feel that they have been subjected to conduct of a harassing nature, or observe such behavior, are encouraged to promptly report the matter to one of the school personnel. Designated personnel are the principal, vice-principal, guidance counselor, and chaplain. All complaints will be promptly investigated.

#### **□ Confidentiality**

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student’s parent/guardian and appropriate government officials as the circumstances warrant.

#### **□ Protection against retaliation**

It is against the school’s policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted or participated in any manner in any investigation proceeding or hearing concerning sexual harassment.

## EXTRA CURRICULAR ACTIVITIES

The following extracurricular activities are supervised by the administration through the appointment of advisors and coaches.

### ❑ **STUDENT INTEREST GROUPS**

#### **Student Council**

JECHS provides leadership opportunities via student council and class officers. The student body elects each officer. Student Council plans most of the social and spirit activities for the student body. They attend the ACSI Student Leadership Conference each year. Assigned faculty advisors oversee meetings and activities.

#### **Bible Studies**

The girls' and boys' groups each meet once a week in student-led Bible Studies.

#### **California Scholarship Federation**

CSF honors students with outstanding academics. To qualify, a student must have a 3.4 or better GPA for the semester. Students must re-apply after each semester. Those students, who have been members of CSF for 4 or more semesters, will be awarded CSF Life Membership and receive special recognition at Graduation.

#### **IMPACT Club (Intense Missionaries Passionate About Christ Today)**

The mission of IMPACT Club is the spread the Gospel throughout our community. They participate in many evangelistic events.

#### **Interact Club**

Interact Club is a Rotary-sponsored service club. Some activities are working at: Mary Graham Hall, Women's Shelter, Lodi House, Special Olympics, Gospel Rescue Mission, Retirement Homes, Cancer Walks.

#### **Robotics Club**

Students interested in building a robot to compete in the FIRST International Robotics Competition meet at lunch and after school.

#### **Truth Productions, Inc.**

This is an umbrella organization for the collaboration of drama, music, art, the Ministry Team and Silent Sounds. They put on our spring drama, as well as participate in the Christmas Program.

**Silent Sounds** – This is a unique club for those interested in signing ASL to music.

**Ministry Team** – This is a select group of students who minister to the local junior high schools by putting on a Chapel. They use skits, sign language, and songs to present the Word of God.

**Worship Team** – This is a select group of students who minister through music, vocal and instrumental, to the student body at the weekly Chapels.

## ❑ PARTICIPATION ELIGIBILITY

Students involved in school activities, such as athletics, drama performances, and/or music performances must be in school for at least 4 consecutive periods or 2 consecutive blocks on the day of the practice or performance.

Students who are on academic probation **or** have an F may not participate in an extra curricular activity if it takes them away from class time. They also become ineligible for sports (for more details, see Athletic section).

## ❑ STUDENT ACTIVITIES

**Eagles' Night Out** – This off-campus event is a fun opportunity for students to get acquainted right at the beginning of the school year. It has varied from roller-skating to “fun works” activities to bowling.

**All School Spiritual Camp** – We head up to the mountains to separate from distractions and concentrate on uniting students and staff under Christ. Time is spent worshipping the Lord, enjoying nature, learning from great speakers, participating in a variety of sports activities and eating good food.

**BAB (Bring a Buddy – Backwards Social)** – The students plan this giant costume party each fall with a theme. Activities vary from year to year but have included a giant maze, a “Game Show” tricycle races, “Sumo” wrestling and lots of snacks.

**Winter Formal and Junior Senior Prom** – Winter Formal is definitely a formal affair with a nice dinner and entertainment usually on the JECHS campus. The Junior Senior Prom is an elaborate off-campus event for Juniors, Seniors and their guests.

**Spirit Weeks and Homecoming** – School spirit bursts out everywhere with dress up days, powder puff football, staff vs. student basketball, and class competitions.

**College Tour** – Each year the guidance counselor takes approximately 20 upperclassmen on a multi-day trip to “experience” college. They tour several colleges.

**Spiritual Emphasis Week** – Students learn about God’s Word and the Christian life through the challenge of guest speakers as we have Chapel every day.

## ❑ VISITORS ATTENDING CLOSED JECHS EVENTS

JECHS students may invite a non-JECHS student to attend a closed event, such as BAB or Prom, if they have obtained a guest pass from the office. This requires filling out a form and acquiring several signatures. The form must be turned in before the event.

## ❑ **DANCES AND MUSIC**

A school social event may include a dance activity if the dance follows these regulations:

- The dance may not be the only major activity at the event.
- The dance must be adult directed.
- The dance must be group oriented.
- The dance must be choreographed (appropriate, learned steps) such as in square dancing or line dancing.
- The dance must have administrative approval before the event is held.

If there is a non-school-sponsored after-party at the same facility as a school activity, there must be a clearly communicated break between the end of the school-sponsored activity and the beginning of the non-school sponsored after party.

In respect to music and multimedia, the presentation must always have in mind, as an ultimate aim, the further glory of God. JECHS will use Christian music during their activities, rallies, athletics, and graduations. Occasional use of “theme music” may be used with prior approval. Where it is not possible to exclusively use Christian material, the material used needs to be approved by the school administrator and/or school chaplain.

# THE JECHS ATHLETIC PROGRAM

Jim Elliot Christian High School's athletic program offers students the opportunity to participate in athletic competition with other schools. JECHS is a member of the California Interscholastic Federation (CIF) and the Harvest Christian League.

JECHS athletics is a natural avenue for discipleship and evangelism and is committed to using every aspect of athletics to help all individuals grow in Christ. Each individual should be faithful to encourage teammates as well as those we compete against.

## □ SPORTS

**Fall:** Football, Boys' Soccer, Girls' Volleyball, Cross Country, and Cheerleading

**Winter:** Boys' and Girls' Basketball and Cheerleading

**Spring:** Baseball, Softball, Track, Girls' Soccer and Golf

## □ QUALITIES OF THE JECHS ATHLETE

1. Plays hard, giving 100% all the time.
2. Plays by the rules and never seeks to gain unfair advantage by breaking the spirit of the rules.
3. Plays for God's glory and not for his own personal desire and glory.
4. Never boasts of his accomplishments but directs the attention toward others.
5. Is genuinely humble because of his recognition of who he is in the light of who God is.
6. Never blames others, teammates or officials for his own failures.
7. Desires to see others succeed and never becomes jealous of their success.
8. Enjoys competition, never quits, and plays the game for the game itself.
9. Accepts unfair decisions graciously and handles adversity with self-control.
10. Is willing to sacrifice for the good of the team.
11. Becomes either a leader or one who supports the leadership of another.
12. Reacts positively to discipline, never with defiance toward authority.
13. Always wins, because winning is having played the game as well as possible.  
Therefore, one cannot tell by the actions or conversation of a JECHS athlete whether, in points scored, they won or lost.

## □ STANDARDS FOR SPECTATORS

We expect our supporters and spectators to represent the school in a manner that is respectful of others and God, before, during, and after the game. We encourage and endorse enthusiastic support. In the process, we expect all constituents and friends to uphold the same high standards that we expect of our students. Opposing teams and their fans are to be treated as honored guests.

## ELIGIBILITY REQUIREMENTS

### ❑ **FORMS TO BE COMPLETED BEFORE PRACTICE STARTS**

No student may participate in a scheduled game or practice unless he/she has submitted a JECHS physical exam form to the school office that has been completed by his/her physician. Physicals are good for one school year.

Each student athlete must submit a completed Medical Emergency Release form and Parental Permission Slip to the school prior to participation in any sport.

No student may participate in a scheduled game unless the participation fee has been paid.

### ❑ **ATTENDANCE ELIGIBILITY**

Students involved in athletics must be in school for at least 4 consecutive periods or 2 consecutive blocks on the day of the practice or performance.

Missing a game or practice for a dentist or doctor appointment must be prearranged with the coach by a note signed by the student's parents.

### ❑ **ACADEMIC ELIGIBILITY**

Students must maintain a "C" (2.0 + G.P.A.) average in all subject areas and no "F" on the latest quarter report card in order to participate in any sport. Students not meeting this standard will be classified as ineligible until the next grading report is posted and the academic eligibility requirements are satisfied. Dropping a class at the quarter with an "F" makes the student ineligible until the next grading report. Mid-quarter progress report is only used to release a student from probation. During that probationary interim, the student may participate in practices but cannot travel with the team to away games.

All homework is to be turned into teacher **before** student leaves for an athletic event. All scheduled tests are to be taken **before** leaving for an athletic event - or the next day if prior arrangements have been made with the teacher. Not following these two standards could result in a zero for the assignment with no opportunity to make it up.

### ❑ **BEHAVIORAL ELIGIBILITY**

Athletes are campus leaders and as such should display behavior that earns respect. Athletes are neat and well-groomed at all times, not profane in speech, and a living example on and off campus.

Occasionally an athlete will display a behavior that warrants detention, when that occurs the detention must be served as assigned even if it means that the player will miss practice or a game. Leaving early for an away game does not excuse the player from detention.

Athlete: **DON'T LET YOUR BEHAVIOR HURT YOUR WHOLE TEAM.**



## **BEHAVIOR ON THE FIELD**

In the area of athletic competition a Christian athlete should never use profanity or illegal or unsportsmanlike tactics. He/she learns that losing is part of the game and should be gracious in defeat and modest in victory. He/she is always courteous and congratulates the opponent on a well-played game after the contest, whether in defeat or victory. Some athletes display fits of temper, clowning, or extreme displays of emotion when things fail to go as they desire or are being replaced by a teammate. A Christian athlete should have complete control of himself at all times. A Christian athlete must remember that at all times, especially on the playing field, they are representing Jesus in everything that they say and do.

## **BEHAVIOR TOWARD OFFICIALS**

Game officials are there for the purpose of insuring that both teams will receive a fair game and to control the intensity of the game. When there is a question about a particular call or incident during a game, the only person who should speak to the official is the appointed team captain. When the captain speaks to the official it should only be with a tone of respect and for the purpose of clarifying a rule or the situation. If there is a significant problem with a particular official, the team coach should bring it to the attention of Athletic Director for further action.

### **□ PRACTICES**

Athletes are expected to be at every practice during the season. In the event of personal illness, death in the family, or a similar family emergency, they will be excused from practice by the coach. The coach, prior to practice time, must approve other reasons for absence. Students should give the coach a note signed by their parent if they know they will be missing a practice.

Parents are responsible for transportation to and from practices.

### **□ TRAVELING TO AND FROM GAMES**

It is expected that all athletes and support staff (equipment managers and stat people) dress according to school dress code when traveling, and conduct themselves in a manner in keeping with this code. Violations will result in suspension from the next game.

All team members, stat keepers, equipment managers, etc, must travel with parents or adult in approved vehicles whose drivers have filled out the require transportation forms in the office.

Athlete will go and return from a game in the same car unless arrangement through written consent is made and approved by the athletic director. Even with written permission, students may only ride with designated parents, not with other students.

Ultimately, parents are responsible for their student's transportation to and from games. However, transportation for away games is often scheduled by a team parent. When this occurs, everyone travels together. "We leave as a team and come back as a team." If a student has been transported by an adult other than his/her parent and the parent desires to transport the student home after the game, the parent must check with the coach before leaving.

## ATHLETIC AWARDS AND LETTERING STANDARDS

### ❑ **CRITERIA FOR EARNING A LETTER AWARD**

1. The athlete must be judged by the coach as having made a positive contribution to the team.
2. The athlete must participate in at least 51% of league games for the specified sport.
3. An athlete is awarded one varsity athletic letter from JECHS regardless of the number of sports he/she participates in.
4. Must be eligible the entire season. An athlete who becomes academically or behaviorally ineligible will not be eligible to receive a letter award.
5. If a player is injured during a practice or game after interscholastic play has begun, he/she is still eligible to receive a letter if he continues to support the team through attendance and assistance.
6. Must attend Sports Award Night. If the athlete does not attend, he/she will not receive any award (certificate, insert, plaque, letter, etc.) unless the coach is notified as to the reason the athlete did not attend. If the coach feels the reason is justified, the athlete will then receive his/her award. It is the athlete's responsibility to communicate this to his/her coach prior to the end of the season.
7. The athlete must turn in his/her uniform and any issued equipment by at least the day before the awards event or he/she will not receive any award or letter.
8. If there is confusion or disagreement as to whether or not an athlete should receive a letter, coaches should consult the A.D., and a joint decision based on playing time and contribution to the team will be made.

### ❑ **LETTER AWARDS**

1. **FRESHMAN:** All freshmen that complete their sport in good standing\* and finish the season shall receive three-inch numbers indicating the graduating class year. Any freshmen that letter on a varsity team will be governed by the first year varsity award system.
2. **SOPHOMORES:** All sophomore athletes who complete their sport in good standing and finish the season on junior varsity level will receive a six inch letter. All sophomore athletes who letter on a varsity team will be governed by the varsity award system.
3. **FIRST-YEAR VARSITY AWARDS:** All varsity athletes who complete their season in good standing and finish the season shall receive a letter of participation. They shall receive only one varsity block during their career at JECHS. The designation sport emblem shall be awarded with the initial block award.

4. **SECOND YEAR VARSITY AWARD:** The second year varsity award shall be a bar to be worn under the swiss emblem.
5. **THIRD-YEAR VARSITY AWARD:** The third year varsity award shall be a bar to be worn under the swiss emblem.
6. **FOURTH-YEAR VARSITY AWARD:** The fourth year varsity award shall be an eagle patch presented by the Athletic Department on awards night.

\*Good standing: Must be eligible the entire season. If a player is injured during a practice or game after interscholastic play has begun, he/she is still eligible to receive a letter if he continues to support the team through attendance and assistance.

❑ **OTHER INDIVIDUAL AWARDS**

Coaches may award individual awards to selected team members based on a variety of criteria.

❑ **LETTERMAN JACKETS**

Lettermen Jackets must be purchased from Lodi Sporting Goods in Lodi. They are hunter green with gray leather sleeves. The 8-inch block letter is usually placed on the left chest of the jacket. The 6-inch JV letter is placed on the right side. Numerals are put below the pocket on the right side of the jacket. Special awards, such as all-league, scholar athlete, league championships, are left to the discretion of the participant; some put them on the left sleeve.