



JIM ELLIOT

CHRISTIAN HIGH SCHOOL

¹
“He is no fool who gives what he cannot keep to gain what he cannot lose.” Jim Elliot

School Handbook

Jim Elliot Christian High School
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Greetings in the Name of Jesus,

I want to personally welcome you to our Jim Elliot Christian High School Family. We are excited you have chosen to join your path with ours over the next few years.

This handbook is provided to assist you in every way possible in making your transition to our community a success. As you read through the handbook, please note that the primary mission of our school is Christian Discipleship. The name Jim Elliot is not just a name around here. It was chosen with a specific desire in mind for the future of our school and its graduates.

Jim Elliot and his four partners in missions left what would have been the comfortable life of America and went to evangelize the Huaorani people of Ecuador. During their efforts to win their hearts, the Huaorani people misunderstood their intention and attacked and killed all five of these men. In the wake of this devastation, Nate Saint's sister and Jim Elliot's wife went to live among the Huaorani, and over time many were won to Christ because of the sincere love and care of these believers. This now famous statement was found in Jim Elliot's journal after his death and became a rally cry for many who followed in missionary service around the world and has become his legacy. "He is no fool who gives what he cannot keep to gain what he cannot lose".

These were some very special men and women who not only loved Jesus and His ways, but they also loved others in such a way that led them to serve and make a difference in their world. We believe it is no accident that you have come to JECHS for this important time in your life. And we believe that the results in you will be life changing in many ways. We invite you to open your heart to His work in you and through you. We challenge you to respond to the rigor of academic study to become all God has intended for you. And we encourage you to step out and try new things like sports or clubs to develop that muscle of leadership and your passion for excellence.

This year promises to be filled with joy, excitement, challenges and growth. I asked that you set yourself to embrace the experience as an adventure and to lean into every aspect of this time in your life.

With Anticipation,

Timothy W. Clements, M.Div.
Principal, Jim Elliot Christian High School

VISION STATEMENT

Jim Elliot Christian High School is a discipleship school that partners with parents to provide excellence in Christian Education.

MISSION STATEMENT

Jim Elliot Christian High School, in partnership with parents, has as its mission the discipleship and complete education from a Christian perspective. The Christian point-of-view will be evidenced in all disciplines of the school, in order to achieve significant growth, excellence in academics, physical education, and social interaction that will develop knowledgeable and wise students, mature in their faith.

CORE VALUES

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 continue to 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:
 - All curriculum and activities will follow Biblical principles and promote a Biblical worldview.
 - Bible will be taught as a core academic subject.
3. Discipleship Oriented – JECHS trains other students to boldly live a life of faith in Christ. Reverence for the Lord is the beginning of wisdom and knowledge. This means:
 - JECHS is dedicated to being a discipleship school in all that it does.

- JECHS enrolls only students who have made a profession of faith in Christ as their Savior. JECHS works in partnership with families.
- Education is seen as a means, not an end. JECHS helps students mature spiritually while preparing them intellectually so that they may succeed in life after high school, making a difference for Christ in their world.
- Board members and employees are all expected to model discipleship by their commitment to and involvement in a Bible-believing church.
- Families and students are encouraged to be involved and attend a Bible believing church.

4. Educationally Effective - JECHS will provide an academically rigorous curriculum that prepares students to reach their potential for success in the 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. Operationally Honorable- 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 denominational affiliation.

STATEMENT OF FAITH

Each member of the Board and each employee of the corporation, having accepted Jesus Christ as their personal Savior, shall subscribe to the following Statement of Faith:

1. **We believe** the Bible to be the inspired; the only infallible; authoritative; inerrant Word of God (*II Timothy 3:15, II Peter 1:21*).
2. **We believe** there is only one God, eternally existent in three persons- Father, Son and Holy Spirit (*Genesis 1:1, Matthew 28:19, John 10:30*).
3. **We believe** in the creation of man by the direct act of God (*Genesis 1:26-28, 5:1-2*).
4. **We believe** in the deity of Christ (*John 10:33*), His virgin birth (*Isaiah 7:14, Matthew 1:23, Luke 1:35*), His sinless life (*Hebrews 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*), His personal return in power and glory (*Acts 1:11, Revelations 19:11*).
5. **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*).
6. **We believe** in the resurrection of both the saved and the lost, that they are saved unto the resurrection of life, and that they are lost unto the resurrection of damnation (*John 5:28-29*).
7. **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*).
8. **We believe in** the present ministry of the Holy Spirit by who's 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*).

EXPECTED SCHOOL-WIDE LEARNING RESULTS

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 a biblical worldview.
- Defend their faith and prepare to share that faith with the world.
- Portray Christ-like character in all areas of life, physically, ethically, emotionally, intellectually, and spiritually.

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:

- 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 and other languages.
- 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.

PARENT EXPECTATIONS

Each student and parent must be familiar with the policies and practices in existence. This School Handbook has been prepared to serve as a guide to school officials, students and parents. If the contents of this Handbook are known and the guidelines followed by all, the school will function smoothly and efficiently resulting in increased academic achievement and satisfaction.

Enrollment in Jim Elliot Christian High School is a privilege and not a right. Students who are enrolled in the school and their parents must continually and consistently obey all rules. Lack of knowledge of a particular policy provided will not excuse a parent or student from the responsibility of obeying it.

"For I have chosen him, so that he will direct his children and his household after him to keep the way of the LORD by doing what is right and just." Genesis 18:19-23

"Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God." Romans 13:1

As students and teachers are required to comply with JECHS policies, parents will be required to do so as well. JECHS is proud of its heritage as a Christian school founded on Biblical principles. Our key concerns are the spirit of fellowship among parents, teachers and administrators and the integrity of the classroom.

We expect treatment of our teachers and administrators to be Christ-like. JECHS seeks to maintain ongoing written communications with parents about issues regarding parent behavior. Your students are watching your conduct and will follow your example. It is Biblical and Christian to submit to authority. Do not allow your student to suffer for your inappropriate behavior. We need your support so that we can effectively perform our work as educators of your students.

Parents at JECHS commit to the following:

- Work courteously and cooperatively with teachers, administrators and staff to help students meet their academic, behavioral and spiritual goals at JECHS. Understand teachers and administration have 24 hours during the week and 72 hours over the weekend to respond to parent concerns.
- Behave in a manner that is consistent with the principles and Christian philosophy of JECHS at school-sponsored events (athletics, field trips, etc.) as well as interaction with school staff, JECHS students and parents.
- Parents are encouraged to express concerns to the appropriate administrators and staff, but they may not do so in a way that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile or divisive.
- Understand the behavioral and academic expectations of your student and work with the school to support your student's success in meeting them.

- Keep track of your student's academic achievement.
- Get your student to school on time every day and know that you are responsible for making certain they arrive at school on time and ready to learn.
- Provide an environment at home that allows students to successfully complete their homework.
- We encourage parents to foster the spiritual growth of their students through church attendance.
- Fulfill the commitments made in the signed contract, both financial commitments and time commitments in terms of service hours.

GENERAL INFORMATION

Accreditation Statement:

Jim Elliot Christian High School (Elliot) 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. Core courses have been approved by the University of California and the California State University System as acceptable college preparatory work.

International Students

Elliot has been approved by the Student Exchange Visitor Information System of the United States INS to enroll International Students.

Non-Discrimination Statement:

Elliot does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational policies, admissions policies, tuition assistance policies, athletic and other school administered programs. However, Elliot 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.

Yearly Re-enrollment:

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

Participation In Promotional Materials:

From time to time, Elliot will photograph or videotape students and student activities and may include these in school publications, websites, and promotional materials. Each year at the time of registration, parents have the opportunity to grant or deny consent for the use of these visuals.

Closed Campus:

Elliot is a closed campus; family members and alumni must first report to the school office to secure permission to enter and a guest pass before conducting their business. Elliot students may invite a non-Elliot student to attend a closed event 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.

Students are not permitted to leave campus during the school day unless signed out by the parent or the parent has contacted the school office. When a student enters or leaves campus at an unusual time, the student must sign in or sign out with the Office Manager at the front desk.

PE Clothes:

All students enrolled in PE will wear black athletic shorts and a grey t-shirt. Students may also wear the old green Elliot PE shorts. Students must wear athletic tennis shoes. T-shirt sleeves are not to be removed.

Social Media:

Jim Elliot Christian High School respects the right of its students to use social media. However, it is important for Elliot students to understand the need to exercise care in setting appropriate boundaries between their personal and public online behavior. Elliot students who use social media must remember that any information posted reflects on the entire Elliot community and, as such, is subject to the same behavioral standards set forth in the Student Handbook and state and federal law.

While Elliot does not monitor student social media accounts, it has the right to act on information provided by third parties (i.e. students, parents, and community members). Social media sites may be investigated in the event of allegations of lying, cheating, illicit activities and/or plagiarism.

Phone Policy:

It is our desire at Elliot to help students make good choices regarding their phone and other electronic devices. Our phone policy includes times when students can make good choices regarding the use of phones. On our campus, students may use their phone before and after school, and at lunch time, but when the bell rings and they enter the classroom, phones are to be turned off and put away in a backpack unless the teacher allows them to use them for an assignment. Students may not keep their phones in their pockets. Likewise, students are not to have earbuds in their ears except before and after school and during lunch. Students may wear smartwatches but may not text during class. Students may be asked to remove a smart watch during a test or during another academic endeavor.

Computer Policy:

Students may bring computers or smart devices to class if the teacher gives permission.

Dress Code:

The purpose of the dress code is to create a safer environment on campus and to normalize the Elliot Look while increasing clothing options and value for the student. Uniforms items are ordered through the online portal at jimelliotchs.com

- The daily dress code is black bottoms and a top with either the Elliot Crest or the Elliot Eagle Sports Logo. The Elliot crest apparel can be purchased on our website or in the office. The Elliot Eagle Sports packages are purchased during a student's time at Elliot through sports team packages. The Elliot Crest and Elliot Eagle have been approved for Elliot daily wear. In addition, our dress code assumes well-fitting and well cared for clothing and closed-toe shoes. All black bottoms are to be neat and without rips and tears.
- Students must purchase and wear one outer garment with the **Elliot crest** or **Elliot Eagle** for cold days.

- Each year, Sports Pack items purchased for a team sport may be worn only on game days of the specific sport season. This includes sweatpants, athletic pants, and sports jackets. See "Dress Code for Athletic Events" in this Handbook.

Dress Code Standards:

- Any jewelry, backpacks, binders, book covers, etc. with logos, slogans, pictures promoting anything contrary to Christian standards may not be brought to school.
- Undergarments must not be visible.
- Leggings and yoga pants are not to be worn as pants. Leggings may not be worn under ripped jeans.
- Tattoos are generally not allowed, whether they are permanent or temporary. Students are to refrain from tattooing while attending Elliot.
- Body piercings are limited to the descriptions listed here: Girls may pierce their ears and wear earrings that do not dangle. Girls may wear a small stud on the side of the nose. Nose rings at the base of the nose are not allowed. Boys may pierce their ears. Small stud earrings are allowed but not anything that dangles. Gauges are not allowed.
- Hair should be neat and clean. Extreme styles or hair colors are not allowed.
- Hats may be worn if the teacher can see the ears and does not disrupt the class or prevents others for seeing around them. Hats are not worn in Chapel. Hoods are not to be worn inside classrooms or during chapel.
- No rips or tears in clothing
- No Sliders or flip flops
- Sunglasses must not be worn indoors.
- Crocs are to be worn in "speed mode" with the strap behind the heel.

Dress Code for Female Students:

- Skirts, dresses, and shorts must be modest and fit properly. As a general rule, the length of the skirt should not be more than 3 inches from the top of the knee when standing or seated, even when worn with leggings.
- Shorts must be loose fit and 5-inch inseam.
- Leggings and yoga pants may not be worn as pants.
- Shirts must be modest and fit properly, covering back, cleavage, and midriff.

Dress Code for Male Students:

- Facial hair to be kept neatly groomed.
- Pants must fit properly, neither too large nor small, and be worn above the hips.

Dress Code for Dances, Homecoming, and School Sponsored Events:

- Please note: the point of formal dress guidelines are to ensure that all students strive to dress in a modest manner. Students that disregard dress code standards will not be admitted into events.
- Gentlemen are to come fully clothed - in formal attire when appropriate (tuxedos or suits).

- Ladies are to wear modest dresses and fit the Dress Code of the event.
- Dresses must cover lower back and come 1/3 of the way up the back.
- Dresses can be floor length or to the knee.
- Dress fronts must come up to the armpit all the way across front of dress.
- Dresses must cover entire midriff area (no two-piece dresses or cut-out dresses)
- Strapless is acceptable, provided it meets the above criteria.

Dress Code for House Days

- On House Days, students may wear a shirt in the color of their House with black pants/shorts or the Elliot Uniform. (No inappropriate symbols or advertisement is permitted)

Dress Code for Athletic Events:

- On game days, Student Athletes may wear their uniform jersey or Sports Pack outfit to school as part of their daily apparel. Student Athletes must adhere to the following guidelines:
 - The jersey must represent the status of the game to be played that day (i.e., Home/Away)
 - If the jersey does not comply with dress code standards, (i.e. basketball or track jersey) a single solid color undershirt similar to the predominant color of the uniform jersey shall be worn under the jersey.
- Student Athletes will report to the designated game venue on time in full game uniform, ready to begin warm-up exercises.
- When attending the sporting events, the student equipment managers, statisticians, and volunteers will wear a school approved shirt, blouse or outer garment bearing the school logo or a team specific shirt, blouse, or outer garment bearing the athletic logo authorized in the team sports pack.
- Coaches and Assistant Coaches will follow CIF Sac-Joaquin and NFHS requirements for their sport.
- Where no specific requirements are stated, Coaches will wear a shirt, blouse, or outer garment bearing the generic Athletic Logo or a garment bearing the athletic logo authorized in the team sports pack.
- Adults and Volunteers are encouraged to wear apparel bearing the school logo or athletic logo, but it is not mandatory.

SCHOOL – PARENT COMMUNICATION

Information about the school can be accessed at www.jimelliotchhs.com

FACTS

Elliot uses FACTS to communicate between the school and the home. Parents and students can check grades, look up assignments, send emails, and check discipline and attendance records 24/7.

If you are having trouble accessing or creating your FACTS account using district code JEHS-CA, please contact the office for assistance.

Teachers are instructed to have all routine assignments entered in FACTS by 4:00pm daily and by 5:00pm on Sundays. Most average assignments will be graded within one week. Major assignments may require a longer grading period; students and parents will receive a definitive posting date from the teacher. All of our faculty members use the following FACTS tools when grade posting:

Incomplete, Missing Or Zero Assignments:

Parents are automatically sent a communication whenever their student receives an *incomplete*, *missing*, or *zero* on an assignment. Refer to chart below for assignment status abbreviations

ASSIGNMENT ABBREVIATIONS

I - Incomplete	The assignment has been turned in but is incomplete and needs to be completed or revised.	The academic grade is currently a <i>zero</i> , but it will be changed after the assignment is resubmitted.
M - Missing	The assignment was not turned in, but the student may still receive credit according to the individual teacher's syllabus.	The academic grade is a <i>zero</i> but it will be changed after the assignment is completed, according to the individual teacher's syllabus.
P - Pending	The assignment was turned in but requires additional time to be graded.	The grade will be entered after the teacher has finished grading all of the assignments.
E - Excused	The student is being excused from doing this assignment.	This does not make any change to a student's grade.

D – Drop	This assignment was dropped from the student's grade calculation.	Removing this grade has helped the student's academic standing in this class
0 – Zero	The assignment has been turned in and graded as a zero.	The academic grade is a zero.

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.

Contacting Teachers:

To contact teachers, find teachers' email addresses on our website at www.jimelliotchs.com. Teachers will respond to your email within one business day.

Grievance Procedure:

In the event that any student or parent feels seriously aggrieved on account of Elliot or actions of its employees, it is the responsibility of the parent or student to first contact the teacher or staff member and explain the grievance. If an agreement cannot be made, then 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.

Withdrawal Process

If a parent would like to withdraw their student from Jim Elliot Christian High School midyear, parents must fill out the withdrawal form located in the office. There is a fee for removal of the student to help cover the expenses of the school that relies upon your tuition. See tuition contract for more information.

If a student is not returning the next school year, parents notify the school by checking the appropriate box on the online re-enrollment application.

TRANSPORTATION POLICIES

Transportation Of Students:

Parents of students at Elliot are responsible for their student's transportation to and from school. Bikes and skateboards may be ridden to and from school but must be locked or stored during the school day.

Volunteer Drivers (For Sports And School Activities):

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.

Student Vehicle Operation:

Students with proper licenses may drive themselves to school. Students may obtain a Parking Permit form from the school office. The Parking Permit is \$30 per school year. 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. Students are to park in the assigned student parking area. Students are not allowed to transport other students to school events during the school day. A copy of the student's driver's license and insurance paperwork must be on file at the office.

Off Campus Lunch Pass

Off-Campus Lunch privileges are available to high school seniors only. Seniors may participate in Off-Campus Lunch after returning a completed Off-Campus Lunch Permission Slip signed by their parent/guardian. Seniors must be in good academic standing to continue with this privilege. It is the responsibility of the senior to manage their time and be back on campus on time for class. Seniors may not bring off-campus food they have not had time to consume into the classroom. If seniors receive repeated tardies coming back from lunch, this privilege may be temporarily or permanently suspended, and parent/guardian will be contacted. Off-Campus Lunch is a privilege and administration may revoke this privilege at any time. Other students are not allowed to leave campus with a student-driver without written approval from all the parents involved.

Leaving campus without permission is grounds for CBP. Seniors who do not follow the appropriate procedures may lose Off-Campus privilege.

MEDICAL AND EMERGENCY PROCEDURES

Medical Emergency Procedure:

All students must submit an emergency card for the school office at the beginning of the year. A first aid kit is kept in the office, in the classrooms, and with each coach.

In case of more serious illness, the family will be contacted by phone. 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:

Students are not to bring any medication to school unless it is absolutely necessary. If a non-prescribed medication is necessary (i.e. aspirin, ibuprofen, or antihistamine) the student may only bring *one* day's dose to school. Additional doses, if needed, will be dispensed from the office according to the directions detailed on Medication Permission form. The student is responsible for taking the medication.

Prescription medication 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 coming to the office and 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, the school office must be notified in advance and a doctor's note provided after the appointment. If a doctor's note is provided, the absence will be excused.

Emergency Drills:

We will conduct drills, evacuation, and lockdown periodically throughout the school year. During evacuations, provision will be made for students with disabilities. Precise procedures abide with the administrator.

ATTENDANCE

Absence:

Students are allowed up to 5 *excused* absences per semester. After the 5th absence, the student will be required to bring in a doctor's note to excuse any further absence. The student will not receive credit for a class when absences, whether excused or unexcused, in any class exceed 20% of a semester except in extreme circumstances by administrative approval. The student's attendance record can be accessed at any time through FACTS.

Parents should call the office at (209) 368-2800 to notify the school of a student's absence. Messages may be left on the school's voice mail. The absence is considered unexcused until it has been verified by verbal contact with a parent within 24 hours.

Alerts will be auto generated for unverified absences by FACTS. If the absence is not verified by the parent within 1 day of the absence, the absence will be considered unexcused and will not be changed.

Absences are considered excused when the absence is pre-arranged (see below). Students receive a *zero* for any work missed during an unexcused absence and will be held responsible for learning any of the missed instruction. The authority for determining the legitimacy of an absence rests only with the school administration.

Makeup work will be accepted in the case of excused absences. Students will have one day for each day of absence plus one to submit late work without penalty. Missed quizzes, assignments, and tests are due the next class period. Extended absences due to illness will require a teacher meeting to determine when the missed work will be turned in.

Students who miss class for school-related activities (i.e., sports or otherwise), *must* submit due assignments *before* leaving for the event. Arrangements concerning tests that will be missed *must* be made prior to the student leaving and are typically to be taken prior to leaving.

Pre-Arranged Absence Request:

No pre-arranged absences will be approved during the last week of each quarter and the last two weeks of each semester. Pre-arranged absences must have administration, teacher, and parental consent. Pre-arranged absences are governed by excused absence policy.

To arrange a pre-arranged absence, students must:

- Obtain a form from and have it signed by the Parent and School Counselor. Student must be in good academic standing and within absence limit with the proposed absences.
- Signed forms must be turned in no sooner than 2 weeks before and at least 2 days prior to missing school.

All work must be turned in according to teacher's discretion, either before leaving or on the first day the student returns to class.

Mission trips are treated as pre-arranged absences and so follow the pre-arranged absence procedure. Mission trips are limited to 2 per year and/or a maximum of 10 school days.

Tardies:

Unexcused tardies will result in disciplinary action by the administration. The administration will allow one parental excused tardy for 1st period per quarter when the tardiness is directly caused by the parent. The 2nd tardy and each one thereafter will result in disciplinary action.

Academics



JIM ELLIOT

CHRISTIAN HIGH SCHOOL

ELLIOT WEEKLY SCHEDULE 2023/2024

Time	Monday	Tuesday	Wednesday	Thursday	Friday	
7:30- 8:45 8:00 - 8:45	Elective A P.E.	Elective B P.E.	Elective A P.E.	Elective B P.E.	Elective A or B NO P.E.	
9:00 - 10:40	1	2	1	2	9:00 - 10:00	1 or 2
10:40 - 10:55	Break	Break	Break	Break	10:05-10:50	Chapel/Mentor/ House Day
11:00 - 12:40	3	4	3	4	10:50-11:05	Break
12:40 - 1:10	Lunch	Lunch	Lunch	Lunch	11:10-12:10	3 or 4
1:15 - 2:55	5	6	5	6	12:15-1:15	5 or 6
3:00 - 3:40	Flex Time	Flex Time	Flex Time	Flex Time	1:15-2:00	Flex

0 Period - P.E. & other electives

Flex Time - Optional Tutoring/Study/Robotics

Friday Dismissal - 1:15

Technology Usage In The Classroom And On Campus:

Students are encouraged to use their own purchased devices (i.e., laptops, iPads, tablets) as teachers and students will collaborate through technology. Personal device use on campus or in the classroom is at the teacher's discretion and is to be used only for class work. The school is not responsible for the damage or loss of electronic communication devices brought on campus or to school sponsored activities. Students are responsible for the safety and security of all items brought to school.

Reminder: Cell phones may be used before school, during lunch, and after school only. Teachers may allow students to use a cell as a smart device during class when necessary for an assignment. Refer to phone use policy for additional requirements/allowances.

Class Add/Drop Policy:

Requests for dropping or adding a class shall be made only within the first ten school days of each semester with written approval from the parent and Vice Principal.

Class Size Policy:

Student-teacher ratio will not exceed 35:1 for core academic classes.

Classroom Interruption Policy:

Classroom interruptions shall be kept to an absolute minimum and other than in emergency situations, shall be scheduled to occur at times that are the least disruptive to the instructional program.

Early Dismissal Or Late Start From The School Day For Seniors:

Seniors may request early dismissal or late start from campus during the school day. There must not be a conflict with the core class requirements, the class schedule, or Elliot graduation requirements. Seniors 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. The student is not permitted to return to campus until school is dismissed. Students requesting this privilege must remain in good academic and behavioral standing. No tuition refunds or discounts are given. When a student enters or leaves campus at an unusual time, the student must sign in or sign out with the Office Manager at the front desk.

College Entrance Requirement:

The A-G College Entrance Requirements are a sequence of high school courses that students must complete (*with a grade of "C" or better*) to be minimally eligible for admission to the University of California (UC) and California State University (CSU). Freshman admission requirements for private and out of state institutions have varying conditions. Contact individual sites for details. Visit UC Doorways for approved courses at DOORWAYS.UCOP.EDU.

PE Credit For Elliot Athletics:

Successful completion of one full season of a qualified JV or Varsity sport permits 10 credits of PE. No more than 10 credits may be applied from a sport for PE credit. No Athletic PE credits may be earned until successful completion of all 10 credits of Classroom PE.

PE Credit For Off Campus Athletics:

Eligibility is restricted to sophomore, junior and senior students who need PE credits towards graduation, maintain full 6-period schedules (no free periods), and participate in competitive sports programs at the national, state or local level. All applications are considered on a case-by-case basis. Applications must be submitted to the School Counselor within the first 10 school days of each semester, at the beginning of the semester for which PE credit is requested. The application must be signed by student, parent and the coach/instructor who will verify the student's enrollment and hours of practice required for the activity. Grades will be given as Pass/Fail.

Valedictorian/Salutatorian Calculation

In every graduating class, one student will be honored as Valedictorian and one as Salutatorian. The Valedictorian is determined by the highest class rank in the graduating class. Salutatorian is determined by the second highest class rank. Rank is determined according to the following standards:

- Highest Weighted GPA
- AP/Honors Courses must be completed at Elliot will be calculated on a weighted 5.0 GPA scale
- Courses completed online, or at other High Schools/Colleges while enrolled at Jim Elliot will not be calculated on a weighted 5.0 GPA scale *
- Student must complete at least four semesters at Jim Elliot in order to be eligible
- In the case of a tie, each grade will be broken down and recalculated by the percentage. For example: B+, B, and B- will carry different weight.
- Valedictorian/Salutatorian status may be revoked after severe disciplinary issues as determined by administration.

Online or College Classes Taken While at Elliot

Students are encouraged to take our on-site courses while at Elliot. However, there are a few instances in which an Elliot student might take online or college courses. Here are the options for taking online or college courses and how the credit will be applied at Elliot:

1. With the permission of Elliot administration, Students may take one high school or college math class in order to fulfil the prerequisites for Elliot's upper math classes. For example, students may choose to take Algebra 2 or Pre-Calculus online or at a college in order to take AP Calculus at Elliot. The Vice Principal will approve the course description to determine if the course fulfills the high school requirement. If a student is building a prerequisite path, JECHS is willing to include that math course on the JECHS transcript to show that the prerequisite requirement has been met. JECHS allows one math course on the JECHS transcript for this specific reason. As mentioned above, these courses will not be calculated on the 5.0 GPA scale.
2. With the permission of the Elliot administration, students may take online or college

courses that are not offered at Elliot to build a college transcript, which will follow them to their next school. These courses are not added to the Elliot transcript, and student will be responsible to send these transcripts to their schools or colleges of choice.

3. If a student needs a course to graduate and cannot take the in-person class at JECHS, online classes may be used to make up classes to complete Credit Recovery and fulfill requirements needed for graduation. Students must have written permission from the administration to be allowed to take online credit recovery classes. The administration and parents will oversee these classes to make sure the student is completing the required coursework. These courses will be listed on the JECHS transcript as Cyber High courses.

Graduation Requirements:

Elliot Graduation Requirements	Entrance to State College (CSU)	Entrance to University of California (UC)
Total Credits to Graduate: 250	"A-G" Requirements	"A-G" Requirements
50 Credits: Social Science 1 Year: Study Skills/Geography 1 Year: World History 1 Year: US History 1 Year: Economics/Government 1 Year: Family and Consumer Science	A 1 year college-prep U.S. History 1 Year Government/Econ 1 year college-prep World History	A 2 years of college-prep History/Social Science to include: A) 1 year U.S. History or 1/2 year of U.S. History and 1/2 year American government B) 1 year World History
40 Credits: English 1 Year: English 9 1 Year: English 10 or 10H 1 Year: English 11 or 11H 1 Year: English 12 or 12H	B 4 years of college-prep English	B 4 years of college-prep English
20 Credits: Mathematics/ 30 Credits Mathematics for graduates in 2027 Algebra A and B and Geometry OR Algebra I, Geometry, and Algebra II	C 3 years of college prep Mathematics: Algebra I, Geometry, Algebra II/ Integrated Math 1, 2, and 3	C 3 years of college prep Mathematics: Algebra 1, Geometry, Algebra II / Integrated Math 1, 2, and 3 (4 years recommended)
20 Credits: Science 2 Years of Lab Science - 1 Year: Life Science; 1 Year: Physical Science	D 2 years of college-prep Laboratory Science A) 1 year Life Science Lab B) 1 year Physical Science Lab	D 2 years of college-prep Laboratory Science (3 years recommended) A) 1 year Life Science Lab B) 1 year Physical Science Lab
20 Credits: Foreign Language 2 Years of the same language	E 2 years Foreign Language (same language)	E 2 years Foreign Language (same language) (3 years recommended)
10 Credits: Fine Arts 1 Year of Visual or Performing Art	F 1 year Visual & Performing Arts	F 1 year Visual & Performing Arts
20 Credits: Electives May also include any class beyond Course Requirements	G 1 year approved college-prep Electives	G 1 year approved college-prep Electives
40 Credits: Bible 1 Year of Bible for every year in attendance	Grade of "C" or higher is required in above courses.	Grade of "C" or higher is required in above courses.
20 Credits: Physical Education 2 Years of Physical Education		

Grading / Reporting Periods:

Grading is on a semester basis. For ease of communication, each semester will be divided into quarters. Report cards will be emailed at the end of each quarter. Paper reports can be printed from FACTS. Quarter grades are used for participation eligibility and honor roll recognition. Parents will be emailed a progress report every Sunday, though grades can be accessed 24/7 on FACTS. Semester grades appear on the transcript and are used by colleges for the admissions process.

GRADING STANDARDS			
98-100%	A+	73-76.9%	C
93-97.9%	A	70-72.9%	C-
90-92.9%	A-	67-69.9%	D+
87-89.9%	B+	63-66.9%	D
83-86.9%	B	60-62.9%	D-
80-82.9%	B-	59.9% and below F	
77-79.9%	C+		

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 within 2 weeks, it will become an F.

Academic Block 'E':

A Block "E" letter will be awarded to students who earn a GPA of 3.8 or above for two consecutive semesters of the same school year. Students who accomplish this at the end of the school year will be awarded their Block 'E' at an academic awards ceremony the following year. After letter is awarded, students earn bronze, silver and gold pins for each year thereafter that they meet Academic Block 'E' standards. This award will be awarded at the beginning of the next school year.

Mandatory Flex And Study Hall Assignments:

Students may be issued mandatory Flex time for class performance or work. Flex violations will result in disciplinary action. Teachers may also mandate Flex attendance at their discretion.

Academic Probation and Eligibility

A student who falls below a 2.0 G.P.A. or has an "F" in any subject on his/her report card will be placed on academic probation for a minimum of one quarter, at the end of which the student's G.P.A. will be re-evaluated. The School 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 Elliot.

Students who are on academic probation or have an F in any subject at the quarter will lose off-campus privileges and cannot participate in extracurricular activities, clubs and Athletics.

Students move on and off academic probation (under 2.0 or any F's) at the Quarter Grade report, and the following sports related restrictions are applied:

No Games
No Practices

At the Progress Report delineation, the Athletic Director may, at his discretion with approval from the administration, allow students to begin practicing with the team if they meet the following requirements:

- Maintain gradebook grade above the academic probations criteria (2.0 GPA or higher and no F's)
- Attend Weekly Monday meetings with Athletic Director to review grades and maintain grades above the Academic Probation Minimums.
- If grades at the Monday meeting fall below the 2.0 or any F criteria, the academic probation criteria, the student will lose the ability to practice and will have to wait until the end of the quarter to be considered for any sports practices or scrimmages.
- No games (Official games in MaxPreps) are allowed at any point while on academic probation.
- Scrimmages are allowed if practice is awarded.

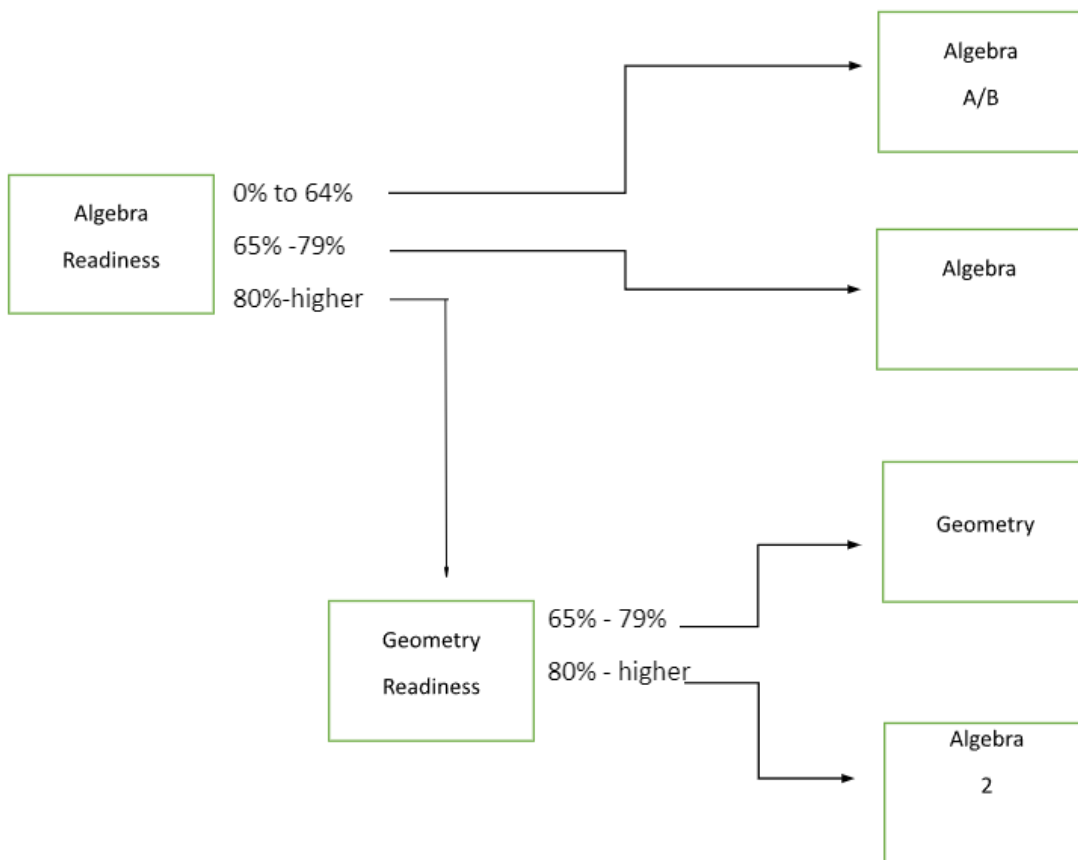
Students who are on Academic Probation may attend one-day events such as Prom, B.A.B., etc.

Math Requirements:

JECHS requires that all incoming and outgoing Freshmen test for Math readiness to determine what math class a student will be recommended for in the following year. The procedure is as follows:

1. Students take the Math Department Placement Test (MDPT) test in the office by appointment.
2. Students can retest after waiting 2 weeks if desired.
3. School Counselor/Vice Principal recommends math placement.
4. Parents choose to accept math placement OR sign a waiver placing their student in an alternative class.

Math Testing Placement Flowchart



Graduation Cords

Special honors may be earned for graduation. Qualifying students (grades 9-12) may earn credits to receive an appropriate Cord for our graduation ceremony. A link to our online form will be sent through email each semester to the parents(s) for completion online. In order to earn credits for a Cord, the Cord documentation form must be filled out online before the deadlines for each semester, each year. No credits will be awarded after deadlines. Please note that class titles or availability may vary from year-to-year depending upon the enrollment needs of the students.

Academics (Purple Cord) – Valedictorian
(Green & White) - Salutatorian
(Gold) - GPA of 3.8 and above for all 4 years

The Arts (White Cord) – 3.5+ GPA in a significant number of the following: Art, Choir, Ceramics, Drama, Music etc.

*10 credits must be received (grades 9 -12)

- 1 credit Drama, Art, Ceramics, Choir, Film, Music, Digital Photography, Graphic Arts or Yearbook class (full school year)
- 1 credit School play
- 1 credit Music worship Team
- 1 credit Community "Art" Events (Art/Photo contests, Gallery showings)
- TBD Other event in the Arts: _____

Science and Technology (Green Cord) – 3.5+ GPA in a significant number of the following: Math, Sciences, Computer classes, Robotics, etc.

*10 credits must be received (grades 9-12)

- 1 credit Science class (full school year)
- 1 credit Algebra 1, Algebra A plus B, Geometry, Algebra 2, Pre-Calculus, AP Calculus, (Algebra A= ½ credit, Algebra B= ½ credit)
- 1 credit Computer/New Media class (full school year)
- 1 credit Robotics club (full season) or Robotics class
- 1 credit School sound team (school day events, full year)
- TBD STEM enrichment activities
- 1 credit passing AP Calculus exam with 3,4,5 or earning an A in the class

Bible, Service and Missions (Silver Cord) – 3.5+ GPA in 4 years of Bible Class

*10 credits must be received (grades 9-12)

- 1 credit Bible Class
- 1 credit Interact club for one year
- 1 credit Missions trip for 2 days
- 1 credit every 20 hours during the year of ongoing ministry at church
- 1 credit every 20 hours at a non-profit organization

Athletics (Black Cord) – 3.5+ GPA while being committed to and participating in athletics.

*10 credits must be received (grades 9-12)

- 1 credit Physical Education, Weight Training class
- 1 credit Each Sport each season (Including Competitive Sports outside of school)
- 1 credit Bonus for a four-year Elliot team athlete in one sport

*Other activities that do not appear on this document may be submitted on the form. Credits will be determined by administration after reviewing information and documentation provided.

Academic requirements

1. Any student who becomes academically ineligible during a term or season will not receive the credit point during that term.
2. Any student who becomes ineligible for any disciplinary reason will not receive credit points during that term.
3. In order to receive credit points for any class, a grade of a "B" must be achieved in that class.
4. Not all electives offered at JECHS will fall under a cord category.

Honors Distinctions for Honor Roll

Cum Laude distinction: 3.5-3.699

Magna Cum Laude: 3.7-3.899

Summa Cum Laude: 3.9-4.0

ATHLETICS

Philosophy:

At Jim Elliot Christian High School, we believe that athletics are an integral part of the educational experience. Participation in sports is voluntary, and as such, playing for JECHS is a privilege, not a right. We strive to develop well rounded "student athletes," not just athletes. Staying true to this principle, JECHS does not recruit students for the purpose of playing sports. Rather, it is the intent of our school to provide all students who are presently enrolled as full time traditional students the opportunity to participate in an interscholastic athletic program. Therefore, JECHS offers a complement of interscholastic sports programs during the fall, winter and spring seasons.

General information:

JECHS is a member of the California Interscholastic Federation (CIF), The Sac- Joaquin Section, and the Central California Athletic Alliance (CCAA).

All athletes must complete the health evaluation and paid the sports fees prior to practices. Athletes who quit a sport after the first three weeks of practice or who are dismissed from a sport for disciplinary reasons will not be eligible for any sport the remainder of that season. They will forfeit all awards. Any athletic fees or costs paid by the student-family are non-refundable.

Uniforms are property of JECHS and must be signed out by the student and returned at the end of the season. Because of the costs to replace a single uniform, keeping of a uniform is not allowed. If a uniform is lost, the replacement costs are the responsibility of the student's family.

All CIF guidelines, such as eligibility, student transfers, and participation in interscholastic sports are on our JECHS website. A complete list of CIF rules and regulations can be found at <https://www.cifsjs.org>

It is expected that all JECHS athletes, coaches, and support staff (equipment managers and statisticians) dress according to school dress code at both home and away games and conduct themselves in a manner in keeping with JECHS Code of Conduct in Student Handbook and rules of good sportsmanship. Violations will result in disciplinary action at the discretion of Administration and/or the Athletic Director.

Sports:

Based on student participation, JECHS offers various sports throughout the year. These sports include, but are not limited to following:

Fall: Girls' Volleyball, Cross Country, and Cheerleading (Non-Competitive)

Winter: Boys' and Girls' Basketball, Cheerleading, and Boys' Soccer (co-ed)

Spring: Baseball, Softball, Track and Field, and Golf

JECHS encourages students to consider playing a sport every year to help develop them as a vital

part of society, to prepare them for life and the challenges that they will face and to enrich their JECHS experience.

Eligibility Requirements:

No athlete shall practice or participate in a scheduled game unless he/she has completed, signed, and submitted the "Sports Participation Packet" to the Athletic Director.

The Sports participation packet can be located and printed from the JECHS website under the Athletics tab <http://www.jimelliotchs.com/athletics/athleticforms.cfm>. If a printer is unavailable, a copy of the sports participation packet will be made available by the Athletic Director.

No student may participate in a scheduled game unless the participation fee has been paid. The sports participation fee can be paid at the school office. Information regarding the sports participation fee can be found on the Jim Elliot Christian High School website at <http://www.jimelliotchs.com/athletics/athletic-fees.cfm>

For a Student-Athlete to participate in a practice session or a game, a student-athlete must be in school for at least 2 consecutive block periods or 4 consecutive short periods on the day of the practice or game.

Academic And Behavioral Eligibility For Athletics

Academic Eligibility

A student's academics and personal character take priority over athletics. Student-Athletes are deemed "Eligible" for participation in the JECHS Athletic Program only when the student maintains, at a minimum, a "C" (2.0+G.P.A.) average in all subject areas and no "F" on the quarter report. Student-Athletes not meeting this standard will be classified as "Academically Ineligible" to play sports until the next quarter grading report is posted, and the academic eligibility requirements are satisfied. Students who fall below a 2.0 G.P.A. or have an "F" in any subject on his/her report card will be placed on academic probation for a minimum of one quarter. The School Counselor will make initial notification in writing to parents.

Dropping a class at the quarter with an "F" makes the Student-Athlete ineligible until the next grading report. Student-Athletes who are deemed academically ineligible will not be eligible for any sport for the remainder of that grading period. Because grading periods overlap seasons, Student-Athletes will not be able to go out for another sport until they become academically eligible. Coaches will not be permitted to hold a roster position open waiting for an athlete to become eligible. Student-Athletes will be permitted to join an existing team only when

1. The athlete becomes eligible,
2. There is an open roster spot due to not all spots being filled because of a lack of sufficient number of players to fill the roster or
3. A spot opens due to another athlete becoming ineligible

Student-Athletes will forfeit all awards in the sport they were participating in when they became academically ineligible.

Assigned homework is to be turned into teachers before the Student-Athlete leaves for an athletic event. Arrangements must be made with the teacher for missing scheduled tests. Not following these two standards will result in a zero for the assignment with no opportunity to make it up.

Behavioral Eligibility Student-Athletes are ambassadors of Jim Elliot Christian High School when participating in all athletic events. As such, student-athletes are expected to conduct themselves in a manner consistent with CIF and JECHS Codes of Conduct. Because participation in the athletic program is a privilege, Student-Athletes may be ineligible to participate in practices and/or games due to a disciplinary determination of either CIF or JECHS.

CBP

Student-Athletes that are required to perform CBP or other in-house probation programs may not be eligible to participate in practices or sporting events during their CBP/Probation Service time. This determination will be made by the school Vice-Principal.

Suspension

Student-Athletes will not be eligible to participate in and/or attend practices and sporting events with the team while on suspension. Student-Athletes forfeit all earned credits toward athletic awards (letters, cords) for the entire season they incurred during suspension through the remainder of the academic year.

Expulsion

Student-Athletes shall not be eligible to participate in and/or attend practices and sporting events with the team upon expulsion. Student-Athletes will not be eligible for any sport the remainder of that academic year.

Athletic Awards And Lettering Standards:

Athletic awards are given at the discretion of the Athletic Director and coaches to eligible Student-Athletes in good standing. To be eligible for a letter award:

- The Student-Athletes must be available to participate in at least 51% of league games for the specified sport.
- Student-Athletes are awarded one "EC" chenille block letter award from JECHS regardless of the number of sports in which he/she participates.
- Student-Athletes must be academically and behaviorally eligible the entire season to be considered for an athletic award.

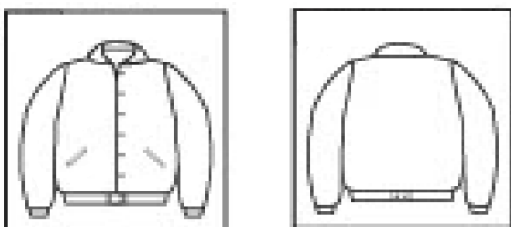
- Student-Athletes must turn in their uniforms and any issued equipment before they can receive any athletic award or letter.

Letter Awards:

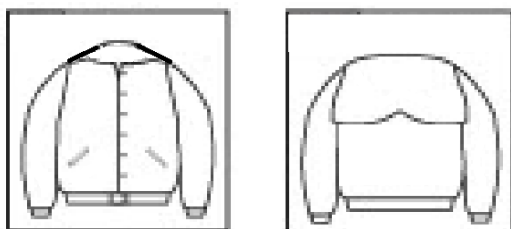
1. **First Award:** All first-year student athletes who complete their sport in good standing and finish the season shall receive seven-inch "EC" chenille block letter award. Student Athletes shall receive only one chenille block letter during their career at JECHS.
2. **First-year in single sport awards:** All Student-athletes who complete their sport season in good standing and finish the season shall receive the designated "swiss insert," identifying the sport for which the athlete earned their award. The swiss insert shall be awarded with the initial block letter award. The swiss insert shall be affixed to the chenille block letter award.
3. **Second-fourth year, single sport award:** The second-fourth year single sport award shall be a swiss insert diagonal stripe, worn on the chenille block letter award, adjacent to swiss insert for which it was earned.
4. **Captain Star:** Student-Athletes who are selected by their coach to be a team captain will receive a swiss insert "Star" to be worn on the chenille block letter award, adjacent to the swiss insert for which is was earned.

Award Jacket:

1. After earning a first-year award, student athletes may purchase the school approved award jacket to display their chenille block letter, and other awards. Award Jacket information can be obtained in the school office.
2. The approved award jacket is a wool body, dyed in forest green with leather sleeves finished in gray. Two different trim styles are available for purchase.
 - a. 3 color, "Whiting Style" single ply rib knit trim with rolled cuffs



- b. 3 color, zipper divided hood, single rib knit trim, rolled cuffs



Display of Awards:

1. Student athletes are free to express their individual creativity to display their awards on their Award Jacket. However, the following guideline are expected to be adhered to:
 - a. All awards displayed on the award jacket will be related to school athletics.
 - i. An exception is made for the chenille "Academic E" block letter award.
 - b. The athletic chenille block letter award will be affixed to the front of the jacket, in the upper left quadrant.



- c. Swiss inserts will be attached to the front of the chenille block letter award.
- d. Should the student athlete desire to display their graduating year on their award jacket, the identifying numbers will be affixed to the left sleeve, near the shoulder.



- e. Approved school numbers for displaying graduation year, uniform numbers...etc. shall meet the following criteria:
 - i. 3.5", two color chenille numbers. The number will be forest green on a gray background.
 1. Student athletes desiring to use a smaller chenille number may use a 2 ¼" optional size.

NCAA Eligibility:

For NCAA and NAIA eligibility, visit NCAA.ORG or NAIA.ORG for core classes, test scores and GPA details. College-bound student-athletes should establish an account at NCAA.ORG or NAIA.ORG.

Code of Conduct

The goal of discipline is a changed heart that is more fully conformed to the image of Jesus Christ (Romans 12:1-2). Discipline is meant to expose decisions and actions that are rooted in self rather than derived from the Lord. It should become an opportunity for one to see their desperate need for God in light of their own weakness. Discipline is not meant to reject or cast aside but to create an opportunity for personal growth and maturity. That being said, we are convinced that at times for the good of the individual as well as the broader community of the school, students may have to be released from the school in order for grace to fully unfold both in the life of the student and of the community.

At Jim Elliot Christian High School (JECHS), discipline is administered holistically with several intentions in mind. Students should become aware of their own misbehavior and the effects it has on themselves and others, leading to a true repentance of their actions. Reconciliation is also important, whether it involves mending a relationship with others or a restoration of physical property. And always, of primary importance, is the student's own personal growth, with the hope that they receive discipline as an opportunity to mature in their faith and dependence on the Lord. In the event of observed patterns of poor behavior, parents will be contacted to discuss the issue and solution with teachers, the persons involved, and/or administration.

Here at JECHS, we strive to approach discipline the way God disciplines us: active in the pursuit of holiness, strong with expectation, abounding in patience, and overflowing with the relentless love of Jesus Christ.

Important Definitions and Clarifications

Suspension: the removal of a student from the classroom for disciplinary reasons for a defined period of time. An administrator may suspend a pupil for up to five days. A suspension may be extended under certain conditions. There are two kinds of suspension:

1. On-Campus Suspension:
An administrator may suspend a student for the remainder of the class period or school day in which the misbehavior occurred.
2. Home Suspension:
Students placed on home suspension are not permitted on or near the school campus, nor are they allowed to participate in any school activities during that time. They may, however, be required to complete assignments and tests, which will be made available to them through an intermediary.

Expulsion: the removal of a student from JECHS for violating the code of conduct.

Detention: the assignment of a student to a supervised area for a specified time before or after school, at lunch, or during Saturday school.

Weapon: knife, gun, sharp object, club, explosives or an object with the intent of inflicting bodily injury to another being or physical damage to the school.

Brandishing: to wave a weapon menacingly

Assault: an unlawful attempt, coupled with present ability, to commit a violent injury on another person

Battery: any willful and unlawful means of force or violence upon another person

Unprepared: student comes to class without books, notebook, pencil or pen, and any other item needed for class

Serious bodily injury: a serious impairment or physical condition, including, but not limited to, the following: loss of consciousness, concussion, bone fracture, protracted loss or impairment of function of any bodily member or organ, a wound requiring extensive suturing, and serious disfigurement

Self-defense: to establish the defense, a person must be free from fault or provocation, must have no means of escape or retreat, and there must be an impending peril. The force used in self-defense may be sufficient for protection from apparent harm (not just an empty verbal threat) or to halt any danger from attack, but cannot be an excuse to prolong the attack or use excessive force.

Terroristic threat: shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of \$1000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out.

Bullying: any severe or pervasive physical or verbal conduct, including communication made in writing or by means of an electronic act, and including one or more acts committed by a student or a group of students, directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing a reasonable student in fear of harm to that student's person or property.
- Causing a reasonable student to experience a substantially detrimental effect on his/her physical mental health.
- Causing a reasonable student to experience substantial interference with his/her academic performance

Bullying vs. Peer Conflict

JECHS administrators, teachers and staff understand that it is necessary to guard a nurturing environment among students and thus see the need to appropriately and quickly respond to incidents between students. Understanding the difference between bullying and peer conflict will help with the process and result in improving the way students relate and in maintaining a healthy environment.

Bullying is when someone repeatedly, and on purpose, says or does mean or hurtful things to another person who has a hard time defending him or herself. Bullying has three major components:

1. It is aggressive behavior that involves unwanted, negative actions.
2. Typically, it involves a pattern or behavior repeated over time.
3. It involves an imbalance of power or strength.

Peer Conflict: Conflict is an inevitable natural occurrence in human relationships. Many disagreements among peers in school stem from conflict. It can be triggered by difference in belief systems, physical appearance, or mental abilities. Peer conflict has three major components:

1. It is a natural occurrence in human relationships.
2. There is not necessarily any pattern of behavior repeated over time.
3. The parties in disagreement are equal in power.

RELATIONSHIPS

Student Relationships and Moral/Sexual Misconduct:

Elliot strongly desires to build upon a biblically based foundation for student relationships and encourages parental interest and counsel in these matters. Elliot students commit to refrain from:

- Public displays of affection on school property and at all school activities and events.
- Inappropriate 'play' or physical contact which may be interpreted as sexual in nature.
- Traveling to campus areas deemed off limits and unsupervised in search of privacy.
- Practices that Scripture forbids, such as sexual relations outside marriage and homosexual behavior.
- Identifying oneself as anything beyond their biological, God created gender.

Elliot encourages our students to adhere to Scriptural standards of morality. God designed the unique relationship between a man and woman; we can only expect the highest joy from His designs when we abide by His guidelines.

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 designated school personnel. Designated personnel are the Principal, Vice Principal, and School Counselor. 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 or as required by local/state/federal law.

Protection Against Retaliation:

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

Behavioral Probation:

Students who have a continuing pattern of disruptive behavior are at risk of dismissal from JECHS. He/she may be placed on behavioral probation for a period of time which may involve specific requirements from the student. If in this time the student's behavior fails to improve, the student may be dismissed from JECHS.

Phone, Computer and Internet Use Policy

Students are asked to use phones, computers, and all electronic devices with utmost care and propriety.

Unacceptable conduct includes:

- Cell phone usage outside of the designated times
- Cheating/plagiarism
- Using the network for any illegal activity
- Using the internet for violation of copyright or other contracts
- Using the network for financial or commercial gain
- Degrading or disrupting equipment or system performance
- Vandalizing the network or data of any user
- Stealing or damaging files or data of any other user
- Stealing or damaging files or databases through tampering or hacking
- Gaining unauthorized access to resources or entities
- Invading the privacy of individuals
- Revealing students' address or phone numbers if under 18
- Using an account owned by another user without authorization
- Posting personal communications without the author's consent
- Posting anonymous messages
- Placing unlawful information on the system
- Using abusive or otherwise objectionable language or images in either public or private messages.
- Sending messages that contain viruses or malware that are likely to result in the loss of the recipient's work or systems
- Sending "chain letters" or "broadcast" messages to lists of individuals
- Electronically accessing or transmitting any material that may be deemed harmful.
- Bullying and cyberbullying
- Installing software on any computer that is not properly licensed for use and authorized by Technology Services.
- Sharing your password; using or sharing someone else's password

- Leaving a computer unattended with your password entered
- Using a teacher or administrator's computer or accounts

Social Media Policy & Cyber Bullying

Negative or derogatory comments about JECHS students, JECHS administration, faculty, or staff are discouraged on social media sites, blogs, texts or similar sites and functions. Offended parties should take issues or concerns to the appropriate person rather than making inflammatory remarks on social media.

Parental Involvement

We believe that it is the parent's responsibility to monitor their student's social media activity. If an issue is brought to JECHS administration, we may contact the offending student's parents to make them aware of the issue. If the issue continues, or if the issue is reasonably likely to cause or does cause a substantial disruption of a school activity or attendance, is illegal in nature, or goes against our moral code of conduct, JECHS may become more actively involved.

If social media activity is directly affecting your student's success at JECHS and they are unable to resolve the issue without administrative support, parents may bring social media concerns directly to JECHS administration and **must** refrain from confronting students and/or parents on school grounds.

Student Responsibility

Students are encouraged to exercise extreme caution when participating in the various forms of social media, texting, or online communications. Remember that these forms of communication can be made very public.

Behavioral Probation

Occasionally the Administration may see that a student is struggling in the area of Discipline. The administration reserves the right to place a student on Behavioral Probation at any time they deem the probation necessary to help a student act in an appropriate manner. Since our goal is always to restore the student to non-probationary status and encourage a student to return to appropriate behavior, while on probation the student will be restricted from extra-curricular activities and sports events. The time limit for Behavioral Probation will be set at the beginning of probation and will be reflective of the severity of the misdemeanor, either one quarter, one semester, or the entire year, as prescribed on the Discipline Chart and by the administration. Parents will be notified either by phone call, email and/or mailed letter. If a student is unable to resolve the discipline issue, the administration may petition the board for expulsion of the student.

Grounds for Discipline

A student may be disciplined, suspended, or expelled for acts listed in the JECHS Code of Conduct (incorporating the California Education Code; See Appendix B) or listed on the Discipline Chart that are related to school activity or school attendance. This includes, but is not limited to, the following:

- While on school grounds

- While going to or coming from school
- During the lunch or break periods
- During, while going to, or coming from a school-sponsored activity.
- For conduct which occurs after school hours and off campus, but which is reasonably likely to cause or does cause a substantial disruption of a school activity or atmosphere.
- **For any conduct that is illegal or goes against our moral values as a Christian school.**

Appendix A1: Discipline Chart

CATEGORY 1		VIOLATION	1ST OFFENSE	2ND	3RD	4TH	5TH	6TH
QUARTERLY CUMULATIVE	Crr/Class	Unprepared	3 unprepareds- Documented warning, notify parents	4 Unprepareds- Notify Parents and 2 hr CBP	5 Unprepareds- notify parents, 4 hr CBP	6 Unprepareds- notify parents, 1 day in-house suspension	7 Unprepareds- parent conference, 3 day suspension	8 Unprepareds- 5 day suspension with recommendation for expulsion
		Tardies	3 Tardies- Documented Warning, Notify parents	4 Tardies- notify parents and 2 hr CBP	5 Tardie- Notify parents and 4 hr CBP	6 Tardies- 1 day in-house suspension, notify parents	7 Tardies- 3 day suspension, parent conference	8 Tardies- 5 day suspension, recommendation for expulsion
	Per Quarter Cumulative	Dress Code	Documented Warning, notify parents, change of clothing provided	2 hour CBP, notify parents, change of clothing	4 hour CBP, notify parents, change of clothing	3 day suspension, parent conference	5 day suspension with recommendation for expulsion	
		Gum/Food	3 gum instances - spit out gum and documented warning	Documented Warning, notify parents	2 hour CBP, notify parents	4 hour CBP, notify parents	3 day suspension, parent conference	5 day suspension with recommendation for expulsion
		Parking Lot Permit or Transportation Violation	Documented Warning, notify parents	2 hour CBP, notify parents	4 hour CBP, notify parents	3 day suspension, parent conference, and loss driving privilege	5 day suspension with recommendation for expulsion	
		PDA See Discipline Policy, Relationships	Documented Warning, notify parents	Documented Warning, notify parents	2 hour CBP, notify parents	4 hour CBP, notify parents	3 day suspension, parent conference	5 day suspension with recommendation for expulsion
		Work/Study Habits, not doing assigned work, excessive talking	Documented Warning	Documented Warning, notify parents	2 hour CBP, notify parents	4 hour CBP, notify parents	3 day suspension, parent conference	5 day suspension with recommendation for expulsion
		Unexcused absence/ cut class	Documented Warning, notify parents	2 hour CBP, notify parents	4 hour CBP, notify parents	3 day suspension, parent conference, and loss driving privilege	5 day suspension with recommendation for expulsion	
		Entering or Exiting Campus without notifying Office	Documented Warning, notify parents	2 hour CBP, notify parents	4 hour CBP, notify parents	3 day suspension, parent conference, and loss driving privilege	5 day suspension with recommendation for expulsion	
		Administration reserves the right to amend consequences at any time						

Appendix A2: Discipline Chart

CATEGORY 2		VIOLATION	1ST OFFENSE	2ND	3RD	4TH	5TH	6TH
SEMESTER CUMULATIVE	Behavior	Chapel: Distructive. Talking, Distracting	Documented Warning	Documented Warning, notify parents	2 hour CBP, notify parents	4 hour CBP, notify parents	3 day suspension, parent conference	5 day suspension with recommendation for expulsion
		Cheating Plagiarism	Zero on assignment or test, notify parents, 2 hour CBP	Zero on assignment or test, notify parents, 4 hour CBP	Zero on assignment or test, 3 day suspension, parent conference	Zero on assignment or test, 5 day suspension with recommendation for expulsion		
		Defiance	4 hour CBP, notify parents, flagrant incident towards staff=1 day suspension	3 day suspension, parent conference	5 day suspension with recommendation for expulsion			
		Disrespect	Documented Warning, notify parents	2 hour CBP, Serious infraction may warrant increased disciplinary action	4 hour CBP, notify parents	3 day suspension, parent conference	5 day suspension with recommendation for expulsion	
		Disruptive Behavior in classroom or school event	Documented Warning, notify parents	2 hour CBP, Serious infraction may warrant increased disciplinary action	4 hour CBP, notify parents	3 day suspension, parent conference Behavioral Probation	5 day suspension with recommendation for expulsion	
		Unauthorized Phone or computer use	Notify parents and documented warning. Phone relinquished	notify parents, parent pick up phone in office at the end of the day	2 hour CBP, notify parents	1 day in house suspension, notify parents	3 day suspension, parent conference	5 day suspension with recommendation for expulsion
		Failure to serve CBP	Serve 2 hours, documented warning, notify parents	Serve 2 additional hours CBP, notify parents	Serve 4 additional hours CBP, notify parents	3 day suspension, parent conference	5 day suspension with recommendation for expulsion	
		In Parking Lot or cars without permission	Documented Warning	Documented Warning, notify parents of pending loss of driving privilege or 2 hours CBP	Lose driving privileges for 1 week or 2 hour CBP, notify parents	Lose driving privileges for 2 weeks or 4 hour CBP, notify parents	3 day suspension, parent conference	5 day suspension with recommendation for expulsion
		Leaving Campus without Permission/ Truancy	2 hour CBP, notify parents	4 hour CBP, notify parents	1 day in house suspension, notify parents	3 day suspension, parent conference	5 day suspension with recommendation for expulsion	
		Littering	2 hours CBP/ notify parents/ 4 Lunch Periods CBP	4 hours CBP/ notify parents/8 Lunch Periods CBP	1 day in house suspension, notify parents	3 day suspension, notify parents	5 day suspension with recommendation for expulsion	
		Lying /Dishonesty	2 hour CBP, notify parents	4 hour CBP, notify parents	1 day in house suspension, parent conference	3 day suspension, parent conference	5 day suspension with recommendation for expulsion	
		Out of class without permission	Documented Warning, notify parents	2 hour CBP, notify parents	4 hour CBP, notify parents	3 day suspension, parent conference	5 day suspension with recommendation for expulsion	
		Profanity- Verbal, Written, Directive, Nondirective	2 hour CBP, notify parents	4 hour CBP, notify parents	3 day suspension, parent conference	5 day suspension with recommendation for expulsion		
		Reckless Driving	4 hour CBP, notify parents	Lose driving privileges for 1 week, notify parents	Lose driving privileges for 2 weeks , notify parents	3 day suspension, parent conference	5 day suspension with recommendation for expulsion	
Administration reserves the right to amend the consequences at any time								

Appendix A3: Discipline Chart

REFERRALS		VIOLATION	1ST OFFENSE	2ND	3RD	4TH	5TH	6TH	
YEARLY CUMULATIVE	Controlled Substance	Alcohol/ Drugs: Possession, Use, or Sale on or off campus	5 Day suspension, recommended for expulsion						
		Chewing or smoking tobacco, vaping	2-3 day suspension, parent conference, referral to counseling	5 Day suspension, recommended for expulsion					
	Dangerous Items	Possession of Dangerous Objects	3 day suspension, parent conference	5 Day suspension, recommended for expulsion					
		Explosives, Firecrackers, Smoke Bombs, Incendiary Device	5 Day suspension, recommended for expulsion						
		Weapons	5 Day suspension, recommended for expulsion, police contacted						
	Behavior	Sexual Immorality	5 Day suspension, recommended for expulsion						
	School Property	Destruction of School and/or Personal Property	Flagrant Incident: 4 hour CBP, restitution, notify parents. Others 2 hour CBP, restitution required	Flagrant Incident: 3 day suspension, parent conference. Others 4 hour CBP, restitution required	Flagrant Incident: 5 day suspension with recommendation for expulsion, restitution required				
		Theft: School and/or personal property/or in possession of	4 hour CBP, notify parents, restitution required	3 day suspension, parent conference, restitution required	5 day suspension with recommendation for expulsion, restitution required				
	Violations Against Persons	Assault or battery of school personnel/ unprovoked assault	Recommendation for expulsion						
		Extortion/ Threat of Violence	Recommendation for expulsion						
		Hazing/ Harassment/ Unwanted Actions	Documented Warning, notify parents, Flagrant Incident: racial statements, gender restitution required, counseling, 4 hour CBP	1 day suspension, parent conference, restitution required	3 day suspension, parent conference, restitution required	5 day suspension with recommendation for expulsion, restitution required			
		Mutual Combat/ fighting/ verbal and/or physical confrontation students or staff	3 day suspension, parent conference	5 day suspension with recommendation for expulsion					
		Sexual Harassment / Battery	3-5 days suspension. Could result in recommendation for expulsion. Police contact if battery	5 Day suspension, recommended for expulsion					
	Administration reserves the right to amend consequences at any time								

Appendix B

JECHS Code of Conduct Terms

This chart serves as a guide to understanding the definitions of various behaviors as well as to outline the expectations for the behavior of students at JECHS. It is derived from the California Education Code of Conduct.

Acts of Violence

Behavior Violation:
Acts of Violence
Physical Injury (EC 48900a1) Caused, attempted to cause, or threatened to cause physical injury to another person. <ul style="list-style-type: none">• Threats• Fights
Serious Physical Injury (EC 48915a. 1.A.) Causing serious physical injury (see def.) to another person, except in self- defense
Force or Violence (EC 48900a2) Willfully used force or violence against another person.
Aided or Abetted to Inflict Physical Injury (EC 48900t) Aided or abetted in the infliction or attempted infliction of physical injury to another student.
Terrorist Threats (EC 48900.7) Making terrorist threats (see def.) against school officials and/or property
Sexual Assault or Battery (EC 48900n) Committed or attempted to commit a sexual assault or battery
Assault or Battery on School Employee (EC 48915a. 1.E)

Weapons and Dangerous Objects

Behavior Violation:

Weapons and Dangerous Objects

Possession, sale, or furnishing of weapons (EC 48900b)

Possession of Dangerous Object (EC 48915a 1.B)

Possession of any knife or other dangerous object of no reasonable use to the pupil

Possession, Selling, or Otherwise Furnishing a Firearm

Brandishing a Weapon (EC 48915c.2)

Brandishing Of an Explosive (EC 48915c.5)

Imitation Firearm (EC 48900m)

Possession of an imitation firearm that is substantially similar in physical properties to an existing firearm as to lead a responsible person to conclude the replica is a firearm.

Drugs, Alcohol, Controlled Substances

Behavior Violation:

Drugs and Alcohol (EC 48900m)

Possession, use, sale, furnishing, or otherwise being under the influence of alcohol, controlled substances, or an intoxicant.

Prescription Drug (EC 48900p)

Unlawfully offered, arranged to sell, negotiated to sell, or sold, prescription drugs.

Sales of "Look Alike" Drugs and Alcohol (EC 48900d)

Offering, arranging, or negotiating to sell drugs, alcohol, or any intoxicant and then substituting a look-alike substance intended to represent drugs, alcohol, or intoxicant.

Drug Paraphernalia (EC 48900d)

Tobacco (EC 48900h)

Theft, Stealing, or Damage to Property

Behavior Violation:

Robbery/Extortion (EC 48900e & 48915a1d)

Committed or attempted to commit robbery or extortion

Theft or Stealing (EC 48900g)

Stealing or attempting to steal school or private property

Possession of Stolen Property (EC 48900l)

Knowingly received stolen school or private property

Harassment

Behavior Violation:

Harassment of Student Witness (EC 48900o)

Harassed, threatened, or intimidated a pupil who is a witness in a school disciplinary proceeding for the purpose of intimidation or retaliation.

Hazing (EC 48900q)

Engaged or attempted to engage in an act of hazing initiation or pre-initiation into a student organization which causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any student or other person attending the school.

Bullying by Electronic Act (EC 48900r)

Engaged in an act of bullying, including, but not limited to bullying by means of an electronic act, directed specifically toward another student or school personnel.

Sexual Harassment (EC 48900.2)

This includes, but is not limited to, sexual advances, and other verbal, visual, or physical conduct of a sexual nature

Acts of Hate Violence (EC 48900.3)

Causing, threatening, or attempting to cause, or participating in an act of hate violence as defined as willfully interfering with or threatening another person or property rights because of race, ethnicity, national origin, religion, disability or sexual orientation; speech that threatens violence when the perpetrator has the apparent ability to carry out the threat, may be considered an act of hate violence

Other Harassment (EC 48900.4)

Intentionally engaged in harassment, threats, and/or intimidation against a student or group of students when the harassment is severe and pervasive and disrupts classes or creates disorder or an intimidating or hostile educational environment

Profanity, Obscene Acts, Vulgarity (EC 48900i)

Committed an obscene act or engaged in habitual profanity

Disruption of School Activities

Behavior Violation:

Willful Defiance and /or Disruption to School Activities

Cheating/Plagiarism/Forgery

Truancy

Inappropriate computer access

Defiance to authority

Dress code/grooming violation

Classroom rule violation

(including being unprepared, missing assignments, eating in class)

- Littering
- Failure to serve CBP
- Electronic device violation
- Closed campus violation
- Unauthorized parking
- Initiating a false fire alarm
- Gang affiliation or behavior
- Gambling
- Reckless driving
- Trespassing
- Verbal altercation

Other disruptive or defiant behavior

Sexual Conduct

Premarital sex or sexual touching or promoting of a homosexual lifestyle

Appendix C

Search and Seizure Policy

The Search and Seizure Policy governs the school's authority to search individual students, their property & vehicle if on campus and the student's responsibility to submit to these searches. School officials may conduct a search when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law (by having a concealed weapon, narcotics, stolen property, or contraband) [U.S. Supreme Court Case: *New Jersey v. D.L.O.* 91985. 469 U.S. 325. B.P. 5145.12] and JECHS rules.

General inspections of school properties, such as vehicles, lockers and desks, may be conducted on a regular, unannounced basis. Any items in a vehicle, locker or desk shall be considered the property of the student to whom the locker or desk was assigned.

Drug, Alcohol and Tobacco Policy

Jim Elliot Christian School is an illegal substance, tobacco-free campus. The administration may search lockers, backpacks, personal bags and vehicles to ensure that the campus is drug, alcohol, and tobacco-free. JECHS will conduct random drug and alcohol searches using licensed drug detection dogs and a handler/contractor. These visits will be unannounced and will occur throughout the school year. They are meant to act as a deterrent rather than an attempt to apprehend violators. The dogs will check vehicles, parking lots, lockers, locker rooms, classrooms, common areas, and any area identified by administration. Students who are found to have contraband on campus will be subject to immediate disciplinary action.

If a student freely approaches a staff member or coach to admit a drug, alcohol, or tobacco problem (prior to the discovery of an event or incident by the school) then the issue will be treated as a counseling issue as opposed to a discipline issue. This will also apply if a student is referred to a staff member by friends or family. JECHS will work with the student and their family to ensure that the student receives the help and spiritual support they need to overcome their issue.

If a student is found to have hosted an event where drugs and/or alcohol were used or if it is found that a student provided drugs and/or alcohol to other students, then they will be subject to school discipline and possibly expulsion, as outlined in the Code of Conduct. Students who are discovered to have been at a party where there were drugs and/or alcohol present and did not leave that party will be subject to disciplinary action.

Drug Dog Detection FAQ's

1. How well are these dogs trained?

JECHS will utilize companies that are certified by the California Narcotic Canine Association (www.cnca.com), the mentor organization for narcotic canine law enforcement in California. In order to be certified, company dogs go through a rigorous training process that must be renewed annually. The dog must complete six training sessions per year, and when taking the annual certification test, the dog must be 100% accurate to certify.

2. What are the dogs searching for?

The dogs have been trained to alert on alcohol, illegal narcotics (marijuana, cocaine, methamphetamine, etc.), commonly abused prescription drugs, and gunpowder. While a dog will always alert on one of these substances, the dog cannot make a distinction between each different substance it smells. Further personal investigation is needed to make this determination.

Dogs do *not* alert on tobacco, innocuous food items, or pet smells.

The noses of these dogs are powerful! As an example of how sensitive their sense of smell is, they will alert on a sealed bottle of alcohol in a car. Dogs will also go on alert on remnant smells of the items they have been trained to search for. Many of these items will leave a residue or scent in the fabric of students' belongings. This means that even if no items are found in a search, at some point the student has come into contact with these substances – either knowingly or unknowingly.

For example, the dogs can scent marijuana residue on clothing for up to two months, if the clothes have not been washed. A student may find himself or herself alerted for something they were exposed to weeks ago.

3. What are the search procedures?

At all times, the dog is accompanied by both a handler and an administrator of our campus. Depending on the time allotted, our typical campus sweep can include the locker banks, the gym locker rooms, bathrooms, common areas like the lunch room, classrooms, the parking lot, and/or surrounding grounds. The dogs will only smell the exteriors of all locations; we do not open up or search student belongings, lockers, or cars while the dog is sniffing.

The dogs do not search the students themselves. They are not trained to alert on people.

When entering a classroom, students are asked to leave behind their backpacks, belongings, and any sweatshirts or jackets at their desks. The teacher leads all the students out into the hallway while the dog sniffs the classroom with the handler and administrator present.

The dogs are trained to alert by stopping their search, sitting down, and waiting and looking to the handler until they receive instruction.

4. What happens when a dog alerts?

Whenever a dog alerts, we immediately involve the student:

- If an alert happens in a classroom, we will bring the student and their belongings down to the office.
- If an alert happens on a locker, we will bring the student down to open their locker while the search takes place.
- If an alert happens on a car, we will bring the student out to open up their car while the search takes place.

In the case that ownership cannot be determined, we will go forward with the search of the item.

We try to perform these searches as discretely as possible. If the search is in a public area such as a locker or car, we will wait until other students are not present before beginning a search.

It is important to emphasize that a dog may give a positive alert, yet the context can show a student is innocent. For example, the dog could alert on food cooked with alcohol (if the alcohol had not been burned off in the cooking process), residue from shotgun shells from a hunting trip, residue from fireworks, or legally prescribed prescription drugs. Just because a dog alerted on a student's belongings or vehicle does not mean they are guilty of abusing substances.

When a student is brought down to the office with their belongings, a school administrator will be present while the search is performed by the handler, who has been specially trained on how to search for contraband. Before the search begins, the student will be informed of how and why the search will happen. Students will be asked to empty their pockets and take off their shoes, but the students themselves will not be searched. There will be no pat downs of any sort, only the belongings will be searched.

If the student feels more comfortable having the administrator be of the same gender, we will have a female administrator on hand to assist for female students, or we will have a male administrator on hand to assist for male students.

If a student is the subject of an alert, we will have the dog also check the student's backpack, locker and/or car to make certain these areas are also clear. Backpacks, lockers, and cars will not be searched if the dogs do not alert on them.

5. Can a student refuse a search?

We will never forcibly search students' belongings or car if the student is unwilling. The only exception to this rule would be if the dog alerts on school property, such as a locker. Though lockers are used by the student body, they are considered property of the school.

If a student chooses to refuse a search, administration will have to assume there is some sort of contraband present. Students will be disciplined accordingly. It is generally in the student's interest to allow the search to happen to demonstrate they are not in possession of any illegal substances.

If a parent feels more comfortable being present during a search, they are welcome to come to the school before search of student property begins. The dog handler is typically only contracted to be on campus for a four-hour block of time, so the parent would need to be able to come immediately. Though we are more than happy to make this accommodation, because this is out of the norm for our procedures, a parent must notify the office, in advance, of their desire to be present for a search.

6. What happens if illegal substances are found?

If illegal substances are found, we will discipline in accordance with our school handbook. Depending on the circumstance, the nature of the items found, and the student's previous discipline history, action may include detention, suspension, a parent conference, or even expulsion.

Please read the student Code of Conduct for more details on our discipline policy.

Substances confiscated from students will be destroyed and recorded by the handler or school administrator.

7. What happens if nothing is found?

If nothing is found in the student's belongings, locker, or car, they will be free to return to class. There will be no discipline enforced by the school, but a call will be made to parents to let them know of the circumstances of the alert. Parents will be able to handle any further questioning or consequences at home.

During the process of the search and conversation with the student, if it becomes known that the student participated in illegal activity at a previous time, they may still be subject to student discipline according to our student handbook. This can be true even if no substances are found. Students are required to abide by our school ethical and character standards both on and off campus. Please read the student handbook for more details on our discipline policy.

8. At what point in the process are parents notified?

It is our desire that parents are notified of any alerts as soon as possible, whether something was found or not. If the situation allows, we will attempt to call home right away, as soon as the process described above is complete. We will give all the details surrounding the alert: where and at what time the alert happened, which of the student's belongings were alerted on, whether anything was found or not, and how we intend to proceed. If circumstances require, parents may need to come in to the office for a conference with administration.

Our overall goal is to provide a safe and secure learning environment for your student. It is our hope that the procedures outlined above will be helpful in this regard. It is not our aim to single out students or get them in trouble, but to prevent and deter the use of illicit substances on our campus.

Student Safety Contract

Teacher Name _____

PURPOSE

Science is a hands-on laboratory class. However, science activities may have potential hazards. We will use some equipment and animals that may be dangerous if not handled properly. Safety in the science classroom is an important part of the scientific process. To ensure a safe classroom, a list of rules has been developed and is called the Science Safety Contract. These rules must be followed at all times. Additional safety instructions will be given for each activity.

No science student will be allowed to participate in science activities until this contract has been signed by both the student and a parent or guardian.

SAFETY RULES

1. Conduct yourself in a responsible manner at all times in the science room. Horseplay, practical jokes, and pranks will not be tolerated.
2. Follow all written and verbal instructions carefully. Ask your teacher questions if you do not understand the instructions.
3. Do not touch any equipment, supplies, animals, or other materials in the science room without permission from the teacher.
4. Perform only authorized and approved experiments. Do not conduct any experiments when the teacher is out of the room.
5. Never eat, drink, chew gum, or taste anything in the science room.
6. Keep hands away from face, eyes, and mouth while using science materials or when working with either chemicals or animals. Wash your hands with soap and water before leaving the science room.
7. Wear safety glasses or goggles when instructed. Never remove safety glasses or goggles during an experiment. There will be no exceptions to this rule!
8. Keep your work area and the science room neat and clean. Bring only your laboratory instructions, worksheets, and writing instruments to the work area.
9. Clean all work areas and equipment at the end of the experiment. Return all equipment clean and in working order to the proper storage area.
10. Follow your teacher's instructions to dispose of any waste materials generated in an experiment.
11. Report any accident (fire, spill, break age, etc.), injury (cut, burn, etc.), or hazardous condition (broken equipment, etc.) to the teacher immediately.
12. Consider all chemicals used in the science room to be dangerous. Do not touch or smell any chemicals unless specifically instructed to do so.
13. Handle all animals with care and respect. Open cages only with permission. Never handle animals when the teacher is out of the room. Do not take animals out of the science room. Do not tease or handle animals roughly. Keep animals away from students' faces. Wear gloves when handling animals. Report any animal bite or scratch to the teacher immediately.
14. Always carry a microscope with both hands. Hold the arm with one hand; place the other hand under the base.
15. Treat all preserved specimens and dissecting supplies with care and respect. Do not remove preserved specimens from the science room. Use scalpels, scissors, and other sharp instruments only as instructed. Never cut any material towards you- always cut away from your body. Report any cut or scratch from sharp instruments to the teacher immediately.
16. Never open storage cabinets or enter the prep/storage room without permission from the teacher.
17. Do not remove chemicals, equipment, supplies, or animals from the science room without permission from the teacher.
18. Handle all glassware with care. Never pick up hot or broken glassware with bare hands.
19. Use extreme caution when using matches, a burner, or hot plate. Only

light burners when instructed to do so and do not put anything into a flame unless specifically instructed to do so. Do not leave a lit burner unattended.

20. Dress properly - long hair must be tied back, no dangling jewelry and no loose or baggy clothing. Wear aprons or lab coats when instructed.
21. Learn where the safety equipment is located and how to use it. Know where the exits are located and what to do in the case of an emergency or fire drill.

AGREEMENT:

I, _____, have read and understand each of the above safety rules set forth in this contract. I agree to follow them to ensure not only my safety but also the safety of others in the science classroom. I also agree to follow the general rules of appropriate behavior for a classroom at all times to avoid accidents and to provide a safe learning environment for everyone. I understand that if I do not follow all the rules and safety precautions, I will not be allowed to participate in science activities, which will adversely affect my grade.

Student signature and date

Dear Parent or Guardian,

We feel that you should be informed of the school's effort to create and maintain a safe science classroom/lab environment. Please read the list safety rules provided. No student will be permitted to perform science activities unless this contract is signed by both the student and parent/guardian and is on file with the teacher. Your signature on this contract indicates that you have read this Science Safety Contract, reviewed it with your student, and are aware of the measures taken to ensure the safety of your son/daughter in the science classroom.

Parent/Guardian Signature and date

Please answer the following questions:

Does your student wear contact lenses? Y or N

Is your student color blind? Y or N

Does your student have any allergies? Y or N

If so, please list them. _____

IEP/504 Policy for Jim Elliot Christian High School

Thank you for expressing interest in Jim Elliot Christian High School. Jim Elliot operates as a Private School under a Private School affidavit through the California Department of Education. Therefore, we are not legally held to follow an IEP or 504 Educational plans. Our teachers, while extremely gifted in their fields and in the classroom, have not had training regarding teaching students with special needs. We want you to know that our teachers will do their utmost to give each individual student the best education possible but will not be required to follow an IEP or 504 plan. While it is helpful for you to provide a copy of the 504 or IEP, we will not require our teachers to follow all that is outlined.

Parents requesting educational services must establish educational eligibility with their local public school and provide documentation to Jim Elliot Christian High School.

In addition, if we offer to follow a modified educational plan, we will note that fact on transcripts and diploma.

Please consider carefully our stance on this issue. It is our desire to not mislead or promise any special educational practices to you.

With Regards,
Karen Guthmiller
Vice Principal of Jim Elliot Christian High School

Administrator Signature

Date

Parent Signature

Date