

# **CHRISTIAN JUNIOR HIGH SCHOOL HANDBOOK**

*“Home of the Patriots”*

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**Vice Principal** – Sally Baier

**Vice Principal** – Tobin Wilkins

**Director of International Student Program** – Karen Andrews

**Athletic Director** – Jim Fuller

## *Christian Unified Schools of San Diego*

### *Vision Statement*

*Christian Unified Schools of San Diego students acquire deep and personal knowledge of Christ and His Word, achieve the highest levels of Christian scholarship and learning, and accomplish the eternal purposes for which God created them.*

### *Mission Statement*

*Recognizing the preeminence of Christ, Christian Unified Schools of San Diego teaches students to think, learn, and live from a Biblical worldview by integrating God and His Word as the primary source of knowledge and truth.*

### *Expected School-wide Learning Results*

That Christian Junior High students would be:

**Effective Christians**

**Investigative Learners**

**Perceptive Thinkers**

**Effective Communicators**

**Quality Producers**

**Responsible Citizens**

### *Christian High School Alma Mater*

*Keep our faith and freedom ringing forth from these halls.*

*And for this school we thank thee, Lord, where Christ is magnified.*

*Dear Alma Mater that we love, this place brought forth through prayer,*

*Oh may our lives be more like Thine and glorify Thy Name.*

*Oh Christian High, we'll meet again around God's Heavenly Throne.*

LaHaye/Bussing

August 2010

Dear Parents and Students:

Each year a student planner/handbook is issued to each student in both the Junior High and Senior High schools. While useful as a planner, the book also contains a section which outlines all school policies.

Please review the information included in this year's handbook with your student. Afterwards, remove this form from your handbook, sign and return this form to your student's **Bible teacher** no later than **Tuesday, August 30th, 2010.**

Many thanks,

CJHS/CHS Administration

Student Name: \_\_\_\_\_

Grade Level: \_\_\_\_\_

By signing below, you are acknowledging the following:

We have received, reviewed, understand, and agree to abide by the student handbook policies.

Parent: (print name here): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## **GENERAL INFORMATION**

### **Some facts you should know**

- Christian Jr/Sr High School Phone 440-1531
- Athletic Office 590-1724
- Christian Unified Schools was founded in 1965 by Dr. Tim LaHaye.
- School mascot - "Patriot"
- School newspaper - "Transformation"
- School Yearbook: "Reflections"
- School colors - Red, White, & Blue
- Class colors: 7<sup>th</sup> Grade – Red 8<sup>th</sup> Grade – Blue
- CJHS/CHS is accredited by:
  - Western Association of Schools & Colleges
  - Association of Christian Schools International

### **Campus Hours**

Class hours are 7:40a.m. to 2:45 p.m. Students are not to be on campus prior to 7:10 a.m. Supervision is not available before 7:30 a.m. and after 3:15 p.m. Students who are not participating in a supervised school sponsored event must be picked up by 3:15 p.m.

**Chapel** - Students attend chapel weekly.

*CUSSD admits students of any race, color, and national or ethnic origin*

## **SCHOOL POLICIES**

### **Lockers**

Lockers are assigned to each student.. Locker checks may be conducted periodically. Students are responsible for their locker. Lockers must be vacated in the same condition as when assigned. No stickers, posters or writing on lockers is permitted. Failure to adhere to the above will result in work detail or payment for repairs. Items left on top of the lockers will be removed and placed in the lost and found. PE lockers will be assigned by PE instructors during the first week of school. PE locks must be rented through the PE department.

### **Telephones**

The school telephones in the office are available for student use with permission from a staff member. Cell phones, pagers, and other electronic communication devices are not permitted to be visible, heard, or used in any manner during school hours including lunch and passing periods except by approval of school authorities. If necessary, parents can contact their student by calling the office.

### **Student Insurance**

All students are covered by school insurance which provides benefits for covered injuries occurring during the regular school term while:

1. Attending school, including one hour before and after school
2. Participating in school-sponsored activities or athletics (except tackle football) while under the supervision of a proper school authority.
3. Traveling directly to school or from home for regular classes.
4. Traveling in school-provided vehicle anytime, while under the supervision of a proper school authority.

Students must report all injuries to the school office. School personnel must have a record of the injury in order to complete the appropriate insurance claim forms.

### **Announcements/Advertisements/Signs/Banners**

All posters, bulletins, signs, banners, or other items of information posted on our campus must be approved by a faculty advisor or administrator before posting. Advertisements about events not relating to our school are not allowed without administrative

approval. Spirit posters and campaign materials may be posted on railings and fences. Small posters may also be placed on stakes in select landscaping. Advertisements can not be posted on any buildings (including the gym or any stucco buildings), **doors, or on trees.**

## **Social Dancing**

Social dancing is not allowed at any school activity. Social events that include dancing are not approved or supported by CJHS.

## **Illness or Emergencies**

Students requiring care for illness or injury should come to the office **with a pass from their teacher.** In case of illness parents will be notified and the student will be sent home.

**Medications:** State law concerning the use of continued medication by students must adhere to the following:

- Parent/Guardian of pupil on a continuing program of medication must inform the office of the medication being taken, the current dosage, name of supervising physician and written parental permission.
- The law applies to all continuing medication whether taken at home, school, or both.
- Signed permission from doctor prescribing medication.

Students bringing any medications to school must bring such medications to the school office for distribution as required by law. Any medication in the student's possession will be confiscated. It is the student's responsibility to go to the office for needed medication.

## **Lunch**

All food items should be consumed within the designated eating areas during lunch or under the supervision of a staff member. Lunches, drinks and snacks will be sold from the "Oasis" during lunch period and before and after school.

**Students are not allowed off campus during lunchtime.** Leaving campus during lunch will result in truancy.

## **College Campus**

Students are not to visit, use, or travel through the bookstore, Solid Rock Café, library, lounge, dorm, or other college facilities. (See Merit/Demerit Policy)

## **Transportation**

1. Transportation to school-sponsored activities:
2. The legal responsibility for the safety of each student being transported in a private vehicle rests with the registered owner of the vehicle.
3. No student is allowed to drive another student to a school-sponsored activity.
4. The vehicle owner/driver must complete the Field Trip Registration Form for drivers prior to activity or field trip which includes proof of liability insurance.
5. The vehicle owner/driver must follow the plan and prescribed route given by the teacher.
6. The number of students in a vehicle shall not exceed the number of seat belts available. Seats belts must be buckled. The vehicle should be in good operating condition.

## **Electronic Devices/Personal Property**

Cell phones, pagers, and other electronic communication devices are not permitted to be visible, heard, or used in any manner during school hours except by approval of school authorities. Other electronic devices such as cameras, radios, CD players, MP3 players, iPods, recording devices, games, electronic translators, and laptop computers may not be used during school hours without prior permission from the Administration. Any violation and/or disruption of the learning process will result in the confiscation of the item.

**The Administration reserves the right to review all text messages, photo images or electronic data on confiscated cell phones or other electronic devices. The school is not responsible for loss or theft of any items whether confiscated or in the student's possession.** (See Demerit Policy)

## **Investigative Policy**

CUSSD has established policies for the conduct of its students in conformity with its mission and its responsibilities. These policies apply to students while on campus and while off campus, at school events and events in the student's home or at non-school functions (sometimes referred to as "non-sanctioned activities"). These policies apply to students when school is not in session such as after school hours, on weekends and during school vacations. CUSSD has established standards regarding the investigation procedure and discipline that CUSSD may impose on a student found in violation of its policies.

## **Search Policy**

For the effective administration of its policies regarding the exclusion from use of non-prescription drugs, non-prescribed prescription drugs, weapons, alcohol, and other contraband at school-occupied facilities and at school-sponsored events, CUSSD has established the following search policy including the use of contraband detecting dogs to investigate and search for such contraband.

The administration of CUSSD and on behalf of the school to enforce its school standards reserves the right to conduct searches as follows:

In random searches of school facilities for contraband;

- In specific searches of school facilities or at school-sponsored events for contraband where the administration has some indication of the existence of contraband or illegal activity at school facilities or school sponsored events;
- In search of individuals at the discretion of the administration taking into consideration to the extent possible depending on the circumstances that the search be conducted in a private place;
- In search of an individual's possessions, cars or other vehicles, backpacks, purses, bags, etc., at the discretion of the administration taking into consideration to the extent possible depending on the circumstances that the search be conducted in private;
- Upon entering a school facility or school sponsored event at the discretion of the administration where everyone entering is subject to such a search.
- The Administration reserves the right to review all contents on confiscated cell phones or other electronic devices.

## **Classroom Visitors:**

Students interested in attending CHS are the only students allowed to visit classrooms. Approval must be given by the administration two (2) days prior to the requested visit date. Parents wanting to visit a classroom need approval from an administrator. All visitors must sign in at the office and must wear the visitors badge he/she is issued. Classroom visits are not permitted during the first two and last two weeks of each semester. Visitors should behave and dress in an appropriate manner for our school

**Lunch time:** CHS has a closed-campus policy regarding visitations; however, parents, youth pastors and CHS graduates are welcome to visit at lunch. All visitors must sign in at the office and wear a visitor's badge.

## **Withdrawals**

To withdraw a student, a parent/guardian must complete a withdrawal form available in the office. At the time of withdrawal, all library books, materials and textbooks, athletic uniforms and equipment, and financial obligations are due. Financial obligations may include, but are not limited to, outstanding tuition and extra-curricular fees. Tuition is calculated by the quarter. Any unpaid tuition is due at the time of withdrawal. Within 48 hours (2 business days), if the above mentioned obligations have not been met, a letter will be sent home listing all outstanding items and stating specifically how restitution is to be made.

The responsible party has a period of two weeks (10 business days) to return all school property or notify the school as to how the situation is to be rectified. If no communication is received within two weeks, a letter will be sent home stating that CUSSD has the right to withhold all grades, transcripts and/or diplomas as stated in the California Education code 48904(b)(1). In addition, if the student is transferring to another school, that school will also be asked to withhold all grades, transcripts and/or diplomas until notified in writing by CUSSD that full restitution has been made as stated in California Education Code 48904.3(a).

If this represents a financial hardship to the parent/guardian, CUSSD may arrange a payment plan whereby obligations will be met. This will be coordinated by the Business Office. All obligations **MUST** be met by the last day of the school year in which the debt was incurred.

## **Hold Harmless Clause**

Upon enrollment at CJHS/CHS parents, legal guardians, or Organizations, agree that they shall defend, indemnify and hold harmless Christian Unified Schools of San Diego (CUSSD) and its representatives from any and all claims, causes of action, demands, costs, damages including both direct and consequential damages, specifically including attorneys fees and costs, expert fees and cost and mediation and/or arbitration fees and costs incurred, arising in any way out of the actions of their student. They further agree at their own expense, to defend any suit or action brought against CJHS/CHS founded upon the claim of such damage to persons or property. This indemnity agreement applies to both active and passive negligence on the part of CJHS/CHS and its representatives to the fullest extent permissible under law. Choice of counsel remains solely that of CJHS/CHS.

## **ATTENDANCE POLICIES**

### **Absences**

Regular school attendance is required by law and is necessary for academic achievement. There are three types of absences at CJHS:

1. **Excused:** Due to (a) illness and (b) professional services in connection with student's health and welfare (medical, dental, optical) (c) approved absence in writing to the Attendance Clerk two days in advance for vacation, church retreats, college/university visits (d) emergencies with approval from the administration. **A VACATION SLIP MUST BE FILLED OUT AND RETURNED TO THE ATTENDANCE CLERK AT LEAST TWO DAYS IN ADVANCE. STUDENTS NEED TO HAVE EACH TEACHER SIGN THE SLIP BEFORE TURNING IT IN TO THE ATTENDANCE CLERK. FAILURE TO DO SO WILL RESULT IN UNEXCUSED ABSENCES AND THE STUDENT WILL NOT RECEIVE CREDIT FOR THE DAYS MISSED.**
2. **Unexcused:** Are all other absences. A student will not receive credit for work done or due the day of an unexcused absence(s).
3. **Truancy:** Absence for reasons which are neither acceptable to the school or approved by the parents; or where evidence shows facts have been misrepresented regarding the absence or failure to bring a signed parent note. If a student is 10 minutes late to class without a pass, he/she is considered to be truant. **A truancy will not be cleared after three days.** Students will not receive credit for work due on day(s) he/she is truant. Truants are tracked by the semester.

**After an absence, a student returning to school** must report to the office with a signed excuse if a parent/guardian has not already notified the office. A student will not be re-admitted to a class if the office has not been notified by the parent. **NO ABSENCE WILL BE EXCUSED WITHOUT A NOTE SIGNED BY A PARENT/GUARDIAN OR DOCUMENTATION OF A PARENT/GUARDIAN PHONE CALL.** It is the student's responsibility to provide documentation of an excused absence before classes begin. A tardy will be given if the student is not in his/her first period class on time.

**Students can miss no more than two (2) periods in order to participate on his/her team, club, or performing arts groups, for any after-school practice or performance. Students who are sick with a contagious disease are not allowed to participate in any after school performance/athletic event.**

### **Excessive Absence Policy – Loss of Academic Credit**

Students who are absent more than ten (10) days in a class per semester will not receive credit for that course. A student may qualify for an exemption to this policy once during the four years of high school with approval from the administration. **ALL absences, (excused, unexcused, suspensions and truants) count in the total absences.** The only exception to this is that field trips and absences where students officially represent CJHS (i.e. Choir Tour, performing at elementary school chapels, early release for athletic competition) do not count toward the total absences.

### **Leaving Campus During School Hours**

Students may leave the campus during the school day with approval from the administration and/or their parent/guardian (in the form of a note or phone call to the Attendance Clerk). Leaving campus without administrative/parent approval **and** without signing out will be a truancy. If the student left campus for the purpose of doctor's visit, illness, or other emergency, the parents may request the truancy be changed to an unexcused absence. A truancy will not be cleared after three (3) days. A truancy longer than three consecutive days due to a student running away from home may result in a request for withdrawal followed by a recommendation for counseling.

### **Tardies**

Students are required to be ready for class, as per teacher instruction, when the tardy bell rings. Tardies are accumulated per quarter.

1. **Excused:** Traffic accidents and personal emergencies (approved by administration)
  2. **Unexcused:** Late car pools, running out of gas, oversleeping, traffic in general, missing school supplies, etc.
- The consequences for unexcused tardies are defined in the Demerit Policy.

## **LIBRARY MEDIA CENTER INFORMATION**

Christian Jr/Sr High School Library Media Center offers a variety of quality research. All students will have opportunities to visit the LMC during the school year. Students may also visit the LMC on their own, providing that they have a Library Pass from their teacher. Passes must be stamped upon entering and exiting the LMC. Passes are not required during lunchtime or after-school visits to the LMC.

The Library Media Center is open from 7:30 am until 4:00 pm, often earlier if there is no teachers' meeting. Permanent library cards are issued for the entire time students are enrolled. Replacement for a lost card is \$3.00. The card and a library pass from the classroom teacher are required during class time, unless students come with their teacher. The facility is open during lunch unless a class is meeting there at that time. The LMC will close three weeks before the end of the school year, in order to finish collecting everything.

**LMC General Rules** include the following: a quiet and orderly atmosphere is maintained, conducive to study, research, and reading. Disturbances in the LMC will not be tolerated. No food or drink is allowed in the LMC. Backpacks are not to be brought in, due to limited space and no security system.

The newspapers are not to be removed from the LMC. Students will be expected to take care of the books they borrow. Payment for lost or damaged books will be required. Most books may be checked out for two weeks and are renewable. Overdue fines are charged for each book or item. Fines are to be paid when books are returned. Refusal to respond to overdue and/or fine notices will result in loss of library privileges.

Reference books are to be used in the library only. Students may check out up to four items at a time, including books, vertical files, and periodicals. However, when class assignments are given on one topic, students may be limited to checking out only one book at a time on that particular topic.

Students using LMC computers must adhere to the posted rules, which are summarized here: (1) No altering software, hardware, or desktop; (2) No e-mail or chat rooms; (3) Obtain permission before printing or saving anything; (4) No annoying behavior. (5) Students using the Internet at school must display a signed Internet Agreement Card each time before logging on. They obtain this card from the Library staff after reading and signing the Patriot Acceptable Use Policy, which is then kept on file in the LMC. There is a link to this document on the main library page (click the back arrow once), which students may print out if they have lost their original copy

**LMC - Textbook Information:** Students are expected to take care of their textbooks. Texts are issued, one per student, in each class as needed. School books are loaned only to enrolled students and school faculty and staff. Covers are required at all times. No tape or anything sticky (such as contact paper-type covers) is permitted to touch the book on the outside or the inside.

Lost texts must be paid for at the current replacement cost before another copy will be loaned. Due to processing costs, refunds for found texts will be only one-half of payment for lost texts. No refunds are begun after June 1<sup>st</sup> for each school year.

Fines for major wear and tear on texts will be assessed and collected prior to the last week of school. All texts are to be accounted for or paid for before the last week of school. Students who have not paid for damaged or lost texts by that time will be placed on a debt list. Students will not be allowed to take final exams or receive report cards until all debts are cleared.

## **STUDENT AFFAIRS**

### **Extracurricular Activity Policies**

The following are general rules governing extracurricular activities which are applicable to all students, whether they are participants or spectators.

- All activities are under the supervision of the school. Students are expected to be responsible and cooperative.
- The school dress code applies when students represents CJHS unless prior administrative approval has been given.

### **Student Government**

Student body officers are elected annually. Applications are submitted guided by the eligibility requirements in the ASB constitution. Final approval to run for ASB is given by the administration. Evaluations include faculty and administrative review. ASB members are directly responsible to the ASB Director.

### **Clubs**

Clubs will be announced as they are made available. Application and approval must be received through the administration.

### **Fund Raising**

All proposed fund raising activities must be approved by the administration.

### **Interscholastic Opportunities**

Our school annually participates in activities including drama, and music productions, newspaper and yearbook, band, speech, choir, ASB and athletics. Students are encouraged to become involved in areas of their interests.

## **ACADEMIC POLICIES**

### **Graduation Requirements – Junior High**

7<sup>th</sup> Grade  
 English 7  
 Pre-Algebra Math 7/ Math Lab  
 World History/Geography7  
 Science 7  
 Bible 7  
 Latin  
 Physical Education/Elective

8<sup>th</sup> Grade  
 English 8/Advanced English 8  
 Math 8/Advanced Math 8/Math Lab  
 United States History 8  
 Science 8  
 Bible 8  
 Physical Education  
 Elective

If a student fails three or more required classes and does not make up the classes in summer school, he/she will be required to repeat the grade.

### **Graduation Requirements – High School**

A student must accumulate a minimum of 54 units of credit. One unit of credit is awarded upon successful completion of each course each semester.

#### **College Preparatory Curriculum**

The College Preparatory Curriculum prepares a student for entry into a 4-year college or university.

Mathematics	3 years (Algebra I and II and Geometry, minimum)
Social Science	3 years
Science	3 years (1 year of life science, 2 years of physical science)
Fine Art	1 year (same course)
Bible	Each semester at CHS
Health	1 semester
P. E	3 semesters
Extra academic	1 year (Math, Foreign Language, or Science)
Foreign Language	2 years (same language)
Technology Fundamentals	1 semester (course must be taken and cannot be tested out of beginning with the class of 2013; Course may be taken in Junior High)
Electives	9 semester
Community Service requirement	65 hours (beginning with the class of 2012)

Attendance at Baccalaureate is required in order to walk at graduation. Seniors can have no more than one semester of a course deficiency in order to walk at graduation. Students with any course deficiency will not receive a diploma

### **Transfer Credits**

#### **Currently Enrolled Students**

ALL courses taken outside of CHS must be preapproved by the Vice Principal of Academics in order to receive credit towards a CHS College Preparatory Diploma. Courses must be WASC-approved (or from an equivalent accrediting body) in order to be considered for CHS credit. No online courses will be approved for credit towards a CHS College Preparatory Diploma without specific written pre-approval from the Principal. To replace a CHS required course, courses taken outside CHS must be comparable to the required CHS course. In general, CHS will accept courses taken at a **community college** if the course is designated, by the community college, as a CSU/UC approved course. All courses which are sequential in nature (i.e. Foreign Languages and Mathematics) will require that the student pass the corresponding CHS final exam (with a 70% or better) in that subject in order to move into the next level class. College courses with a minimum of 3 units will be counted as a maximum of 2 semesters of high school credit per class. Extra GPA points will NOT be given for honors or AP courses taken outside of CHS. CHS students are required to take Bible and English at CHS each semester they are enrolled.

#### **Transfer Students**

Courses currently listed on the incoming student's transcript will be approved/denied upon review by the Vice Principal of Academics and Director of Counseling. Students will be notified of course approval/denial. Upon entry to CHS, the beginning GPA, calculated using all approved, incoming courses, will be noted on the student's record. Transfer courses which are non-WASC accredited (or from an equivalent accrediting body) will be noted as "Credit" only (CR) on the CHS transcript and will not factor into a student's GPA.

**Grades** Grade Scale/GPA Changes  
Effective August 2009

Grade GPA	Most Common Grade Scale	CHS/ CJHS Current Grade Scale	CHS/CJHS Grade Scale Beginning 2009/2010	CHS/CJHS Current GPA Scale through 2008-2009	CHS/ CJHS GPA Scale Beginning 2009/ 2010	CHS Honors & AP +1.0
A+	97-100	98-100	97-100	4.00	4.33	5.33
A	93-96	93-97	93-96	4.00	4.00	5.00
A-	90-92	90-92	90-92	4.00	3.67	4.67
B+	87-89	87-89	87-89	3.00	3.33	4.33
B	83-86	83-86	83-86	3.00	3.00	4.00
B-	80-82	80-82	80-82	3.00	2.67	3.67
C+	77-79	78-79	77-79	2.00	2.33	3.33
C	73-76	73-77	73-76	2.00	2.00	3.00
C-	70-72	70-72	70-72	2.00	1.67	2.67
D+	67-69	68-69	67-69	1.00	1.33	1.33 not weighted
D	63-66	63-67	63-66	1.00	1.00	1.00 not weighted
D-	60-62	60-62	60-62	1.00	0.67	0.67 not weighted
F	Below 60	0-59	Below 60	0.00	0.00	0.00 not weighted

GPA is calculated using grades in every class.

### **Bible Grades**

Enrollment in a CJHS/CHS Bible course is required each semester a student is enrolled at the school. A student who receives two successive semesters of F in Bible may be dismissed from school.

### **Final Exams**

Finals will be given at the end of each semester in all classes. The exam will be comprehensive and will last approximately 90 minutes. While students may view a graded copy of their final exams, the exams themselves will not be returned to students for test security reasons. The weight of the exam is 20% of the semester grade in high school and 10% of the semester grade in junior high. There will be a charge of \$50 per final exam for rescheduling of an exam for reasons other than verified illness.

### **Make-up Work**

Students will be allowed time to make up work missed because of an approved absence. The time will not exceed the number of days missed, plus one day. (e.g. 3 days absence may warrant 4 days to make up the work).

### **Academic Probation**

At the end of any semester, a student who has earned less than 2.25 GPA will be placed on academic probation. Students and parents are kept informed of grades through RenWeb. After two successive semesters of less than 2.25 GPA a student may be dismissed from CJHS/CHS.

### **Summer Reading**

Summer reading is an integral part of the academic program at CUSSD. Each summer, students are given a Summer Reading List. The books on this list have been selected by our English department and are correlated to the curriculum in the grade the student is entering. During the first week of school, students' knowledge of the book/s will be assessed. The Summer Reading List is available on the CUSSD website, beginning in mid-May each year.

## Standards/Format for Writing Papers

The standard format for all papers is as follows:

1. Typed, double-spaced: TIMES NEW ROMAN, size 12 font. Including title
2. Heading: 4 lines  

<i>Student name</i>	<i>Joseph Williams</i>
<i>Teacher name</i>	<i>Mrs. Callahan</i>
<i>Course name, period</i>	<i>English I, Period 3</i>
<i>Date</i>	<i>06 February 2009</i>
3. All pages numbered: upper right corner, last name and page number; no punctuation, no "p." or "pg."
4. Title: centered, upper and lower case

**Documentation Format:** It is necessary to credit any source that is used in a paper or project.

All sources **must** be documented. Citing sources in a paper must be thorough and accurate. When a student enters CJHS he/she is issued his/her own reference book with the format for documenting and citing sources. The CUSSD web site (under Library) also includes the format for documenting and citing sources, including electronic sources.

## Controversial Issues

CUSSD takes a strong stance on the essential issues of the Christian faith. Peripheral topics in controversial doctrine, on the other hand, are treated with care. Teachers are encouraged to explain both sides of any controversial issue, being careful not to put the other position down since we enroll students from a variety of denominations. We abide by the following statement: "In essentials, unity. In non-essentials, liberty. In all things, charity."

## Make-Up Tests

Make-up tests will be given on campus twice weekly during after-school detention. Teachers who have students needing to take make-up tests during detention should have the test paper and all necessary documents (i.e. Scantron form, formula sheets, etc.) to the detention monitor no later than 12 noon on the day of the testing/detention. Any tests received after that time will be given on the subsequent detention day. Once taken, the test will be returned to the teacher's box by the detention monitor.

If a teacher wishes to give a make-up test in his/her classroom, that is acceptable; however, the teacher is responsible for directly supervising the student who is testing. At no time should students be sent out of the classroom or be out of the presence of the teacher to take a make-up test. Students may not be sent to the office to take make-up tests.

## Credit for Late Assignments\*\*

1. Credit for daily homework assignments which are turned in late is at the discretion of the individual teacher. The teacher's classroom policy will be noted in his/her course syllabus, given to students at the beginning of the school year/semester.
2. Credit for major projects or essays which are late will be given according to the following scale. This is not the automatic grade for the assignment, but rather the maximum number of points that may be earned.

Project or essay turned in at the beginning of period on the due date (Day 1)	100%
Project or essay turned in from Day 1 through the next day/same class period (Day 2)	50%
Project or essay turned in from Day 2 through the next day/same class period (Day 3)	40%
Project or essay turned in from Day 3 through the next day/same class period (Day 4)	30%
Project or essay turned in from Day 4 through the next day/same class period (Day 5)	20%

Project or essay turned in from Day 5 through the next day/same class period (Day 6)	10%
Project or essay turned in after Day 6	0%

**\*\*Absence Policy**

Regular school attendance is required by law and is necessary for academic achievement. There are three types of absences at CHS: Excused: Due to (a) illness and (b) professional services in connection with student’s health and welfare (medical, dental, optical) (c) approved absence in writing to the Attendance Clerk two days in advance for vacation, church retreats, college/university visits (d) emergencies with approval from the administration.

Unexcused: Are all other absences. A student will not receive credit for work done or due the day of an unexcused absence(s).

Truancy: Absence for reasons which are neither acceptable to the school or approved by the parents; or where evidence shows facts have been misrepresented regarding the absence or failure to bring a signed parent note. If a student is 10 minutes late to class without a pass, he/she is considered to be truant. A truancy will not be cleared after three days. Students will not receive credit for work due on day(s) he/she is truant. Truants are tracked by the semester.

**After an absence, a student returning to school** must report to the office with a signed excuse if a parent/guardian has not already notified the office. A student will not be re-admitted to a class if the office has not been notified by the parent. **NO ABSENCE WILL BE EXCUSED WITHOUT A NOTE SIGNED BY A PARENT/GUARDIAN OR DOCUMENTATION OF A PARENT/GUARDIAN PHONE CALL.** It is the student’s responsibility to provide documentation of an excused absence before classes begin. A tardy will be given if the student is not in his/her first period class on time.

Students can miss no more than two (2) periods in order to participate on his/her team, club, or performing arts groups, for any after-school practice or performance unless he/she has a doctor’s excused absence, or a clearance from the administration.

**Dropping Grades**

Although not required, teachers have the authority to choose whether or not to allow students to drop a particular grade from the gradebook once per semester, usually done at the end of the semester. The regulations for dropping grades are as follows:

1. All students must be provided with equal access to drop grades.
2. The teacher’s policy on dropping grades should be noted in his/her syllabus, given to students at the beginning of the school year/semester.
3. No test, exam, project, essay, or other major grade may ever be dropped from the gradebook.
4. If the teacher allows it, students may choose either one quiz or homework grade to be dropped per semester.

**Extra Credit**

Extra credit is designed to assist students who, though generally progressing, have had a small number of assignments with which they have struggled. Teachers, at their discretion, have the option of providing extra credit for students. The regulations for extra credit are as follows:

1. All students must be provided equal access to extra credit.
2. The teacher’s policy on extra credit should be noted in his/her syllabus, given to students at the beginning of the school year/semester.
3. Extra credit assignments should be over and above the regular class assignments.
4. At no point, should extra credit earned total more than 2% of a student’s semester average.

**Time on Tests**

Unless a student has documented learning needs or meets criteria otherwise established by the administration, he/she is, at no time, to be given extra time in which to complete tests, quizzes or other assignments without permission from the administration.

**Definition of an Advanced/Honors Class**

An honors class is one in which the atmosphere is further enhanced through additional material, more depth in learning, more labs, more opportunities for critical thinking, and a higher-level writing component, possibly culminating in an end-of-semester term paper.

**Retesting**

Unless approved by the Vice Principal, at no time should individual students be allowed to retake tests they have been previously given.

## Category Percentages in Gradebook

While the bulk of categorical gradebook decisions are left to the discretion of the individual teacher, there are two categories which are regulated by policy. A teacher's grading policy should be noted in his/her syllabus, which is given to students at the beginning of each school year/semester.

1. In the Junior High, the grade book grade will count 90%, with the final exam counting the remaining 10%. In the High School, the grade book grade will count 80%, with the final exam counting the remaining 20%
2. At no time should the category containing homework grades account for more than 15% of a student's average.

## Groupwork

In order to assure that work is distributed evenly among group members; all group projects must be done in-class, under the close supervision of a teacher or other qualified personnel.

## Take-Home Tests

In the interest of preserving the integrity of the testing environment, take-home tests are not allowed. Students must take all tests in a setting which is closely monitored by the instructor or other qualified personnel.

## COUNSELING AND GUIDANCE

Counselors are available to help students with academic, spiritual and personal counseling. Counselors meet individually with students to plan for high school courses (making sure graduation requirements are being met) and to discuss post-high school options. Students may also fill out an appointment request in the office or make an appointment in the Counseling Center to meet with a Counselor.

## Records

Christian Unified Schools of San Diego maintains the following types of student records:

Enrollment papers, attendance records, subjects taken, grades (report cards/transcripts) immunizations, health records, progress reports, special education tests, specified test results, (e.g. Stanford, SAT, STAR), discipline records, and school forms. Authorized personnel (certificated teaching and administrative persons and the secretary/registrar responsible for placing information into student files) are allowed to view specific Cumulative Files.

Whereas Christian Unified Schools is required by California law to keep a student's *legal* name in their permanent school record, it is a matter of school policy that we enroll a student using their legal name. The student has the freedom to be called by their middle name or a nick-name, and where possible, we will utilize this name, always keeping in mind that any official documents, ie; Report Cards, Transcripts, etc. will use ONLY the legal name.

### Procedure for student or parent requesting a copy of a transcript:

1. Current student or parent of current student must log on to Family Connection (via CUSSD website, click on High School, then on Counseling Center, then on Family Connection or <https://connection.naviance.com/Christian>), go to the Transcript button of the left-hand side of the screen and order the transcript(s) there.
2. If the transcript is for a college application, and the school to which it is to be sent is uses the Common Application or provides the option for CHS to send your transcript electronically, you must "sign" the privacy waiver online before CHS can electronically send your transcript.
3. If the transcript is for a college that does not provide the option to send transcripts electronically, the student must bring an addressed (to the college), stamped (2 stamps) envelop to the Counseling Center in order for the transcript to be mailed.
4. If the transcript needs to be "official" (signed and sealed for any other purpose (i.e. scholarship, coach, & etc.), but will be hand-carried by the student, the student must bring an envelop to the Counseling Center (not addressed or stamped) and the envelop will be sealed and will be returned to the student with the transcript inside.

### Alumni needing a transcript can order one in either of the following ways:

1. Go to the CUSSD website (click on high school, click on Counseling Center, click on transcript and print out the form). Fill it out and either FAX (619 201-8822) or mail it. CHS will mail the transcript to wherever you have indicated.
2. Fill out a Transcript Request Form (available in the Counseling Center or at the Receptionist's desk). The form must be filled out completely with the appropriate information so that the Records Clerk knows whether to mail the transcript to the college or to return it to the student. If it is to be mailed an addressed, stamped envelope must accompany the transcript.

### Procedure for students or parents gaining access to a student's cumulative record:

1. The right of parents or guardians to view the school records of their children is emphasized by Federal legislation. The parent or guardian must call to make an appointment with the appropriate personnel to view the Cum File. It is necessary to understand that the Cum file is the property of CUSSD and may be viewed ONLY in the presence of a staff member. The

Cum File may NOT be taken out of the office for any reason nor may the parent or guardian keep anything from the Cum File. The staff member will make copies of any document that the parent or guardian requests. Requests to view a Cum File are handled by CUSSD in an expedient manner, usually within five business days.

2. A parent or student who is 18 may request an appointment to see his/her cum file. This may be examined in the office in the presence of an administrator.

## **Schedule Changes**

During the first two weeks of a semester a student may request to add or drop a class with no penalty, with the exception of honors and AP classes. Dropping/adding honors and AP courses occurs according to departmental policy for these classes.

After two weeks, no class can be added or dropped without Administrative approval.

Schedule changes must be requested on the Schedule Change Form and must be submitted to the Vice Principal for approval. During peak times, this process may take up to 3 days.

## **Students with Documented Learning Accommodations**

CJHS/CHS works diligently to provide educational opportunities for some students with learning exceptionalities. However, we recognize that we are not able to provide for the learning needs of all students who are exceptional and do our best to accommodate those students we accept. At the discretion of the administration, CJHS/CHS provides a Christian education for some students who require limited accommodations within the regular classroom. Our Administration will consider all documentation, including current 504 plans, testing reports completed through the public school system or a private, licensed psychologist (completed within the last 3 years), or a current IEP/ISP (completed within the last year) but is not bound to the recommendations on those documents. Admissions decisions related to these students will be made on a case-by-case basis by the administration, and parents will be notified of the decision. It is the responsibility of the parent to maintain current documentation, as CJHS/CHS will not be able to service the learning needs of students without current documentation. Faculty representatives of CJHS/CHS, including those on our administrative team and in our counseling department, will be happy to accompany parents to meetings regarding the student's testing, testing results, IEP updates, etc. and will serve as advocates on behalf of the parents/students. It is the responsibility of the parents to notify CJHS/CHS of the meeting date, time and place well in advance, if CJHS/CHS representatives are needed.

Generally, CJHS/CHS does not make academic accommodations outside of those listed on current documentation. Interpretation of the documentation and undocumented accommodations for students are at the discretion of the administration of CJHS/CHS. Any exceptions to this regulation must have prior administrative approval. Parents wishing to seek administrative approval for an exception should submit their request in writing to the Vice Principal no later than one week prior to the time approval is needed.

Discovery of a parent's, legal guardian's, or Organization's failure to disclose a student's known learning exceptionalities, health issues, or other issues upon enrollment in CJHS/CHS may constitute grounds for the student's immediate dismissal from the school.

## **Directory Policy**

A student directory will be published each school year. It will also be accessible online through RenWeb's Parents Web. It will contain the following information:

1. Student's last name
2. Student's first name, school, and grade
3. any siblings first names, schools, and grades
4. Parents' names
5. Address
6. Home phone number

No cell phone numbers or email addresses will be published, either student or parent.

The directory will not be provided to any public profit-making agencies.

Parents are given the opportunity to "opt-out" of either the physical directory or the online directory or both annually through the Registration form.

## **ATHLETICS**

### **Jr. High Athletic Opportunities**

#### **Girls**

#### **Boys**

Volleyball	Flag Football
Basketball	Basketball
Soccer	Soccer
Softball	Baseball
Cheerleading	Golf Club
Cross Country	Cross Country
Golf Club	

### **Philosophy:**

We believe that in athletics we are developing Christ-like characteristics in our players. With this as our goal, skill training, sportsmanship, inter-team relationships, general attitudes and reactions should all reflect Christian character qualities and growth.

### **Commitment:**

Each coach expects the athletes on his/her team to count the cost of participation on that team for the entire season. Both the student and his/her parents are asked to sign a commitment form (a contract, in a sense) saying that he/she will attend and participate in all practices and games whenever physically able.

### **Athletic Eligibility:**

To participate in CJHS athletics a student must maintain good grades and good conduct. Students who fall below the academic and conduct standards cannot participate.

### **Academic:**

Students must maintain a 2.0 grade point average with no F grade.

Eligibility will be determined each mid-quarter, quarter and semester.

Semester marks are used for determining eligibility at the end of the 2<sup>nd</sup> and 4<sup>th</sup> quarters. Eligibility for fall athletics is determined from grades received for the 2<sup>nd</sup> semester of the previous year.

### **Citizenship (conduct)**

Eligibility will be determined each mid-quarter, quarter and semester

Any student who receives two U marks is ineligible for athletic participation. (Two N's equal a U.)

## **STANDARDS OF CONDUCT**

### **Philosophy of Discipline**

The very last thing Jesus Christ did on the earth was to command His followers to make disciples of all people (Matt. 28:19). Inasmuch as the words “disciple” and “discipline” come from the same root word, it is clear that disciples are not made without discipline. It is, therefore, the policy of CHS to maintain loving, but firm disciplinary procedures. The key principles which provide the basis for CHS standards of conduct are RESPECT, RESPONSIBILITY, and INTEGRITY.

In order to be a school of the highest quality, Christian High School must continually establish policies, which enhance the Christian educational process. CHS cannot allow one student, either because of discipline or disability, to hinder the education of other students. For this reason, only those students whose academic, physical, and emotional needs can be met by CHS will be accepted. In a Christian environment, CHS promotes a high level of literacy and academic achievement for students. CHS also reserves the right to positively affect the climate and peer influence in each class by limiting admission to, or removing from class any student whose influence would be detrimental to the goals of the school.

### **Academic Integrity**

Honest behavior is an expectation for all students at Christian High School. Our goal is to create and maintain an ethical academic atmosphere. Acts of academic dishonesty which will not be tolerated at Christian Jr/Sr High School are listed below:

- Cheating on any classroom assignment, test, or quiz

- Plagiarism - copying or representing another's ideas, words, or work as one's own without properly citing the source. *Plagiarism includes the misuse of published material, electronic material, and/or the work of other students. The original writer who intentionally shares his/her work for another to copy, without the permission of the teacher, is also engaged in plagiarism.*
- Fabrication (any falsification or invention of date, citation, or other authority in an assignment)
- Theft or alteration of materials
- Unauthorized collaboration
- Unauthorized use of electronic devices

## **Detentions**

Detentions will be served on either Tuesday or Thursday after school for one-half hour. Students may be assigned lunch duty for an entire week instead of detention. This decision is up to the administration's discretion. Missing an assigned detention will result in Saturday School; refer to the Demerit Policy.

## **Saturday School**

Some infractions are more severe than others. For the following offenses (and others at the discretion of the administrator) students will be assigned to Saturday School for two to four hours on Saturday morning (8:00-12:00) depending on the severity of the offense.

The following are examples of offenses which may lead to Saturday School:

- Excessive tardiness
- Defiance or disrespect
- Missing assignments (whether or not credit is issued for make-up work)\*
- Profanity and/or vulgarity
- Gambling
- Cheating/Lying/Forgery
- Cutting class; leaving campus without permission; truancy
- Fireworks, firecrackers, matches, and other flammable materials are prohibited by law and not allowed on campus

Only a school administrator may assign a student to Saturday School. Students who fail to attend Saturday School may be suspended.

**Fee: Students will be charged \$15 for the two-hour Saturday session or \$25 for the four-hour session.**

\*If a student has 3 or more missing assignments in any one class, he/she will earn a two-hour Saturday School, based on a referral from the teacher. Referrals from more than one teacher will result in a four-hour Saturday School.

## **Referral**

Referral offenses are listed in the Behavioral Code and should be given by the teacher or staff person who witnesses the offense.

## **Behavioral Probation Contract**

If a student repeatedly fails to respond to discipline he/she will be placed on behavioral probation. The Administration will make a decision regarding the student's future attendance at CHS based on a faculty evaluation of the student's behavior.

*NOTE: The terms of probation are designed by the Administration and are agreed upon in written contract by the student, parents, and school.*

## **Suspensions**

Any student may be suspended up to 5 days for misconduct on or off campus. Following the suspension period, future participation in school activities will be determined after Administrative review. A student who has been suspended will not receive credit for the class work missed or work due on the suspension day

**Classroom Suspension:** No credit for work missed in the class from which they are suspended.

**Full Day Suspension:** May be either "in-school" or home suspension. Student may be ineligible for 1 – 2 weeks after the suspension.

## **Expulsions**

Expulsion from school is serious and to be applied with prudence and restraint after careful investigation. Students expelled from school may not attend any school activity or school-sponsored event during the term of the expulsion  
Term of Expulsion: There will be a minimum of 18 weeks expulsion. The student's previous behavioral record will also be taken into consideration in the Principal's review.

## **Citizenship Grades**

CHS/CJHS expects that students are **cooperative, respectful, diligent** and have a **positive attitude**.

- E Denotes outstanding citizenship for the student who exceeds expectations
- G Denotes good citizenship for the student who consistently meets expectations.
- S Denotes satisfactory citizenship for the student who usually meets expectations
- N Denotes needs improvement for the student who sometimes meets expectations
- U Denotes unsatisfactory citizenship for the student who rarely meets expectations

**In addition to these citizenship criteria, merits and demerits earned in each classroom will also factor into the citizenship grade.**

*Low citizenship grades can affect CSF membership and athletic eligibility.*

## **DRESS CODE POLICY**

Christian Unified Schools of San Diego desires to create an educational atmosphere that maximizes learning. Modesty, moderation, neatness, cleanliness and gender distinction are the overriding principles of the CUSSD uniform policy. Students are required to abide by the uniform policy at all times. The students' dress should reflect pride in their school and respect for themselves. Enforcement of the uniform policy, like all other discipline matters, is based on cooperation among students, parents and the school. The school, however, is the final authority on the uniform policy and other discipline issues. If, in the opinion of the school, a student's dress is inappropriate, a parent may be called and required to bring a new, acceptable uniform to the school.

It is a violation of the uniform policy to show underwear, midriff, lower back or cleavage at any time (including when leaning over or raising the arms). All skirts and shorts must be no shorter than four (4) inches above the floor when kneeling (boys and girls). Clothing that is tight, baggy, dirty or sloppy is not allowed. Items that are torn or cut in any way are prohibited. Appropriateness of overall appearance will be left to the discretion of the administration.

## **CLOTHING**

CUSSD students may choose from Educational Outfitters selection of CUSSD apparel and uniform outerwear. Educational Outfitters is the only provider of our school uniforms and outerwear.

### **BOYS**

#### **SHIRTS**

1. **POLO SHIRTS** – Polo shirts may be white or dark navy blue. Polo shirts may be long or short sleeve. Only Educational Outfitters polo shirts with CUSSD logo are acceptable.
2. **OXFORD CLOTH SHIRT** – Oxford cloth shirts may be solid white or blue pin-stripe. The oxford cloth shirts may be long or short sleeve. Only Educational Outfitters oxford cloth shirts with CUSSD logo are acceptable.
  - Oxford cloth shirts must be buttoned, excluding the top button. Cloth shirts are not considered outerwear and should not be worn unbuttoned.
  - Only one plain white or navy undershirt or plain white or navy turtleneck may be worn under one uniform shirt.
  - No modifications of uniform is permitted.
  - Polo shirts may be untucked, but may not be excessively long.

#### **PANTS**

1. **UNIFORM PANTS** – Uniform pants must be khaki. Only Educational Outfitters khaki pants with CUSSD logo are acceptable.
2. **UNIFORM SHORTS** – Uniform shorts must be khaki. Only Educational Outfitters khaki shorts with CUSSD logo are acceptable.
  - Pants that are excessively tight, baggy, dirty or sloppy are not allowed.
  - Boys may only wear a plain brown or black belt with pants or shorts of appropriate size to fit within the belt loops. No oversized belt buckles or belts with logos are allowed.
  - Belts must be worn with the oxford cloth shirt but are not required for polo shirt.
  - No undergarments are to visible at any time. Sagging is not allowed.

#### **TIES**

Educational Outfitters sells a necktie with the CUSSD logo on it. This tie may only be worn around the neck, must be tied in a traditional knot and worn only with a CUSSD Oxford shirt.

## **GIRLS**

### **SHIRTS**

1. **POLO SHIRTS** – Polo shirts may be white or dark navy blue. Polo shirts may be long or short sleeve. Only Educational Outfitters polo shirts with CUSSD logo are acceptable.
2. **OXFORD CLOTH SHIRT** – Oxford cloth shirts may be solid white or blue pin-stripe. The oxford cloth shirts may be long or short sleeve. Only Educational Outfitters oxford cloth shirts with CUSSD logo are acceptable.
  - Oxford cloth shirts and blouses must be buttoned at all times, excluding top button. Oxford cloth shirts and blouses are not considered outerwear and should not be worn unbuttoned.
  - Girls may wear shirts tucked in or untucked.
  - No undergarments are to be visible at any time. Sagging is not allowed.
  - Only one plain white or navy blue undershirt, turtleneck or camisole may be worn under one uniform shirt. Visible lace is not acceptable.
  - Girls' shirts are to be purchased in the appropriate size to ensure no midriff or lower back is visible.
  - No modifications of uniform shirts are permitted. This includes pinning, rolling, knotting, or any other modifications.

### **PANTS**

1. **UNIFORM PANTS**-Uniform pants must be khaki. Only Educational Outfitters khaki pants with CUSSD logo are acceptable.
2. **UNIFORM SHORTS**-Uniform shorts must be khaki. Only Educational Outfitters khaki shorts with CUSSD logo are acceptable.
  - Pants that are excessively tight, baggy, dirty or sloppy are not allowed.
  - Shorts must be no higher than four (4) inches above the knee when kneeling and no longer than one (1) inch below the knee.
  - Girls may only wear a plain brown or black belt with pants or shorts of appropriate size to fit within the belt loops. No oversized belt buckles or belts with logos are allowed.

### **SKIRTS**

Skirts must be khaki or the CUSSD plaid. Only approved Educational Outfitters skirts with CUSSD logo are acceptable.

- Skirt length (when kneeling) is to be no more than four (4) inches above the floor.
- No undergarments should be visible at any time.
- It is understood that the waistbands of skirts are capable of being rolled and unrolled during the school day. If, in a staff member's opinion, the skirt is shorter than the 4 inch rule at any time, the student will be cited for a dress code violation. It will not be considered necessary to measure a girl's skirt in order to make this assessment.
- **THREE STRIKE RULE:** Any girl who has been given three demerits (three separate occasions) for skirt length will no longer be allowed to wear a skirt to school. She must then wear shorts or pants for the remainder of the year, or for a time determined by the administration.

### **TIES**

Educational Outfitters sells a necktie with the CUSSD logo on it. This tie may only be worn around the neck, must be tied in a traditional knot and worn only with a CUSSD Oxford shirt.

## **OUTERWEAR**

1. **JACKETS**- Only approved Educational Outfitters jackets with CUSSD logo are acceptable on campus. This includes before and after school. Students may also wear school-issued jackets, if they are not hooded jackets.
2. **SWEATERS**-Only approved Educational Outfitters sweaters with CUSSD logo are acceptable.
3. **SWEATERVESTS**- Only approved Educational Outfitters sweater vests with CUSSD logo are acceptable.
4. **CHS LETTERMAN JACKETS**-Upper school athletes may wear CHS letterman jackets in cold weather.
5. Outerwear should not be excessively tight, baggy, dirty or sloppy.

## **SHOES**

1. Students must wear securely-fitting closed shoes.
2. Flip-flops and slippers are not acceptable footwear for school.
3. Shoes should be chosen with discretion and not be a distraction for others.
4. Girls may wear UGG boots, or other brands of the same style. Cowboy boots or boots with heels are not acceptable.

## **HAIR**

### **BOYS Guidelines:**

1. Hair should be neat, clean, moderate, a natural hair color and not excessive in length.
2. Boys should be clean-shaven. Sideburns must be neatly trimmed and are not to extend below the bottom of the earlobe.
3. Hairstyle should not be distracting to the individual or those around him. This includes drastic changes in hair color or style.
4. No extreme hairstyles are allowed, and this will be left up to the discretion of the administration.

### **GIRLS Guidelines:**

1. Hair should be neat, clean, moderate and a natural hair color.
2. Hairstyle should not be distracting to the individual or those around him. This includes drastic changes in hair color or style.
3. No extreme hair accessories will be allowed.
4. No extreme hairstyles are allowed, and this will be left up to the discretion of the administration.

### **ACCESSORIES**

1. No accessorizing is permitted. This is to achieve a uniform look, minimize distractions and support an educational atmosphere. (This includes pins, brooches, scarves, etc.)
2. The only belts permitted are plain brown or black leather with a maximum width of 2” and must be worn within belt loops. No studded belts of any style are allowed. No oversized belt buckles or belts with logos are allowed.
3. Socks must be solid white, navy or khaki, with no patterns.
4. Girls may wear natural colored, white or navy full-length tights (no leggings).
5. “Fishnet” or patterned style socks, stockings or tights are not permitted.
6. The only approved hat wear is the CUSSD beanie for cold weather. The beanie must be removed upon entering the building.

### **JEWELRY, TATTOOS & BODY PIERCING**

#### **JEWELRY Guidelines:**

1. Earrings are appropriate for girls only and may have a maximum of 2 earrings in each ear.
2. Girls may wear necklaces, but jewelry should be chosen with the discretion and not be distracting to others.
3. “Choker” necklaces are prohibited.
4. Chains protruding from pants pockets are not permitted.
5. Any other “body jewelry” is never appropriate and is not permitted. This includes, but is not limited to nose rings.

#### **TATTOO AND BODY PIERCING GUIDELINES:**

1. Body piercing is unacceptable for CUSSD students and may not be visible at school or any school-related activities.
2. Tattoos are unacceptable for CUSSD students and may not be visible at school or any school-related activities.

### **Friday Dress Guidelines**

To promote school spirit, Friday is the day to officially show support for CHS classes, clubs, teams and groups. Follow the following guidelines:

1. Students must wear a uniform bottom.
2. Students may wear an approved class t-shirt. Students may not wear t-shirts of their own, personal creation.
3. Students may wear any school-issued outerwear (i.e. sports sweatshirts).
4. In season, athletic teams may wear team jerseys.

### **Enforcement**

Christian High School will discipline those students who violate the dress code. Repeated violations of this code will be interpreted as disrespect and defiance of authority and the standards of our school and will be treated as such. The site administrator or his/her designee will make final decisions regarding the implementation of this code. The consequences for dress code violations will be followed as per the behavior code.

### **Exceptions**

Any exception to the above dress code must have prior administrative approval, including the wearing of team uniforms and class/spirit days. The Administration reserves the right to change the dress code at any time to adjust to appropriate/inappropriate fashion trends.

### **Physical Education Dress Code**

All students will be in PE uniforms, purchased from Educational Outfitters, daily, even with a parent note excusing them from activity. Students may not borrow uniforms from other students. Students may wear approved sweats during inclement weather at the direction of the PE teacher.

### **Message to Parents**

God has given parents the ultimate responsibility for educating their children. Christian High School functions as an extension of the home to facilitate, but not to usurp its authority. The school can best fulfill its mission when it works cooperatively with godly parents to give the student a consistently God-centered environment.

## **Christian Junior High School Student Commitment**

I understand that attending Christian High School is a privilege with accompanying responsibilities and therefore, I agree:

1. To faithfully support Christian High School through a positive attitude and with prayer;
2. To uphold our unique Christian philosophy of education, and the mission and purpose of Christian High School;
3. 3.To regularly participate in a local church;
4. To accept the disciplinary authority of teachers and administrators who discipline within the standards of conduct established by Christian High School;
5. To cooperate and support teachers and administrators in the enforcement of the policies of Christian High School;
6. To discuss school problems only with the people involved (student, parent, teachers, or administrator) and not with those who are not involved (Matthew 18:15).
6. To not participate in, or tolerate profanity, obscenity in word or action, nor dishonor God and His Word, nor disrespect any school personnel, parents or other students;
7. To complete class and homework assignments on time, to the best of my ability;
8. To pay assessments to cover damage to the school or property of others which I cause;
10. To uphold the academic integrity standards as outlined in the student handbook;
9. To follow the student handbook and abide by the stated guidelines.

***Each student at Christian High School has read and signed this commitment form with the understanding that a student may forfeit the privilege of attending Christian High School should he/she fail to comply with the established regulations, discipline, and obligations of Christian High School.***

**Christian Junior High/Christian High School Behavioral Code**

*This handbook is a guideline and as such may be subject to change. Administration reserves the right to institute new policies as needed by our changing society. Parents and students sign a cooperation agreement each year which acknowledges that they are willing to abide by those changes and will hold harmless Christian Unified School District should they disagree with those policies.*

The principal or the principal’s designee has the right to apply any disciplinary action, as they feel necessary, in order to maintain a proper Christian atmosphere at school.

**Merit Policy**

The purpose of merit is to recognize and commend a student for good behavior. A merit may be used to cancel out a demerit for a tardy. Students may not ask/beg teachers for merits.

Examples of behavior that will earn a merit:

<ul style="list-style-type: none"> <li>• Always Prepared</li> <li>• Extremely Helpful</li> <li>• Following Directions</li> <li>• Generosity</li> </ul>	<ul style="list-style-type: none"> <li>• Positive Attitude</li> <li>• Helpful to others/teacher</li> <li>• Initiative</li> </ul>
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**Please note the following criteria for enforcement of the Behavior Code:**

1. Any combination of offenses occurring in any one instance may result in more serious disciplinary action at the time (i.e. suspension/expulsion).
2. Any combination of offenses over a period of time may result in a more serious disciplinary action at the time.
3. All students receiving a suspension (except for tardies) may be placed on a contract upon return to school for the minimum of one semester.
4. Tracking of offenses are for a 1 or 2 year period from the date of the last offense. Offenses not listed are for the entire time of attendance in CHS.

Attendance	1 semester	Fighting	2 years
Campus/Class Disruption	2 years	Profane or Vulgar Language	2 years
Cheating/Plagiarism	2 years	Public Display of Affection	2 years
Deception/Dishonesty	2 years	Stealing/Theft	2 years
Defiance of Authority	2 years	Tardiness	1 semester
Destruction of Property	2 years	Truancy	1 semester
Dress/Hair Code	1 semester	Unacceptable Personal Property	1 year

**Demerit Policy:**

<b>Classroom infractions that will earn a demerit:</b>	<b>Other infractions that will earn a demerit:</b>
Tardy Food in class Disruption  Electronic devices Not being prepared for class  Others based on teachers rules and expectations	Dress code violation Boundary violation (i.e. college bookstore, Solid Rock Café, parking lot) Chapel distraction/improper chapel seating Hair violation Electronic devices Others

**Consequences of a demerit:**

3 demerits      30 minute detention & parent contact      10 demerits      4-hour Saturday School

6 demerits	30 minute detention & parent contact	12 demerits	Out-of-school suspension/Parent contact/Contract
9 demerits	30 minute detention & parent contact		

After 3 demerits the student is required to serve a 30-minute, after-school detention. Missing any detention will automatically result in a 2-hour Saturday School. Accumulation of demerits will begin each quarter.

**To ensure consistency, the Behavior Code provides a guideline, which includes, but is not limited to, the following actions:**

<p style="text-align: center;"><b>Attendance</b></p> <p>The staff at CJHS/CHS recognizes the relationship between student attendance in class and academic success. Additionally, it recognizes the impossibility of substituting work done at home for certain class interactions. In order to reinforce student recognition of these relationships, excessive absence may be used in determining grades.</p>	<p>1 semester</p>	<p>5 days: Parent contact</p> <p>11 days: No academic credit</p>
<p style="text-align: center;"><b>Campus/Classroom Disruptions</b></p> <p>Students are expected to follow rules established by teachers for acceptable campus/classroom behavior.</p> <p><b>Consequences:</b> Extraordinary circumstances may require 3<sup>rd</sup> or 4<sup>th</sup> range action on 1<sup>st</sup> or 2<sup>nd</sup> offense.</p>	<p>1<sup>st</sup></p> <p>2<sup>nd</sup></p> <p>3<sup>rd</sup></p> <p>4<sup>th</sup></p>	<p>Referral, parent contact, 1 day suspension from class</p> <p>Referral, parent contact, 2 day suspension from class,</p> <p>Referral, parent conference, 1 day school suspension, probation contract, warning of expulsion (S/G&amp;J)</p> <p>Referral, parent conference, 1-5 day suspension, violation of probation contract</p>
<p style="text-align: center;"><b>Cheating/Attempting to Cheat</b></p> <p>We expect students to do their own work on all school assignments and tests. Students who are caught without academic integrity will be disciplined.</p>	<p>1<sup>st</sup></p> <p>2<sup>nd</sup></p> <p>3<sup>rd</sup></p>	<p>Referral , parent contact, loss of all credit (zero) for the assignment or test (no makeup permitted), “U” in citizenship, in the class of the offense, for current grading period, ineligible for CSF that semester</p> <p>Depending on the offense one or more of the following consequences will occur: All 1<sup>st</sup> offense consequences apply, 1-3 day suspension , probation contract, drop from the Honors/Advanced/AP class in which the offense occurred, removal from all elected or appointed leadership positions (including leadership on athletic teams)</p> <p>Referral, parent conference, violation of probation contract, no credit or withdraw/F grade if it is the second infraction in the same class</p>

<p style="text-align: center;"><b>Deception</b></p> <p>Deception is the act of, but not limited to, lying, committing a dishonest act, forgery, falsifying or altering school documents and providing false identification</p>	<p>1<sup>st</sup></p> <p>2<sup>nd</sup></p> <p>3<sup>rd</sup></p>	<p>Referral , parent contact, Saturday School.</p> <p>All 1<sup>st</sup> offense consequences apply, 1-3 day suspension , probation contract, removal from all elected or appointed leadership positions (including leadership on athletic teams)</p> <p>Referral, parent conference, violation of probation contract, no credit or withdraw/F grade if it is the second infraction in the same class</p>
<p style="text-align: center;"><b>Defiance of Authority</b></p> <p>Defiance refers to the refusal by a student to follow the directions of a school employee. This includes, but is not limited to, continued violations of the dress code, refusal to give legal name or to accompany the employee to the office, or give accurate, truthful information.</p>	<p>1<sup>st</sup></p> <p>2<sup>nd</sup></p> <p>3<sup>rd</sup></p>	<p>Referral, parent contact, 3-day class suspension.</p> <p>Referral, parent conference, suspension, probation contract, warning of expulsion.</p> <p>Referral, parent conference, violation of probation contract.</p>
<p style="text-align: center;"><b>Destruction of Property/Vandalism</b></p> <p>Vandalism is the intentional damaging or destruction of public or private property. This includes but is not limited to writing in textbooks and on desk counters or tabletops, graffiti or tagging and breaking windows.</p>	<p>1<sup>st</sup></p> <p>2<sup>nd</sup></p> <p>3<sup>rd</sup></p>	<p>Referral, parent contact, 1-day suspension, restitution.</p> <p>Referral, Parent conference, 1-3 day suspension, Probation contract, warning of expulsion, restitution. (S/C)</p> <p>Referral, parent conference, violation of probation contract, restitution.</p>

<p style="text-align: center;"><b>Disrespect</b></p> <p>Students are expected to show respect to those in authority over them. This includes, but is not limited to teachers, substitutes, guest speakers, administrators, Oasis workers, volunteers, coaches and parents.</p> <p><b>Consequences:</b> Extraordinary circumstances may require 3<sup>rd</sup> or 4<sup>th</sup> range action on 1<sup>st</sup> or 2<sup>nd</sup> offense.</p>	<p>1<sup>st</sup></p> <p>2<sup>nd</sup></p> <p>3<sup>rd</sup></p> <p>4<sup>th</sup></p>	<p>Referral, parent contact, 1 day suspension from class; 2-hour Saturday School if incident did not occur in a class</p> <p>Referral, parent contact, 2 day suspension from class, 4-hour Saturday School if incident did not occur in a class</p> <p>Referral, parent conference, 1 day school suspension, probation contract, warning of expulsion (S/G&amp;J)</p> <p>Referral, parent conference, 1-5 day suspension, violation of probation contract</p>
<p style="text-align: center;"><b>Dress Code</b></p> <p>CJHS/CHS is a place of learning and business. Student dress and appearance should reflect this image. Students are not allowed to convey, through their dress or contact, any inappropriate lifestyles or gang affiliation. (See pages 15-18 for more detailed explanation of dress code.)</p>	<p>1<sup>st</sup></p> <p>2<sup>nd</sup></p> <p>3<sup>rd</sup></p>	<p>Demerit and warning, possible removal from class until dress is corrected.</p> <p>Removal from class until dress is corrected (unexcused absence for periods out of class).</p> <p>1-3 day suspension See Demerit Policy</p>
<p style="text-align: center;"><b>Drugs/Alcohol Possession, Use, Selling, Buying</b></p> <p>Items covered under this section include alcohol, narcotics, marijuana, hallucinogens, hallucinogenic drugs, amphetamines, or substitutes of any kinds, i.e. spray paint, etc. The school district may expel a student whenever it is established that the student has, on school grounds or elsewhere, used, sold, or been in possession of alcohol or possession of narcotics or other hallucinogenic drugs, substances or paraphernalia. Possession of illegal substances refers to a student having an illegal substance of any kind within his/her custody or control. This includes school lockers, backpacks, clothing, purses, and vehicles. Furnishing refers to a student furnishing and/or providing an illegal substance to one or more students. This action may include selling, delivering, sharing, arranging and or otherwise furnishing illegal substances to another student.</p>	<p>Expulsion offense</p>	<p>Parent conference, 5 day suspension with a recommendation for expulsion.</p>

<p style="text-align: center;"><b>Explosive, Weapons</b></p> <p>Explosives: In San Diego county, the possession or lighting of explosive devices is illegal without an official permit. The use or possession of any explosive device, regardless of size, on campus or at a school-sponsored activity will not be tolerated. The threat to use or possession of materials to construct an explosive device is considered to be just as serious an offense as the actual use.</p> <p>Weapons: It is a misdemeanor to have weapons on a school campus or at a school sponsored activity. The school also considers any item classified as a weapon by law enforcement agencies such. This includes, but is not limited to, knives, clubs, guns, nanchaku sticks, chains, metal knuckles, metal studs and/or anything that could be used as a weapon.</p> <p><b>Extraordinary circumstances may result in an expulsion on the 1<sup>st</sup> offense.</b></p>	<p>1<sup>st</sup></p> <p>Subsequent</p>	<p>Referral, parent conference, confiscation, 2-3 day suspension, probation contract, warning of expulsion.</p> <p>5 day suspension with recommendation for expulsion</p>
<p style="text-align: center;"><b>Electronic Devices, repeated offenses</b></p> <p>Electronic devices, including but not limited to, cellular telephones, MP3 players (including iPods), electronic translators, and PDAs, are to be invisible and inaudible at all times on campus during the school day.</p>	<p>1<sup>st</sup></p> <p>2<sup>nd</sup></p> <p>3<sup>rd</sup></p> <p>4<sup>th</sup></p>	<p>Demerit, electronic device confiscated, taken to the office, and returned to student at the end of the school day</p> <p>Referral, electronic device confiscated, demerit issued, parent contacted. Parent must retrieve confiscated electronic device.</p> <p>Referral, probation contract. Electronic device confiscated. Parent must retrieve confiscated electronic device.</p> <p>Electronic device is held in the office for the remainder of the current semester.</p>
<p style="text-align: center;"><b>Fighting</b></p> <p>Fighting includes the use of physical force against another person or threatening to cause injury to another person.</p>	<p>1<sup>st</sup></p> <p>2<sup>nd</sup></p> <p>3<sup>rd</sup></p>	<p>Referral, parent contact, 1-3 day suspension, probation contract</p> <p>Referral, parent conference, 3-day suspension, probation contract, warning of expulsion</p> <p>Referral, parent conference, 5 day suspension with recommendation for expulsion</p>



<p style="text-align: center;"><b>Hazing/Intimidation</b></p> <p>Hazing: refers to any action by a person or persons that results in physical or psychological injury to another. It is illegal and will not be permitted.</p> <p>Intimidation: involves threats of mental or physical harm of pressure. Intimidation also includes actions/threats made via the Internet, cell phone or other electronic devices. Examples of this behavior include, but are not limited to, bullying, domineering, extorting or otherwise attempting to influence someone with the use of frightening actions and/or words. Severe cases of intimidation are classified as assault. In an assault no blows need to occur. Just the fact that they could occur constitutes a criminal act.</p>	<p>1<sup>st</sup></p> <p>2<sup>nd</sup></p>	<p>Referral, parent conference, 1-3-day suspension, probation contract, warning of expulsion</p> <p>5 day suspension with recommendation for expulsion</p>
<p style="text-align: center;"><b>Immorality</b></p> <p>Pre-marital sex</p>	<p>Expulsion</p>	<p>Parent conference, 5 day suspension with a recommendation for expulsion</p>
<p style="text-align: center;"><b>Physical Injury</b></p> <p>Causing serious physical injury to another</p>	<p>Expulsion</p>	<p>Parent conference, 5 day suspension with a recommendation for expulsion</p>
<p style="text-align: center;"><b>Personal Property</b></p> <p>To ensure the safety of all students, to protect personal property and to ensure the educational process is not disrupted, bicycles, skates, skateboards, radios, tape players, recording devices, cellular phones, games, and laptop computers may not be used or visible during school hours without prior approval of the administration.</p>	<p>1<sup>st</sup></p> <p>2<sup>nd</sup></p> <p>3<sup>rd</sup></p> <p>4<sup>th</sup></p>	<p>Confiscate, return at the end of the day.</p> <p>Confiscate, parent contact, return to parent.</p> <p>Confiscate, return to parent, probation contract</p> <p>Violation of probation contract</p>
<p style="text-align: center;"><b>Plagiarism</b></p> <p>Plagiarism is “the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work” (Dictionary.com). Plagiarism, like all forms of cheating, is unacceptable at CJHS/CHS. Students are expected to do their own work.</p>	<p>1<sup>st</sup></p> <p>2<sup>nd</sup></p> <p>3<sup>rd</sup></p>	<p>Referral , parent contact, loss of all credit (zero) for the assignment or test (no makeup permitted), “U” in citizenship, in the class of the offense, for current grading period, ineligible for CSF that semester</p> <p>Depending on the offense one or more of the following consequences will occur:</p> <p>All 1<sup>st</sup> offense consequences apply, 1-3 day suspension , probation contract, drop from the Honors/Advanced/AP class in which the offense occurred, removal from all elected or appointed leadership positions (including leadership on athletic teams)</p> <p>Referral, parent conference, violation of probation contract, no credit or withdraw/F grade if it is the second infraction in the same class</p>

<p style="text-align: center;"><b>Pornography</b></p> <p>The viewing of pornographic materials, bringing to school, or distribution electronically is considered a violation.</p>	<p>1<sup>st</sup></p> <p>2<sup>nd</sup></p>	<p>Referral, parent conference, 1-3 day suspension, probation contract, restitution. (S/B)</p> <p>Referral, possible legal investigation, restitution, 5 day suspension with recommendation for expulsion</p>
<p style="text-align: center;"><b>Profane/Vulgar Language</b></p> <p>Vulgar means offensive, lewd, uncultured and generally unacceptable. Certain words and gestures fit the description above and their use on campus cannot be tolerated. Students who choose to use the words, phrases, and gestures that fit this category must be prepared to accept the consequences. "Pantsing" is an act that fits the above definition.</p>	<p>1<sup>st</sup></p> <p>2<sup>nd</sup></p> <p>3<sup>rd</sup></p>	<p>Referral, parent contact, warning of suspension</p> <p>Referral, parent conference, 1 day suspension, probation contract</p> <p>Referral, parent conference, violation of probation contract</p>
<p style="text-align: center;"><b>Public Display of Affection</b></p> <p>Students are reminded that their actions reflect on them personally. Any display of affection is inappropriate on school grounds.</p>	<p>1<sup>st</sup></p> <p>2<sup>nd</sup></p> <p>3<sup>rd</sup></p>	<p>Referral, parent contact</p> <p>Referral, parent conference, probation contract (S/G,J)</p> <p>Referral, parent conference, violation of probation contract</p>
<p style="text-align: center;"><b>Racism/racially motivated remarks or actions</b></p> <p>Any demeaning act or words about a particular race is unacceptable.</p>	<p>1<sup>st</sup></p> <p>2<sup>nd</sup></p>	<p>Referral, parent conference, 1-3-day suspension, probation contract, warning of expulsion</p> <p>5 day suspension with recommendation</p>
<p style="text-align: center;"><b>Smoking, Use or Possession of Tobacco</b></p> <p>Use or possession of tobacco in any form at school or out of school is against policy.</p>	<p>1<sup>st</sup></p> <p>2<sup>nd</sup></p>	<p>Referral, parent conference, 1-3 day suspension, probation contract (S/E)</p> <p>Referral, parent conference, violation of probation contract</p>
<p style="text-align: center;"><b>Stealing/Theft Possession of Stolen Property</b></p> <p>Theft is defined as taking property without permission. Property is defined as anything that belongs to another person or the school. It does not matter whose property or what the property is; it is still classified as theft. Also, it does not matter if the property is ultimately returned. The initial act constitutes stealing or theft. Also, knowingly receiving stolen property is a violation of school rules.</p>	<p>1<sup>st</sup></p> <p>2<sup>nd</sup></p>	<p>Referral, parent conference, 1-3 day suspension, probation contract, restitution. (S/B)</p> <p>Referral, possible legal investigation, restitution, 5 day suspension with recommendation for expulsion</p>

<p style="text-align: center;"><b>Tardiness</b></p> <p>Tardiness represents a disruption to the learning environment of the classroom, a violation of school rules. Tardiness occurs when a student is not in his/her assigned area when the bell rings for class to begin.</p>		See Demerit Policy
<p style="text-align: center;"><b>Truancy</b></p> <p>Truancy occurs when a student is absent from any portion of a class or classes without a valid excuse. Leaving campus during school hours without permission will result in the consequences of a second offense under Truancy. A truancy cannot be cleared after 3 days.</p>	<p>1<sup>st</sup></p> <p>2<sup>nd</sup></p> <p>3<sup>rd</sup></p>	<p>Referral, parent contact, no credit for class work missed</p> <p>Referral, parent contact, no credit for class work missed, Saturday School, probation contract</p> <p>Violation of probation contract (E/H)</p>
<p style="text-align: center;"><b>Verbal/Sexual Harassment</b></p> <p>CHS/CJHS recognizes that verbal/sexual harassment can cause embarrassment, feeling of powerlessness, loss of self-confidence, reduce ability to perform schoolwork, and increase absenteeism or tardiness. Students will not engage in such conduct constituting sexual harassment such as, but not limited to, unwelcome verbal/sexual advances, requests of sexual favors, and other verbal or physical conduct of sexual nature or disrespectful remarks which may be related to gender, culture, ethnic background or other expressions of intolerance. Any student wishing to make a complaint of sexual harassment should be immediately reported to the Assistant Principal</p>	<p>1<sup>st</sup></p> <p>2<sup>nd</sup></p> <p>3<sup>rd</sup></p>	<p>Referral, parent contact, 1 day suspension (S/F)</p> <p>Referral, parent conference, 3-day suspension, probation contract (S/F)</p> <p>5 day suspension with recommendation for expulsion (E/G,H)</p>
<p style="text-align: center;"><b>Violation of Probation</b></p> <p>Violating the conditions of a probation contract</p>	Possible Expulsion	Complete evaluation of student behavioral file to determine continued attendance at CHS. Possible 5 day suspension with recommendation for expulsion (E/H)