

# NEW STUDENT HANDBOOK 2010-2011



CHRISTIAN JUNIOR HIGH SCHOOL  
CHRISTIAN HIGH SCHOOL

2100 GREENFIELD DRIVE  
EL CAJON, CA 92019  
619-440-1531

## **WELCOME!**

Christian Junior and Senior High School is a unique school, and we are glad you have decided to join our student body. We want to encourage you to make the most of these school years by embracing the challenges and enjoying your experiences here.

This booklet has been prepared for you and your parents to address some of the most frequently asked questions that you may have as you join us here at Christian Junior and Senior High.

**Christian Jr/Sr High**  
**FREQUENTLY ASKED QUESTIONS**  
**CONTACT INFORMATION**  
**School phone: 619-201-8800**

**Christian Junior and Senior High Administration:**

Mr. Chuck Leslie, District Superintendent  
Mr. Scott Meadows, Principal  
Mrs. Sally Baier, Vice Principal  
Mr. Tobin Wilkins, Vice Principal  
Dr. Karen Andrews, Director of Special Programs  
Mrs. Judy Ford, International Student Advisor  
Mrs. Krishna Arvan, Administrative Assistant  
Mrs. Tracy Crouder, Receptionist  
Mrs. Martha Avery, Director of Counseling  
Miss Bridget Randall, Guidance Counselor  
Mrs. Linda Evans, Registrar  
Mrs. Kim Johnston, Admissions Coordinator

**Tuition questions or information:** Mrs. Lori Schultz, 201-8805 or  
Mrs. Charm Ralston, 201-8806

**Student is late, ill, or needs to be excused from school:** Mrs. Judy Norton, x8839

**Student needs information concerning a specific class:**

Email the teacher through the CUSSD website  
(About Us section/Faculty & Staff Directory)

**Student is having trouble in general:**

Mr. Meadows (Senior High), x8812  
Mr. Wilkins (Jr. High), x8832  
Mrs. Andrews (International Students), x8847

**Student is truant:** Mrs. Judy Norton, x8839

**To change a student's schedule:**

Complete a pink schedule change form (picked up in the office or downloaded from the web site (Our Program/Resources)) or  
Email Mrs. Avery: [mavery@christianunified.org](mailto:mavery@christianunified.org)  
For International Student schedule changes:  
See Dr. Andrews or email her: [kandrews@christianunified.org](mailto:kandrews@christianunified.org)

**Student needs a transcript:**

Current students; Go to [Family Connection](#) and submit a request through the web site. Graduated students: Complete a transcript request form from the office, or download from the website and send it to Mrs. Linda Evans at the school address. Access for Family Connection is based on the student's email address in the system and the password that they set up for their account. For access issues, please have your student see Mrs. Alesi in the Counseling Office.

**To check on acceptability of coursework outside CHS:** Mrs. Martha Avery, x8848

**Dress Code/Uniforms**

A complete copy of the dress code is at the back of this document. Educational Outfitters is the exclusive provider of uniforms, outerwear, and PE clothes for Christian Unified Schools. They have two locations, one in La Mesa at 8160 La Mesa Blvd, (619-466-5437) and one in Kearny Mesa at 9524 Kearny Villa Rd, #121 (858-566-5437). Online ordering is available; please go to our website under "High School" (top right link) for access to the Uniform Policy (Dress Code) and a link to the Educational Outfitters online store for CUSSD.

**To obtain information about athletics:**

Mr. Beezer (CHS), x8845 or Mr. Fuller (CJHS), x8887. Sports schedules are posted on the school web site.

**Oasis Menu:** Posted on RenWeb

**Lost Books:** Mrs. Rose VanHouten, x8830

**Participation in High School ASB activities including banquets and retreats:**

Mrs. Shannon Beezer: Email [sbeezer@christianunified.org](mailto:sbeezer@christianunified.org)

**To ask about the Yearbook:** Mr. Harry Allen (CHS), x8844

**Questions regarding Detention or Saturday School:** Mr. Tobin Wilkins, x8832

**To change your mailing or Email address, or to check the Lost and Found:**

Mrs. Tracy Crouder, 201-8800

**To refer a new family to Christian Unified Schools:**

Mrs. Kim Johnston, 201-8888

# CHRISTIAN JUNIOR & SENIOR HIGH SCHOOL CALENDAR

2010/2011

## August

- 11 Registration Day (7th, 8th, 9th)
- 12 Registration Day (12<sup>th</sup>, 11<sup>th</sup>, 10th)
- 12 New Student Registration and Orientation  
10:30 am to 1:00 pm
- 12 New International Student Testing, 8:00 am to  
2:00 pm
- 13 International Student First Day, 9:00 am to  
12:00pm
- 16 School Begins
- 31 Jr/Sr High Open House

## September

- 6 Labor Day – SCHOOL HOLIDAY
- 16 Senior Night (Seniors and Parents)
- 17 Pro-Growth/Minimum Day

## October

- 8 Pro-Growth/Minimum Day
- 13 Test Day for Grades 9-11 (Minimum Day)
- 13 Special Senior Activity (Minimum Day)
- 13 End of First Quarter
- 22 Pro-Growth/No School for Students
- 22 Homecoming

## November

- 22-23 Pro-Growth for Teachers
- 22-26 No School-Thanksgiving Vacation

## December

- 10 Fine Arts Christmas Program
- 14-16 First Semester Finals
- 16 End of First Semester/Minimum Day
- 17-31 Christmas Vacation

## January

- 1-2 Christmas Vacation
- 3 School Resumes
- 10 College Financial Aid Night/FAFSA Prep  
(Parents of all grade levels)
- 13 Admissions Fair
- 17 MLK Day Holiday
- 27 Junior Night (Juniors and Parents)
- 28 Pro-Growth/Minimum Day
- 31 to Feb 2 Spiritual Emphasis Week

## February

- 17-21 Winter Break
- 28 9<sup>th</sup> and 10<sup>th</sup> Grade Night (High School  
College Planning)

## March

- 6-12 Historical Studies Tour
- 11 End of Third Quarter
- 17 8<sup>th</sup> Grade Planning for High School
- 18 Pro-Growth/Minimum Day

## April

- 4-7 Stanford Testing
- 18-25 Easter Break
- 26 Return from Easter Break

## May

- 9 Spring Fine Arts Program
- 22 Baccalaureate
- 24-26 Second Semester Finals
- 26 8th Grade Promotion
- 26 Last Day of School
- 27 High School Graduation

**\*Please note: This calendar is for planning purposes only. Dates, times and locations are subject to change. The most up-to-date calendar can be found in RenWeb**

## CHRISTIAN UNIFIED SCHOOLS COMMUNICATIONS

As the majority of communication between school and home is accomplished via email, it is extremely important that we always have an up-to-date email address for you in RenWeb. If you need to update personal information, you may either call the receptionist or secretary at your school, or log in to RenWeb and enter your revised information via the “Family Demographics” link. Instructions on accessing RenWeb for the first time are in the next section of this Handbook.

**RenWeb:** Individual student information including: grades, schedules, classwork, the school directory, current calendars, and News and Notes, can be found by logging into RenWeb. RenWeb is the vehicle that the administration and teachers use to send out progress reports, report cards and school and class Emails. If you do not receive Emails from the school, please double check your Email address and make sure that christianunified.org is not blocked as spam. Attachments are sent in pdf format. Please make sure that you have the most recent version of Adobe Acrobat Reader installed on your computer in order to avoid any issues opening the attachments.

**School Website:** School information in the areas of academic policies and course content, development, athletics and alumni; access to forms; access to News and Calendars (including News and Notes, the daily bulletin, calendars and the week’s athletic activities); employment opportunities; admissions information and applications; and foreign student information can all be found on the school’s web site at [www.christianunified.org](http://www.christianunified.org).

**Summer Mailing:** Sometime in the middle of June, the summer mailing packet is sent out. This packet includes the Summer News and Notes, a current calendar, a student information sheet reflecting the current information in RenWeb for your student, the Field Trip and Liability Release form, and other information based on the grade your student is entering. Please carefully review the Student Information form for its accuracy and provide any additional information that is requested and return it with the signed Field Trip form when you attend registration in August.

**News and Notes:** The “News and Notes” newsletter is created by the school principal and sent via Email to all parents and students the first of each month. These newsletters contain valuable information regarding events, policies, awards, and activities happening on campus. The monthly newsletters are sent via Email and are also posted on the school website.

**Superintendent’s Video Messages:** Periodically throughout the year, Mr. Leslie creates a video message to the school family. The message is posted on the web, and sent as a link to the internet.

**Coaches’ Corner:** During the fall sports season and periodically throughout the rest of the school year, Christian High Athletic Director, David Beezer, sends an email to the school family regarding athletic events occurring during the current week/month.

**Family Connection:** Family Connection is the online tool that the High School Counseling Office uses for connecting your student with college planning tools. More information will be provided to both student and parent at various parent nights and scheduled meetings throughout the year. Access to Family Connection is via the school website under the Counseling section and the login is generally the same as the student’s network password.

**Counselor Connection:** The Counselor Connection is a monthly newsletter produced by the Counseling Center staff for all 9-12<sup>th</sup> grade students and their parents. The newsletter contains information on SAT and ACT testing dates, college visits, scholarship opportunities, and everything else related to College information. It is sent out via Email and posted on the web site.

**Network Access while at school:** All students are issued user names and passwords which allow them access to the school computers in the classrooms, library, and in the labs. All new students, grades 9-12 will receive a login letter with their user name and temporary password during registration. A computer will be available at registration where they may reset their temporary password. Grades 7 and 8 will receive their temporary passwords during Star Reading testing the 2<sup>nd</sup> week of school. Jr. High students enrolled in Tech Fundamentals will receive their passwords during class the first week of school. Passwords should be memorized as soon as possible and kept private. Passwords can be reset at any time via Blackboard (see below). If a student forgets their password, they must see Mrs. Alesi in the Counseling Office to have it reset.

**Blackboard:** Blackboard is an online tool used by K-12 schools, colleges and universities for making additional course content available to your student from wherever they have access to a computer attached to the Internet. Several of our teachers use BlackBoard for their classes and they will advise your student if they should go to BlackBoard to find classwork or information. BlackBoard is also used to access SafeAssignment for submission of papers and other writing assignments for review for plagiarism. Instruction in using this course tool will be provided by the classroom teachers and the librarian.

RenWeb is Christian Unified School District's student data management system. When you log on to RenWeb, you will be able to find information regarding your student's schedule, homework, and grades as well as school and district announcements and calendars.

In order to log into RenWeb the first time, please follow these instructions:

1. Go to [www.renweb.com](http://www.renweb.com). This link can also be accessed from the school's website: [www.christianunified.org](http://www.christianunified.org).
2. Click the login button in the top menu.
3. Enter the School's ID: CUSSD-CA
4. Enter your email address. The Email address you are using must match the Email address set up in the system. If your Email address has changed since you enrolled or re-enrolled, please let Mrs. Crouder (domestic students) or Mrs. Ford (international students) so that we can update our records.
5. Select New Parent Login or New Student Login.
6. If your Email address matches one in the system, a random password will be sent to you at that Email address.
7. After you have received the default password to login to RenWeb and then click the "Change Password" link in the left-hand menu. Change your password to something you will remember.

## **2010-2011 Counseling Events**

### **September 16, 2010: Senior Night**

An evening for seniors and their parents which will include presentations about the college application and college-acceptance process.

### **October 13, 2010: Test Day for Grades 9-11; Senior Class Activity and Yearbook Picture**

11<sup>th</sup> grade takes the PSAT; 10<sup>th</sup> grade takes the PLAN; and 9<sup>th</sup> grade takes the Explore test. Seniors will have a special event planned especially for them, followed by taking the senior class photo for the yearbook.

### **January 10, 2011: College Financial Aid Night**

This is a night for parents of all grade levels gather information regarding financial aid and for planning financially for college. A speaker will be on hand for the latter half of the evening to guide parents of seniors in completing the FAFSA.

### **January 27, 2011: Junior Night**

A night for current Juniors and their parents. The focus of this event is researching colleges and majors. Juniors will need to bring their College Planning Notebook (received at Sophomore night in 2009).

### **February 28, 2011: 9<sup>th</sup> and 10<sup>th</sup> Grade College Planning**

A meeting for freshmen and sophomores and their parents to discuss college readiness, college testing, ways to prepare for college testing, and other topics relevant to the college planning process. The students will receive their College Planning Notebooks at this event.

### **March 17, 2011: Eighth Grade – Planning for High School**

The guidance counselors partner to explain what we expect from high school students.

The most up-to-date information on dates, times and places for these events will be found in RenWeb on the calendar, or in the Counseling section of the school web site at [www.christianunified.org](http://www.christianunified.org).

# **Some Secrets for Success From the Counseling Center**

## **Time management**

- Use designated class time and/or study halls to start on homework.
- Break large assignments into manageable parts. Make short-term goals for yourself.

## **Organization**

- Use your student planner.
- Prioritize the things that you need to do after school. Make sure you plan ahead for big projects and tests.
- Write down your assignments in each class with the date due.
- In each class, have someone you can call for assignments if you are sick or for clarification if you get confused about an assignment.
- Before you go to bed, organize your backpack for the next day.

## **Classroom success**

### **Classroom behavior:**

- Learn to adapt to different teachers.
- Know each teacher's rules and expectations.
- Be consistent with your homework.
- Have all your supplies organized when you get to each class every day.
- Participate in class.
- Take clear, readable notes.
- Know where your teacher writes down assignments and check it each day.

### **Studying**

- Get all your materials together before you start to study so you can concentrate, and stay in one place for that session.
- Have good, non-glare light.
- Take breaks every 30 to 45 minutes.
- Use tricks to help you memorize.
- When reading a textbook, scan it first, then read it, then review it.

### **Test taking**

- Have several study sessions; don't cram the night before.
- Read directions carefully.
- Look over the whole test.
- Plan your time so you can finish all sections.

### **Long term projects**

- Using a calendar or your planner, divide your work into small, doable parts.
- Be sure to proofread papers and projects before handing them in and have someone else proof it.

## **Attendance**

- Being in school every day is valuable, making up work is hard on everyone.
- If you are absent, be sure to ask about what you have missed and make it up according to the teacher's guidelines.
- Keep on top of lesson plans and homework in RenWeb. If you aren't sure about an assignment, ask !

## **Involvement**

- Generally, students who are involved are also the most successful.
- Being a part of a team, a club, or special group helps students feel as if they are a part of the school; they have a connection.
- Getting involved will help you develop a variety of skills, including leadership.
- Having something beyond academics to associate with school will often make school seem less stressful.

## **Good choices**

- Selecting the most difficult set of courses that you can handle will serve you well. Meet with the counseling staff early and often regarding course selection and college preparedness.
- Avoid making hasty decisions.
- Think beyond today and ask where your choices might take you.

## **Stress management**

- Breathing helps! Take time to breathe deeply before tests and during them, it releases tension and feeds oxygen to your brain.
- If you need help, ask for it.
- If you have a tendency to procrastinate, don't use that as an excuse. Fix that problem now or it might become a habit that will haunt you for life.
- Ask questions. Speculation often causes stress when we assume something that may or may not be true. See a counselor or an adult you are comfortable confiding in. Talking to someone often helps you understand your stress better.

## **Locker management**

- An organized locker can simplify your life and reduce your stress. Get it organized and keep it that way.
- When you go to your locker, make sure you have everything you need until your next trip.
- If you forget your combination or the combination doesn't work, see Mrs. Crouder in the school office.

## **Positive interaction with others**

- Be friendly to anyone and everyone.
- Avoid cliques.
- Make it your goal to make new acquaintances each week. Work on remembering their names, and, when you see them, call them by name.

With teachers – respect and responsibility are keenly important. Demonstrate these qualities by:

- Being on time
- Paying attention in class
- Listening when others talk
- Taking your classes seriously
- Having a positive attitude
- Having a spirit of cooperation

**Seek help when you need it.**

If your coursework becomes overwhelming or you feel as if there are conflicts you cannot resolve by yourself, ask for help. You are welcome to come to the Counseling Center for help. If you are more comfortable talking with a teacher or one of the administrators, do that. Don't let a problem get too big before you deal with it. Keeping short accounts help minimize stress.

## **ATHLETICS INFORMATION**

To participate in athletics (including Cheerleading) you must complete a clearance process which includes completion of the Athletic Packet (can be picked up in the office or downloaded from the Athletics section of the web site) and proof of a sports medical exam. You must maintain a 2.0 GPA with no "Fs". Eligibility will be determined at the conclusion of each nine-week grading period. An athlete cannot have more than 2 "U's" in citizenship. (Two "N's" = one "U".)

### **Christian High Sports:**

#### **Fall**

Cross Country (co-ed)  
Football  
Girls Volleyball  
Girls Tennis  
Girls Golf

#### **Winter**

Boys Basketball  
Girls Basketball  
Boys Soccer  
Girls Soccer  
Wrestling

#### **Spring**

Baseball  
Softball  
Boys Golf  
Swim (co-ed)  
Track and Field (co-ed)

### **Christian Jr High Sports:**

#### **Fall**

Cross Country (co-ed)  
Flag Football  
Girls Volleyball

#### **Winter**

Boys Basketball  
Boys Soccer  
Girls Soccer  
Girls Softball

#### **Spring**

Baseball  
Girls Basketball  
Golf (non-competitive)  
Track and Field (co-ed)

### **Contact Information:**

School website for schedules: [www.christianunified.org](http://www.christianunified.org). See either the Athletics section, or for weekly events, the News and Calendars section.

Christian High School Athletic Director: Mr. David Beezer  
Email: [dbeezer@christianunified.org](mailto:dbeezer@christianunified.org),  
Phone: 619-201-8845

Christian Junior High Athletic Director: Mr. Jim Fuller  
Email: [jfuller@christianunified.org](mailto:jfuller@christianunified.org)  
Phone: 619-201-8887

### **Cheerleading:**

Tryouts for cheerleading at the high school level are held in the spring of each year. We have both a Varsity and a JV squad that cheer at their respective games and participate together in national competition. To be eligible to try out for cheer, a student must have a 2.0 grade point average. Incoming freshmen girls who are interested in cheer should let Mrs. Johnston know and she will get you in touch with the coach. Her phone number is 201-8888.

## Patriot Servant Leadership

Through events scheduled by our Bible Department and our Patriot Servant Leadership organization, all students are provided with opportunities to apply the Biblical worldview they have acquired in the classroom by completing service to the community.

Students in the 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> grade are **required** to fulfill community service hours as part of their graduation requirement. Freshmen are required to serve 10 hours during the school year, sophomores 15 hours, and juniors 20 hours. This is yet another way that we are teaching students to think, learn and live from a Biblical worldview.

Service hours can be completed in a community organization, hospital, church or one of the other hundreds of appropriate places. Some pre-approved sites are available on the web site; service projects are planned during the year by our Patriot Servant Leadership organization, and a missions trip is being planned to go to Africa during spring break, 2011.

Here are the highlights of the Servant Leadership Program:

- Information regarding Servant Leadership can be found on our website. Links to the forms are in the left menu. ([christianunified.org](http://christianunified.org)>High School>Community Service.
- All service hours must be **PRE-APPROVED** unless served at one of the locations on our Approved Places of Service List found on the website. Hours not pre-approved will not count towards this requirement.
- Hours served are to be noted on the Hours Served Form located on the website. Hours Served Forms should be turned in to the office as hours are completed. Due dates are as follows:
  - First third of hours completed by October 13, 2010
  - Second third of hours completed by February 16, 2011
  - Remainder of hours completed by April 29, 2011

\*Exceptions to these dates are students who are planning a missions trip or one-time event at some point during the school year that will fulfill all of the required hours. If your child is planning such a trip or event, please inform the school office. School sponsored missions trips hours will be submitted by the trip coordinator.

- Mr. Scott Meadows will be coordinating the Servant Leadership program. If you have questions regarding the program, you may contact him via email at [smeadows@christianunified.org](mailto:smeadows@christianunified.org).