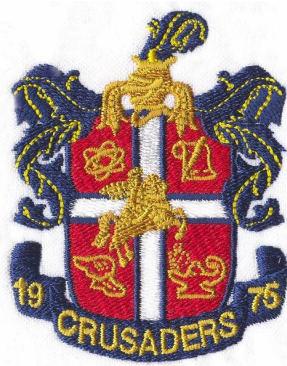


IMMANUEL CHRISTIAN SCHOOL
PARENT/STUDENT HANDBOOK

2007-2008
GRADES K-12



**Accredited by the
Accrediting Commission of the
Western Association of Schools and Colleges**
533 Airport Blvd., Suite 200, Burlingame, CA 94010, (650)696-1060

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A Ministry of Immanuel Southern Baptist Church

BUILDING FOR SUCCESS

SKILL EMPHASIS – GRADES 9-12

Systems thinking
Researching
Communicating
Leading
Planning
Coordinating
Building relationships

SKILL EMPHASIS – GRADES 6-8

Solving problems
Conceptualizing
Modifying
Comparing
Evaluating
Negotiating
Conserving nature
Managing health

SKILL EMPHASIS – GRADES 4-5

Initiating tasks
Organizing
Scheduling
Completing work
Following Detailed Instructions
Managing Time
Describing & Explaining
Growing in physical fitness

SKILL EMPHASIS – GRADES K4 - 3

Reading
Handwriting
Listening
Creating
Recognizing patterns
Coordinating movements

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OUR TEAM

ADMINISTRATION

Dr. Wesley R. Johnston, Administrator/Principal	drj@icsk12.org
Mrs. Wendy Dawson, Office Manager	wendydawson@icsk12.org
Mrs. Suzanne Barker, Registrar	suzannebarker@icsk12.org
Mrs. Jennifer Moore, Bookkeeper	jenmoore@icsk12.org

FACULTY

K4	Mrs. Michelle Campbell	Also Spanish
K5	Mrs. Jana Johnson	
1	Mrs. Jan Hersom	
2	Mrs. Gigi Teeter	
3	Mrs. Kelli Wolf	
4	Mrs. Colleen Colby	
5	Mrs. Marianne Benson	
6-8	Mr. Jennifer Phillips	English, History, Keyboard, P.E.
6-8	Mrs. Janette Smith	History, Science, Computer
6-8	Mrs. Andrea Redmond	Math, English, P.E.
9-12	Miss Kathy Terry	Mathematics, Physical Sciences
9-12	Mrs. Juli Maikai	History, Drama, Yearbook
9-12	Mr. Jeff Randolph	Biological Sciences, Health, P.E.
9-12	Mrs. Nancy Vanderploeg	English, K-12 Educational Support Services

SUPPORT STAFF

Pastor Scott Johnson	Chaplain, K4-Grade 5
Mr. Bob Smith	Athletic Director
Mrs. Crystal Humphrey	K5 Aide
Mrs. Francia Andre	K4 Aide, Kindergarten Afternoon
Mrs. Deborah Richardson	After-school Care

SCHOOL BOARD

Harlan Kooima (Chair)	hdkooima@mchsi.com
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OUR HERITAGE

IMMANUEL YESTERDAY

"I don't know what it is for, but God told me to give it and I must be obedient." With this statement and the presentation of a check for \$1,000 to Pastor Murray Boyd on a May evening in 1975 at the close of an evangelistic meeting, Immanuel Christian School was born.

On that same miracle Thursday evening in May, a second individual gave Pastor Boyd \$500 with the comment, "The Lord told me to give this to you to help start a school." Pastor Boyd believed it was God's time to establish a Christian school at Immanuel Southern Baptist Church. He made a brief announcement that two individuals had presented gifts to start a school and invited others to join him at the front of the sanctuary. Within a thirty minute period, more than \$17,000 had been given and Immanuel Christian School was on its way to becoming a reality.

The days that followed were busy and stressful, but when it is God's time to act, no problem is unsolvable and no obstacle insurmountable. Facilities were prepared, faculty hired, curriculum materials ordered, and students enrolled on September 10, 1975, Immanuel Christian School opened its doors. Young people would receive a scriptural-based education.

Since 1975, ICS has widened its ministry to include the entire Indian Wells Valley. Students representing many church congregations continue to study, grow, and develop those spiritual insights that will help them become the Christian leaders of coming generations. Immanuel Christian School has been and will continue to be God's school, training young people in the manner of 2 Timothy 2:15, "Study to show thyself approved unto God, a workman that needeth not be ashamed, rightly dividing the word of truth."

Patriotism was also an important part of the educational plan. Today, during chapel assemblies and special events, students recite or sing the following:

PLEDGE TO THE CHRISTIAN FLAG

I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands; one Savior, crucified, risen, and coming again, with life and liberty for all who believe.

PLEDGE TO THE BIBLE

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

CRUSADER ALMA MATER

Immanuel, Immanuel
Our Alma Mater proudly hail,
The Gospel story ever tell,
God with us, Immanuel.

Written by Mr. Fred Bacon, former ICS Band Director/Teacher

IMMANUEL TODAY

For more than three decades, Immanuel Christian School has provided a quality Christian education to students in the Indian Wells Valley. Classes are taught in the traditional setting using curricula such as A Beka, Bob Jones Press, LifeWay, and other texts that meet the requirements of private and public colleges and universities. Academic progress is measured annually by the Stanford Achievement Test, which is administered in the spring. Results consistently indicate that median grade equivalents are well above the national average.

Immanuel Christian School is actively involved in missions. From “Penny Wars”, which raises money to build schools in Honduras, to “Sock Drives” that put clean socks on the homeless people of San Francisco, our students, faculty and staff are committed to sharing the gospel with those around the world. Each year, the students of ICS prepare Christmas gifts for underprivileged children in Mexico, donate hundreds of pounds of candy to support the Harvest Festival at Immanuel Baptist Church, and actively participate with local and national humanitarian organizations. Our students, alumni and staff have participated in mission trips to foreign countries, including Peru, Honduras, Mexico, and Canada.

ICS is fully accredited by the Accrediting Commission of the Western Association of Schools and Colleges. We are members of the Association of Christian Schools International (ACSI) and the California Interscholastic Federation (CIF). Immanuel is a member of the Hi-Lo League and participates in cross-country, volleyball, football, basketball, baseball, softball, track, and swimming. The ICS cheerleading squad participates in camps and clinics, and throughout the year adds enthusiasm to the athletic events and other school gatherings. Opportunities are available to participate in student government, The National Honor Society, Interact (a service club sponsored by Rotary

International), leadership and ethics conferences, science fairs, spelling bees, speech meets, musical events and the ACSI Math Olympics.

OUR ALUMNI

Immanuel Christian School alumni have been accepted at many educational institutions across the country, including the following:

Ave Maria School of Law	Loma Linda University
Azusa Pacific University	Los Angeles College of Chiropractic
Baylor University	Masters College
Bob Jones University	Point Loma Nazarene University
Cal Poly Pomona	Purdue University
Cal Poly San Luis Obispo	San Diego State University
California Baptist College/University	Southern California College
Cal State University Bakersfield	Southwestern Theological Seminary
Cal State University Fresno	Thomas Aquinas College
Cal State University Fullerton	University of Arizona
Cal State University Northridge	University of Arkansas
Cal State University San Bernardino	University of Augusta
Carson Newman College	University of California Berkley
Cerro Coso Community College	University of California Los Angeles
Humboldt State University	University of Southern California
Jones International University	University of Wyoming
LeTourneau University	United States Naval Academy
Liberty University	

ICS Alumni serve with distinction in federal and local law enforcement agencies, and in the United States military. Many others are currently serving as pastors, missionaries, nurses, physicians, school teachers and administrators, chiropractors, journalists, lawyers, engineers, and public servants representing a broad range of occupations.

IMMANUEL TOMORROW – OUR VISION

What energizes and guides the future development of Immanuel Christian School is a vision to provide an educational program and environment that positively transforms lives.

THE ESSENCE OF OUR SCHOOL

OUR WORLDVIEW

Through distrust and disobedience, man broke his relationship with the Creator and became incapable of restoring that relationship. God loved His creation and took the initiative to reconcile by giving His Son to the world. All who know and trust the Father and His Son Jesus Christ will be restored to a full and personal relationship, and everlasting life. John 3:16, 17:3, Colossians 1:13-18, John 1:1-14, Acts 10:34-43

OUR PHILOSOPHY

- Education is the responsibility of parents.
- Immanuel Christian School complements the work of the home and church.
- Educational excellence is a divine imperative.
- Spiritual, social and environmental relationships represent the soul of Christian education.
- School should provide for the cultivation of love and respect, good character, service leadership, and responsible, inquiring minds.
- Students should be prepared to live a lifestyle that proclaims the Lordship of Jesus Christ.

OUR MISSION

Our mission is to prepare each student for successful advancement to higher levels of education, and to provide training in Christian leadership and service.

OUR VALUES

The educational values that drive our curriculum and practices are:

- **Self-government** fostered by respect and genuine self-understanding
- **Character** that reflects faith and moral-based reasoning
- **Initiative** to define and pursue goals
- **Thinking** comprised of analysis, logic, synthesis, intuition, insight, objectivity, systems
- **Communication** that includes effective reading, writing, listening and speaking
- **Originality** that involves aesthetic appreciation, imagination, creativity and independent thinking
- **Stewardship** that incorporates personal health, financial and environmental management

OUR GOALS

The outcomes of our educational plan are to enable students to

- experience the transforming power of God through Christ
- transition successfully into adult roles with affectionate interest in the needs of others
- be co-creators of their personal futures
- actively and intelligently participate in positive cultural transformation
- be committed to reverential living

OUR BELIEFS

Immanuel Christian School subscribes to the following truths as a statement of faith:

- We believe in one God, the source of all truth, and eternally existent in three persons: Father, Son and Holy Spirit.
- We believe in the Bible as God's written revelation to man, equally inspired in all parts, and without error in its origin.
- We believe in the pre-existence, incarnation, virgin birth, sinless life, miracles, substitutionary death, atonement for sin by shed blood, bodily resurrection, ascension to heaven, and the second coming of the Lord Jesus Christ.
- We believe that the image of God in man's creation was marred by sin, but that it can be fully restored in us through a relationship with Jesus Christ.
- We believe in the sinfulness of man and the necessity of repentance and faith in Jesus Christ. No one can come to the Father except through Jesus Christ, and no one can come to faith in Christ, repent and receive forgiveness, but by the grace of God.
- We believe that the Holy Spirit is freely given to those that believe in Jesus Christ and that the benefits of Christ's redemption are applied to us individually by the Holy Spirit.
- We believe in the spiritual relationship of all believers in the Lord Jesus Christ, living a life of righteous works distinct from the world, and witnessing of His saving grace through the ministry of the Holy Spirit.
- We believe that at the end of the age there will be two resurrections: one to eternal life and glory, the other to eternal condemnation.

PARENTAL RESPONSIBILITIES

It is the policy of Immanuel Christian School that all students be under direct parental (or legal guardian) authority and responsibility while attending our school. This includes seniors who may have turned 18 years old while attending ICS. The school is in partnership with parents, working as a team with the students jointly and cooperatively. Students are expected to honor, respect, and obey their parents and the school staff.

Enrollment at Immanuel Christian School is dependent upon adherence to the policies and guidelines of the school. A Christian high school education requires a three-way commitment between parents, students, and the school. It is necessary for every ICS family to have a working relationship with the school and be in agreement with the following:

- We have read the Philosophy of Education and Our Beliefs and, in applying for admission of our student to Immanuel Christian School, we express our willingness to fully support those stated beliefs and purposes. We understand that all subjects will be presented from a Christ-centered perspective.
- We will model a lifestyle in front of our student that is supportive of Biblical and moral values.
- We agree to accept the responsibility of obeying the rules and regulations by which the school is operating, and to support the Christian principles for which it stands.
- We agree to encourage obedience to the rules and regulations of the school and to support the school in necessary disciplinary action. If, after reasonable effort has been made to discipline our student, or help him/her make satisfactory academic progress, and our student does not comply with the standards of ICS, we agree to withdraw our student.
- We agree to encourage in our student four values considered basic to respect: self-government, trustworthiness, responsibility, and kindness.
- We understand that if our student is consistently uncooperative, or disrespectful, or demonstrates an attitude destructive to the school's behavioral atmosphere, he/she will be treated according to the policies of the Discipline section of this handbook.
- We accept that the school reserves the right to dismiss any student who does not respect and observe its spiritual and behavioral standards, and/or cooperate with its educational goals.
- We accept responsibility for our student at all times and understand that ICS behavioral standards extend to non-school hours.
- We agree to encourage obedience to the dress regulations of the school.
- We understand that the code of conduct at Immanuel Christian School does not tolerate profanity, obscenity in word or action, dishonor to the Bible, irresponsible damage of school property, disobedience, or disrespect.
- We hereby authorize Immanuel Christian School to employ discipline consistent with the policies stated in the ICS Parent/Student Handbook. Parents are urged review the Handbook prior to meetings with school staff regarding discipline procedures.

- We agree to pay for any damage or loss to school property caused by our student due to intent or negligence. Violations of these standards may constitute grounds for dismissal from ICS.
- It is understood that the parents or administration may withdraw the student from ICS at any time with due cause.
- We also understand that the school deals directly with the parents (or legal guardians) in all matters, and that the student must be under the jurisdiction of, and living with, his/her parents (or legal guardians) as a condition of enrollment and graduation, regardless of age.
- We understand the Biblical command to make every effort to live in peace and to resolve disputes according to the Biblical injunctions of 1 Corinthians 6:18, Matthew 5:23, 24 and Matthew 18:15-20. Therefore, we agree to resolve such disputes through Biblically based mediation of the American Arbitration Association, and not through the legal system.
- We pledge our fullest cooperation to keep doctrinal controversy out of the school at all times.
- We understand that our failure to report our student's psychiatric counseling, any prescribed program of medication, any serious, chronic, or life-threatening medical conditions (e.g., hepatitis, tuberculosis, HIV positive/AIDS), special education services, or involvement with juvenile authorities during the past three years may be cause for immediate dismissal.
- We understand that, for any student having academic difficulty, enrollment in the Educational Support Services program may be a requirement of admission and continued enrollment. We also acknowledge there may be additional fees for this service.
- We agree to pay all fees and costs as described in the current Parent/Student Handbook Enrollment and Financial Information sections.
- We agree to pay all tuition and fees by June 30th in order to continue enrollment for the following academic year.

STUDENT PROFILE

An Immanuel Christian School student

- has established a personal relationship with Jesus Christ and, if not, has the desire to know Him
- wants to attend Immanuel Christian School
- is capable of meeting school-wide learning expectations
- is willing to be internally motivated to be his or her best at all times
- possesses a loving and accepting attitude toward others
- displays a sense of self-discipline and accepts responsibility
- desires self-improvement
- believes honesty is an important value
- desires to serve others through actions, attitudes and words
- is willing to accept and adhere to the ICS guidelines with a cheerful spirit and an attitude that communicates a desire to comply

- desires not only to receive from the school, but is willing to benefit the school by participating in athletics, music, ministry, and/or other school activities

STUDENT HONOR CODE

Students are to practice respect through self-government, responsibility, trustworthiness, and kindness. Students are expected to commit to honor and integrity by never allowing theft, cheating, gossip, or other wrong behavior to occur, first in their own lives, and second, by those persons around them. Students are exhorted to follow Matthew 18 in all interpersonal problems, humbly submit to God, and voluntarily seek counsel from staff if they have personal problems.

EXPECTATIONS OF STUDENTS

Students are expected to abide by the following guidelines, policies, and standards. Please read them carefully. Attendance at Immanuel Christian School is a privilege, not a right, and each student is expected to behave in an orderly and respectful manner, maintaining Christian standards in courtesy, language, morality, and loyalty.

Before students are able to attend classes, they and their parents are required to sign and return to the school office the Distribution/Agreement Form sent with this handbook agreeing to abide by all policies in the Parent/Student Handbook as mandated by the School Board.

The following general rules must be adhered to at all times:

- Students must respect all school personnel, parents, and adult guests by addressing them as Mr., Mrs., Miss, Coach, Pastor, or Doctor.
- Students are not allowed in any area of the campus without permission or staff supervision.
- Students are expected to arrive to class on time and to be prepared with books, assignments, pencils, pens, and other material necessary for daily class work.
- Students must listen attentively to teachers and other students as appropriate.
- Students should not damage or deface school property or that of others. Parents will assume financial liability for any and all damages incurred by their student at school or at school functions.
- ICS strongly discourages pranks both on and off campus. Students involved in malicious mischief at off-campus, school-sponsored events will be subject to school discipline and financial responsibility for damages.
- Each person must do his/her best to keep the campus clean by placing trash in the proper receptacle. ICS encourages recycling and the proper disposal of environmental hazards.
- Every student is required to behave in an orderly and Christ-like manner, showing respect and courtesy to all.
- Students are not allowed to violate another's character either verbally or physically.
- No riding of skateboards or skates on the school grounds at any time.

- Bicycles must remain secured to the rack during school hours.
- Disruptive behaviors are not allowed.
- Restrooms may not be used for loitering, eating, or as group hangouts.
- Eating is prohibited in classroom buildings except with administrative approval. Students may have water in their classrooms with teacher permission.
- Food and beverages are not allowed in the computer lab.
- Gum is not allowed on campus at anytime.
- Students must be appropriately dressed at all times. This includes field trips, awards assemblies, performances, sports banquets, etc.
- Students may not sell items to other students, unless it has been approved by administration.
- Students must refrain from public displays of affection.
- The carrying and exchanging of cash, checks, or bank cards is strongly discouraged. ICS is not responsible for stolen or misused items.
- Gambling is prohibited.
- During school hours, students are expected to remain on campus unless they have written permission from the office, are on a school field trip, or have been signed out by their parent or guardian.
- The language we use on campus must be consistent with the Word of God. In Ephesians 4:29 we are instructed: “Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.”
- Because we believe that our bodies are the temple of the Holy Spirit, no student may use, sell or otherwise furnish, or be under the influence of or in possession of any controlled or uncontrolled substance, alcohol, intoxicant, tobacco or any smoking paraphernalia at any time while a student at ICS, on or off campus. Violation will result in disciplinary action. If this occurs on campus, the parent will be called and the sheriff may be notified.
- Possession, sale, use of an explosive, lighter, matches, firearms (including ammunition), or other dangerous objects, including knives, on school grounds will result in appropriate disciplinary action.
- If a student becomes pregnant, she will be automatically withdrawn from school at the time of disclosure. If the father is a student at ICS, he shall also be withdrawn from the school at the time of disclosure. The student may be allowed to enroll in our Independent Study Program to complete the school year.
- It is the expectation of ICS that students will not marry while enrolled at ICS. Should a student decide to marry, the following policies will apply:
 - Marriage of a student prior to the last semester of his/her senior year will result in withdrawal from school. A student marrying during the final semester of his/her senior year may have his/her case ruled on by the administration on an individual basis. Marriage without prior parental consent will result in withdrawal from the school at the time of disclosure.

ENROLLMENT

THE PROCESS

The enrollment process includes the following:

- references from most recent teachers—3 for high school, 2 for junior high, 1 for grades 2-5
- application and fee
- birth certificate
- most recent report card and test scores
- immunization records
- student account set-up and approval
- placement testing—Woodcock-Johnson test for grades 1-12
- administrator interview and recommendation
- signed agreements to abide by Parent/Student Handbook policies
- acceptance phone call
- letter of acceptance to Provisional Enrollment
- purchase uniforms
- first day of school

Immanuel Christian School does not discriminate on the basis of race, color, national or ethnic origin in its enrollment policies, educational programs, financial aid, athletic and other school-administered programs. Enrollment is contingent on space, the abilities of the student, philosophical compatibility, and willingness of the parents/guardians and student to participate within the school guidelines.

ENROLLMENT COMMITTEE

The Enrollment Committee is comprised of the Administrator, Office Manager, Registrar and Lead Teachers from the elementary, junior and senior high. In cases of disciplinary problems, the staff directly involved may be asked to participate.

PROVISIONAL ENROLLMENT

A new student enrolled in Immanuel Christian School is accepted on Provisional status. This allows the school to assess the student for appropriate services and to determine his or her potential for success in the school.

During the first semester, the student will adjust to life at ICS, make new friends, interact with staff and, perhaps, feel the rigors of new expectations. A student may withdraw at any time while enrolled provisionally. The Administrator in consultation with faculty has sole discretion to terminate the enrollment of a first semester student.

At the end of one semester, the Enrollment Committee will review the new student's demonstration of compatibility. An interview may be required followed by a Letter of Acceptance to Permanent Enrollment or Letter of Recommendation to seek educational services at another school.

There is a non-refundable new student enrollment fee.

PERMANENT ENROLLMENT

ICS wants its students to have a sense of secure belonging as they would in a loving family. Permanent Enrollment is a privilege extended to all students who successfully complete an initial semester of adjustment. The Enrollment Committee offers Permanent Enrollment to encourage long-term relationships and eliminate repetitive paperwork.

An additional refundable Withdrawal Deposit is required upon receipt of a Letter of Acceptance to Permanent Enrollment. The Withdrawal Deposit is refunded at the successful completion of our program (12th grade graduation) or at the time of processed withdrawal.

WITHDRAWAL REQUEST

During Permanent Enrollment, a Withdrawal Request form must be completed and submitted between September 1 and June 1 of the school year of departure (fall, winter, spring).

To receive a refund of your Withdrawal Deposit, your account must be paid in full. You must fill out a Withdrawal Notice and submit at least 10 days prior to withdrawal and during the academic year as follows:

If submitted between

- 2nd day of school to April 1 of the academic year of Permanent Enrollment your refund is 100%
- April 2 to May 1 your refund is 50%
- May 2 to June 1 your refund is 25%
- From June 2 to the first day of school there is NO REFUND (except for special circumstances approved by the Finance Committee. ICS will have already purchased books and materials for your student.)

The Withdrawal Deposit becomes non-refundable if the Enrollment Committee discharges the student due to unacceptable behavior and/or academic performance during Permanent Enrollment.

TUITION

FEES AND TUITION

- A non-refundable new student enrollment fee (to be paid at time of Provisional Acceptance)
- A \$100 discount is given for tuition paid in full (two semesters or \$50 per semester).
- Application forms to set up student accounts are available at the school office and in new student enrollment packets. ICS uses direct withdrawal.
- Applications submitted for immediate enrollment between August 15 and May 1 must pay the enrollment fee and first month's tuition at the time of acceptance.
- A refundable Withdrawal-Program Completion fee is to be paid at time of Permanent Enrollment.
- A diploma will not be granted on unpaid student accounts.

OVERDUE ACCOUNTS

Arrangements for delayed tuition payments must be made with the Accounting Office and approved by the Board Finance Committee. A student account unpaid fifteen (15) calendar days after the due date will result in the suspension of the student from classes until the account is paid.

REFUND OF TUITION AND FEES

When you enroll your child, we execute the enrollment contract, indicating that we have reserved a space for your child. Your signed, returned contract with the enrollment fee guarantees your student's place. When you execute the contract, you pledge to ICS that you will pay the costs indicated in order that we may meet the budgetary obligations of the school.

If you find it necessary to withdraw your child after enrollment, please contact the school office as soon as possible. A tuition refund of 100% will be allowed prior to the first day of school. After the first day of school, all tuition and fees paid for the month will be forfeited.

WITHDRAWAL FEE

During Permanent Enrollment, a Withdrawal Request form must be completed and submitted between September 1 and June 1 of the school year of departure (fall, winter, spring) and 10 days prior to withdrawal. The Withdrawal Deposit becomes non-refundable if there is an unpaid balance or if submitted between June 1 and September 1 (summer) of the year of withdrawal (exceptions approved by Finance Committee). It is also non-refundable if the Enrollment Committee discharges the student due to unacceptable behavior and/or academic performance during Permanent Enrollment.

DISCIPLINE

MAJOR INFRACTIONS

A student with Permanent Enrollment is considered a student of Immanuel Christian School 24 hours per day, 365 days per year. Although not all-inclusive, the following infractions will result in an immediate minimum one day suspension from school with possible loss of leadership positions, restitution, required counseling, forfeiture of Permanent Enrollment, possible expulsion from the school, and/or criminal prosecution. The Enrollment Committee will review each incident and can require one or more of the above actions.

Students with Provisional Enrollment can be expelled immediately upon verification of a major infraction.

- **Drug/Substance Abuse:** The possession, use, or distribution of drugs, alcohol, and/or tobacco product(s) is prohibited. Students connected with any drug-related persons or events may be required to submit to drug testing. If required to submit to a drug test, and the student or parents refuse, the refusal will be viewed as an admission of guilt. Personal prescriptions and over-the-counter medications are dispensed in the school office and are not to be in the possession of students.
- **Harassment:** Physical and verbal intimidation or humiliation of a sexual, racial, religious, or other nature.
- **Hazing:** A form of group initiation that causes physical and/or emotional harm.
- **Violent Communications:** Using abusive or harassing communications. This includes threatening, intimidating, or causing bodily harm to any person or property.
- **Defiance of School Authority:** Refusing to comply with the instructions of school staff.
- **Fighting:** Students are responsible for settling confrontations in a peaceful manner and without the use of violence. Fighting will not be tolerated on or near school grounds or at any school-sponsored activity.
- **Plagiarism:** Since plagiarism is illegal, students may not submit work that is plagiarized (representing the work of another as one's own) or that otherwise violates U.S. copyright laws. Students will receive a zero on the assignment in question.
- **Fire Safety:** Violations of fire regulations include using matches, lighters, fireworks, or tampering with fire alarms or fire extinguishers.
- **Vandalism:** Destruction or defacing of school property.
- **Stealing:** Being in possession of property that does not belong to you.
- **Sexual Immorality:** Inappropriate sexual behavior and the possession and/or use of sexual objects and/or media.

- **Weapons:** The possession, use, distribution or attempted distribution (by sale, gift, or otherwise) of any type of operable or inoperable weapon such as firearms, knives, switchblades, mace, tear gas, bullets, fireworks, and other explosives is expressly forbidden on or near school grounds. Whether designed as a weapon or not, an object will be considered a weapon if it is used as a weapon.
- **“Cutting” or “Ditching”:** Missing school without parent or school permission, or leaving school property without permission from the school office is considered “cutting” or “ditching”. Students must obtain permission before leaving a classroom and sign out at the office if leaving before 3:00 PM. Student will receive a zero for all work missed.
- **Pregnancy:** An ICS student who impregnates or becomes pregnant.

SEARCH AND SEIZURE

Immanuel Christian School reserves the right to conduct a random and reasonable search of a student or his/her belongings when there is probable cause to believe that the student has an item in his/her possession that may constitute a criminal offense under the laws of this state, or other items prohibited by school rules.

ANTI-HARASSMENT POLICY

The environment at ICS must be one in which all individuals are free to work, learn, and develop relationships without fear of intimidation and humiliation as a result of unwanted or unacceptable behavior from others. It is essential to the well being of all that students and staff treat each other with due respect for rights, individuality, and personal dignity. Racial slurs, sexual innuendoes, and harassment of any kind may result in suspension from school.

NEGATIVE PUBLIC NOTORIETY

Students are expected to represent Immanuel Christian School in a positive manner when not on school grounds or attending school functions. The administration will deal directly with any student who draws attention to Immanuel Christian School in a negative manner. Negative actions that cause adverse notoriety could result in disciplinary action including expulsion.

SUSPENSION

The Administrator can suspend a student from school. The length of suspension will be one to five days as determined by the Administrator. All class work missed during the suspension is to be completed. Students are responsible for material presented in class during the suspension, however no credit will be granted for homework or classroom assignments. Very specific changes in behavior and actions will be expected prior to returning to school. Privilege

restriction is invoked when a student receives a suspension and can continue until the next grading period. Students are not permitted to participate in any extra-curricular activities or be present at school or any school functions during the time of suspension.

EXPULSION

Attendance at ICS is a privilege. Any student whose conduct or attitude in or out of school shows him/her to be in opposition to the basic principles and purposes of the school may be dismissed or asked to withdraw. A student may be expelled from school for a serious breach of conduct and/or repeated problems with behavior or academic performance.

Expulsion may be recommended if it becomes apparent that the school will not be able to meet the needs of a student, or that the student's behavior is preventing a positive academic environment. Expulsion may also be recommended for unresolved academic problems. Students with Provisional Enrollment may be expelled immediately by the Administrator. The Enrollment Committee determines expulsion for students with Permanent Enrollment. When expulsion is recommended, a date of withdrawal from the school will be set and the withdrawal procedure followed. The expulsion date may be immediate. The process for expulsion is:

- Suspension period for investigation, evaluation and possible resolution
- Recommendation of the Administrator to the Enrollment Committee (if the student has achieved Permanent Enrollment)
- Enrollment Committee may request meeting with student and parents/guardians
- If a resolution to retain the student cannot be achieved, the Enrollment Committee will require withdrawal.

SCHOOL TRANSFER NOTIFICATION

ICS reserves the right to note disciplinary issues on transferable school records. Examples are major infractions, suspensions and expulsion.

ATTENDANCE

ARRIVAL AND DISMISSAL

- The supervision of students occurs between 7:30 AM and 3:15 PM on school days.
- Immanuel Christian School is not responsible for students before or after the above stated times, except for school sponsored activities and students enrolled in after-school programming.
- All students on campus must be under the supervision of school staff or parent/guardian.
- Upon arrival, students may not miss any class, assembly, lunch period, or any other scheduled event for any reason without prior administrative approval.
- Students departing from school early must provide the school office with a written explanation noting the expected time of departure. Students must sign out at the school office and sign in upon return.
- Students are responsible for missed work when leaving early.
- Once a student arrives on school property, he/she may not leave until the appropriate dismissal time unless otherwise approved by the administration.

SCHOOL TARDIES

- Students are expected to be in their first period classrooms no later than 8:00 AM.
- Students arriving for class after 8:00 AM must report directly to the office to obtain a tardy slip.
- Parents are asked to communicate the reason for the tardy with the school office within 24 hours (by phone, note, or in person).
- The names of tardy students (both excused and unexcused) will appear on the daily master attendance sheet.
- Students are not automatically excused for parent-caused tardies.
- The names of tardy students will appear on the daily master absence sheet.
- First tardy to school (per quarter) = Warning
- Additional tardies to school (per quarter) = Detention at recess or lunch time
- Three tardies to school = One unexcused absence. No credit is given for coursework on the day of the 3rd tardy.
- Parents/Guardians can check InfoDirect for attendance record.

ABSENCES

When a student is absent from school, parents/guardians must make contact with the school office. The following procedures apply to absences:

- Teachers will maintain an accurate record of attendance. The record will appear on report cards.
- Parents/guardians must call the school office the day of the absence or provide the school office with a written explanation of the absence on the day the student returns.
- The student receives a re-admit slip that must be presented to each classroom teacher at the beginning of class.
- If a student is present for at least five periods of the school day, he/she will be counted as present. **Students who are not present for five periods of the school day may not be permitted to participate in extracurricular activities on that particular day without administrative approval.**
- If a student is ill, homework assignments can be obtained from a classmate or InfoDirect. If you need to call the school for homework assignments, please provide the names of the teachers from whom you need assignments. **Homework requests must be called in by 9:00 AM. The school cannot guarantee that requests made after 9:00 AM will be fulfilled.** Homework must be picked up from the school office between the hours of 3:00–4:00 PM.
- Students are responsible for work in missed classes and will have one day for each day absent to make up work for excused absences. A plan for making up work for a pre-arranged absence must be coordinated with each teacher. **If a student misses the day of a test or quiz, he/she is required to make arrangements with the teacher to make up the missed test or quiz.**
- An absence that is initiated from the school and given prior approval by the administration is not reflected on the report card. These include school-scheduled field trips, activities, and school sporting events where the participant is involved. **Students are responsible for all work missed in these situations.**

EXCUSED, UNEXCUSED AND PRE-ARRANGED ABSENCES

- **Excused Absences**
As far as possible, all out-of-school appointments should be scheduled for school breaks, school holidays, after school, or during the summer break. The following absences are excused if the school receives a note or phone call from the parent/guardian within 24 hours of the absence. **These absences are reported with the student's total absences on the official record**, but without penalty for makeup work or exams if made up during the designated period of time. Excused absences include:
 - a. Illness of student
 - b. Death in immediate family
 - c. Unavoidable family emergency
 - d. Medical appointment (when an after-school appointment is not possible)
 - e. Court appearance
 - f. School approved field trips and activities

g. College visits by juniors and seniors

- **Unexcused Absences**

All absences not meeting the criteria listed above are unexcused and noted with the student's total absences on the official student record. The student's absence will be considered unexcused if the parent does not report the absence or submit a written note explaining the reason for the absence. Students are responsible for the material presented in class during an unexcused absence. No credit is given for missed class work.

- **Pre-Arranged Absences**

Absences should be arranged in advance when possible. A form is available at the school office and should have the Administrator's signature of acknowledgment 3 days in advance of the absence. Pre-arranged absences for family reasons other than a-g above are noted on the official student record as excused and without school-imposed academic or privilege penalty. Missed assignments are provided in advance and/or upon return at the discretion of the teacher. It is the responsibility of the student to acquire the assignments and complete them by the required due dates. ICS teachers reasonably accommodate such absences.

LEAVING EARLY

The office must validate all departures through parent/guardian contact.

TRUANCY

Truancy is defined as an "unexcused absence" from school or a specific class without the knowledge and consent of parent/guardian and proper ICS authorities, for part or all of any school day. A student is considered truant if he or she is 5 or more minutes late to class. Consequences, not necessarily required to be in progressive order, will be determined by the Principal. Assignments and/or tests missed because of a period or full day truancy may not be made up.

EXCUSE FROM P.E.

In order for a student to be excused from P.E. due to illness or injury, a parent note is required and will excuse the student for a maximum of three days. Any further excuse will require a doctor's written statement.

REPEAT COURSE OR GRADE

A student with 10 or more absences per semester and a D or F grade for any course may be required to repeat the course as determined by the Enrollment Committee. If the Enrollment Committee finds no extenuating circumstances for the absences, or if the student does not meet the conditions set by the Committee to earn or regain credit, the student will not receive credit for the course.

DRESS CODE

UNIFORM

Immanuel Christian School has chosen to implement its dress policy through a uniform program meant to encourage respect, modesty, charm and discipline. Our preferred uniform vendor is Lands' End School, but other vendors are acceptable if their products comply with ICS Appearance Standards. ICS selected "Lands' End School" colors and styles as guidelines. Please contact the school office for a catalog and description of specific uniform items. Parents may also purchase uniforms online at www.landsend.com/school using the Preferred School Program number 9000-7885-8. Please save all vendor receipts for returns.

Every student and parent/guardian is expected to know the Appearance Standards. Students *out of uniform* may not be permitted in class until they are in compliance. In matters of clarification or dispute, the administration reserves the right to determine if a student is dressed or groomed in accordance with the standards described in the Elementary and Secondary Dress Codes.

ORDERING ONLINE FROM LANDS' END

www.landsend.com/school

Under Uniforms for Girls/Uniforms for Boys

- Select size group
- Select item
- Select size
- Enter Preferred School Program number 9000-7885-8
- Select logo from drop down menu "School Name/Shield"

GENERAL GUIDELINES

ICS colors are those of the American Flag. Khaki has been included. Apparel is to be clean, in good condition, properly fit and within the color standards. Students are to be well-groomed, comfortable and safe.

TECHNOLOGY

TECHNOLOGY USE POLICY

The ICS network and computer equipment are available for research, study, and other educational purposes. The goal in providing access to these technological resources is to promote educational excellence and innovation, and to facilitate communication and creativity in the expression of ideas and information.

The use of the ICS technological resources (i.e., the network and computing equipment) is a privilege granted to all ICS students. Students are expected to abide by the provisions listed below. If a user violates any of these provisions his/her privilege may be terminated, disciplinary action may be taken, and/or future access may be denied.

- **Acceptable Uses**

The use of the school network and computing equipment by an ICS student must be for educational purposes only, and must be consistent with the educational objectives of ICS. Immanuel Christian School has the right to place restrictions on the material that users access through the school network.

- **Unacceptable Uses**

Users will not attempt to gain unauthorized access to the ICS network or go beyond their teacher-authorized access on the network. These actions are illegal, even if only for the purpose of "browsing." Unauthorized access includes attempting to log on through another person's account or accessing another person's files.

The transmission of any material in violation of any U.S. or state regulations is prohibited, and includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.

Users will not make deliberate attempts to disrupt the operation of the ICS network or vandalize any of the technology equipment. Vandalism is defined as any malicious attempt to harm or destroy hardware or software, another person's data files, or any other networks connected to the ICS network. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism will result in the cancellation of technology privileges and disciplinary action.

Laptop computers and hand-held computers may be used at each teacher's discretion for educational purposes; the school assumes no responsibility for repair or replacement. Misuse will result in confiscation.

ELECTRONIC DEVICES

CELLULAR PHONES/PAGERS:

In order to maintain respect for others and the learning environment at ICS, cellular phones and pagers may only be used before school, during lunch, and after school. The use of cellular phones and pagers by students for any purpose during class time is prohibited. Staff may give permission during emergency situations. Students are allowed to carry cellular phones and pagers on them but they are not to be visible. Cellular phones and pagers must be turned off during class time. Students who do not follow these guidelines can have the devices taken from them.

1st Offense

Cell phone is turned into the school office. The student's cell phone will be returned after the parent/guardian has spoken with the Office Manager.

2nd Offense

Cell phone is turned into the school office. The parent/guardian will be required to pick up the cell phone. The student will lose cell phone privileges for one week.

3rd Offense

Cell phone is turned into the school office. The parent/guardian will be required to pick up the cell phone. The student may lose cell phone privileges for the remainder of the year.

RADIOS/CD'S/MP3 PLAYERS/MEDIA PLAYERS:

Media devices are not to be used during the school day. Media players will be turned into the school office. Offenses are handled according to the Cellular Phone policy.

PERSONAL LAPTOP COMPUTERS/PDA'S:

Personal laptop computers and PDA's may be used for taking notes and for assignments at the teacher's discretion. However, these devices may not be used for quizzes, tests, or exams. A teacher may ask the student to put them away at any time. Offenses are handled according to the Cellular Phone policy.

TECHNOLOGY CODE OF ETHICS

I will strive to act in all situations with honesty, integrity, and respect for the rights and property of others. I will make a conscious effort to be a positive role model to students as I use the school's equipment and communicate my ideas. I will strive to apply Philippians 4:8 NASB to all of my academic work and electronic communication: "Finally, brethren, whatever is true, whatever is honorable, whatever is right, whatever is pure, whatever is lovely, whatever is of good repute, if there is any excellence and if anything worthy of praise, dwell on these things."

SCHOOL ACTIVITIES

FIELD TRIPS

Field trips may be taken during the school year. They are learning experiences, primarily designed to enrich the curriculum of ICS. A signed permission slip must be on file before the student is permitted to participate in field trip activities.

- ICS field trips are for current ICS students only. Students from classes not participating in the field trip are not allowed to attend.
- A student on Disciplinary Referral may be excluded from a field trip.
- School policies are in effect on all field trips.
- Students who attend activities (field trips, after-school sports, etc.) must have attended school for five periods on the day of the activity or have administrative approval.
- Students are responsible for any academic material missed while on a school field trip or school activity, including rescheduling tests.
- The sponsoring staff will communicate the dress code.

GUIDELINES FOR FIELD TRIPS

- Students are to behave in a manner representative of ICS.
- There will be at least one adult sponsor/chaperone for every 10 students.
- Chaperones may bring their own non-ICS children with approval from the sponsoring staff.
- All overnight field trips must be approved by the ICS school board.
- Students will participate in fundraisers to help offset the cost of overnight trips.
- Parents are required to sign an agreement stating that they will cover costs not offset by fundraisers for their student(s).
- On coed, overnight field trips, there will be male and female chaperones.
- Lodging arrangements will be made so that female students are housed with female chaperones. Likewise, male students will be housed with male chaperones.
- Staff sponsors and chaperones are responsible for the behavior of all students while in their care, and have the authority to correct a student in harmony with ICS discipline policies.
- Students are expected to follow the directions of ICS recognized adult authorities.
- Girls and boys may be required to travel separately.
- Students are responsible for being on time, on task, and in approved locations.
- Student dress is to be clearly communicated prior to the event.

GUEST SPEAKER/STAFF GUIDELINES

Because we are a Christian school that admits students from diverse denominations, Christian traditions, and backgrounds lacking a specific faith, we exclude the following from our assemblies:

- The criticism of denominations, Christian traditions, para-church ministries, or Christian leaders.
- Infomercials which use chapels to promote organizations, programs, camps, or other ministries unless ICS has invited an organization to do so because it aligns with its mission and programs.
- An emphasis on doctrinal issues or systems that go beyond Our Beliefs (noted in the Parent/Student Handbook), and which tend to divide rather than unite Christians.
- Teaching or presentations designed to shock or merely entertain rather than to make students think more deeply.
- Coercion for an immediate mass response to the speaker's remarks. It is not the school's intent for a student to be forced into a spiritually uncomfortable position. Students may be given an opportunity to make a faith commitment.
- If a speaker or staff wishes to pass out literature or information, it must be submitted for approval to the Principal prior to the scheduled speaking engagement.

HEALTH AND SAFETY

CLOSED CAMPUS

In the interest of student safety, welfare, and academic progress, ICS is a “closed campus.” Permission from the school office must be obtained to leave the school grounds. Students who leave the school grounds without permission will have their absence considered as a “cut” and will be disciplined accordingly.

Students who must leave school during the day due to illness or an appointment must sign out through the school office. Appointments and other planned events must be validated by the office with a written note from the parent/guardian or a telephone call beforehand. Parents who wish to take their student out to lunch on a particular day must sign the student out and back in through the administration office. A student may take another ICS student with them to lunch with permission from the parents/guardians of both students. They must be accompanied by a parent during this time.

Seniors (as a special privilege) who have written permission from their parents may leave campus for lunch. The permission form/liability waiver is available in the office. Academic probation, disciplinary action, class tardiness, or misuse of the privilege may result in forfeiture of this privilege. Seniors must check out at the school office each day before they leave for lunch and check in when they return. Seniors with excessive tardies will lose their off campus lunch privileges.

CAMPUS VISITATION

Visitors are welcome to our campus, but must check-in at the school office. To minimize disruptions to the classroom instruction, we expect those who wish to visit classes to do so within the following guidelines:

- Contact the school in advance to schedule the visit.
- At the time of a scheduled visit, the visitor must sign in at the school office and receive a Visitor’s Badge. Visitors are required to sign out upon departure.
- All visitors must have prior approval from administration. Electronic recording devices are allowed only with staff permission.
- Students are not allowed to have friends visit during lunch except with prior administrative approval.

IMMUNIZATION REQUIREMENTS

California law, SB 942, requires immunization for all students entering Kindergarten 5. For your student to enroll at ICS, you must present written evidence from your doctor or clinic that the necessary immunizations have been received. If you lack written evidence, please obtain a waiver form from the school office indicating your child has had the necessary immunizations. If immunizing your child is against your personal

beliefs, you must sign a form indicating this fact. If your child has a medical problem which prevents immunizations, provide a doctor's written statement to the school. Our records, in order to be complete, must show proof that your child has had the immunizations listed below:

Immunization: Number of doses: (Include dates)

- Polio (OPV/IPV): 4 doses
- DPT/DTaP: 5 doses
- MMR: 2 doses
- Varicella: 1 dose (or a record of having chickenpox)
- Hepatitis B: 3 doses (or 2 doses if both were the 2-dose hepatitis B vaccine formulation)

MEDICATIONS

The school office will dispense medication if the parent has given written permission on the health card. **All medication, prescriptions or otherwise, must be administered by the office.** Except in an emergency, the student must have a pass from a teacher to be sent to the office.

The parent must provide the Immunization Record, which requires a doctor's signature confirming the student's status. Students participating in athletics or cheerleading must have a sports physical form completed by a physician on an annual basis. This must be turned in before the student will be allowed to participate in the activity.

Children with temperatures of 100 degrees or higher, vomiting, and/or repeated visits to the office during the school day will be sent home from school. **Students should be free of fever, vomiting, or diarrhea for a minimum of 24 hours before returning to school. Therefore, if the school sends a student home for one of these reasons, he/she should not return to school the following day.** Students will be permitted to stay in the office for one hour. A fee is charged for unarranged office care beyond the one hour limitation.

In the event any student has a communicable disease, the parent/guardian is expected to notify ICS and to re-admit the student only after a doctor has given written permission for the child to return to school.

MEDICATION CONSENT

To avoid any problems regarding medication, we adhere to national health guidelines **and require all medication to be kept in the school office.** Before we can administer any medication, we must have a completed medication consent form from the parents/guardians, or the doctor informing us of the time it is to be given, and the dosage.

A medication consent form is available from the school office and must be returned with each medication. All medications must be in their original containers with specific directions. A measuring device must accompany any liquids sent to school so the exact dosage can be measured.

Parents/guardians must obtain their student's medication at the office after dismissal time. ICS will dispose of medications remaining after June 15th.

STUDENT EMERGENCY FORM

Parents/guardians will receive a student emergency form. Please complete and return to the school office. If there are any major changes in your child's health, medication, or medical procedures, please keep the school informed. Communicate any changes in addresses and phone numbers on the emergency form.

INCLEMENT WEATHER

It may be necessary to close school because of ice, snow, or other weather conditions. Additionally, school may need to dismiss early due to inclement weather. It is important that you tune in to a local radio station (i.e. KLOA 104.9FM, 100.9 "The Zone", etc...), when there is a question regarding inclement weather or dangerous road conditions. In most cases, ICS follows the closing schedule of Sierra Sands Unified School District.

DISASTER DRILLS

Practice drills will be provided for fire and earthquake safety procedures. Fire drill/evacuation charts are posted in each classroom. Evacuation practices will be conducted and recorded in an orderly fashion.

Fire drills will be held throughout the year in conjunction with state and local requirements. Students will be informed of proper escape routes and procedures.

Careless or malicious initiating of a false alarm is an extreme offense that may result in suspension or expulsion.

PARENT INFORMATION

INFODIRECT

Parents are able to access student grades, assignments, and missing work through InfoDirect, the internet program of School Dynamics, Inc.. This will also enable parents to email teachers directly regarding the students progress. Teachers will strive to keep parents informed if problems arise and/or improvements are noted. Parents may also contact teachers by calling the school and leaving a message.

SUSPECTED CHILD ABUSE REPORTING

The employees and volunteers of ICS comply with the reporting requirements of California's Child Abuse Reporting Law. ICS will immediately report any known or reasonably suspected incidents of child abuse to the appropriate child protection agency.

POSTING AND DISTRIBUTION OF INFORMATION

Persons interested in distributing or posting any information (school and non-school related) on school property must obtain prior approval from administration. All posters and tape must be removed at the conclusion of the event.

STUDENT DELIVERIES

Flowers/gifts, balloons, spirit bags, etc. delivered to students will be kept in the office and can be picked up by students at the close of school that day.

VISITORS

ICS is a closed campus.

- Any visitor must be approved.
- All visitors and parents, upon entering the campus, must sign in with the office.
- They will receive Visitor's Badge to wear while on campus.
- The student bringing a guest must first obtain administrative approval one day prior to the visit.
- Parents must call the office to give permission for their son or daughter to have an approved guest.
- Students are to meet their guest at the front office for check-in and the visitor must wear a Visitor's Badge while on campus.
- Students are responsible for ensuring that the conduct and dress of their guests is consistent with the expectations of all ICS students.
- Guests are not permitted in classrooms during exams.

LOST AND FOUND

Labeling personal articles will make them easier to reclaim. Lost items will be temporarily stored in the office, and unclaimed items periodically disposed.

COMMUNICATION WITH FACULTY AND STAFF

ICS faculty and staff welcome constructive communication from parents and guardians. The following guidelines will help to direct communication in the most productive way.

- The most efficient way to contact a teacher is to leave an email message or a note in the teacher's mailbox located in the school office. Concerns involving students and classroom procedures are most appropriately directed to the teacher.
- Questions or issues concerning school policy should first be researched in the student handbook and, if unanswered, to administration.
- If you desire a personal conference with a school staff, please make your request in a written note or phone call to the office.
- Unscheduled meetings before or after school are rarely convenient or workable.
- As a courtesy to our teachers, please do not call them at home except in a genuine emergency or at the teacher's invitation.

PARENTAL INVOLVEMENT

Parental involvement at ICS is welcomed and encouraged. Parents/guardians are provided opportunities to support academic and co-curricular activities. The best education can be achieved when parents and teachers work together to support and encourage students. The Parent Volunteer Association (PVA) works with school staff to coordinate many volunteer activities.

PARENT VOLUNTEER ASSOCIATION

The Parent Volunteer Association (PVA) is an organization for ICS parents to promote child welfare in the home, school and community. Under the direction of the Development Office, the primary goal of the PVA is to bring into closer relationship the home and school so parents and teachers will cooperate in the education of our children. The PVA seeks parents that want to actively support Immanuel Christian School through volunteer work. Periodic PVA meetings are established for communication, fund raising efforts, and to highlight our students and staff.

FUNDRAISING

The school sponsors fundraising projects throughout the year. All fundraising activities are coordinated by the Development Office and must have administrative approval.

ELEMENTARY GRADES K4 - 5

DISCIPLINE

RESPECT

The process of discipline at Immanuel Christian School is rooted in the values of respect. These values involve:

- **Self-government** (making good decisions, follow through, and self-control)
- **Responsibility** (being on time, on task, and responding thoughtfully)
- **Trustworthiness** (being honest, dependable, and trusted)
- **Kindness** (being helpful and caring)

Besides a few basic standards that span grades K4-12, each teacher establishes classroom rules and procedures with students at the beginning of the school year that reinforce these values.

A student who does not comply with school or class rules or the teacher's verbal instructions may be subject to disciplinary action. Parents bear the primary responsibility for teaching their children appropriate behaviors and attitudes. ICS will depend on parent involvement for behavioral problems.

TEN WAYS TO SHOW RESPECT

Each teacher establishes classroom rules and procedures at the beginning of the school year to reinforce respect. Posted throughout the campus, K-12, are ten ways for each student to demonstrate good character and citizenship:

- Be in your seat on time
- Be prepared for class
- Pay attention to the teacher
- Immediately follow instructions
- Do not disturb others
- Do not disturb the property of others
- Speak only with permission
- Leave your seat only with permission
- Keep your area clean and orderly
- Observe the dress code

DISCIPLINE METHOD

This process will normally follow specific steps as described below:

- The teacher is the first line of authority to address behaviors requiring discipline.
- If the behavior continues, a parent-teacher conference may be required.
- If there is still no resolution of the problem and parents have been notified, a school administrator will become involved. At this time a phone call or conference with the parents, administrator, and/or teacher and student will be held to implement a plan of action to resolve the situation.

DISCIPLINARY BEHAVIORS

- Dress code violation
- Misuse or abuse of school property, equipment or supplies (to assume financial liability)
- Late assignment
- Unexcused tardy
- Failure to bring required materials or supplies to class (texts, pens, calculators, etc.)
- Littering the campus
- Public displays of affection
- Purposely disregarding staff instructions
- Disruptive behavior
- Profanity
- Obscene gestures
- Crude joking
- Offensive comments or discussions including gossip
- Inappropriate use of media (televisions, computers, music players, controls, cell phones, discs, etc.)
- In an unauthorized area
- Unexcused absence
- Misuse or abuse of non-school property while “in school” (to assume financial liability)
- Cheating
- Unapproved possession of personal medications

CLASSROOM EATING POLICY

Eating is prohibited in the classrooms except for teacher-planned occasions. Students may have water in the classroom with teacher permission. Gum is not allowed on campus. Students are expected to pick up after themselves.

BEHAVIORAL PROBATION

A student may be placed on behavioral probation after repeated minor infractions or a severe infraction of school policy. It is expected that the student’s behavior will improve.

DETENTIONS

Lunch time and recess detentions may be assigned when a student's behavior requires time to reflect on the basic principles of respect and self-government or to complete late assignments.

DISCIPLINARY REFERRAL

A Disciplinary Referral is issued when other methods of discipline repeatedly fail. It represents a lack of respect and self-government, and is noted in the student's cumulative file. Referrals are served after school from 3:00-4:00 PM. The location of the referral and the referral supervisor will be noted on the Disciplinary Referral form.

- **First Referral**
Parents or guardians will be notified by phone and a Disciplinary Referral form will be sent home with the student. The form will confirm for the parents/guardians and student when the referral is to be served. Parents/guardians must sign the referral form and have their student return it to the administration office the next school day.
- **Second Referral**
Parents/guardians will be notified by phone and a Disciplinary Referral form will be sent home with the student. The form will confirm for the parents/guardians and student when the referral is to be served. Parents/guardians must sign the referral form and have their student return it to school the next day. The parents/guardians will make an appointment with the Principal.
- **Third Referral**
The third referral results in a parent/student conference with the Enrollment Committee.

DRESS CODE

GIRLS DAILY WEAR

- Underwear must not be noticeable.
- T shirts must not be worn as a top shirt. T shirts must be white under an Oxford shirt, but may be uniform colors under polo shirts.
- Solid color clothing (red, white, navy blue and khaki). No stripes or variations.
- Socks must be uniform colors with right and left foot of matching color.
- Footwear must be uniform colors and black or dark brown, closed heel and toe, conventional, flat.
- No ripped or torn clothing.
- Only ICS logos and graphics are approved for apparel.
- No sleeveless shirts.
- Oxford shirts must be white. (White T shirts not required when wearing jumper.)
- One top button may be open on Oxford shirts.
- Polo shirts must be red, white, navy blue or khaki only.
- Polo shirt must have lower button closed.
- Uniform colored hooded and crew neck sweatshirts and ICS logo sweatshirts may be worn (college and university colors and graphics are acceptable), but uniform shirts must be worn underneath.
- Hoods must be removed from heads when indoors.
- No visible midriff skin.
- Pants, shorts, skirts and skorts navy blue and khaki only.
- Pants must have a conventional fit with hems above the floor.
- Sweat pants are not classroom attire.
- Jackets or sweaters worn in the classroom is left to the teacher's discretion.
- Uniform color hats only with or without ICS logos or graphics are acceptable (college and university colors and graphics are acceptable), but must not be worn indoors.
- Only natural hair color and conventional hairstyles.
- Hair accessories—tie backs, bands or clips—must match hair or uniform colors.
- Make-up must be light.
- Nail polish should be clear or pastel
- No visible tattoos.
- No neck ties.
- Attention to proper posture when skirts, jumpers and skorts are worn. Not shorter than 6 inches from the floor when kneeling.
- Modesty shorts are recommended under skirts and jumpers.
- Visible jewelry is optional and limited to stud earrings, a wristwatch, small chain with pendant under shirt and two rings.

GIRLS CHAPEL

- No pants or shorts.

PERFORMANCE ATTIRE

- Navy blue above-the-knee jumper with ICS crest logo from Lands'End.
- White Oxford shirt with $\frac{3}{4}$ sleeves from Lands'End.
- Closed heel and toe shoes, dark brown, black or navy (no tennis shoes).
- White knee socks.

BOYS DAILY WEAR

- Underwear must not be noticeable.
- T shirts must not be worn as a top shirt. T shirts must be white under an Oxford shirt, but may be uniform colors under polo shirts.
- Solid color clothing (red, white, navy blue and khaki). No stripes or variations.
- Socks must be uniform colors with right and left foot of matching color.
- Footwear must be uniform colors and black or dark brown, closed heel and toe, conventional, flat.
- No ripped or torn clothing.
- Only ICS logos and graphics are approved for apparel.
- No sleeveless shirts.
- Oxford shirts must be white with white undershirt only.
- Oxford shirts must be tucked in.
- One top button may be open on Oxford shirts.
- Polo shirts must be red, white, navy blue or khaki. T shirts must be uniform colors if worn under polos.
- Polo shirt must have lower button closed.
- Uniform-colored hooded and crew neck sweatshirts and ICS logo sweatshirts may be worn (college and university colors and graphics are acceptable), but uniform shirt must be under.
- Hoods and hats must be removed when indoors.
- Uniform color hats with or without ICS logos or graphics are acceptable (college and university colors and graphics are acceptable), but must not be worn indoors.
- Sweat pants are not classroom attire.
- Shorts no shorter than 6" from the floor when kneeling.
- Pants and shorts navy blue and khaki only.
- Pants and shorts must be worn at the waistline.
- Pants must have a conventional fit with hems above the floor.
- Jackets or sweaters must be uniform colors and the wearing of in the classroom is left to the teacher's discretion.
- No visible tattoos.
- Only natural hair color and conventional hairstyles.
- Uniform-color, dark brown or black belts.
- Hair must be trimmed neatly and be above the collar, ears, and eyebrows.
- No earrings at school or during school events.
- Visible jewelry is optional and limited to a wristwatch, small chain with pendant under shirt and two rings.
- No nail polish.

BOYS CHAPEL

- No shorts.

PERFORMANCE ATTIRE

- Navy blue pants.
- Button-collar white Oxford long sleeve shirt with ICS crest logo from Lands'End and white undershirt.
- Solid navy blue necktie from Lands'End.
- Dark brown, black or navy blue belt.
- Navy blue socks.
- Closed heel and toe shoes, dark brown, black, or navy blue (no tennis shoes).

FIELD TRIP, SPIRIT DAYS AND ATHLETIC DRESS

- Co-curricular activity dress standards will be made available to students prior to the event.

ACADEMICS

ADMINISTRATIVE GUIDELINES

- Transfer credits are considered on a case-by-case basis. ICS will accept credits from accredited or state approved school programs.
 - i. Specific transfer courses that meet ICS requirements will be credited as such. Other miscellaneous transfer credits will be acknowledged as elective credits.
 - ii. Private and home-schooled students will be evaluated on a case-by-case basis.

EDUCATIONAL SUPPORT SERVICES

The Educational Support Services provides academic testing and extra instructional support to students capable of meeting the ICS learning expectations. The ESS teacher works with the regular classroom teacher, students, and parents in implementing the appropriate education modifications. The ESS teacher coordinates an Academic Skills Lab according to a schedule in the school office. These services do not include special education programming or testing for learning disabilities.

ACADEMIC CORE SUBJECTS

Academic Core Subjects consist of the following courses: Arithmetic, Bible, History, Language, Spelling, Reading, and Science/Health.

ACADEMIC POLICIES

Students must achieve a passing grade in their course work in order to advance to the next grade level. Report cards will be distributed following each quarter.

GRADE SCALE				CONDUCT SCALE	
A+	98-100	C	73-76	Outstanding	O
A	94-97	C-	70-72	Satisfactory	S
A-	90-93	D+	67-69	Needs Improvement	N
B+	87-89	D	63-66	Unsatisfactory	U
B	83-86	D-	60-62		
B-	80-82	F	0-59		
C+	77-79				

HONOR ROLL

Honor Roll eligibility is based on the student's grades at the end of the First Quarter, First Semester, Third Quarter, and Second Semester.

- **High Honor Roll** - Straight A's, with no “needs improvement” and “unsatisfactory conduct” marks.
- **Honor Roll** – All A's and B's, with no “needs improvement” and “unsatisfactory conduct” marks.

HOMEWORK

Homework must have a distinct purpose and not just be given as "busy work." The primary purpose of homework is to develop responsibility and accountability. It is assumed that homework will be a regular part of school life, with increasing time and application required as a student progresses through each grade. In general, homework is for skill practice, enrichment, or more in-depth attention to a given unit of study. Whether or not a student spends less or more time on homework depends on organization, use of time, homework environment, and other factors.

K-4	10-20 minutes 2 times a week beginning second semester
K-5	20-30 minutes 2 times a week beginning second semester
Grade 1	10-20 minutes 4 times a week
Grade 2	20-30 minutes 3 times a week
Grade 3	30-40 minutes 3 times a week
Grades 4,5	60 minutes four times per week

STUDENT ASSIGNMENT NOTEBOOK

It is the parents' responsibility to carefully review what the student is actually accomplishing in the homework process.

Students are expected to maintain an assignment book in which homework assignments are recorded and must accept responsibility for homework and organizational skills. Parents/guardians can check InfoDirect for assignments.

TEXTBOOK CARE

- No writing or marking is to be done in any textbook unless the textbook is purchased in advance or is consumable.
- Students will pay for damaged or lost textbooks and library books.
- Hardback textbooks should be covered.
- Final report cards and/or other academic records will not be released until damaged or lost books are returned or purchased.

ACADEMIC DEFICIENCY

Parents can check InfoDirect for up-to-date grades.

RETENTION/SUMMER TUTORING

Any student who demonstrates an inability to maintain grade level may be retained. Parents/guardians, teacher, and ESS Coordinator will confer at the end of the 3rd quarter to discuss which course of action to pursue. This may include retaining the student in the same grade the next year, or summer tutoring to help bring the student up to grade level.

TRANSPORTATION

SAFETY PROCEDURES

The following procedures are in place to ensure the safety of your child on the school campus:

- Students may not be on the playground until 7:30 a.m. when the duty teacher arrives.
- Students who are not picked up by 3:15 p.m. must remain designated areas for supervision. All students remaining on campus for athletics or other school activities must be in the presence of school staff.
- After 3:00 PM, the playground areas are reserved exclusively for after-school care and scheduled sports activities.
- Students departing from school early should provide the school office with a written explanation noting the expected time of departure. Students must be signed out at the school office by a designated adult.
- Students are responsible for work missed when leaving early. Please check InfoDirect.
- Once a student arrives on school property, he/she may not leave until the appropriate dismissal time unless otherwise approved by the administration. Upon arrival, students may not miss any class, assembly, lunch period, or any other scheduled event for any reason without prior administrative approval.

STUDENT DROP-OFF AND PICK-UP PROCEDURES

The elementary Morning Drop-Off and Afternoon Pick-up area is in the east parking lot (the lot next to the school office). There are two gates on the Graaf Avenue side of the parking lot. Only the west gate (closest to the flagpole) is used for the entrance to the parking lot.

A.M. DROP-OFF DIRECTIONS

- Enter the parking lot through the west entrance gate on Graaf Avenue.
- For “express” drop-off, pull forward to the last cone in the cone area. The driver must remain in the car. Students must exit the car on the passenger side near the cones.
- If it is necessary for the driver to leave the car, the car must be parked in a designated parking space. **Drivers must walk the student to the playground.**
- Do not block the entrance to the parking lot by stopping anywhere except in the designated areas. After your student is dropped off, exit the parking lot through the east gate on Graaf Avenue. Drive **VERY SLOWLY** and **BE ALERT!**

P.M. PICK-UP

- Enter the parking lot through the west entrance gate on Graaf Avenue.
- Park in a designated parking space.
- Students are to be picked up **ONLY** on the basketball court where they will be lined up by class.
- The teacher will release your student only to you or an adult designated on the student emergency form.
- Students are to remain with a designated adult after they have been released.
- The playground areas are reserved for supervised after-school care students or scheduled sporting events.
- Any student who has not been enrolled in an after school activity, and is not picked up by 3:15 pm, will be escorted to After-School Care, located in the Kindergarten 4 room. Parents will be charged \$5.00 for each 15 minute interval.

RAINY DAY PICK-UP SCHEDULE

- On rainy days, students should go directly to their classrooms after they are dropped off in the morning.
- When it is raining at dismissal time, students will be dismissed as follows:
 - K4 from the classroom
 - K5 from the K4 classroom
 - G1 from the classroom door on Graaf Avenue
 - G2 from the classroom door on Graaf Avenue
 - G3 in front of the school office
 - G4, G5 from the gymnasium entrance on Graaf Avenue

PLAYGROUND RULES

KINDERGARTEN PLAYGROUND AREA

The small playground area (located next to the east parking lot) is for kindergarten use only.

1ST THRU 6TH GRADE PLAYGROUND AREA

The large playground area (located behind the science building) is primarily for 1st thru 6th grade students.

GENERAL PLAYGROUND RULES

- No running around playground equipment.
- Blacktop is off limits.
- No leaping from platforms.
- No climbing on fences, trees, or walls.
- No food or drinks are allowed on the wood chip areas.
- No rock, sand, or wood chip throwing.
- Ball games, jumping rope, and other such activities are limited to the playground areas.
- No students are allowed on the playground before 7:30am. (staff must be present)
- ****Kindergarten only:** Students are allowed to dig in the sand (except near/under the fence). When finished digging, students must replace what they removed.
- All equipment must be returned to the equipment cabinet when student is finished playing with them.
- Shoes appropriate for play must be worn (see Dress Code).

SLIDES

- Only one student per slide lane.
-
- The student sliding down has the right of way.
- Slide down on bottom, feet first.
- ****Kindergarten only:** One direction is allowed. Students must go down the slide.

SWINGS

- Swing facing the east (toward the parking lots)
- Sit only
- No twisting
- No jumping out of the swings

- Only one person per swing

TUNNEL SLIDE

- One way only, from high to low.
- No stopping in the middle of the tunnel.

LADDER BARS/RINGS

- No hanging upside down.
- No sitting on top of bars.
- No assisting others on getting onto the bars.
- No playing "chicken".

SECONDARY GRADES 6-12

DISCIPLINE

RESPECT

The process of discipline in the Immanuel Christian School Junior and Senior High programs is a point economy rooted in respect-based values. These values include:

- **Self-government** (making good decisions, follow through, and self-control)
- **Responsibility** (being on time, on task, and responding thoughtfully)
- **Trustworthiness** (being honest, dependable, and trusted)
- **Kindness** (being helpful and caring)

TEN WAYS TO SHOW RESPECT

Each teacher establishes classroom rules and procedures at the beginning of the school year to reinforce respect. Posted throughout the campus, K-12, are ten ways for each student to demonstrate good character and citizenship:

- Be in your seat on time
- Be prepared for class
- Pay attention to the teacher
- Immediately follow instructions
- Do not disturb others
- Do not disturb the property of others
- Speak only with permission
- Leave your seat only with permission
- Keep your area clean and orderly
- Observe the dress code

RESPECT POINT SYSTEM (RPS)

A student is awarded 10 R (respect) points at the beginning of each semester. The Registrar maintains R point accounts. It is the student's responsibility to economize R points. Specific benefits are available to a student who maintains an acceptable account. A respectful student can complete each semester with 10 R points in his or her account and earn privileges.

ICS privileges include student leadership offices, use of the Student Lounge, use of the Student Store, Principal's Luncheons, non-academic field trips, attendance at the Homecoming Banquet, Prom, school-sponsored parties,

camping, trips to Scandia, Magic Mountain, Disneyland, and other amusements hosted by the school and individual classes.

A student with zero R points has demonstrated a lack of self-government and will not be permitted to attend the above mentioned activities for the remainder of the semester. The school may require the parent to accompany his or her student on academic field trips and while attending community service and fund raising events.

LOSS OF RESPECT POINTS

Disrespectful behaviors cost R points—the loss of privileges. Each teacher and administrator can submit an R Point Debit Slip to the Registrar. The following disciplinary procedures will be used to address a single repeated behavior:

1st offense

- Warning

2nd offense, same behavior

- Loss of R point

3rd offense, same behavior

- Loss of R point and lunch detention (eat alone under staff supervision), or a service detention during the lunch recess. Notification of parents.

4th offense, same behavior

- Loss of R point, a Disciplinary Referral, notification of parents, and one or more of the following:
 - A meeting with the student government Peer Support Council
 - Student detained from class until he/she meets teachers conditions for reinstatement
 - Conference with the student
 - Detained after school
 - Placed on suspension
 - Will suspend at the next offense
 - Referred to a counselor

5th offense, same behavior

- Loss of R point, Saturday study or service detention (3 hours with a \$45 fee), and a meeting of student, parents, teacher(s), and Principal. Discipline will involve a probationary contract, and/or suspension, or withdrawal/expulsion from ICS.

Any of the behaviors listed below could involve an immediate Disciplinary Referral (skipping to the 4th offense level) if deemed serious enough by school administration. Parents will be notified by telephone if possible and by letter.

Dress code violation
Food or drinks in rooms (except student lounge and gym)
Misuse or abuse of school property, equipment or supplies (student to assume financial liability)
Littering the campus
Inappropriate touching (kissing, sitting on laps, hand-holding, harassing touches, etc.)
Disregarding staff instructions
Disruptive behavior
Crude joking
Offensive comments or discussions including gossip
In an unauthorized area
Misuse or abuse of non-school property while participating in school-sponsored event (student to assume financial liability)
Cheating
Unapproved possession of personal medications
Profanity
Obscene gestures

Bonus R Points

Three Bonus R Points are awarded at the end of the first semester to students maintaining a minimum of 9 R Points.

A student may negotiate with the teacher to use 1 R point to:

- acquire extra time for a late assignment
- assignment redo
- quiz retake
- drop lowest quiz or assignment score

A student ending the first semester with a negative R point account will not receive a full R point award (10) at the beginning of the second semester. For example, if the student loses 12 R Points in the first semester, he or she will only receive 8 R points to begin the second semester.

A student ending the second semester with 11 or more R points will receive a reward and special recognition. School staff will determine the special reward on an annual basis.

LOCKER POLICY

Students will be issued lockers at the beginning of the school year by the office and are expected to abide by the following rules:

- In the interest of safety and to ensure compliance with school policies prohibiting the presence of drugs, alcohol, weapons, and contraband, ICS reserves the right to inspect lockers and their contents without prior notice or cause.
- Lockers should be kept neat and treated properly.
- Lockers may not be decorated except when done for birthdays or other special occasions. These decorations must be ones that can easily be removed by the student at the end of the day, **including tape**. Balloons, crepe paper, and streamers are acceptable, but no glitter, confetti, stickers, or paint are allowed.
- Students may access their lockers during school hours. After school and on weekends lockers may not be accessible.
- Students are discouraged from bringing valuables (electronic devices, cash, checks, bank cards, etc.) to campus. Locks are provided to protect valuables if brought.
- Students are not to share their lock combination with anyone.

DRESS CODE

GIRLS DAILY WEAR

- Solid color clothing with no stripes or variations.
- Socks and hosiery skin-toned or uniform colors.
- Closed heel and toe footwear is preferable at all times and mandatory for science labs, performances, and athletic/recreational activities.
- Footwear is to be conventional and of uniform colors, and black or brown.
- Tennis shoes are acceptable and of uniform colors, and black or brown.
- No flip-flops or open-toe sandals.
- No ripped or torn clothing.
- Only ICS logos and graphics are approved for apparel (except on hats and sweatshirts of colleges and universities).
- Underwear must not be visible.
- T shirts must not be worn as a top shirt.
- First-layer shirts (under polos) must be uniform colors.
- No sleeveless shirts.
- Oxford shirts must be white (one 3/4 sleeve Oxford must have ICS crest logo for performances).
- One top button may be open on Oxford shirts.
- Polo shirts must be red, white, navy blue or khaki only.
- Polo shirt must have lower button closed.
- Hooded, crew neck, and ICS logo sweatshirts must be uniform colors (college and university colors with logos are acceptable), and uniform shirt must be worn underneath.
- Hats must be ICS colors with or without ICS logos (college and university colors with logos are acceptable).
- Hoods and hats must be removed when indoors.
- No visible midriff skin.
- Pants, shorts, skirts and skorts navy blue and khaki only.
- Pants must have a conventional fit with hems above the floor.
- Sweatpants are not classroom attire.
- Jackets and sweaters worn in the classroom are left to the teacher's discretion.
- No visible tattoos.
- Only natural hair color and conventional hairstyles.
- Make-up must be light.
- Attention to proper posture when skirts and skorts are worn.
- Skirts, skorts and shorts not be shorter than 6 inches from the floor when kneeling.
- Modesty shorts are recommended under pleated uniform skirts.
- Visible jewelry is optional and is limited to earrings, bracelets, anklets, wristwatch, small chain pendant and finger rings.

GIRLS CHAPEL ATTIRE

- No pants or shorts.

GIRLS PERFORMANCE ATTIRE

- Above-the-knee navy blue skirts (See Lands' End catalogue and ordering guidelines).
- White Oxford 3/4 sleeve shirts must have ICS crest logo from Lands' End.
- No neckties.
- Closed heel and toe shoes, dark brown, black or navy blue (tennis shoes not acceptable).
- Medium to low heels.
- Skin-toned hosiery if worn. No socks.
- Visible jewelry is optional and limited to stud earrings, wristwatch, small chain pendant worn under clothing and two finger rings.
- Makeup must be light, coordinating nail polish (natural preferred).
- Hair accessories must coordinate with performance attire.

BOYS DAILY WEAR

- Solid color clothing. No stripes or variations.
- Matching white, khaki, or navy blue socks.
- Closed heel and toe footwear is preferable at all times and mandatory for science labs, performances and athletic/recreational activities.
- Footwear is to be conventional. Black, dark brown, or uniform color tennis shoes are acceptable.
- No flip-flops or open-toe sandals.
- No ripped or torn clothing.
- Only ICS logos and graphics are approved for apparel (except on hats and sweatshirts of colleges and universities).
- Underwear must not be noticeable.
- T shirts are not to be worn as top shirts.
- Oxford shirts must be white.
- White T shirts are required to be worn under Oxford shirts.
- Oxford shirts must be tucked in.
- One top button may be open on Oxford shirts.
- First-layer shirts (under polos) must be uniform colors.
- Polo shirt must have the lower button closed.
- Hooded, crew neck, and ICS logo sweatshirts must be uniform colors (college and university colors and graphics are acceptable), and uniform shirt must be worn underneath.
- Hats must be ICS colors with or without ICS logos (college and university colors and graphics are acceptable).
- Hoods and hats must be removed when indoors.
- Sweatpants are not classroom attire.
- Pants and shorts navy blue and khaki only.
- Pants and shorts must be worn at the waistline.
- Pants must have a conventional fit with hems above the floor.
- Jackets and sweaters worn in the classroom are left to the teacher's discretion.
- No visible tattoos.
- Only natural hair color and conventional hairstyles.
- Dark brown, black, or navy blue belts if worn.
- Uniform color ties only (must reach from collar to belt).
- Hair must be trimmed neatly and be above the collar, ears, and eyebrows.
- Clean shaven meaning no facial hair and no sideburns below the ears.
- No earrings at school or during school events.
- Visible jewelry is optional and limited to a wristwatch, small chain with pendant and finger rings.
- No nail polish.

BOYS CHAPEL ATTIRE

- Long pants.

BOYS PERFORMANCE ATTIRE

- Navy blue pants.
- Button-collar white Oxford long sleeve shirt with ICS crest logo from Lands'End and white T shirt.
- Solid navy blue necktie from collar to belt from Lands'End.
- Dark brown, black or navy blue belt.
- Navy blue socks.
- Closed heel and toe shoes, dark brown, black, or navy blue (no tennis shoes).

FIELD TRIP, SPIRIT DAYS AND P.E./ATHLETIC DRESS

- Co-curricular activity dress standards will be made available to students prior to the event or season.
- P.E. uniforms must be purchased through the school office.
- Athletic uniforms are issued through the coach of each respective sport. All uniforms and equipment must be turned in (clean) to the coach prior to the season awards banquet.

ACADEMICS

ADMINISTRATIVE GUIDELINES

- Transfer credits are considered on a case-by-case basis. ICS will accept credits from accredited or state approved school programs.
- Specific transfer courses that meet ICS requirements will be credited as such. Other miscellaneous transfer credits will be acknowledged as elective credits.
- Private and home-schooled students will be evaluated on a case-by-case basis.
- The administration is not bound to offer chosen courses that are out of sequence from regular course progressions. This includes classes for students who have failed a course or have chosen to take courses out of sequence.

EDUCATIONAL SUPPORT SERVICES

The Educational Support Services provides academic testing and extra instructional support to students capable of meeting the ICS learning expectations. The ESS teacher works with the regular classroom teacher, students, and parents in implementing the appropriate education modifications. The ESS teacher coordinates an Academic Skills Lab according to a schedule in the school office. These services do not include special education programming or testing for learning disabilities.

CORE ACADEMIC COURSES

Bible, English, History, Math and Science

ACADEMIC POLICIES

- In order to earn credit, students must achieve an average of 60% or higher in their course work for the year in that particular class.

A+	98-100	C	73-76
A	94-97	C-	70-72
A-	90-93	D+	67-69
B+	87-89	D	63-66
B	83-86	D-	60-62
B-	80-82	F	0-59
C+	77-79		

- Report cards are distributed twice per semester.
- Semester exam grades can count 10-15% of the semester average.

ACADEMIC HONOR ROLL

Academic Honor Roll eligibility is based on the student's overall GPA at the end of the First Quarter, First Semester, Third Quarter, and Second Semester.

- **Scholars Honor Roll** – A grade point average of 3.75 or higher
- **High Honor Roll** – A G.P.A. of 3.50 to 3.74
- **Honor Roll** – G.P.A. of 3.00 to 3.49

NATIONAL HONOR SOCIETY

ICS is a chapter of the National Honor Society (grades 10-12) and National Junior Honor Society (grades 7-9) of the National Association of Secondary Principals. This special organization recognizes exceptional students who embody the cardinal qualities of character, scholarship (must maintain a minimum 3.0 G.P.A.), leadership, service, and citizenship. Students are nominated by staff and then selected by the honor society committee composed of staff members. The selection process is based on the standards of both Societies.

HOMEWORK

Homework must have a distinct purpose. It is not given to occupy students and their parents/guardians. The primary purposes of homework are to supplement class work and to develop responsibility and accountability. It is assumed that homework will be a regular part of school life with increasing time and application required as a student progresses through each grade. In general, homework is for skill practice, enrichment, and in-depth attention to a given unit of study. The amount of time a student spends on homework will vary depending upon organization, use of time, study environment, and other factors. Teachers work together to minimize homework overload. The average amount of homework is 1-2 hours 5 times per week.

STUDENT ASSIGNMENT NOTEBOOK

It is the parent's responsibility to carefully review what the student is actually accomplishing in the homework process. All students are encouraged to maintain an assignment notebook in which homework assignments are recorded. Students need to accept responsibility for homework and organizational skills.

INFODIRECT

InfoDirect is an online service provided by the school to assist parents and students with immediate and up-to-date student information. There is an annual family fee for this service. Parents are able to view assignments, grades, school calendars, attendance, and student account information.

LATE HOMEWORK POLICY

An assignment turned in one school day late will receive a 25% deduction from the earned points. A late assignment will not be accepted for credit the second school day beyond the due date. Note attendance policy for excused and unexcused absences.

TEXTBOOK CARE

- No writing or marking is to be done in any textbook unless the textbook is purchased in advance or is consumable.
- Students will pay for damaged or lost textbooks and library books.
- Hardback textbooks must be covered with protective material.
- Final report cards and/or other academic records will not be released until damaged or lost books are returned or payment is received.

CLASS SCHEDULING

Beginning in the spring, each student receives and completes a course registration for the following school year. Individual guidance is available from instructors. Administrative approval is required to finalize course registration. New students register for courses at the time of application.

CHANGING OR DROPPING COURSES

In order to drop a course, an official Course Change form must be obtained from the school office and signed by the teacher, parents/guardians, and the principal. The administration reserves the right to review requests for changing courses on a case-by-case basis. Dropping a course in order to begin another course for credit must be done within 3 weeks of the beginning of the course. If a student drops a course after 4 ½ weeks (mid-quarter), the student will receive an “F” for the semester. This grade will be factor in the student’s GPA.

TRANSFER CREDITS

A student who requests a transfer to ICS should have a cumulative G.P.A. of 2.00 or higher and should have made satisfactory progress in meeting the ICS graduation requirements. A student may be admitted due to special circumstances, in which case specific conditions will be stipulated. It is recommended that application for admission be made at the beginning of the academic year. However, it is possible to admit students midyear and subject to class availability. Students recently expelled from another school will not be admitted to ICS. When a student transfers to ICS from an accredited high school **ONLY SEMESTER GRADES AND UNITS WILL BE POSTED ON THE ICS TRANSCRIPT**. When a student transfers to ICS during the academic year (other than at the beginning of the 2nd semester) the withdrawal grades and/or quarter grades will be averaged in with grades earned at ICS. Each student’s transfer credits

must be evaluated by Administration before inclusion on an ICS transcript. In addition, the Principal must give approval for any outside courses taken by a student, whether making up an “F,” “D,” “Incomplete” grade, or to get ahead in credits. Students who complete a course on a college campus may receive high school credit for that course with the prior permission of the Principal. Three college credits equal 10 high school credits, two college credits equal 6.67 high school credits, and one college credit equals 3.33 high school credits. The Principal will make case-by-case decisions regarding credit granted for college courses taken through correspondence. Classes taken through a distance learning program will be treated equally with classes taken on a college campus. ICS pays careful attention to the University of California a-g course requirements.

SCHEDULE CONFLICTS

Students who have a scheduling conflict, or the necessary course is not offered at ICS, must receive the Principal’s approval for the following options:

- Concurrent enrollment at Cerro Coso Community College
- Distance learning through an approved institution
- Enrollment in the ICS Independent Study Program
- Summer School

ATHLETIC INFORMATION FOR TRANSFER STUDENTS

If a transfer student intends to participate in school-sponsored athletics, the student’s parents should contact the Athletic Director prior to applying for admission to learn eligibility requirements. The student must secure the “CIF Bylaw 223 OPEN ENROLLMENT TRANSFER” form from the Registrar. This form should be obtained as soon as possible to facilitate an evaluation of the athlete’s eligibility. Once the form is completed and returned, the Athletic Director will submit the form to the CIF.

MAKE UP OF NON-PASSING GRADES

Students who receive an “F, WF, or NC” semester grade in a required course are required to repeat the course in summer school (if available); otherwise, the student will need to enroll in the same course during the next academic year. The primary responsibility for identifying such courses, and enrolling in the same, rests with the student and parents.

INCOMPLETE GRADE

This policy is applicable in cases of prolonged absence (less than four weeks), due to illness or other extenuating circumstances whereby significant class work has been missed to warrant an incomplete grade (“I”) at the midterm or quarter grading period.

- When the work has been completed to the satisfaction of the instructor, the instructor will assign a letter grade to remove the “Incomplete.” The grade will be based on the

work completed prior to the absence and the work submitted during the designated makeup period.

- Should a student receive an “Incomplete” at any grading period, the student will have two weeks to remove the “I” grade, except in extenuating circumstances when approved by the Administration.
- Should the missed course work not be completed, the “I” grade will be recorded as an “F.”

SUMMER SCHOOL

Attending summer school at ICS is the recommended means of making up work, although this option depends upon the availability of teachers and number of students. During summer school, a student is permitted to make up **no more than four semesters** of failed coursework. When possible, Immanuel Christian School offers summer school as a means of remediation, making up missed or failed coursework, for completing additional academic coursework not offered during the previous or upcoming school year, and for advanced courses. All course work must be completed and turned in by the last day of summer school. Summer school is not intended to provide the student the means to avoid or skip scheduled courses. The administration reserves the right to review requests for summer school coursework.

PSAT

The Preliminary Scholastic Aptitude Test (PSAT) is administered in October. There is a charge to parents. All juniors are required to take the PSAT. Freshmen and sophomores have the option. The PSAT is a practice test for the Scholastic Aptitude Test (SAT) required by most colleges and universities for admission consideration. Scores will be returned in December.

GRADUATION REQUIREMENTS

All course work undertaken in grades 9-12 will earn credit and apply toward completion of requirements to receive a diploma from Immanuel Christian High School. Eighth grade Algebra 1, Physical Science, and Foreign Language credits can be applied to the high school transcript if the student earns a minimum 3.0 G.P.A. for the course. Immanuel Christian School encourages, but does not require, college-bound high school students to pursue Honors or Advanced Placement (AP) courses as available, College Level Examination Program (CLEP) courses, and college level courses. Courses may also be taken at Cerro Coso Community College with dual credit.

A student must earn 180 credits to receive a diploma from ICS and meet minimum California graduation requirements. 220 credits are recommended for college preparation, and an additional 30 credits in math, science and foreign language are further recommended by the University of California and California State University Systems. There is a general pattern of courses which must be taken throughout the high school career. All classes, including independent study, must be completed, to the teacher’s satisfaction, prior to graduation. Non-required

courses are identified by the term “elective”. Course requirements are listed on the following page.

The administration and/or school board reserves the right to make changes to the graduation requirements as necessary.

COMMUNITY SERVICE CREDIT

The mission of Immanuel Christian School is to provide training in Christian leadership and service. We promote the spiritual maturity of each student. Spiritual maturity may best be described as Christlikeness. Because Jesus came “...not to be served, but to serve...” we provide reasonable opportunities for our students to benefit others through community service. Community service is required as a part of Bible class.

FULL-TIME SENIOR

In order to participate in Senior Class activities, including the Senior Trip, Disneyland Grad Night, and the Commencement Ceremony, a senior must be enrolled as a full-time student. A full-time senior takes a minimum of four (4) courses at Immanuel Christian School. College dual enrollment courses may be substituted for ICS courses.

COMMENCEMENT CEREMONY

Immanuel Christian School considers the Senior Class Commencement Ceremony to be a celebration of achievement and successful completion of high school. In order to participate in the Commencement Ceremony, the student must have obtained the minimum required 180 course credits (no credit will be given for an “F” on the report card). If the student does not meet these requirements, he/she will not be permitted to participate in the ceremony, nor will the student be granted a high school diploma until the requirements have been met.

VALEDICTORIAN AND SALUTATORIAN

Selected by the Administration

Valedictorian: Minimum G.P.A of 3.5, R point account of 11 or above, 2 semesters as a full-time senior and 4 semesters cumulative
 Salutatorian: Minimum G.P.A of 3.5, R point account of 11 or above, and 2 semesters as a full-time senior

REQUIRED COURSE CREDITS * required for General Diploma % required for College/Univ. Prep Diploma \$ required for College/Univ. Recommended Diploma	Credits Earned	General High School Diploma *	College Preparatory Diploma %	Scholars Recommended Diploma \$
Bible (required each year of attendance)		20	20	20
English		40	40	40
English Composition **\$				
World Literature **\$				
American Literature **\$				
British Literature **\$				
Mathematics		20	30	40
Consumer Math				
Geometry %\$				
Algebra I **\$				
Algebra II %\$				
Pre-Calculus \$				
Calculus				
Science		20	30	40
Biology w/lab **\$				
Chemistry w/lab %\$				
Physics w/lab %\$				
Physical Science *				
Social Studies		30	30	40
World History with Geography **\$				
United States History with Geography **\$				
American Government with Economics **\$				
Geography				
Physical Education		20	20	20
P.E. and Health **\$				
Athletic P.E.				
Visual & Performing Arts **\$		10	10	10
Band				
Choir				
Drama				
Foreign Language		10	20	30
Beginner Spanish *				
Intermediate Spanish **\$				
Advanced Spanish \$				
Electives **\$		10	20	10
Teacher Aide				
Yearbook				
College, online, DVD, Paces				
Total Units of Credit		180	220	250

ACADEMIC DISHONESTY

The Immanuel Christian School community holds the highest standards of honesty and integrity in all aspects of campus life. Academic honesty and integrity are strong values among faculty and students alike. Any violation of the school's commitment is a serious affront to the very nature of the ICS mission and purpose.

Academic dishonesty is the act of presenting information, ideas, and/or concepts as one's own when in reality they are the result of another person's creativity and effort. Such acts include plagiarism, copying of class assignments, and copying or other fraudulent behavior on examinations.

Acts of Academic Dishonesty include but are not limited to:

Cheating:

- Copying or using crib notes during examinations, homework, lab assignments or written work
- Submitting papers completed entirely or in part by another person
- Giving or receiving quiz, test or exam answers from another person
- Copying material from someone's work without footnoting it as a source
- Getting questions or receiving answers from someone who has already taken the same exam
- Copying homework from another student rather than completing the homework independently
- "Padding" a bibliography with citations never read
- Giving answers to another student during an exam, test or quiz
- Submitting a paper that was written all or in part by another person
- Copying from a quiz, test or exam of another person with or without the person knowing it
- Writing a paper for another student
- Using the same paper to fulfill requirements in two different courses without the prior approval of the instructors involved

Plagiarism:

A plagiarist is a student who leads the reader to believe that what is being read is the original work of the student, when this in fact is not true. Examples of plagiarism include but are not limited to the following:

- Word for word copying of another's writing without enclosing the copied passage in quotation marks and identifying the passage with a footnote both of which are necessary
- A mosaic which is a random patchwork of readings and phrases that are woven into the paper resulting in a collage of other people's words and ideas, with the student's sole contribution being that of working the pieces together
- Paraphrasing which is an abbreviated (and often skillfully prepared) restatement of another person's analysis or conclusion without credit being given to the person who prepared the text or writing.

ATHLETIC ACTIVITIES

ELIGIBILITY

In order to be eligible for sports or extra-curricular activities, students must meet CIF Southern Section Blue Book requirements and guidelines. Some of these are included below along with other ICS rules:

- Student must be regularly enrolled in and passing at least four courses while maintaining a GPA of at least a 2.0 in core classes and no F's on a scale of 4.0.
- Students who fail to meet these academic requirements will be temporarily restricted from non-scholastic extra-curricular activities until the requirements are met.
- Grades will continue to be monitored in this manner every mid-quarter until grades are reported at the end of that quarter.
- A student receiving a Disciplinary Referral will be restricted from non-scholastic extra-curricular activities until the conditions of the Referral have been met.
- ICS offers Physical Education credit for team participation in a sport.
- A student receiving Physical Education credit for participation in ICS team sports, and who is temporarily restricted due to Disciplinary Referral or Scholastic Privilege Restriction, must participate in the P.E. class under the supervision of the P.E. teacher.
- Students participating in ICS-sponsored athletic or extracurricular activities are required to wear the appropriate ICS sanctioned uniform for the event.

Sport	Academic Credit
Football	.333
Volleyball	.333
Basketball	.333
Swimming	.333
Baseball	.333

SPORTSMANSHIP CODE OF CONDUCT

Competitive team experiences can contribute to the development of Christian character, mutual support, and school spirit. Sportsmanship is an important part of this training.

We expect our coaches, players, and students to represent ICS in a manner that is respectful of others on and off the field of play. We also encourage and endorse the enthusiastic support of parents and friends. In the process, we expect all to uphold the same high standards that we ask of our students. Opposing teams and their fans are to be treated as honored guests. Students who fail to meet these standards will face disciplinary action or be removed from athletic participation.

THE COMPLETION RULE

If students are selected for any of ICS's athletic teams, they have an obligation to complete the season of that sport. If the student quits before the end of the season for reasons other than extenuating circumstances, he or she will not be eligible for the next season of sport. Example: If they quit a fall team, they will not be able to participate on a winter team. However, they will have an opportunity to try out for a spring team.

PRE-SEASON PRACTICES

If you are part of a team that is still in season, when the next season of sport begins, you need permission from your current coach to attend that practice.

STEROID POLICY

As a condition of membership in the CIF, all schools shall adopt policies prohibiting the use and abuse of androgenic/anabolic steroids. All member schools shall have participating students and their parents, legal guardian/caregiver agree that the athlete will not use steroids without the written prescription of a fully licensed physician (as recognized by the AMA) to treat a medical condition (Bylaw 524).

Both the participating student athletes and their parents, legal guardian/caregiver, will be required to sign a agreement stating that they hereby agree that the student shall not use androgenic/anabolic steroids without the written prescription of a fully licensed physician (as recognized by the AMA) to treat a medical condition. Under CIF Bylaw 200.D., there could be penalties for false or fraudulent information. Immanuel Christian School policy regarding the use of illegal drugs will be enforced for any violations of these rules. See Athletic Handbook for more information on CIF and the Code of Conduct for Interscholastic Student Athletes

PARENT/SPECTATOR CODE OF CONDUCT

In accordance with CIF, ICS has adopted the following Code of Conduct for Interscholastic Student Athletes and recommends adoption of this code by parents/spectators.

Interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. The highest potential of sports is achieved when participants are committed to pursuing victory with honor. Respect includes the values of self-control, responsibility, trustworthiness, and kindness. In order to participate in high school athletics, students must act in accord with the following:

Self-Control

Do not fight or show displays of anger, and have the strength to overcome feelings of retaliation. Promote the wellbeing of teammates and opponents through encouragement.

Responsibility

Commit to getting the best education you can, and demonstrate a character representing Christ and the school.

Trustworthiness

Play by the rules. Be worthy of trust in all you do, and always pursue victory with honor.

Kindness

Treat all people with kindness and courtesy. Play with class. Do not engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks of a sexual or racial nature, trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport

MALE AND FEMALE ATHLETE OF THE YEAR

- Should be a senior
- Should be a multi-sport athlete
- Should be All-League Selection
- Should attend ICS a minimum of 2 years

STUDENT ACTIVITIES

SENIOR CLASS TRIP

Immanuel Christian School considers participation in the Senior Class Trip to be a privilege. It is intended to be educational, spiritual, and recreational. To achieve this goal, ICS has made it a priority that the trip will be led by a Christian tour group. Students are required to conduct themselves in a manner consistent with Immanuel Christian School policies noted throughout this student handbook.

In order to participate, the student must meet the “Senior Class Commencement Ceremony” requirements noted above, with no F’s or Disciplinary Referrals. **Students not meeting these requirements will not be permitted to participate in the senior class trip, but are required to be in school.**

All costs associated with the senior class trip are the sole responsibility of each student. In an attempt to offset a portion of these costs, various senior class fund-raisers will be held. Participation in the senior class fund-raisers is encouraged, but not required. However, **please note that if a member of the senior class chooses not to participate in a fund-raiser, the student will not receive fundraising credit.** All money raised through the senior class fund-raisers belongs to the senior class as a whole. Therefore, should a student choose not to participate in the trip, or becomes ineligible to participate in the trip, due to grades, conduct, etc., that student’s fundraising credit will remain in the senior class fund, and will be divided among the remaining participants to help offset their trip costs. The students and their parents are required to sign agreements stating that they will cover the cost of the trip. Additionally, should it become necessary for an individual student to return from the trip early, for illness, behavioral reasons, etc., the parents of the student will assume financial responsibility for travel expenses.

SENIOR CLASS GRAD NIGHT—DISNEYLAND 8TH GRADE GRAD NIGHT—MAGIC MOUNTAIN

Immanuel Christian School considers participation in these activities to be a special privilege. In order to participate in this event, the student must meet the minimum attendance requirements (79 days per semester in school) and minimum R points of 8 with no Disciplinary Referrals for the second semester.

SCHOOL SOCIALS

In order for students to fully enjoy the events and to promote a positive environment, students are expected to abide by all school policies.

- Students are expected to dress in accordance with the guidelines given them. Those students that dress inappropriately will be given a warning for the first offense, will be removed from the event for a period of time for the second offense, and will be sent home after the third offense (however immediate removal from the event and/or other disciplinary measures may occur in the sole and absolute discretion of the school). Once students leave, they will not be allowed to return.
- ICS students may bring a non-ICS student. Students are to obtain a guest permission slip from the school office, and obtain the required signatures. This form must be returned to the school office three days prior to the event. ICS students are responsible for the behavior of their guests and must ensure that they follow all ICS policies. Each guest must remain the partner of the person that invited them.

STUDENT DRIVERS

DRIVERS LICENSES

Provisional driver's license restrictions during the first year (California Law). Effective January 1, 2006, a new law has increased driving restrictions for persons under the age of 18 who:

- Are issued a provisional driver license (DL) *on or after* January 1, 2006, or
- Already hold a provisional DL issued *on or after* January 1, 2005.

Provisional Driving Restrictions:

You must be accompanied and supervised by a licensed parent, guardian or other licensed driver 25 years of age or older or a licensed or certified driving instructor when you:

- Transport passengers under 20 years of age at any time, for the first twelve months.
- Drive between 11 pm and 5 am for the first twelve months.

To determine if these restrictions apply to you, look at the date on your driver license. The date printed just to the left of your photograph is the date these restrictions begin. The new restrictions apply for 12 months following this date. For example: if the date on your license is May 7, 2007, you will have the above restrictions through May 7, 2008. Violation of either restriction can result in a fine and/or community service. Persons under 18 may not be employed to drive a motor vehicle. When you turn 18 years of age, the provisional part of your license ends. You may continue to drive as an adult using your photo license, which will expire on your 5th birthday after the date you applied.

Exceptions to Restrictions:

When reasonable transportation is not available and it is necessary for you to drive, the law grants the following exceptions for minors to drive between 11 pm and 5 am or to transport an immediate family member unaccompanied and unsupervised. The law requires that you must carry a note explaining why you must drive and when the necessity will end.

THE RULES

- All cars, motorbikes or mopeds (belonging to staff and students) must be registered with the office. A small static cling window permit will be issued for each vehicle registered. Motorcycles and motor bikes must have the parking permit displayed in a prominent place.
- All staff and student vehicles are to be parked in the parking lot located across from the IBC Worship Center.
- Unregistered and unmarked (no window permit) staff and student vehicles will be issued a warning for the first violation. A second violation will result in a \$5 fine, and further violations may result in suspension of on-campus parking privileges for a specified period of time. These fines are to be paid within 3 days of the violations,

are payable in the school office, and the money will be transferred to the Student Senate Trust account.

- Students who drive without a valid driver's license may have their key confiscated and the vehicle towed at the owner's expense.
- Students who drive to school must register their vehicle with the school office by the first day of school, or immediately upon obtaining their license.
- Reckless or careless driving will not be tolerated.
- Vehicles may not be driven after arrival in the morning until leaving for lunch or at the end of the day.
- The speed limit is 10 mph on school property.
- Students are not permitted to go to their vehicle during school hours unless they receive permission from the school office.
- Music is permitted in vehicles and must be kept at a reasonable volume.
- Violation of any of the above regulations may result in not being able to drive on school property for a specified period, or other disciplinary action.