

## JUDSON LEADERSHIP, FACULTY & STAFF

### Board of Trustees

Sonya Witherspoon	Treasurer
Doug Berry	Board Member
David Stuart	Board Member

### Administrative Team

Diana Bjoraker	Principal
Chuck Fields	Vice Principal
Kim Aasland	Director of Admissions
Michael Jarrard	Dean of Students & Spiritual Formation
Chuck Fields	Athletic Director
Joyce Graves	Director of Enrollment
Lynette Marroquin	Registrar
Sarah Hartel	Front Desk

### Elementary School Faculty

Becky Berry	3 <sup>rd</sup> & 4 <sup>th</sup> grades
Yodit Hizekiel	1 <sup>st</sup> & 2 <sup>nd</sup> grades
Christine Rubacalva	Kindergarten
Lisa Jarrard	5 <sup>th</sup> & 6 <sup>th</sup> grades
Kathy Hall	Computer and Technology
Carla Lind	Girls Physical Education

### Middle School Faculty

Michael Jarrard	8 <sup>th</sup> Grade English & History
Chuck Fields	Bible; Physical Education
Alexandra Todd	Algebra; Pre-algebra
Sally Dungan	Math & Science
Kathy Hall	Computer and Technology
Wren Police	Art
Nathan Benedict	Worship Team
Carla Lind	Girls Physical Education

**High School Faculty**

Kim Aasland	History
David Rinker	Bible
Alice Valle	ELD English & Bible
Joyce Graves	ELD History
Kiersti Giron	English
Sally Dungan	Algebra 2, Government & Economics
Alexandria Todd	Geometry, Pre-Calculus, Calculus
Nathan Benedict	Worship Team
Wren Police	Art
Carla Lind	Physical Education

## **JUDSON INTERNATIONAL SCHOOL IS.....**

### **CHRISTIAN**

- ◆ Judson International School accepts students from any Christian tradition as well as students who do not profess Christian faith, as long as they are willing to participate in all aspects of Judson's program.
- ◆ Judson is a non-denominational school that teaches all subjects from a Biblical worldview as well as having daily classes that focus on the Bible.
- ◆ Students study the whole Bible in the course of four years (three times from KG to 12<sup>th</sup> grade). They learn about God's love for all peoples and His purposes in the world through the stories of the Bible.
- ◆ Judson encourages an inductive approach to Bible study.
- ◆ Scripture memorization is an integral part of the curriculum.
- ◆ Character development is deliberately taught and reinforced in the daily lives of the students.
- ◆ Discipline is based on confession of wrongdoing, on giving and receiving forgiveness, on making restitution, and on restoration of relationships.
- ◆ Judson's culturally diverse teachers and staff are all professing Christians whose lives model the beliefs they embrace. Many have an international background and/or an involvement in global missions.

### **INTERNATIONAL**

- ◆ Judson has students and teachers who are residents of more than 20 different nations as well as local students of many different ethnic backgrounds.
- ◆ Being located in Pasadena means Judson International School draws from an ethnically diverse community. We welcome students from the local community alongside many international students who are here for a season. Together, these students create a wonderful diversity and quickly learn to accept each other.
- ◆ ELL instruction is available as part of the program for those who need it.
- ◆ Judson's International Christian Curriculum is suited to students who will complete all their education in California as well as to those who will receive the majority of their education in another country.
- ◆ Judson is approved to issue the I-20 form to international students.
- ◆ Judson enrolls students for less than the full school year, if requested.

**Judson's dual focus on Christian and international education creates a unique school which prepares students well for the 21st century world in which they live.**

Judson is a ministry of Frontier Ventures with whom we share a campus. Our mission, vision and values align with those of the FV.

## **MISSION STATEMENT**

Judson International School's mission is to partner with parents in educating children who will grow in knowledge, understanding and wisdom to become leaders in God's Kingdom and today's world.

## **VISION**

We believe our calling is to partner with parents to raise their children to love God with all their heart, soul, mind and strength, and to love their neighbors as themselves. As is said of Solomon, God gave him wisdom, great knowledge and a breadth of understanding so that he might become the most influential person alive in his time. At Judson we seek to instill these virtues in our students that they also may become persons of influence in their generation. Through our curriculum and programs we seek to lead them to knowledge of the world, seeing God as the Creator and sustainer of all creation, and being excited as He is revealed through what He has made. We seek to give them an understanding of the times in which they live, and discernment to know what is pleasing to God, so that they will be influential persons in their cultures and societies, able to speak the truth in love. Finally we pray for the wisdom from above that is peaceable and gentle, to consume them and motivate them to "act justly, love mercy and to walk humbly with their God."

## **PHILOSOPHY**

The philosophy of Judson International School is Biblically-based and God-centered. Judson's ethics and values are derived from a Biblical worldview and taught in an environment of academic excellence. (Psalm 78: 5-8)

Judson has an academic program that educates the whole child. It is understood that every child is unique with differing God-given talents and abilities. We seek to develop the potential of each child by differentiating and individualizing instruction where possible.

Research has shown that children learn more when they work in cooperation with each other rather than in competition. The International Christian Curriculum used at Judson gives many opportunities in most subjects for students to work together in large and small groups, and to learn from each other. Students learn to value the contribution of all their classmates, to appreciate each other's strengths and to accept their weaknesses.

## **NON-DISCRIMINATION POLICY**

Judson International School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accepted or made available to students at the school.

Judson does not discriminate on the basis of race, color, national and ethnic origins in administration of its educational policies, admissions policies, financial assistance, or athletic, arts and other school-administered programs.

Judson does not discriminate on the basis of religion, but parents/guardians must agree that all students will participate in all aspects of the program including religious instruction and observance.

## **CORE VALUES**

### **Spiritual Formation**

Judson International School is established on the concept that God desires all peoples to know and worship Him. We seek to:

- ◆ partner with parents to educate and train their children. (Deut. 6:6-7)
- ◆ lead students to a personal relationship with God through Christ (Romans 10:9)
- ◆ develop love for and obedience to God resulting in love for others. (Matthew 22:37-40)
- ◆ reveal to students God's heart for all peoples and His love for the lost. (Matthew 28:19)
- ◆ support students in a vibrant, personal relationship with their Lord. (Jer. 9:23-24)
- ◆ help students interpret life according to God's principles and purposes. (2 Peter 3:1-8)
- ◆ instill a heart of service towards others. (Eph. 6:7-8)

### **Academic**

Judson places value on high academic standards, while understanding that all children are different, with differing gifts and abilities. We seek to develop each child to his/her full potential to:

- ◆ develop the necessary skills and a love of learning to become a life-long learner.
- ◆ transition well-prepared into high school and beyond.
- ◆ have the skills and training required for a meaningful occupation as an adult, and to fulfill any ministry the Lord may call them to.
- ◆ be an effective communicator in both writing and speech.
- ◆ be confident to engage the culture with truth from a Christian worldview.
- ◆ have discernment and be able to solve problems.

### **Personal/Social**

Judson values students' development as well-rounded individuals, and that equips them to become engaged and responsible citizens in their families, local communities, and wherever God calls them in the world. We empower them to:

- ◆ see themselves as a unique creation of God, with a unique calling.
- ◆ see all others as unique and valuable in the eyes of God.
- ◆ live in personal righteousness by God's grace, evidenced by the moral choices made.
- ◆ develop gifts and abilities that can be used to minister to others, and change culture.
- ◆ use time and resources wisely.
- ◆ understand true social justice which expresses God's heart.
- ◆ have compassion on the lost, and a commitment to see them come to know God.

### **Physical**

Judson encourages all students to learn how to live a healthy lifestyle, and has a program of PE, sports and health to train students to care for their bodies as temples of the Holy Spirit.

We teach them to:

- ◆ be physically active every day.
- ◆ eat a healthy diet that will lead to good health.
- ◆ avoid unhealthy activities, such as smoking, drug and alcohol abuse.
- ◆ value games and sports as an opportunity for teamwork and cooperation.

- ◆ make physical activity a part of daily life.

### **Student Outcomes (SOs)**

Students graduating from Judson are expected to reach their potential in all areas of life, according to how God has gifted them. We expect students will grow in the following ways:

#### 1. Knowledge

##### Academics

- Use investigative learning procedures to solve problems by analyzing, discerning and applying information and effecting change
- Show mastery of research skills using both print and digital resources, and the ability to write and report clearly to produce quality work
- Understand that learning is a lifelong process

##### Technology

- Use technology as an information resource and communication tool showing discernment in line with principles of godly living

##### Creative Expression

- In visual, performing and language arts be able to express themselves freely and to manipulate media to produce quality work, in line with their God-given talents

#### 2. Understanding

##### Cultural Awareness

- Demonstrate an appreciation of students from other cultures and traditions by learning about them, and developing friendships with them

##### Effective Communication

- Demonstrate the ability to read widely with understanding, to speak clearly and knowledgeably, and to write appropriately for differing audiences

##### Citizenship

- Live out their beliefs through community involvement by bringing God's love wherever it is needed
- Demonstrates both followership and leadership among peers with submission and humility

#### 3. Wisdom

##### Spiritual Maturity

- Demonstrate a relationship with the Lord through godly character and lifestyle
- Practice servanthood towards others with a willing, joyful heart
- Be involved in worship, and practice personal and group prayer

##### Emotional Health

- Have a realistic understanding of their strengths, weaknesses and abilities
- Be able to cooperate and collaborate with others consistently and positively

##### Physical Health

- Maintain an active lifestyle by taking part in sports or other physical activities
- Demonstrate good eating habits that are evidenced by weight control and general good health

## **SCHOOL HISTORY**

Judson International School is a ministry of Frontier Ventures located on a beautiful 17-acre campus in northern Pasadena. It has a soccer field, basketball, volleyball and tennis courts, and a full-service cafeteria.

The school was founded in 1991 as William Carey Academy for children of staff families. In 2001, Judson opened to students from the local and international communities.

Judson uses the International Christian Curriculum which was developed at the school. It is unique in many ways and offers a sound education with a global perspective to both American and international students. Many missionary children and international students are part of the student body. Since 2008, Judson has been authorized to issue the form I-20 and has seen its program for international students grow significantly.

Since 2011 Judson has offered high school classes beginning with 9<sup>th</sup> grade. We are accredited with WASC and a candidate with ASCI. We will shortly add A-G requirements as well as AP and dual credit classes.

Transitional Kindergarten was added to our program in 2012, serving students who miss the September 01 cut-off for Kindergarten enrollment.

In 2008, the Lord led us to begin a satellite program for homeschool students. We now have the Eagle Academy, a one day/week program offering enrichment classes to homeschooled students in KG – 8<sup>th</sup> grade. It has grown each year and now has a valued place in our school.

Over the years as our faculty has grown stronger, our program has strengthened and grown. In 2017 Judson will be fully accredited with the Western Association of School and Colleges in 2014, and with the Association of Christian Schools International. We offer art, computer, music and Spanish beginning in Kindergarten. We have a thriving inter-school sports program in Middle School and High School. Our middle school teams went from being on trial in the Foothill League a few years ago to becoming champions in many sports and seasons. Our high school is part of the California Interscholastic Federation (CIF), offering six sports per year. In recent years, we have added a musical theater program, with a proposed production each spring.

In numbers we have grown consistently since 2004, and look forward to many years of continued growth to come as God blesses us. To Him we look for guidance and to Him we give the glory for what He is doing.

## STATEMENT OF FAITH

All faculty and staff at Judson must believe and abide by this statement of faith. A signed copy of this statement of faith is kept in each member's personnel file, and a reaffirmation is required with the issues of a new contract.

- ◆ We believe the Bible to be the inspired, infallible, authoritative, inerrant Word of God (2 Timothy 3: 16, 2 Peter 1: 21).
- ◆ We believe there is one God, eternally existent in three persons – Father, Son and Holy Spirit (Genesis 1: 1, Matthew 28: 19, John 10: 30).
- ◆ We believe the Christian faith is rooted in God's revelation to the Jewish people through the Hebrew Scriptures (Romans 11: 1-24).
- ◆ We believe in the deity of Jesus Christ (John 10: 33)
- ◆ We believe He is the promised Jewish Messiah (Isaiah 52: 13 – 53: 12, Acts 8: 32-35).
- ◆ We believe in-
  - His virgin birth (Isaiah 7: 14, Matthew 1: 23, Luke 1: 35),
  - His sinless life (Hebrews 4: 15, 7: 26),
  - His miracles (John 2: 11),
  - His vicarious and atoning death (1 Corinthians 15: 3, Ephesians 1: 7, Hebrews 2: 9),
  - His Resurrection (John 11: 25, 1 Corinthians 15: 4),
  - His Ascension to the right hand of God (Mark 16: 19),
  - His personal return in power and glory (Acts 1: 11, Revelation 19: 11).
- ◆ We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (John 3: 16-19, Romans 3: 23, 5: 8-9, Ephesians 2: 8-10, Titus 3: 5).
- ◆ We believe in the resurrection of both saved and the lost; the saved unto the resurrection of life, and the lost unto the resurrection of condemnation (John 5: 28-29).
- ◆ We believe in the spiritual unity of all believers in our Lord Jesus Christ (Romans 8: 9, 1 Corinthians 2: 12-13, Galatians 3: 26-28).
- ◆ We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8: 13-14, 1 Corinthians 3:1 6, 6: 19-20, Ephesians 4: 30, 5: 18).

## GENERAL POLICIES AND PROCEDURES

### ADMINISTRATION - JUDSON'S ONLINE SYSTEM:

Judson uses an online administrative management system called RenWeb. School administrators use RenWeb to access family contact information, emergency contacts, medical information, approved transportation for students, etc. Teachers may use RenWeb to post grades, and homework assignments. We request families create a "Parents Page" on RenWeb. **Your student's grades, schedules, and class lists will be available on RenWeb. You will also utilize RenWeb to log your parent participation hours and reenroll each year. We encourage our families to check their RenWeb as this will keep you informed on your student's progress and grades.**

#### Create your Account

1. Go to: <https://www.renweb.com/Logins/ParentsWeb-Login.aspx>
    - a. You must choose **"Create a New Parent's Web Account."**
    - b. Use District Code is: **JI-CA**
  
  2. Email address:
    - a. For **returning** families, use the same email address you receive emails from Judson.
    - b. For **new** families, use the email address written on your student's application.
    - c. You must use this email address when you are creating your Renweb account.
  
  3. You will receive a confirmation email from RenWeb. The email will prompt you to create your username and password.
  
  4. After creating your username and password, please log in to your Parents Page.
    - a. Review the **"Family Information"** page.
    - b. If necessary, you may update any contact information, medical information, emergency contacts, and transportation information by going to the **"Family Demographic"** form on the **Family Information** page.
- c. Don't forget to **SAVE** all updated information!

**It is important that all family information be up to date.** If at all possible, use Firefox as your browser to access RenWeb. It works best with this online program. Other internet browsers like Google Chrome and Safari are not compatible with RenWeb.

Several items are available for immediate use:

#### School Information:

- **School Home:** The RenWeb home page.
- **Directory:** View other family contact information.
- **Resource Documents:** Important documents (like volunteer driver application and the Welcome Packet) will be provided here.

- **Web Forms:** View “Family Demographic Form” to update all student information like: student medical information, parent information, approved transportation pick up, and grandparent information. If you have a change in mailing address, email, phone number, all information can be updated on these forms.

### **Student Information:**

- **Student Home:** This allows you to see any upcoming homework categorized by date or subject, any classes the students are enrolled in by quarter, and their attendance record. Only absences and tardies will show.
- **Grades:** Teachers have the option to allow parents to view a weekly progress report.
- **Homework:** Teachers may use this option to show your student’s homework.
- **Attendance:** You can view your student(s) attendance record. Only absences and tardies will show.
- **Schedule:** You can view your student’s schedule with this feature. This feature is geared towards our junior high and high school students who transition to several different periods a day.

### **Family Information:**

- **Family Home:** This page will display information for each person on your RenWeb account. **You will need to log service hours on this page. On the right hand corner click “Service Hours” then “Add Services Hours.”**
- **Family Profile:** Offers the same feature as the Family home page.
- **Username/Password:** This page gives you the option to change your current username or password.

## **ACCREDITATION**

Judson is currently accredited by the Western Association of Schools and Colleges, and by the Association of Christian Schools International.

## **ADMISSIONS**

Judson International School welcomes students of all ethnic, religious, national, and socio-economic backgrounds. The school respects the religious preferences of parents and students; it is understood, however, that the Judson curriculum is based on biblical values which are freely expressed in the classroom and in chapels in a natural and non-coercive way. All full-time students will participate in all school subjects including biblical studies. Students are accepted on the basis of available space and the meeting of age and academic requirements. The admission process, including the payment of all fees and at least one month’s tuition must be complete before a student may enter class.

## **AFTER-SCHOOL CARE**

Judson International School contracts with an after-school-care provider, Siwi Lodge. The program uses the elementary building from 3:10pm until all children have been picked up.

There is a charge of \$10/hour. Arrangements and payments must be made directly with Siwi Lodge at 626 390 9282.

Any student in K-8th grade who is not picked up by 3:10pm, regardless of the reason, will be signed into after-school-care.

Students participating in after-school programs such as tutoring, detention, clubs and sports must be at the location of their activity by 3:10pm.. Students may not wait outside Zwemer, in the classrooms, hallways or anywhere else after 3:10 pm

High school students are not required to go to after-school-care, but they may not hang around Judson's buildings, either inside or outside.

### **Enrichment Programs**

Judson offers after-school sports and other programs (depending on availability and interest) for an additional fee. Information is given at the beginning of each semester and as new clubs are added to our schedule.

Sign-ups and administration of these programs is through the school office or website.

### **ATHLETICS**

Students enrolled in athletic programs will be given a handbook of rules and policies for their sport by a coach. Sport team students and their parents must sign and return a form stating they have read and agree with the policies outlined in the athletic handbook. Students involved in sports must maintain a GPA of at least 2.0 and have a satisfactory level of citizenship. Coaches, administration and faculty reserve the right to deny participation in sports to any student.

Interschool sports are available for 5<sup>th</sup> – 8<sup>th</sup> grade students as follows:

Fall	Boys' flag football Girls' volleyball
Winter	Boys' and girls' basketball
Spring	Boys' soccer Girls' flag football

High School CIF Sports:

Summer/Fall	Boy's Football (non-CIF)
Fall	Boys' Cross Country Girls' Volleyball
Winter	Boys' & Girls' Basketball
Spring	Boys' & Girls' Track & Field

### **ATTENDANCE POLICY**

#### **California State Law states the following:**

“Compulsory school attendance is mandated for all children between the ages of 5 – 18. Any student who is absent for three full days without a valid excuse is considered **truant**. Any student who is tardy or absent for a 30-minute period within a school day without a valid excuse on three occasions during the school year is classified as **truant**. Students who have excessive absences may be referred to the School Attendance Review Board.”

### **Excused and Unexcused Absences**

**Excused:** according to state law only absences for illness, doctor/dentist appointments, bereavement, religious observance and court hearings are considered excused.

**Unexcused:** any absence without a valid excuse such as babysitting, staying home to study or play, shopping, visiting theme parks, cleaning house, visiting relatives or friends and extending Christmas or spring vacations is considered unexcused unless approved.”

### **Judson Absence Policy is as follows:**

#### **Planned Absences**

Judson understands that families’ needs are different and sometimes absence from school is unavoidable. However, parents are asked to plan carefully to minimize absences. Parents must contact the school office before the absence, giving the dates of the planned absence and the reason. The administration will decide if the absence is to be excused.

All arrangements for homework and missed work must be made with the teacher before the absence.

#### **Illness and Unplanned Absences**

**Parents must notify the office if the child will be absent, early on the day of the absence. Please call or email by 9:00am. It is the responsibility of parents to request missed class work and homework from their child’s teachers. Missed class work and homework must be completed according to the teacher’s directions. This is usually one day per days of absence. Students and their parents have the final responsibility in seeing that missed work is completed.**

Any absence that is not reported to the office will be considered unexcused

#### **Consequences of Repeated Absences**

The office needs to be notified in the case of every absence from school, either by phone, in person or in writing. Repeated unexplained absences will result in a meeting between parents and the principal. Disciplinary action may be necessary if the behavior does not change.

#### **Late Arrival or Early Check Out**

Students who arrive late or leave early must be signed in or out through the school office. Only a parent or legal guardian may check out a child unless a phone call or note has come through the office.

**Students who are tardy must be signed in by a parent. Students must not be dropped off to walk in alone.** Middle school students will wait in the office until the end of the homeroom period. Parents will be required to walk their K-5<sup>th</sup> grade students to their classrooms after signing them in. There will be consequences for excessive tardies (see the tardy policy below).

**Absences and tardies are part of each student’s permanent record.**

#### **Tardy Policy**

**Punctuality is an important character quality and life skill for every student.**

**Tardiness is a problem for students, teachers, office staff and parents.**

- The tardy student disrupts the class on entering late;
- The tardy student misses important information given at the start of the day;
- The tardy student sets a bad example to other students;
- The punctual students are interrupted while important information is being given;
- Teachers are interrupted as they are starting class for the day;
- Teachers have to make an extra effort to ensure the tardy student receives information that has been missed;
- Office staff are delayed from other work to deal with signing in tardy students and getting them to class;
- Office staff have the inconvenience of recording tardies and keeping track of tardy slips;
- Parents become more stressed when they know they are late;
- Parents must take time to get out of their vehicles to sign in their children and walk them to class.

**Doctors' and dentists' appointments, illness, car problems, and sometimes traffic for families living at a distance are unavoidable situations and will be excused.**

Tardiness without excuse is a problem that can be solved. Because of the negative impact of repeated tardiness Judson has a policy to deal with it.

**KG – 5<sup>th</sup> grade: parents will be held responsible for unexcused tardies.**

- Tardy students and their parent must report to the school office;
- The parent must sign in the student;
- The student will receive a tardy slip;
- The parent must obtain the gate key from the office, walk the student to class and return the key to the office;
- When three unexcused tardies per semester have accumulated, **a fee of \$10.00** will be charged; after the 2<sup>nd</sup> set of 3 absences in a semester, the charge increases to **\$15**. After a 3<sup>rd</sup> set of 3 absences in the same semester, the parents must meet with the principal.

**6<sup>th</sup> – 8<sup>th</sup> grade: both parents and students will be held responsible for the tardies.**

- Tardy students and their parent must report to the school office;
- The parent must sign in the student;
- The student will receive a tardy slip;
- The student must wait in the office until the bell rings for the next passing period;
- Attendance is recorded for JH at all classes; a tardy at any time is treated the same as a morning tardy with the student being held responsible;
- After three unexcused tardies in a semester, the student will be given a detention and **a fee of \$10.00** will be charged; after the 2<sup>nd</sup> set of 3 absences in a semester, the charge increases to **\$15**. After a 3<sup>rd</sup> set of 3 absences in the same semester, the student and parents must meet with the principal.

**NOTE:** 7<sup>th</sup> and 8<sup>th</sup> graders must be on time for each class. Every teacher will take attendance for their class and the same discipline procedure will apply.

**9<sup>th</sup> – 12<sup>th</sup> grade: students will be held responsible for their tardies.**

- Tardy students must report to the school office;
- The student must sign in;
- The student will receive a tardy slip;
- The student go to their first period class;
- Attendance is recorded for HS at all classes; a tardy at any time is treated the same as a morning tardy with the student being held responsible;
- any class that is ditched is considered as a truancy and is treated seriously;
- After three unexcused tardies in a semester, the student will be given a detention and **a fee of \$10.00** will be charged; If the tardies continue, the student and parents/guardians must meet with the principal.

**High school students who are absent from any class for any reason for more than 10 periods in a semester are in jeopardy for credit for the class. Summer School attendance may be required to make up the missing credit.**

## **CALENDAR**

The Judson Family Calendar is created each spring for the following school year. It is included in your *Welcome Packet* as part of registration. The Family Calendar is posted on RenWeb and available on the school's website calendar. Changes are inevitable but are kept to a minimum. It is important that families check the school website regularly to be informed on all current school events.

## **CARE OF CAMPUS FACILITIES AND PROPERTY**

**BOOKS AND MATERIALS:** Students are responsible for keeping schoolbooks in good condition. Teachers may require students to provide book covers.

Students who return books with torn pages or covers, marks, or damage of any kind will be charged for the damage. Replacement value and shipping charges will be billed.

**PROPERTY:** Damaging property, whether it is personal or belongs to the school, violates the rights of others. It is expected that the student, even if damage is accidental, will acknowledge all responsibility. The student will take care of restitution when appropriate, or his/her parents will provide adequate compensation.

**ANIMALS:** Please do not bring animals to campus playground areas unless you have received approval from the front office. Even docile pets can be erratic around children who are excited. As well, we have some students who are highly allergic.

## **CHANGE OF CONTACT INFORMATION**

The school office needs to be notified whenever a parent's street address, email address or phone number is changed. In case of an emergency, it is extremely important that the school has up-to-date phone numbers and addresses. This should be done by:

- logging into RenWeb to make the changes when they occur,
- and notifying the office, so we can update your student's cumulative file.

## COMMUNICATION

The school will communicate with families in the following ways:

**Class Newsletters:** Kindergarten students receive a weekly newsletter in their backpack. Grades 1 – 6 will receive them at least once every unit (6 weeks). They will keep parents aware of current topics of study, field trips and upcoming events, and other important information.

For junior high and high school students, parents should check the teachers' pages in RenWeb.

**Weekly Updates** are emailed to families. These updates give information on school events, class events and service opportunities. Please take the time to read these.

**Please advise the office if you do not have regular access to email and/or the internet.**

**RenWeb and email are our main form of communication. Please be sure to check regularly.**

## CONFERENCES AND CLASSROOM VISITATION

**During school hours any communication with your student or his/her teacher must be through the office.** The teacher will not be able to confer with any parents during class time, or immediately before and after school. Conferences and classroom observations must be pre-arranged.

Parent-teacher conferences are scheduled at the end of the first and third quarters. At other times, either a parent or the teacher may initiate conferences. The principal will be part of these conferences if requested. The conference must be scheduled through the office.

For regular contact with teachers, please follow their preference for email contact, after-school contact or appointment through the front office. They will explain their preferences at Back-To-School night.

**All visitors to the school campus, including parents, must first check in at the office.** No person may enter any building without first checking in at the office. This is for the safety of the children.

**Please keep special contacts with your student to a minimum. Our office staff can contact your student in an emergency, but please do not routinely expect them to inform your student of pickup time, lunch plans, after-school plans, etc.**

## CURRICULUM

Judson uses the International Christian Curriculum in all classes. It has been developed at Judson for Judson's unique mission, vision, and student population. Information about the curriculum is available on the school website.

## DAILY SCHEDULE

School begins at 8:00 a.m. and ends at 2:45 pm for KG to 5<sup>th</sup> grade.

For 6<sup>th</sup> – 12<sup>th</sup> grades the first bell is at 7:55am and students are expected to be in class by 8:00. School is dismissed at 2:50 p.m. for 6<sup>th</sup> to 12<sup>th</sup> grades.

### **Morning Arrival**

School opens at 7:30 am. and closes at 3:05 pm. **Please do not drop off students before 7:30 am.** Students arriving at Carmichael will remain on the playground until lineup. In case of rain, students may go directly to classrooms.

Students in grades 6-12<sup>th</sup> may enter the buildings if they are quiet, or they may play or wait outside until the first bell rings.

### **Lunch Time**

Lunch times are as follows:

KG -4<sup>th</sup> grades            11:45 – 12:30

5<sup>th</sup> to 12<sup>th</sup> grades        12:15 – 12:53

Judson International School has a closed campus policy. Students are not allowed to leave the Judson campus or wander the larger campus unless accompanied by an adult at lunch time or during the school day.

### **Lunch Programs**

Students in all grades are encouraged to bring nutritious snacks and sack lunches.

Students in the lower grades who forget their lunches may ask their teachers to call their parents at snack-time and ask them to bring a lunch. Middle/high school students who forget to bring lunch may use the office phone to call home.

Elementary students have the option of a hot lunch from WCIU Cafeteria (see website for details). It is delivered to the elementary building just before lunch time and served to the students there.

Grades 5 – 12<sup>th</sup> may participate in the cafeteria lunch program (see RenWeb forms section). Students may choose to eat at the cafeteria or at the picnic tables on the playground. Students who do not purchase lunch from the cafeteria may eat there, and may use the microwaves in the cafeteria.

There is a fee of \$25/year that is charged to all students by the cafeteria to cover casual usage.

### **Afternoon Dismissal**

Carmichael students will remain in the playground area after school until their parents pick them up. Students not picked up by 3:00 pm. will be signed into after-school-care and parents will be billed accordingly. Carmichael students participating in Judson clubs will be walked to the appropriate classroom.

Middle school students will wait outside the building to be picked up. There is no adult supervision for students at the middle school building after 3:10 pm. Students not picked up by 3:10 pm will be sent to after-school-care and their parents will be billed accordingly.

After 3:10 pm students may not be in the buildings, outside the school or be on the streets surrounding the campus. The only exception is students enrolled in afterschool programs.

Students who will not be picked up immediately from after school programs or sports must notify the after-school supervisor before their game or practice and go directly to after-school-care when their activity ends.

### **Minimum Days**

Judson has several minimum days during the year. On these days students are dismissed at 12:00 noon, before lunch. After-school-care is not provided on minimum days.

### **DISCIPLINE & CONDUCT (K-6)**

Judson is committed to using the principles of Matthew 18 to resolve conflict among adults and children. For kindergarten to 6<sup>th</sup> grade, teachers and playground supervisors will apply Matthew 18 principles and deal with most offenses and disruptions in an age-appropriate manner.

If a student in kindergarten to 6<sup>th</sup> grade consistently transgresses school rules and the rights of others, and refuses to be reconciled, he/she will meet with the principal to discuss the behavior. In such cases, parents will be notified and involved in the discipline process. They are the primary authority in the child's life but the school administration must make the final decision concerning discipline.

For grades 7 through 12, please see the middle and high school supplements at the end of the policies and procedures section.

### **MATTHEW 18 PRINCIPLE**

Students will be taught to act according to Matthew 18 in dealing with conflict. This is not an intuitive process and needs to be taught before conflict arises and reinforced when there is conflict. This process can be learned and understood by children of all ages, as well as adults.

#### **The First Stage of the Matthew 18 Process:**

- The student who is hurt/offended speaks to the student who has hurt/offended him/her.
- The injury/offense is described.
- The offending student acknowledges wrongdoing and asks for forgiveness, and if necessary makes restitution.
- The hurt/offended student offers forgiveness, restoring the relationship.

#### **The Second Stage of the Matthew 18 Process:**

- If the two students cannot resolve the matter, the hurt/offended student should take the offender and at least one other student who witnessed the interaction and go to talk to a teacher in charge.
- The teacher will hear the accounts of both students and work towards resolution, restitution and restoration.

#### **The Third Stage of the Matthew 18 Process:**

- If the conflict cannot be resolved with the aid of the teacher, the third step of the process will be required.

- The teacher will take the hurt/offended student, the offending student and the witnesses to the principal who will hear both students' accounts. If the offender does not repent even at this stage, the student's parents may be called in, and the consequences will need to be determined.

The goal at every stage of the Matthew 18 process is repentance on the part of the wrongdoer, resolution of the issue, restitution if appropriate, and restoration of the relationship through the giving and receiving of forgiveness.

### **Matthew 18 for Adults**

Judson encourages parents and other adults to use the Matthew 18 Principle to resolve conflict. Please follow these steps if you have an offense with a faculty or staff member:

- Go to the faculty or staff member before you talk to anyone else.
- Share the offense/concern honestly.
- Give the faculty/staff member time to respond.
- If the issue is not resolved, talk to the principal.

We are committed to resolving conflict; there is very seldom need to go beyond this step. Please do not discuss your offense with other parents, faculty or staff before following this procedure.

### **ELECTRONICS AND TOYS**

No electronic equipment is permitted at school. This includes portable music players, personal computing devices and game systems. Toys and magazines may only be brought to school at a teacher's request. If any of these items are found in a student's possession, they will be confiscated and returned to parents at the end of the week.

#### **Cell Phones**

Students in kindergarten through 4<sup>th</sup> grade may not bring cell phones to school. Students in 5<sup>th</sup> through 8<sup>th</sup> grade may have cell phones, but these phones are to be stored in backpacks during school hours and are only to be used outside of school hours. If cell phones are used during school hours (this includes recess and lunchtime), they will be confiscated and returned to parents after a week.

High school students may use their phones during recesses and study halls but must follow the guidelines in the high school supplement.

### **EMERGENCY PROCEDURES**

Fire and earthquake drills are conducted regularly throughout the school year. The school has emergency supplies for each student.

In the event of a disaster, students will be released only to the persons named on the Emergency Release form. Please keep the office notified of any changes.

Judson's safety area is the grass area west of the middle school building.

In case of an emergency after school hours, Judson will often follow the decisions made by PUSD and other local schools concerning school opening. Email and/or phone notifications will be made to all families if possible.

Judson's emergency plan and procedures are being evaluated and upgraded in conjunction with the rest of the Venture Centre Campus organizations.

## **FAMILY NIGHTS**

Judson has three opportunities for parents to spend time in the classroom to see their children demonstrate the content knowledge they have gained. The student's art work is displayed in the hallways for each Family Night.

**History Night** is held in November for kindergarten – 8<sup>th</sup> grades and in May for 9<sup>th</sup> – 12<sup>th</sup> grades *Creative Arts Night*. Students will review highlights of the history curriculum in creative ways for their families. November is also an Open House; families are encouraged to invite guests to see what Judson has to offer.

**Science Night** is held in February and follows the same format as History Night, only the focus is Science. It is also an Open House.

**Speech Meet** is held in May for kindergarten – 8<sup>th</sup> grades and in November for 9<sup>th</sup> – 12<sup>th</sup> grades. Every student memorizes a poem, Bible passage, or historical speech, and practices in front of his/her class many times. This night each student presents his/her piece to the parents of the class. Students may choose to use this piece to audition for the ACSI Speech Meet (also in May).

## **FERPA (Family Educational Rights and Privacy Act)**

This act gives parents the right

- to examine and control their student's record;
- to seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
- to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and § 99.31 authorize disclosure without consent; and
- to file with the Department a complaint under §§ 99.63 and 99.64 concerning alleged failures by the educational agency or institution to comply with the requirements of the Act and this part.

## **FIELD TRIPS**

Judson International School places a high value on field trips as part of the curriculum. Each class will have at least four field trips a year. Your child's teacher will notify you in advance of upcoming field trips, and will send home a permission slip within a week of the trip.

Students must wear the official school uniform on field trips. The official uniform is a burgundy polo shirt with Judson logo for KG – 8<sup>th</sup> m and a green shirt for 9<sup>th</sup> – 12<sup>th</sup> grades, with navy blue pants or shorts. Girls may wear a navy blue or plaid skirt (4<sup>th</sup> – 8<sup>th</sup>) or jumper (KG – 3<sup>rd</sup>). Field trips will be planned with great care to ensure the safety of the students.

Misbehavior by a student may result in his/her exclusion from future field trips.

Siblings and other relatives may not attend field trips, unless they are driving. The trip is for educational purposes, and the teachers need students to be focused on the program. Judson encourages families to visit places of interest with their children on weekends, holidays and during vacations.

Until the school owns passenger vehicles, Judson relies on parents to drive for field trips. Parents willing to drive for their child's field trips must fill out driver information forms available from the office and on RenWeb, and verify they have the level of insurance recommended by ACSI. In most cases, driving for field trips contributes towards Parent Participation service hours.

## **FUNDRAISING**

Fundraising is an important part of the school program. We have one mandatory fundraiser in the spring in which all families are required to take part.

Judson collects **Box Tops** through the classrooms and students may earn color team points for bringing them in.

Annual Building Fund - **\$100** per student, for maintenance and improvements, up to a maximum \$300 per family. Fundraising participation in the raffle can be used to cover this annual fee. This fee is not prorated for early withdrawal/dismissal or late enrollment.

## **GRADING PERIODS / REPORT CARDS**

Judson's grading program is part of RenWeb, our web-based school management system. A feature of this program is its ability to give parents with students in grades 6-12 access to their child's grades on an ongoing basis. Information about this will be made available to parents at Back-to-School Night by the classroom teachers.

The school year is divided into two semesters of two grading periods each. Report cards are sent home the week following the end of each semester. A parent/teacher conference is held at the end of the first quarter, with an optional conference at the end of the third quarter if desired/requested.

Judson's goal is to develop students who are responsible for their progress, especially in junior high and high school. Teachers will conference with students before contacting parents. However progress reports may be sent during each grading period in upper grades if deemed necessary by a student's performance.

Consistent low grades may require a student to be put on academic probation for the following grading period. Students falling below a GPA of 2.0 will not be eligible for extracurricular activities such as sports for the following grading period.

## GRADING SYSTEM

**Report cards for KG through 4<sup>th</sup> grades** are marked with Outstanding, Good, Satisfactory, or Needs Improvement only. No letter or numerical grades are given.

Letter grades are given for academic achievement in core subjects in **5<sup>th</sup> grade**. Enrichment subjects, work and study habits are graded as Outstanding, Good, Satisfactory, or Needs Improvement.

Letter grades are given for all classes in **6<sup>th</sup> through 12<sup>th</sup> grades**, plus comments for effort and behavior. The following is the numerical scale equivalent used for letter grades. The report card also gives the student's GPA.

Letter Grade	Numerical Grade	Letter Grade	Numerical Grade
A+	98 – 100%	C+	77 – 79%
A	93 – 91	C	73 – 76%
A-	90 – 92%	C-	70 – 72%
B+	87 – 89%	D+	67 – 69%
B	83 – 86%	D	63 – 66%
B-	80 – 82%	D-	60 – 62%
		F	Below 59

## GRADUATION & AWARDS

8<sup>th</sup> and 12<sup>th</sup> grade students may participate in Judson's graduation ceremonies at the end of the 8<sup>th</sup> and 12<sup>th</sup> grade years if they have met the academic requirements for the 8<sup>th</sup> grade or the cumulative GPA for high school. The top student(s) may earn the valedictorian award with a GPA of 4.0 or higher if he/she is enrolled full-time and has been at Judson for the whole year. Please note that participation in graduation must be earned; it is not automatic on reaching the end of 8<sup>th</sup> grade or 12<sup>th</sup> grade.

Students from 6<sup>th</sup> to 12<sup>th</sup> grade will be recognized for superior achievement in academics, sportsmanship, leadership and citizenship at a special awards ceremony. Every student will not be automatically given an award; it must be earned by the student.

## HOMWORK

Homework, including the daily reading of literature, is considered an important part of the school curriculum. It is used to provide added practice or follow-up activities. It will not be given to teach new information.

The amount of homework should not be overwhelming for the student or the parents but will increase from grade to grade. Parents concerned about the amount of time a child is spending on homework should contact the teacher. In some cases modifications may be appropriate.

The following guide gives the **approximate** amount of time parents may expect for their children's homework.

- Kindergarten students should read with parents for fifteen to thirty minutes daily
- Grade 1           15 - 20 minutes plus 15 – 30 minutes reading
- Grade 2           20 – 30 minutes plus 20 – 30 minutes reading
- Grade 3           20 – 30 minutes plus 20 – 30 minutes reading
- Grade 4           30 – 40 minutes plus 30 – 40 minutes reading
- Grade 5           30 – 45 minutes plus 30 – 45 minutes reading
- Grade 6           45 – 60 minutes plus 45 – 60 minutes reading
- Junior High      60 – 75 minutes plus 45 – 60 minutes reading
- High School      90 – 120 minutes plus 60 – 75 minutes reading

The amount of time spent on homework varies widely from student to student, depending on ability and work habits.

## LOST AND FOUND

Books, clothing, lunch boxes, backpacks, and other articles of value found lying around will be taken to the lost property box in each building. An effort will be made to return the articles to their owners, if labeled.

**Parents are required to label all belongings clearly so they may be easily identified.**

Please check your children's clothing from time to time to make sure they have not picked up another student's uniform items.

At the end of each quarter, any unclaimed items will be donated.

## LOCKER VIOLATION

Middle and high school students are given specific instruction as to where they may store their items during the day. Items left in the hallway and classrooms will be stored in the office "locker violation" box and students must perform community service to earn them back.

Please refer to locker policies in the middle and high school supplements for more detail on the acceptable use of lockers by junior high and high school students.

## **MEDICAL & ILLNESS POLICY**

Students are required by California law to complete the required immunizations before entering school. Any family that wishes to be exempt from this requirement must complete the necessary waiver form. There are new laws regarding immunizations that Judson must comply with.

Parents are asked to keep children at home if they have a severe cold, undetermined rash or spots, any fever, severe headache, pink eye, upset stomach, diarrhea, or other symptoms of illness. **Children should be kept home for 24 hours following recovery from fever, vomiting, or diarrhea.**

Tylenol, Advil, Tums, and Benedryl are available in the office if needed by students whose parents have completed the appropriate section of the emergency form.

### **Prescription Medications**

Contact the office for specific directions if your child is taking prescription medication.

Parents should inform teachers any time children will need to take non-prescription medications at school. Those medications must be given to the office for all students.

**No child may administer his/her own medications.**

### **Allergies**

Many students have allergies of some kind. If your child has a severe allergy you must communicate this information to the office during the registration process. Judson takes this information seriously. Please give information about any treatment required such as the use of an EpiPen, and its location, or procedures on how to deal with an allergy attack.

## **NON-DISCRIMINATORY POLICY**

Judson International School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accepted or made available to students at the school.

Judson does not discriminate on the basis of race, color, national and ethnic origins in administration of its educational policies, admissions policies, financial assistance, or athletic, arts and other school-administered programs.

Judson does not discriminate on the basis of religion, but parents/guardians must agree that all students will participate in all aspects of the program including religious instruction and observance.

## **PARENT SERVICE**

**Judson requires 20 hours of parent participation time from each family during the school year. Single parent families are required to contribute 10 hours.**

Families that come mid-year (second semester) will need to complete 50% of the required hours. Families will contribute 10 hours, single parent families will need to contribute 5 hours. **The rate is \$15 per parent participation hour.**

There is a wide range of possible avenues of service. Opportunities for service are sent out in weekly updates and in special emails from the office. There are also **parent participation teams** you may sign up for to help ensure you complete your annual parent participation hour requirement. Each family is responsible for completing their hours.

A deposit of \$300 will be billed by Smart Tuition at the beginning of the year. This will be credited to next year's fee at the end of the year if hours are completed.

**Each family is responsible for recording their hours on RenWeb.**

## **SCHOOL OFFICE**

The school office is located in the Zwemer (middle/high school) building. **Parents visiting any building are required to go to the office first** rather than directly to a child's classroom. For the protection of all children, no persons may be in the halls or in classrooms without clearing such a visit through the office.

Office hours are Monday – Friday, 7:45am till 3:15pm during the school year.  
Summer hours are 9:00am – 3:00pm.

## **SNACKS**

Students may bring healthful snacks for morning and afternoon breaks. Fruit, nuts, vegetable sticks, cheese and crackers, and 100% fruit juice are appropriate.

**Candy, gum and soda are not allowed at school.** Foods with refined sugar are discouraged.

Students may not purchase soda from vending machines on campus during the school day. If noted, the drinks will be taken from students and not returned.

## **STUDENT ACCIDENT INSURANCE**

An accident plan is carried by the school for all students and school full-time personnel. It covers the insured student during school times and at school-sponsored activities such as field trips and sports.

This plan is **secondary insurance only**.

If a student is injured during a school activity a written accident report will be made and given to parents to sign. Please inform the office of any out-of-pocket expenses that incurred as a result of the accident.

## **STUDENT ACTIVITIES**

Judson holds many activities throughout the year for students to enhance the academic program. All students are encouraged to participate in those that mirror their strengths.

### **Athletics**

See the section in this handbook under athletics.

### **Color Teams**

All Judson students are assigned to a color team, either red, green, blue, purple or black. Throughout the year the teams compete in competitions to earn points towards a Spirit Trophy that is presented to the winning team at the end of the year. Students also earn points for bringing BoxTops, shoeboxes at Christmas, for wearing their color shirts on designated days, and other events. Color Teams encourage students to mix between grades.

### **Math Olympics**

Math Olympics is an ACSI activity that takes place in March each year. The top math students in 3<sup>rd</sup> to 8<sup>th</sup> grades practice taking timed tests for the Olympics, a one-day competition held at a Christian school in the area. Ribbons and medals are awarded to the top-placing students in each grade and category.

### **Art Festival**

Students in 3<sup>rd</sup> to 12<sup>th</sup> grade may choose to enter the school's art competition in April. The event will be judged by outside judges and awards will be given.

### **Speech Meet**

All students participate in Judson's Speech Meet in May. In addition, students in 1<sup>st</sup> to 6<sup>th</sup> grade may audition for the ACSI Speech Meet which is held at a local Christian school. Students are judged and awarded ribbons for their performances.

### **Student Government**

Students in middle school have the opportunity to serve on a student council. The student council plans school activities such as free dress days, social nights and fundraisers for trips. These students are given leadership training and are expected to set a high standard of behavior and participation in life at Judson.

High School students may become members of ASB (Associated Student Body), an elective class that receives credit. They provide leadership for the high school functioning in a similar way to JH Student Council.

### **Worship Team**

Two worship teams lead worship at middle school and high school chapels and special events. Students may participate as musicians and/or as vocalists.

## **TELEPHONE**

Students may use the telephone in the office with permission in cases of emergency or if instructed by a teacher or office staff person only.

**Students should not expect to use the office phone to plan their after-school social events.**

Important messages may be left with the office for a student.

K-8<sup>th</sup> Students are not permitted to use cell phones during school hours.

## TESTING

Students entering kindergarten and first grade may be required to take a readiness test. However if they have attended a full pre-school program this may be waived.

Students entering higher grades may be tested if they cannot provide standardized test scores and/or report cards.

A standardized test, Terra Nova 3, is given each year in April for grades 1 through 9. Results are mailed to parents with the final report card. Teachers and administrators use the results of this testing as part of the overall evaluation of each student.

Students in 10<sup>th</sup> & 11<sup>th</sup> grades take the PSAT in the fall.

Students in the 11<sup>th</sup> and 12<sup>th</sup> grades may take the SAT, ACT, and Advanced Placement Tests at their own initiative.

## TRANSPORTATION

All TK – 8<sup>th</sup> grade students arriving by car must be dropped off in the Elizabeth Street parking lot. Lower elementary students must be dropped off and picked up at the gate to their building. Judson vehicles dropping off students at the Carmichael building are permitted to turn left from the driveway, contrary to the signage.

Middle and high school students must be dropped off and picked up at the grass area next to the Zwemer (office) building; or parents may park in the marked spaces in the parking lot. Parents dropping off or picking up middle school students must turn right as they enter the parking lot, circle around and come back to the grassy area.

Cars must not stop and let students out in the middle of the parking lot.

Students crossing the parking lot must use the crosswalk and respect the direction of the crossing guard.

Students must be picked up after school in the same places where they were dropped off.

**Please drive slowly through the parking lot as there is a lot of pedestrian traffic.**

- **Please follow the directions of the crossing guard!**
- **A map of the drop-off/pick-up procedures is included in this handbook.**

## TUITION & FEES

Judson International School partners with *Smart Tuition* for the processing and collection of our families' tuition and fees for the school year. Judson International School joins the large majority of area private schools utilizing such services to better serve families. Please note that there is a fee of \$50 for any payment made through the office.

- **Select a payment type that works best for you.**
  - Invoices can be sent monthly allowing you the option to mail in a check or money order.

- o Setup recurring payments with the Automatic Debit Option
- **Access your own Smart Tuition account online.**
  - o You can edit your profile, including your username, password, contact information, and payment method information.
  - o You can review and print your monthly billing details and payment history.
  - o You can make a one-time payment or setup monthly scheduled payments.
- **Receive payment and follow up reminders.**
  - o If you setup to pay automatically, Smart Tuition will e-mail you a reminder of your upcoming payment 7-10 days before your due date.
  - o If you happen to miss a payment or have an outstanding balance, they will kindly remind you by email and phone.
- **Speak to a customer service representative 24/7, 365 days a year**
  - o Have your questions answered by their friendly and helpful staff
  - o Or make a payment

**Families must be enrolled for tuition payments to be accepted.**

How to sign up with Smart Tuition:

1. Turn in your signed Tuition Contract
2. Go to the enrollment website at **enrollwithsmart.com**
3. Type in our School ID: 12718
4. Simply provide a few details of how you would like to have the account set up.
  - a. 1 Payment Option refers to paying the whole year in one annual payment
  - b. 2 Payment Option refers to paying the year in two payments (August, January)
  - c. 10 Payment Option refers to paying the year in ten payments. Both August and September will be billed in September. (August –May)

We will do the rest! You will receive a confirmation from them as soon as your account is set up

**FINANCIAL CONDITIONS FOR ENROLLMENT AT JUDSON INTERNATIONAL SCHOOL**

1. Tuition payments must be made according to the above schedule.
2. Payments made after the 1<sup>st</sup> of each month will be subject to a **late fee of \$50.**
3. If tuition becomes delinquent by two months, parents will be asked to withdraw their child(ren) from school until all tuition is paid.
4. All other fees must be paid on schedule (see fee schedule for details).
5. Judson requires that families are signed up with Smart Tuition for tuition payments to be accepted
6. Smart Tuition will charge a start-up fee of \$50 that will be added to the first invoice.
7. Each family is required to sign a tuition contract and to abide by its terms, unless the full year's tuition is paid by August 01. This contract is due at the final registration in August.

8. Unless otherwise indicated at the time of enrollment, parents understand they are enrolling students for the entire school year and are responsible for paying the full year's tuition and all fees. **All tuition and fees are non-refundable.**
9. Reenrollment for the new school year will close on February 29, 2016. Families who pay registration for the upcoming year by that time will pay the reduced rate of \$250.

Tuition rates are reviewed annually by the finance committee and are made available through the office and on the school website.

### **Tuition Assistance**

Judson gives generous tuition assistance every year to families that can demonstrate financial need as funds are available. Application forms are available from the office after reenrollment is completed.

Applications for tuition assistance must be in the office by April 1st to ensure eligibility. Applications are available at SmartAid.com. At this time, tuition assistance comes from Judson's operating budget and funds are limited.

### **VOLUNTEERS**

The Judson Volunteer Program is designed to involve parents in their children's educational experience and to complement what is already in place.

Volunteers must be aware of the need for confidentiality in regard to any school/child related information and recognize that activities will be directed by the classroom teachers and administrators in accordance with all established educational policies and objectives. This program is an integral part of the Judson International School requiring dependability, cooperation, and confidentiality on the part of the volunteer.

**UNDERSTAND** that your role is a supportive one. The teacher, coach, staff member or principal is in charge. You must not challenge their actions or decisions in front of the students. Directions given by them must be followed.

**ADHERE** to disciplinary guidelines for volunteers. Any form of student discipline by the Volunteer is strictly prohibited. Judson personnel will decide if and when any discipline is necessary. Violation of this policy will result in termination of the volunteer relationship, as well as future volunteer opportunities.

**MAINTAIN** a constructive attitude. Don't make negative comments about the school, its personnel, or the students to other volunteers or individuals outside the school.

Personal issues between parents may not be addressed on Judson property.

**TREAT** students, teachers, staff, parents, and other volunteers with courtesy and respect, and support an environment free of harassment, exploitation, discrimination, and fear.

**REFRAIN** from the use of inappropriate language.

**MAINTAIN** student confidentiality at all times. Do not discuss any student with anyone except teachers and administrators.

**PRACTICE** good judgment and avoid any compromising situations. Work in a room with other people at all times. Never be left alone with one student out of view of other people. Always keep the door open.

**NEVER** be under the influence of drugs or alcohol. Do not smoke on school grounds. Violation of this policy will result in termination of the volunteer relationship, as well as future volunteer opportunities.

**DO NOT** use the Internet inappropriately by going to websites that are not conducive to a professional or educational environment. Violation of this policy will result in termination of the volunteer relationship, as well as future volunteer opportunities.

**DO NOT** contact students outside of school hours without permission from the students' parents.

**TAKE** pride in being professional by being prompt and notify the school as soon as possible if you must be late or absent.

**KEEP** an accurate record of your attendance by signing in each time you volunteer.

**ALERT** school staff immediately if any student has an accident while working with you.

**NOTIFY** the school principal if arrested for a misdemeanor or felony sex, drug or weapon related offense.

**For certain volunteer positions you must complete an application and have a background check before you can become a volunteer. Judson International School reserves the right to discontinue your volunteer service for any cause.**

#### **WITHDRAWAL**

Withdrawal from Judson International School for any reason must be transacted through the school office by the parent or guardian.

Your financial obligation to the school is for the full annual tuition. The school cannot cancel its unpaid obligations if your student is forced to withdraw during the academic year. Therefore, Judson suggests parents secure a Tuition Benefit Plan that will provide substantial assistance in fulfilling your financial obligation in the event your student withdraws after August 1st. For further details, please contact our Finance Dept at (626) 398-2477 or by [email](#).

## UNIFORM REQUIREMENTS

Judson uniforms are available from **Modella Uniforms at 639 N. Lake Ave. Pasadena.** You may order and check prices at their website: [www.modellauniforms.com](http://www.modellauniforms.com).

### **KINDERGARTEN TO 8TH GRADE**

**The official uniform for K-8th for field trips, class pictures, and special events is a burgundy polo with navy pants/skirt OR plaid option for girls. Any sweaters from the uniform choices are acceptable.**

<b>Boys</b>	Polo shirt with Judson logo:	burgundy or navy
	Pants/shorts:	navy or khaki
	Sweaters:	navy with Judson logo
<b>Girls</b>	Polo shirt with Judson logo:	burgundy, navy
	Pants/shorts/skirts:	navy or khaki
	Plaid options:	KG – 3 grade: jumper; 4– 8 grades: skirt
	Sweaters:	navy with Judson logo

Navy hoodies are available at Judson and are an acceptable option.  
 Ash grey sports hoodies are available at Judson and are an acceptable option.  
 There are no requirements for winter jackets that are not worn in class.

<b>PE wear</b>	5 <sup>th</sup> to 8 <sup>th</sup> grade – may be worn for PE only	
	T-shirt:	ash grey with Judson logo
	Shorts:	navy fleece or mesh - no contrast
	Sweatpants:	navy fleece – no contrast (optional)

### **HIGH SCHOOL**

**The official uniform for K-8th for field trips, class pictures, and special events is a hunter green polo with navy pants/skirt. Any sweaters from the uniform choices are acceptable.**

<b>Boys</b>	Polo shirt with Judson logo:	hunter green or white
	Pants/shorts:	navy or khaki
	Sweaters:	grey with Judson logo
<b>Girls</b>	Polo shirt with Judson logo:	hunter green or white
	Pants/shorts/skirts:	navy or khaki
	Sweaters:	grey with Judson logo
<b>PE wear</b>	5 <sup>th</sup> to 8 <sup>th</sup> grade – may be worn for PE only	
	T-shirt:	ash grey with Judson logo
	Shorts:	navy fleece or mesh - no contrast
	Sweatpants:	navy fleece – no contrast (optional)

Grey hoodies and are available at Judson and are an acceptable option.

Black sports hoodies are available at Judson and are an acceptable option. There are no requirements for winter jackets that are not worn in class.

**ACCESSORIES (KG-12<sup>th</sup>)**

- Undershirts: plain white or same as polo
- Bike shorts/leggings: navy, black, grey
- Socks: neutral colors
- Shoes: closed-in sneakers (any color allowed)
- Hair bands, ribbons: navy/white/neutral

**GENERAL REQUIREMENTS (KG-12<sup>th</sup>)**

- All polos, gym shirts and sweaters must have the current Judson logo.
- “Skinny” pants are not allowed for any students.
- Uniforms must not be ripped, tattered or stained.
- Pants, shorts and skirts purchased from stores other than Modella must meet uniform requirements.

**FREE DRESS DAYS (KG-12<sup>th</sup>)**

Judson students are awarded an average of one free dress day per month.

Student Council for K-8 and ASB for high school are responsible for determining and announcing the theme for each free dress day.

Within the freedom allowed by the theme, students are expected to maintain the school’s standards of modesty, neatness and appropriateness on free dress days.

Guidelines will be given prior to each free dress day.

Free dress day guidelines apply to any non-uniform school events.

**Uniform Violations**

- Judson personnel conduct regular uniform inspections.
- Students who are repeatedly out of compliance will receive a uniform violation notice that must be signed by a parent.
- Students who receive a uniform violation notice will forfeit their next free dress day. They will be reminded prior to the free dress day that they must come to school in uniform.

## MIDDLE SCHOOL SUPPLEMENT

### MIDDLE SCHOOL RULES OF CONDUCT

A person's character forms his/her conduct or behavior. Good character is the most valuable asset anyone may have as a child and as an adult. Character has been defined as how you act when nobody is looking. Judson's rules are in place for each student's well-being and consequences for infringement are designed to build character.

#### IN THE CLASSROOM

1. Enter, move around and leave without disturbing other students.
2. Follow the rules of discussion:
  - One person speaks at a time.
  - Raise your hand if you wish to speak.
  - Respect the opinion of others.
  - Don't dominate a discussion.
3. Take care of property – the school's, your own and other people's.

#### IN THE HALLWAYS AND RESTROOMS

1. Remember that other students and adults are working nearby and need quiet.
2. Walk in the halls, don't run.
3. No pushing, "rough-housing," or harassment.
4. Don't touch any other person's locker or belongings.
5. Use the restrooms quietly and keep them clean.
6. Students must be outside during recess. Restrooms and drinking fountains may be used at the beginning and end of recesses or with permission from the teacher on duty.
7. Students' belongings must never be left in hallways or outside.

#### ON THE PLAYGROUND/CAMPUS

1. Keep to the designated areas.
2. Remember, use of the cafeteria is a privilege which will be revoked if abused.
3. Share the balls and equipment, and take care of them.
4. Play with a good "team spirit."
5. Pick up and dispose of your trash.
6. No PDA (public displays of affection).
7. Bullying, whether physical, verbal or cyber, will not be tolerated.
8. Be a good example to younger Judson students and to adults on campus.

### DISCIPLINE AND CONDUCT

Minor offenses and disruptions in the classroom and playground will be dealt with by the classroom teacher or recess supervisor.

**Behavior Detention** will result from the following situations:

- Continued classroom or playground disruptions
- Profanity or other inappropriate language

- Harassment, including rough housing, aggressive play, bullying
- Disrespect towards teachers, staff and other students
- Gum, candy or soda at school
- Eating in classrooms, hallways
- Minor property damage
- Use of a cell phone or equivalent (cell phones must be left in lockers from 8:00-2:55). If a student uses a cell phone during the day, or misuses a chromebook the following sequence of events will occur:
  - First offence: phone or chromebook confiscated for the day; may be retrieved from Mr Jarrard at end of day.
  - Second offence: phone or chromebook confiscated; detention given; parent guardian must retrieve it from Mr Jarrard at end of day.
  - Third offence: phone or chromebook confiscated; treated like any recurring discipline issue; device will be returned to parent.

### **Detention Policy**

- Detention will be assigned on Monday, Wednesday or Friday. Athletes will forfeit their game or practice to do detention.
- Students must return the form signed by a parent.
- Students will report to Mr. Jarrard's classroom to serve detention.
- The period for detention is 30 minutes; parents will be billed \$10.00 per half hour. (Note tardy policy for additional charges)
- Student are required to sit where directed. There is to be no contact or communication with any other students. No homework or reading may be done.

### **Study Hall Detention will result from the following situations:**

- Assignments not handed in on time
- Failure to make up missed work, quizzes or tests
- Incomplete class assignments
- Teachers may also assign study hall or detention for habitual late work

### **Detention Policy**

- Study Hall Detention will be served at the same place and time as Behavior Detention.
- Students must return the form signed by a parent.
- Students will be required to show up ready to complete the missing work.
- Students will work until their assignments are completed or for an hour, whichever comes first; parents will be billed \$10.00 per half hour.
- If the missed work is satisfactorily completed and handed in before the scheduled detention, the student may not have to attend detention, but must be excused by a teacher and hand in the signed detention form.

### **DISCIPLINE SEQUENCE**

The goal of discipline at Judson is restorative rather than punitive. It will be carried out without anger or inappropriate emotion.

- If any student receives repeated and regular detentions, his/her parents will receive a letter from the school.

- Restitution Detention may be deemed necessary if a student's behavior does not change after several detentions.
- Parents will meet with the principal if any student continues to violate school rules and policy.
- Continued unchanged conduct may lead to suspension or expulsion.

Any student who has excessive detentions in a semester will not be eligible to participate in extracurricular activities.

1. **Restitution Detention:** the student will remain at school from 3:00-5:00pm, or attend from 9:00-11:00 on Saturday morning to do service projects that will benefit Judson. There will be a charge of \$40.00.
2. **Suspension:** a student who disregards school rules may be suspended. A student may be suspended without prior incident for a more serious offense.
3. **Probation:** after returning from suspension, students will be placed on probation. A student will remain on probation for 6 weeks. Any infraction of the school rules during this time will be treated very seriously.
4. **Expulsion:** usually expulsion will follow the above order of discipline, but may occur without prior incident for actions considered extremely serious. The reasons for expulsion include but are not limited to:
  - repeated or egregious lack of respect for school rules or staff
  - continued use of profanity or inappropriate language
  - bullying and harassment, including cyberbullying, sexting
  - possession of cigarettes, drugs, alcohol or weapons
  - serious property damage
  - actions which threaten another's safety
  - truancy
  - cheating
  - stealing
  - inappropriate use of technology

### **Cheating**

Cheating is a common occurrence in our society but is unacceptable at JIS. Cheating violates the 9<sup>th</sup> Commandment. Middle School age students are taught what cheating is and that it is prohibited.

On all school work the following will be considered cheating:

- copying answers from a book, notes or other source during a test
- acquiring answers from another person (unless for legitimate research)
- providing answers to another student (unless in a group assignment)
- changing grades
- **plagiarism:** using someone else's writing or ideas and passing them off as your own (students are taught acceptable note taking skills in class)

### **Notification of Parents**

Parents will be notified and involved in all levels of school discipline. A written report will be made after disciplinary action occurs and a copy mailed to the parents. The school administration must make the final decision concerning discipline.

## **SCHOOL PROPERTY**

### **Books and Textbooks**

Any school book that is returned damaged will result in a charge to the student.

Books that cannot be reused will be charged for at replacement value.

Books that are damaged but can be reused will be assessed a fine commensurate with the damage.

Any books or personal items left in hallways will be confiscated and must be redeemed from the office. The student will sign up for community service.

### **Equipment**

Judson provides sports and other equipment, such as computers, for the use of students.

We expect students to take care of this equipment so that it can be used by others.

Any student seen misusing any equipment will be expected to repair or replace it.

Other discipline may also result from misuse of school property.

### **Lockers**

Rules apply to all lockers made both junior high and high school available for student use on the school premises.

1. **Locks:** Judson School keeps a master list of combinations as well as a master key. Students may not use their own locks to prevent access to lockers by school officials.
2. **Use of lockers:** Students are expected to keep their lockers clean and organized. The lockers are made available for student use for storing school supplies and personal items necessary for use at school. Lockers are not to be used to store items which may interfere with school purposes, or which are forbidden by state law or school rules.
3. **Authority to inspect:** Judson School has the right to inspect any backpack, or locker and its contents to ensure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials, or any other material forbidden by school rules. Locker inspections will be conducted by the principal, dean or other designated person.
  - The inspection of lockers may be conducted without the student being present.
  - At least two faculty members will conduct the inspection.
  - An inspection of lockers may be conducted randomly.
4. **Student belongings:** When conducting such an inspection the inspector will take care to avoid disruption or damage to the contents of the locker.

5. **Confiscated items:** If any items are confiscated from lockers, the student and her/his parents will be required to meet with the principal to discuss the matter. It will be used as evidence in discipline if necessary.
6. **Involvement of law officials:** The principal, teachers or administrative staff, may request the assistance of law enforcement officials in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required.
7. **Cleaning:** Each student is required to keep her/his locker clean and should take time periodically to do this.
8. **Publication of rules:** A copy of these rules is provided for each student at the start of the school year when the student begins to use his/her assigned locker. Rules are posted.
9. **Locker privacy:** No student is authorized to unlock, attempt to unlock and put or take items from another student's locker. Violation of this rule will result in disciplinary measures.

#### **Locker Violations**

A student who leaves any belongings in hallways, classrooms or outside, will be cited for a locker violation and assigned community service.

## **HIGH SCHOOL SUPPLEMENT**

### **HIGH SCHOOL RULES OF CONDUCT**

A person's character determines his/her conduct or behavior. Good character is the most valuable asset anyone may have as a youth and as an adult.

Judson's rules of conduct exist in order to create a positive learning environment where each person is respected and God is honored. In order to protect the rights of everyone, all must follow the Golden Rule of preferring others above self, or treating others as one would want to be treated.

#### **In the Classroom**

1. Enter, move around and leave without disturbing other students.
2. Follow the rules of discussion:
  - a. One person speaks at a time.
  - b. Raise your hand if you wish to speak.
  - c. Respect the opinion of others.
  - d. Don't dominate a discussion.
3. Take care of property – the school's, your own and other people's.
4. Work on your own or in a group without disturbing others.

#### **In the Hallways and Restrooms**

1. Remember that other students and adults are working nearby and need quiet.
2. Walk in the halls, don't run.
3. No pushing or "rough-housing."
4. Don't touch any other person's locker or belongings.
5. Use the restrooms quietly and keep them clean.
6. Students must be outside during recess. Restrooms and drinking fountains may be used at the beginning and end of recesses or with permission from the teacher on duty.
7. Students' belongings must never be left in hallways or outside.

#### **On the Campus**

1. Keep to the designated areas.
2. Remember, use of the cafeteria is a privilege which will be revoked if abused.
3. Share the balls and equipment, and take care of them.
4. Play with a good "team spirit".
5. Pick up and dispose of your trash.
6. No PDA (public displays of affection).
7. Bullying, either physical, verbal or cyber, will not be tolerated.
8. Be an example, as a Judson student, to younger students and to adults on campus.

Judson is a closed campus. Students may not leave campus between 7:58am and 2:55pm without written permission.

### **Cell Phone Policy**

1. Cell phones must be turned off during class time, unless permission for use is given by teachers.
2. High school students may use their cell phone **OUTSIDE** at the following times: before school, during recess, during lunch and after school.
3. High school students must not share what they are viewing on their phones with elementary or middle school students at any time.
4. Any cell phone that is used inappropriately will be confiscated.  
First offence: phone or chromebook confiscated for the day; may be retrieved from Mr Jarrard at end of day.  
Second offence: phone or chromebook confiscated; detention given; parent or guardian must retrieve it from Mr Jarrard at end of day.  
Third offence: phone or chromebook confiscated; treated like any recurring discipline issue; device will be returned to parent.

### **Uniform Policy**

The high school uniform consists of a hunter green or white polo with the school logo, navy or khaki pants, shorts or skirts. Pants and shorts must not have side cargo pockets. Students must wear closed-toed shoes.

Uniforms may be purchased at **Modella Uniforms, 639 N. Lake Ave, Pasadena.**

School uniform must be worn at all times at school.

No beanies or hats are allowed during school hours. Hoods must not be worn in class.

### **Attendance Policy**

1. High school classes begin at 7:58am. Students should arrive 10-15 minute prior to that time and be seated in class by 7:58am.
2. Students who arrive after 7:58am must go to the main Judson office, sign in and get a tardy slip.
3. For every three tardies, a student will be fined \$10.
4. All student absences must be reported to the main office by phone at 626.398.2476 or by email to [info@judsonschool.org](mailto:info@judsonschool.org).
5. No more than 15 absences from any class for any reason will be allowed per semester. More than 15 absences will result in loss of credit for that semester.

### **Part-time Students**

While the majority of Judson High School students are full-time, we do have some part-time students. Part-time students are expected to follow the same rules as full-time students. In addition, Judson has the following expectations:

1. Part-time students must have a completed late arrival/early dismissal form on file.
2. Part-time students will attend pertinent all-school and high school events, such as family nights, opening assembly, chapels, etc.
3. Part-time students will be on campus for their classes only and will leave campus immediately following their class times. Judson High School is not responsible for

supervision of part-time students beyond the times they are on campus for class unless they have received permission to stay for a specific project.

## HIGH SCHOOL ACADEMICS

### Homework Policy

1. All homework must be submitted through Google Classroom unless otherwise indicated by the teacher.
2. Students should check their homework on a daily basis on Renweb/Google Classroom.
3. Students should expect about 2 hours of homework per night.
4. Students needing extra time on an assignment must request permission from their teachers at least one class period in advance.

### Standardized Testing

Judson High School is becoming a college preparatory school and our aim is that most of our students will pursue higher education and graduate from a 4-year college or institution. As such, we require standardized testing and college entrance exams to be taken by all of our students.

1. Ninth grade students will take the Terra Nova 3 test in the spring (with 1st-8th grade).
2. Tenth and Eleventh grade students will take the PSAT test in October.
3. Eleventh grade students are expected to take the SAT and/or ACT test in the spring. This must be arranged by the parents and proof of testing brought to the office.
4. Twelfth grade students are encouraged to take the SAT and/or ACT test in the fall. This is arranged by the parents and proof of testing brought to the office.

### Graduation Requirements

As a college preparatory school, our graduation requirements are aligned with the norm for college entrance requirements, including the University of California system. Full-time classes receive 5 credits per semester; part-time classes are prorated. We offer options a general high school diploma.

### College Entrance Requirements

Language Arts: 4 years (40 credits)	World Languages: 2 years/ 3 recommended (30 credits)
Social Sciences: 3 years (30 credits)	Electives: 2 years (20 credits)
Math: 2 years (20 credits)	Visual & Performing Arts 2 years (20 Credits)
Science: 3 years (30 credits)	
Bible: 4 years (40 credits)	
Physical Education: 2 years (20 credits)	<b>TOTAL CREDITS REQUIRED: 230</b>

### High School Diploma Requirements

Language Arts: 4 years (40 credits)	Bible: 4 years (40 credits)
Social Sciences: 3 years (30 credits)	Physical Education: 2 years (20 credits)
Math: 2 years (20 credits)	World Languages: 2 years (20 credits)
Science: 2 years (20 credits)	Electives: 2 years (10 credits)

Visual & Performing Arts 2 years (10 Credits)

**TOTAL CREDITS REQUIRED: 210**

*Judson High School students are also required to give ten service hours per year in the community.*

**High School Course Offerings**

	9 <sup>th</sup> grade	10 <sup>th</sup> grade	11 <sup>th</sup> grade	12 <sup>th</sup> grade
Language Arts	English 9	English 10	American Literature	World Literature
Social Sciences	World History 1	World History 2	American History	Economics & Government
Math*	Algebra	Geometry	Algebra 2	Pre-Calculus
Science*	Biology 1	Chemistry	Physics	Biology 2
Bible	Bible	Bible	Bible	Bible
Physical Education	PE	PE	PE	PE
World Language*	Spanish 1	Spanish 2	Spanish 3	
Electives+	Elective	Elective	Elective	Elective

\*Class placement determined by prerequisites. Math, science and Spanish classes are mixed grade level.

+ Electives are offered on a rotation. A selection of electives is offered each year. Our possible electives include:

- |                            |                     |
|----------------------------|---------------------|
| Leadership: ASB, Chaplains | Journalism/Yearbook |
| Art (multiple years)       | Computer Science    |
| Speech/Drama/Theatre       | Graphic Design      |
| Weight Training            |                     |

**DISCIPLINE POLICY**

Minor offenses and disruptions in the classroom and playground will be dealt with by the classroom teacher or recess supervisor.

**Detention Policy**

- Detention will be assigned on Monday, Wednesday or Friday. Athletes will forfeit their game or practice to do detention.

**Behavior Detention**

- Students must return the form signed by a parent.
- Students will report to Mr. Jarrard’s classroom to serve detention.
- The period for detention is 30 minutes; parents will be billed \$10.00 per half hour.
- The student is required to sit where directed.
- There is to be no contact or communication with any other students.

- No homework or reading may be done.

**Study Hall Detention** will be served at the same place and time as Behavior Detention.

- Students must return the form signed by a parent.
- Students will be required to show up ready to complete the missing work.
- Students will work until their assignments are completed or for an hour, whichever comes first; parents will be billed \$10.00 per half hour.
- If the missed work is satisfactorily completed and handed in before the scheduled detention, the student may not have to attend detention, but must be excused by a teacher and hand in the signed detention form.

**Behavior Detention will result from the following situations:**

- Unauthorized use of cell phone
- Profanity or other inappropriate language
- Harassment, including rough housing, aggressive play, bullying
- Disrespect towards teachers, staff and other students
- Gum, candy or soda at school
- Eating in classrooms, hallways
- Minor property damage

**Study Hall Detention will result from the following situations:**

- Assignments not handed in on time
- Failure to make up missed work, quizzes or tests
- Incomplete class assignments

## **DISCIPLINE SEQUENCE**

The goal of discipline at Judson is restorative rather than punitive. It will be carried out without anger or inappropriate emotion.

- If any student receives repeated and regular detentions, his/her parents will receive a letter from the school.
- Restitution Detention may be deemed necessary if a student's behavior does not change after several detentions.
- Parents will meet with the Principal if a student continues to violate school rules and policy.
- Continued unchanged conduct may lead to suspension or expulsion.

Any student who has excessive detentions in a semester will not be eligible to participate in extracurricular activities.

**Restitution Detention:** the student will remain at school from 3:00-5:00pm, or will attend from 9:00-11:00am on Saturday to do service projects that will benefit Judson. There will be a charge of \$40.00.

**Suspension:** a student who has a disregard for school rules may be suspended. A student may be suspended without prior incident for a more serious offense.

**Probation:** after returning from suspension, students will be placed on probation. A student will remain on probation for 6 weeks. Any infraction of the school rules during this time will be treated very seriously.

**Expulsion:** usually expulsion will follow the above order of discipline, but may occur without prior incident for actions considered extremely serious. The usual reasons for expulsion will be:

- habitual or egregious lack of respect for or threats against school rules or staff
- continued use of profanity or inappropriate language
- harassment, bullying, threats against others, including cyberbullying
- possession of drugs (or drug related paraphernalia), cigarettes or alcohol, or weapons
- wilful and/or serious property damage
- involvement with or use of pornography
- sexual misconduct including inappropriate PDA, sexting
- cheating including plagiarism
- stealing, receiving stolen items or not reporting theft
- truancy, including ditching class
- off-campus behavior that is detrimental to the reputation of Judson

### **Cheating**

Cheating is a common occurrence in our society but is unacceptable at JIS. Cheating violates the 9<sup>th</sup> Commandment. By high school age, students understand what cheating is and that it is prohibited.

On all schoolwork the following will be considered cheating:

- copying answers from a book, notes or other source during a test
- acquiring answers from another person (unless for legitimate research)
- providing answers to another student (unless in a group assignment)
- changing grades
- plagiarism: using someone else's writing or ideas and passing them off as your own (students are taught acceptable note taking skills in class).

### **Drugs, Alcohol and Cigarettes**

Students are forbidden to have drugs, alcohol or weapons at school, or in the vicinity of school at any time. If a student is suspected of possessing any of these items, faculty may search lockers and backpacks. There will always be multiple faculty involved in the search which may be with or without the student present.

Periodically, the Pasadena Police Department, school division, will visit the campus with their K9 unit to search for drugs. Students suspected of possessing and using drugs may be required to undergo a drug test.

### **Notification of Parents**

Parents will be notified and involved in all levels of school discipline. A written report will be made after disciplinary action and a copy mailed to the parents. The school administration must make the final decision concerning discipline.

### **SCHOOL PROPERTY**

#### **Books and Textbooks**

Any schoolbook that is returned damaged will result in a charge to the student.

Books that cannot be reused will be charged for at replacement value.

Books that are damaged but can be reused will be assessed a fine commensurate with the damage.

Any books or personal items left in hallways will be confiscated and must be redeemed from the office. The student will sign up for community service.

#### **Equipment**

Judson provides sports and other equipment, such as computers, for the use of students.

We expect students to take care of this equipment so that others can use it.

Any student seen misusing any equipment will be expected to repair or replace it.

Other discipline may also result from misuse of school property.

#### **Lockers**

Rules apply to all lockers made available for student use on the school premises.

1. **Locks:** Judson School keeps a master list of combinations as well as a master key. Students may not use their own locks to prevent access to lockers by school officials. Unauthorized locks are not permitted.
2. **Use of lockers:** Students are expected to keep their lockers clean and organized. The lockers are made available for student use for storing school supplies and personal items necessary for use at school. Lockers are not to be used to store items which may interfere with school purposes, or which are forbidden by state law or school rules.
3. **Authority to inspect:** Judson School has the right to inspect any backpack, locker and its contents to ensure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials, or any other material forbidden by school rules. Locker inspections will be conducted with at least two faculty members present. The inspection of an individual student's locker may be conducted without the student being present.
4. **Student belongings:** When conducting such an inspection the inspector will take care to avoid disruption or damage to the contents of the locker.

5. **Confiscated items:** If any items are confiscated from lockers, the student and his/her parents will be required to meet with the principal to discuss the matter. It will be used as evidence in discipline if necessary.
6. **Involvement of law officials:** The principal, teachers or administrative staff, may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required.
7. **Cleaning:** Each student is required to keep his/her locker clean and should take time periodically to do this.
8. **Publication of rules:** A copy of these rules is provided for each student at the start of the school year when the student begins to use his/her assigned locker. Copies will be posted in locker area.
9. **Locker privacy:** No student is authorized to unlock, attempt to unlock and put or take items from another student's locker. Violation of this rule will result in an instant detention.

### **STUDENT DRIVERS**

1. Students who have acquired a CA driver's license may drive to school. Student drivers must obey all the laws of the State of California.
2. Judson International School is not responsible for the safety or behavior of any student who drives to school. That responsibility rests with the student and his/her parents or guardians.
3. Student drivers are required to purchase a parking permit from WCIU Property Services. They should approach Judson's front office for information on how to do this.
4. Any student who is irresponsible as a driver may lose the privilege of driving to school.





