



**STUDENT/PARENT  
HANDBOOK  
2019-2020**

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## **SCHOOL PROFILE**

# **Judson International School**

1495 Colorado Blvd., Los Angeles, CA 90041

**[www.judsonschool.org](http://www.judsonschool.org)**

Accreditation: Western Association of Schools and Colleges (WASC), Association of Christian Schools International (ACSI)

**CEEB: 054742**

### **MISSION STATEMENT**

Judson International School 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.

### **SCHOOL FACTS**

Established: 1991

Grades TK - 12th

College Prep

School Mascot: Eagle

School Colors: Burgundy, Navy (K-8), Evergreen, Navy (9-12)

### **FACILITIES**

Multi-Purpose Room with Full Stage and Backstage

Basketball Hoops

Art Studio

Church Sanctuary

Courtyard

## **SCHOOL HISTORY**

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 9th grade. We are accredited with WASC and a candidate with ASCI. We have added A-G requirements as well as AP and dual credit classes.

Over the years as our faculty has grown stronger, our program has strengthened and grown. In 2017 Judson was fully accredited with the Western Association of School, and Colleges and 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.

After 28 wonderful years on the William Carey International University campus, we have moved to our new building on Eagle Rock Baptist Church's campus. We are blessed to have a closed campus that has been freshly updated with new paint, flooring, etc. We are excited to make our home here on this beautiful campus.

## **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 12th grade). They learn about God's love for all people 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 the confession of wrongdoing, on giving and receiving forgiveness, making restitution, and on the 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**

- Currently, 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 Los Angeles 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.
- English Language Development 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 short-term for up to 3 months.

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

## **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 people 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
  - a. Academics
    - i. Use investigative learning procedures to solve problems by analyzing, discerning and applying information and effecting change
    - ii. Show mastery of research skills using both print and digital resources, and the ability to write and report clearly to produce quality work
    - iii. Understand that learning is a lifelong process
  - b. Technology
    - i. Use technology as an information resource and communication tool showing discernment in line with principles of godly living
  - c. Creative Expression
    - i. 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
  - a. Cultural Awareness
    - i. Demonstrate an appreciation of students from other cultures and traditions by learning about them, and developing friendships with them
  - b. Effective Communication
    - i. Demonstrate the ability to read widely with understanding, to speak clearly and knowledgeably, and to write appropriately for differing audiences
  - c. Citizenship
    - i. Live out their beliefs through community involvement by bringing God's love wherever it is needed
    - ii. Demonstrates both followership and leadership among peers with submission and humility
3. Wisdom
  - a. Spiritual Maturity
    - i. Demonstrate a relationship with the Lord through godly character and lifestyle
    - ii. Practice servanthood towards others with a willing, joyful heart
    - iii. Be involved in worship, and practice personal and group prayer
  - b. Emotional Health
    - i. Have a realistic understanding of their strengths, weaknesses and abilities
    - ii. Be able to cooperate and collaborate with others consistently and positively
  - c. Physical Health
    - i. Maintain an active lifestyle by taking part in sports or other physical activities
    - ii. Demonstrate good eating habits that are evidenced by weight control and general good health

## 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 the 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**

Each student is required to follow the policies and procedures of Judson International School, as defined in this handbook, including students who are 18 years or older. Failure to follow the policies and procedures may result in termination.

## **ADMINISTRATION - JUDSON'S ONLINE SYSTEM**

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 re-enroll 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 new families, use the email address written on your student's application.
  - b. 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 is up to date.

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.

### **ADMISSIONS**

Judson International School welcomes students of all ethnic, religious, national, and socioeconomic 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 at least one month's tuition for local students or one semester's tuition for international students, must be complete before a student may enter class.

### **CHANGE OF CONTACT INFORMATION**

All changes pertaining to a student must be reported within 48 hours. This includes a new address, new telephone, and/or new guardian.

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: (1) Logging into RenWeb to make the changes when they occur, and (2) notifying the office, so we can update your student's cumulative file.

### **COMMUNICATION**

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

## **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 at a teacher's request. If any of these items are found in the students' possession, they will be confiscated and returned to parents at the end of the week.

### **Cell Phones**

- Students in 5th through 8th grade may have cell phones, but these phones are to be stored in lockers and 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 recess and lunch, but must not use them during class time unless allowed by the teacher.

## **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 parking lot to the north of the 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.

## **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.

## **FUNDRAISING**

Fundraising is an important part of the school program. Judson now has an Annual Fund and all families are encouraged to participate at some level.

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

Before the holidays, families may make orders of gift cards for many merchants through Judson. We receive a small percentage of each gift card purchase.

In the spring, Judson holds a Gala. Families, alumni and friends are invited to attend and support the programs of the school through the auctions and other fundraisers at the event. The Gala is planned by a parent committee.

## **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.

## **PARENT SERVICE**

Judson requires 20 hours of parent participation 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 hours for uncompleted hours.

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**

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 – 3:15pm during the school year. Summer hours are 9:00am – 3:00pm.

## 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-8th Students are not permitted to use cell phones during school hours.

## TRANSPORTATION

Parents and guardians please follow these Drop Off/Pick Up Rules:

- Cars must not stop and let students out in the middle of the parking lot.
- 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.
- See Pick Up/Drop Off instructions in the Daily Schedule section of this handbook for more information on procedures and locations.

Student Drivers please see the Student Drivers section of the Middle School/High School Supplement at the end of this handbook.

## TUITION AND 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.
  - Setup recurring payments with the Automatic Debit Option
- **Access your own Smart Tuition account online.**
  - You can edit your profile, including your username, password, contact information, and payment method information.
  - You can review and print your monthly billing details and payment history.
  - You can make a one-time payment or setup monthly scheduled payments.
- **Receive payment and follow up reminders.**
  - 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.
  - 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**
  - Have your questions answered by their friendly and helpful staff
  - 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**

- Tuition payments must be made according to the above schedule.
- Payments made after the 1<sup>st</sup> of each month will be subject to a **late fee of \$50**.
- If tuition becomes delinquent by two months, parents will be asked to withdraw their child(ren) from school until all tuition is paid.
- All other fees must be paid on schedule (see fee schedule for details).
- Judson requires that families are signed up with Smart Tuition for tuition payments to be accepted
- Smart Tuition will charge a start-up fee of \$50 that will be added to the first invoice.
- 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.
- 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.**
- 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. Applications are made online through FAST.

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/LEAVING JUDSON**

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.

Any international student who wants to transfer to another US school, either before his/her program end date or after completing the program, he/she must notify Joyce Graves, International Student Director, and provide an acceptance letter from the transfer school.

After an international student has completed his/her studies at Judson International School and is NOT transferring to another US school, he/she is authorized to stay in the US for only 60 days after the program end date. The program end date can be found on the student's I-20 form.

# **ACADEMICS**

## **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.

## **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 students' artwork is displayed for each Family Night.

### **TK-8th**

- History Night is held in November. Students will review highlights of the history curriculum in creative ways for their families. This event 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. 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.

### **9th-12th**

- Creative Arts Night is held in November. Students memorize poems to present on Creative Arts Night, and the winner participates in ACSI Poetry Out Loud. The program for the night is also filled with other creative performances by students, such as music, skits, artwork etc. This event is an Open House; families are encouraged to invite guests to see what Judson has to offer.
- Science Night is held in February. Students will review highlights of the science curriculum in creative ways for their families. It is also an Open House.
- History Night is held in May. Students will review highlights of the history curriculum in creative ways for their families.

## **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. See uniform section for details.

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.

**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 7-12 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 any other time if desired/requested by parents or teachers.

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.

Excessive absences may result in , no grades being given for the grading period.

**GRADING SYSTEM**

Letter grades are given for all classes in 5th through 12th 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	93-97%	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 60%

## **GRADUATION AND AWARDS**

8th and 12th grade students may participate in Judson's graduation ceremonies at the end of the 8th or 12th grade year if they have met the academic requirements for the 8th 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 8th grade or 12th grade.

Students from 6th to 12th 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.

## **HIGH SCHOOL GRADUATION REQUIREMENTS**

### **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 a general high school diploma.

### **College Entrance Requirements**

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

**Total Credits Required: 230**

### **High School Diploma Requirements**

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

**Total Credits Required: 210**

## **HOMEWORK**

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.

### **STEM**

We have a 1:1 Chromebook program in high school. Our junior high school also uses Chromebooks on a regular basis. Students in 1st - 8th grade attend computer coding classes. Coding is offered as an elective in high school. All classrooms are equipped with computers and flat-screen TVs. Judson encourages excellence in mathematics through participation in the ACSI math competition.

### **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 8. 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 9th grade take the PSAT in the spring.

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

ELD students take the LAS LINKS in August, December and April.

Judson offers AP testing to qualified students every May.

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

## **ATTENDANCE POLICY**

Each student is required to follow the policies and procedures for attendance. This includes procedures for arriving late to school and leaving early. Failure to follow these policies may result in termination.

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.”

It is required that international students on a student (F-1) visa attend their classes in order for them to maintain their student status, and comply with immigration laws.

Each international student must notify Joyce Graves, the International Student Director, prior to leaving the United States and is responsible for getting his/her form I-20 signed prior to leaving.

In case of an emergency when an international student must return to his/her home country, the students and guardian must notify Joyce Graves, International Student Director, at least 24 hours prior to his/her departure.

### **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 the house, visiting relatives or friends, and extending Christmas or spring vacations are considered unexcused unless approved.”

Judson Absence Policy is as follows: 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 classwork and homework from their child’s teachers. Missed classwork 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.

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.

### **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. Parents will be required to walk their K-4th 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.

### **5TH-12TH GRADE**

- After 3 unexcused absences in a semester, the student will be given a detention, and after the 2nd set of 3 absences in a semester, they will be given another detention. If this persists, the student and parents/guardians must meet with the principal.
- 5th-12th graders must be on time for each class. Every teacher will take attendance for their class and the same discipline procedure will apply.



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

### **BOOKS AND MATERIALS**

Students are responsible for keeping school books 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 the 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.

## **DAILY SCHEDULE**

For 5th – 12th grades the first bell is at 8:10am and students are expected to be in class by 8:15am. School is dismissed at 3:00pm for K-4th graders and 3:05pm for 5th to 12th graders.

### **MORNING ARRIVAL**

School opens at 7:30 am. Please do not drop off students before 7:30 am. Students in grades 5-12th may enter the buildings if they are quiet, or they may play or wait outside until the first bell rings.

### **MORNING DROP-OFF**

These procedures have been developed to protect the safety of all students. Please study the diagram below and follow these procedures carefully.

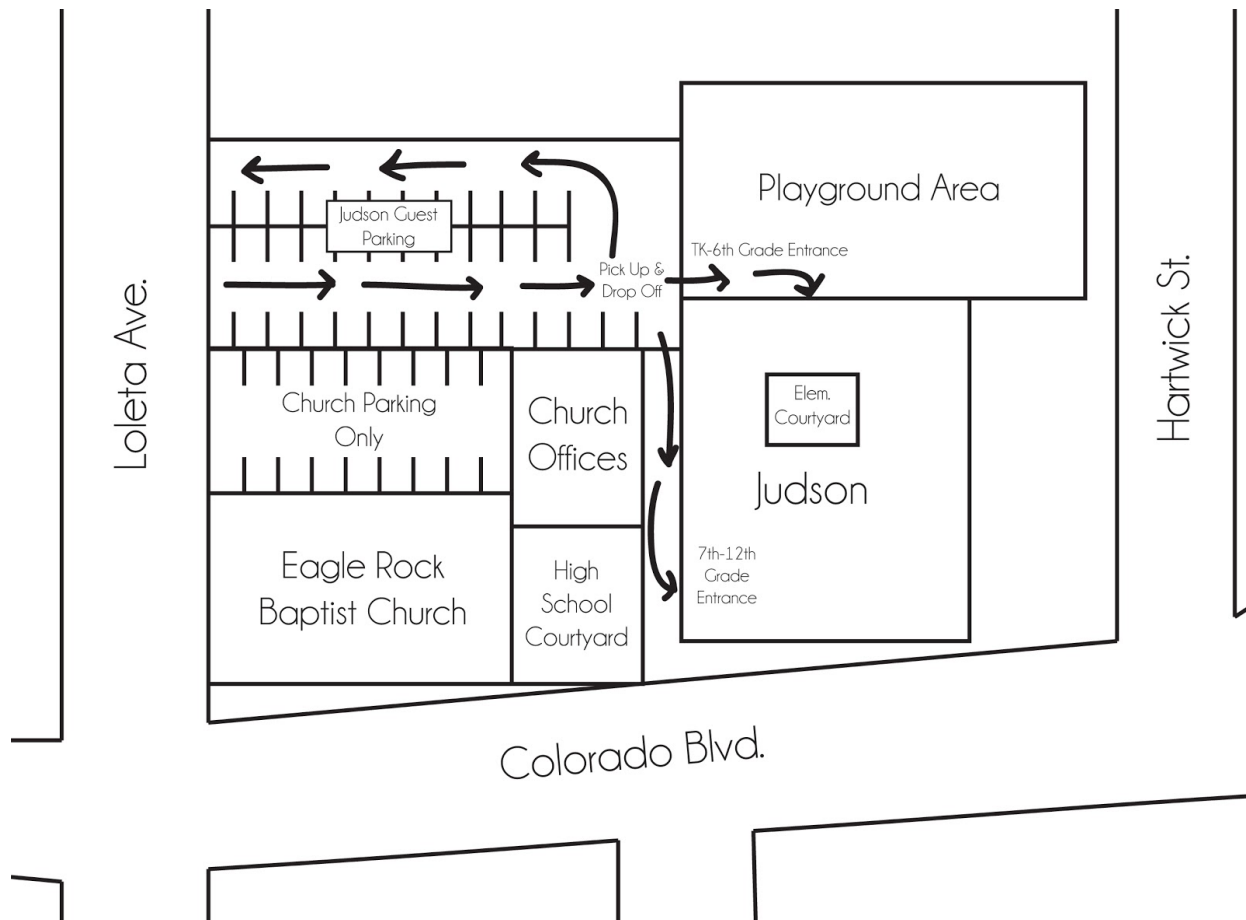
Students may arrive at school any time after 7:30 and before 8:15am. At 8:15 the gates and doors will be locked and the only access will be through the upstairs entrance by the office.

All students arriving by car must be dropped off inside the parking lot in the designated area. TK-6 grade students will enter through the north doors off the playground area; 7-12 students will enter through the west gate and enter the last set of doors off the church courtyard.

Parents who are dropping off students must follow the instructions of the staff member on duty in the parking lot.

- Students may only be dropped off in the designated area, even if means waiting in line to pull up to the area.
- Students must not be dropped off on the street.
- Any parents wishing to walk in with their student may park in the spaces in the middle of the lot, being careful not to block traffic moving through.

See the diagram below for further clarification.



**LUNCH TIME**

TK - 4th Grade - 11:35-12:20  
 5th - 12th Grade - 12:23-1:02

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 lunchtime or during the school day.

**LUNCH PROGRAMS**

Students in all grades are encouraged to bring nutritious snacks and sack lunches. Middle/high school students who forget to bring lunch may use the office phone to call home. The school will offer a lunch program where students can order food ahead of time.

**AFTERNOON PICK-UP**

Students in TK - 8th grade will wait for their rides in the enclosed playground area. Once their teacher sees their ride arrive they will be released to go out the pedestrian gate to the vehicle.

Parents may park in the middle spaces of the parking lot and walk in to get their children.

At 3:15pm any students remaining who are not part of an after-school program will be signed

into extended care inside the building. Parents will have to park and walk in to sign out their Child.

High school students may wait at the gate or in the church courtyard until their rides come. At 3:15pm they must leave the premises unless they are involved in an after-school program.

### **EXTENDED CARE**

Judson International School provides after-school care until 5:00pm.

The program uses the elementary building from 3:15pm until all children have been picked up. Every child must be signed out of after-school care by a responsible adult.

There is a charge of \$7.50/hour. Families will be billed monthly through their Smart Tuition accounts. Any student in K-8th grade who is not picked up by 3:15pm, 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 3:15pm. Students may not wait outside, in the classrooms, hallways or anywhere else after 3:15pm.

High school students are not required to go to after-school-care, but they must leave the school premises by 3:15pm unless they remain for an after-school program.

### **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**

## **CHEATING**

Cheating is unacceptable at Judson. Students are taught what cheating is and what it is prohibited. On all school work, the following will be considered cheating:

- Copying answers from a book, notes or other sources 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)

## **DISCIPLINE AND CONDUCT (TK-4TH GRADE)**

Judson is committed to using the principles of Matthew 18 to resolve conflict among adults and children. For kindergarten to 4<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 4<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.

## **DISCIPLINE AND CONDUCT (5TH-12TH GRADE)**

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

**Detention** can result from the following situations:

- Continued classroom or playground disruptions
- Profanity or other inappropriate language
- Harassment, including roughhousing, aggressive play, minor bullying
- Disrespect towards teachers, staff and other students
- Gum, candy or soda at school
- Eating in classrooms, hallways
- Minor property damage
- Misuse of a cell phone or other electronic device during the school day

## **Detention Policy**

- Detention will be assigned on the following Tuesday or Thursday. Athletes will forfeit their game or practice to do detention.
- Students must return the form signed by a parent and pay a \$10 fee when they arrive.
- Students will report to Room 212 to serve detention.
- The period for detention is 30 minutes, 3:15-3:45.
- Students 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.

**After School Study Hall** will result from the following situations:

- Assignments not handed in on time

- Failure to make up missed work, quizzes or tests
- Incomplete class assignments

#### **After School Study Hall Policy**

- Study Hall will be served at the same place and time as 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.
- If the missed work is satisfactorily completed and handed in before the scheduled detention, the student may not have to attend study hall but must get the teacher's signature on their Study Hall form beforehand.

#### **DISCIPLINE SEQUENCE (5TH-12TH)**

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 communication from the school.
- Saturday School may be deemed necessary if a student's behavior does not change after several detentions.
- Parents will meet with the Principal or Dean of Students 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.

**Saturday School or Redemptive Friday:** The student must attend school for 2 hours on a Saturday morning from 8:00 to 10:00 am or after school on a Friday at the discretion of the Dean of Students. 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. Students are not permitted to make up work missed during suspension – all work will be given a zero.

**Probation:** After returning from suspension, students will be placed on probation. A student will remain on probation for 6 weeks. Any infraction of 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:

- 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

### **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.

### **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.

## **MEDICAL AND 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 Benadryl are available in the office if needed by students whose parents have completed the appropriate section of the emergency form.

If teachers or administrators become aware of a medical or health concern that affects academic performance, they may recommend that the student is removed from classes until the concern is addressed.

### **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.

### **PRESCRIPTION MEDICATION**

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

### **STUDENT ACCIDENT INSURANCE**

An accident plan is carried by the school for all students and full-time school personnel. This plan is required, and 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.

All International Students must show proof of medical health insurance within 10 days of enrollment at Judson International School. If the student does not have a medical insurance carrier in California, the school will provide insurance and bill your account.

International students living with a homestay are required to have medical insurance provided by Global Bridge. If the student will be living with a relative, Judson will need proof of medical coverage as well as proof of guardianship for approval.



## **STUDENT ACTIVITIES**

### **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.

### **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:**

Fall	Coed soccer (non CIF) Girls' volleyball
Winter	Boys' & girls' basketball
Spring	Boys' soccer

### **COLOR TEAMS**

Judson students in K-8 are assigned to a color team. 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.

### **ENRICHMENT PROGRAMS**

Judson offers after-school sports and other programs (depending on availability and interest) for an additional fee. International students are welcome and encouraged (as they are ready) to participate in these programs giving them a more holistic approach to the immersion experience. Information is given at the beginning of each semester and as new clubs are added to our schedule. A variety of activities are available such as Sports, Drama/Musical Theatre, Music Lessons, and Art Club. Sign-ups and administration of these programs are through the school office or website.

### **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.

### **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**

Selected elementary students are given an opportunity to be on the EL Squad, where they learn to plan and lead events for elementary students.

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.

### **VISUAL AND PERFORMING ARTS**

We offer a variety of visual and performing arts options. Studio art and music instruction are offered at all levels, K-12 and Judson participates in the ACSI art competition. Judson Elementary competes in the ACSI Speech competition. Judson High School competes in the Los Angeles County Poetry Out Loud Competition and puts on a fall Creative Arts Night and a spring musical.

### **WORSHIP TEAM**

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

# **UNIFORMS & DRESS CODE**

## **TK – 8TH GRADE**

Judson students are required to wear uniforms while at school and on school-related trips and activities unless it is specifically stated that uniforms are not required.

Judson uniforms are available from **Modella** located at 639 N. Lake Ave., Pasadena, CA. Phone number: 626-797-0456. Once a week there can be delivery to Judson School if families prefer to order online. Families may buy at the store or order from their website: **www.modellauniforms.com**.

### **Official Judson Uniform**

For field trips, class pictures, and special events/assemblies the uniform is the Burgundy Polo with Navy Pants/Skirt – or Plaid option. Any sweaters must be from the uniform choices.

#### **Boys**

Polo Shirt with current Judson Logo: Burgundy (required), Navy (optional)  
Pants: Navy (required), Khaki (optional)  
Shorts: Navy/Khaki (optional)  
Sweaters: Navy with current Judson Logo/Sports Hoodie/Navy Judson Hoodie

#### **Girls**

Polo Shirt with current Judson Logo: Burgundy (required), Navy (optional)  
Pants: Navy (required), Khaki (optional)  
Shorts/Skorts/Skirts: Navy/Khaki (optional) – all are required to be no shorter than mid Thigh  
Plaid Options: 4th – 8th grades: skort, skirt; KG- 3rd grade: jumper  
Sweaters: Navy with current Judson Logo/Sports Hoodie/Navy Judson Hoodie

#### **PE Wear**

T-shirt: Ash Grey with current Judson Logo  
Shorts: Navy Fleece or Mesh (no stripes or contrast)  
Sweatpants: Navy Fleece – no trim/contrasting colors (optional)

**PLEASE LABEL ALL OUTER GARMENTS CLEARLY WITH THE STUDENT’S NAME.**

## **HIGH SCHOOL**

### **To Purchase from Lands End:**

1. Go to <https://business.landsend.com/store/judsonschool/>
2. Choose the type of shirt to purchase
3. Pick an appropriate color - Evergreen or White
4. Choose the size and number of shirt
5. Click “Apply Logo”
6. Select Logo (only one option)
7. Click “Apply Logo”
8. Click “Add to Bag”
9. Purchase items

### **Official Judson Uniform**

For field trips, class pictures, and special events/assemblies, the uniform is the Evergreen Polo with Neutral Pants/Shorts/Skirt (no denim). Any sweaters must be from the uniform choices.

High school students may purchase polo shirts and jackets from Modella or from Lands End online (see directions above). Faculty has the final say as to the appropriateness of uniform Choices.

### **Boys and Girls**

Polo shirts with current Judson Logo: Evergreen (required), White (optional)

Sweatshirts/Hoodies: Grey, Black or any Judson Logo Wear

Pants/Shorts/Skirts: Solid Neutral colors or Denim (no holes)

Skirt, Skorts, and Shorts must be at least below fingertips in length. Waistbands may not be rolled over.

### **PE Wear**

T-Shirt: Grey T-Shirt

Shorts/Pants: Navy

PLEASE LABEL ALL OUTER GARMENTS CLEARLY WITH THE STUDENT'S NAME.

### **GENERAL REQUIREMENTS - ALL SCHOOL**

- All polos, gym shirts, and sweaters must have the current Judson Logo.
- Skirts, shorts, and skorts must reach at least the mid-thigh/below extended fingertips. Waistbands may not be rolled over.
- Tight or “skinny” pants and shorts are not allowed for any students.
- Uniforms must not be ripped, tattered or stained.
- Any items purchased from other stores must be checked by the office.
- Outer jackets do not require a logo but must be navy.
- School uniform must be worn at all times at school.
- No beanies or hats of any type are allowed during school hours. Hoods must not be worn in class.

### **FREE DRESS DAY GUIDELINES - ALL SCHOOL**

- Students are awarded one free dress day per month. They may lose this privilege if they have uniform violations.
- Students are encouraged to be creative and have fun with the free dress day themes. There are prizes for those who come with the most creative costume at each age level.
- 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.
- No short shorts or skinny pants may be worn.
- Girls' tops must be styled to be modest – no low necklines, bare midriffs.
- Any slogans or designs on clothing must not glorify or promote lifestyles the school deems inappropriate.
- These same guidelines apply for non-uniform social events.

**ACCESSORIES – ALL SCHOOL**

- Undershirts: plain white or navy
- Bike shorts/leggings: navy or black
- Socks: neutral colors
- Shoes: closed-in sneakers (any color allowed)
- Hair Bands/Ribbons: navy/white/neutral

Violations of our Uniform Policy will warrant the student forfeiting the next free dress day. Repeated violations will result in detention.

# MIDDLE SCHOOL/HIGH SCHOOL SUPPLEMENT

## **CLASSROOM**

- Enter, move around and leave without disturbing other students.
- 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.
- Take care of property – the school's, your own and other people's.
- Work on your own or in a group without disturbing others.

## **HALLWAYS AND RESTROOMS**

- Remember that other students and adults are working nearby and need quiet.
- Walk in the halls, don't run.
- No pushing, "rough-housing," or harassment.
- Don't touch any other person's locker or belongings.
- Use the restrooms quietly and keep them clean.
- 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.
- Students' belongings must never be left in hallways or outside.

## **LOCKERS**

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

**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.

**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.

**Authority to inspect:** Judson School has the right to inspect any 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 or a person she designates to do so.

- The inspection of lockers will not be conducted without the student being present unless circumstances require that the inspection be conducted without delay.
- Whenever an individual student's locker has been inspected without the student's presence, the student will be notified of such inspection as soon as is possible afterward.
- If the student is not present, at least two adults will conduct the inspection. • An inspection of lockers may be conducted randomly.

**Student belongings:** When conducting such an inspection the inspector will take care to avoid disruption or damage to the contents of the locker.

**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.

**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.

**Cleaning:** Each student is required to keep her/his locker clean and should take time periodically to do this.

**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.

**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:** If a student leaves any belongings in hallways, classrooms or outside, he/she will be cited for a locker violation and assigned community service. Their items will be confiscated and can be picked up from the Dean of Students.

## **PLAYGROUND/CAMPUS**

- Keep to the designated areas.
- Share the balls and equipment, and take care of them.
- Play with a good "team spirit."
- Pick up and dispose of your trash.
- Bullying, whether physical, verbal or cyber, will not be tolerated.
- Be a good example to younger Judson students.

## **RULES OF CONDUCT**

Our character forms our conduct or behavior. Good character is the most valuable asset you will 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.

## **STUDENT DRIVERS**

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. Students must complete an application to drive to school, be approved, and display a permit whenever they are parked at school.

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.

Judson reserves the right to revoke the privilege of driving to school.

