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# Jubilee Christian School

15455 59th Street, Becker, MN 55308 - 763-262-2177 cell 612-889-1432

**Pastor Ken Hanson, School Principal - Student Handbook**

2024-2025

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## Welcome

Thank you for your interest in our Christian School. Our desire is to teach children how to live and to equip them for success. Proverbs 22:6 says, “Train up a child in

the way he should go: and when he is old, he will not depart from it.” JCS is an extension of the home in training young people. The school staff works closely with the parents to train the whole child. Parents have the final stewardship before God to properly train their children. Our goal is to train children of every ability in the highest principles of moral character, self-discipline, academic achievement, individual responsibility, personal integrity, and good citizenship. This school stands without apology for high standards of Biblical morality and Godly wisdom.

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## Mission Statement

Jubilee Christian School exists as an extension of Becker Christian Center (a non-denominational church) and in harmony with the Christian families it serves to provide a setting of academic excellence and Biblical discipleship in which students are trained on an individual basis to equip them to serve God, their families, and their world.



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# Becker Christian Center

Jubilee Christian School is a ministry of Becker Christian Center and belongs to the Church. The administrator, teachers, and all other staff members or volunteers are Church employees and under the authority of the Church Pastor and the Church Board of Elders.

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## Tuition Schedule for 2024-2025

Parents need to know that their tuition and fees do not cover the cost of operating Jubilee Christian School. Many of the daily operating expenses are covered by the Church as part of its ministry. As a rule, the school does not do fund raisers to make up the difference, but rather looks to the Lord for His supply. Please keep the financial needs of the school in your prayers and feel free to contribute to this ministry as the Lord may lead you.

### Basic Tuition Fee - grades 2-12

1st Student	2nd Student	3rd Student	4th Student and on
\$1800.00	\$1800.00	\$1620.00	\$720.00

### Basic Tuition Fee - Kindergarten & 1st grade

\$180/ month - \$2160 per Student

Per Student: Registration & Testing \$100.00

Meals and snacks \$50.00. - (\$2/meal)

Curriculum \$6.00 per unit or PACE billed monthly

(Average total is \$360.00 per year total)

Added together this makes the average cost about \$200/ month or \$2400 yearly. Tuition will be billed on a 12-month payment cycle beginning in August each year. The registration fee of \$100 per student is due when the student is enrolled. For current students it will be added to the August billing statement. The \$50 meal fee is billed in September. The curriculum fee is based on actual usage and is billed monthly beginning in October. Statements are sent out the 1st of each month and are due by the 15th. A late fee of \$20 may be added if not paid by the end of the month.

## Jubilee Christian School and Home School Ministry

JCS is a combination of a Christian School and a Homeschool Ministry. We operate as a school Tuesday - Thursday and homeschool on Monday and Friday. Our staff provides the curriculum and learning direction  
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and our parents also act as teachers and facilitators of learning. Our parents are also involved in the teaching at the school on Tuesday through Thursday as they are able and volunteer. We live with the conviction that parents have the ultimate responsibility before God to educate and train their children according to the Bible, the Word of God.

## **Background and Vision of the School**

Jubilee Christian School was founded in 1998 as a ministry of Becker Christian Center. The church body felt that God was calling us to be committed to assisting fathers (parents) in their God-commanded responsibility to train up their children in the Lord with the Bible as the foundational textbook. We are committed to bringing our children to a personal, saving relationship with Jesus Christ and to building godly character in their lives through attention to the Bible's teachings. We desire that our students be characterized as follows:

- They know Jesus as Lord and Savior
- They know and practice the Word of God
- They know how to lead others to a saving knowledge of Jesus Christ
- They know how to worship, reverence, and fear God
- They know how to be lead by the Holy Spirit
- They know how to live a lifestyle of holiness
- They practice stewardship in every area of their lives knowing that some day they will give a complete account to God
- They are dedicated to moral, academic, spiritual, and physical excellence

## **The School Board**

The Becker Christian Center Elder Board is also the School Board for Jubilee Christian School. "School Board" or "Elder Board" mean the same group of people. The qualifications for Board membership require that each man must:

- Be thoroughly committed to Jesus Christ
- Be committed to the vision of the School
- Love and empathize with the children and families that the School serves
- Be committed to support the staff of JCS in word and deed
- Have a current working knowledge of the policy manual

- Have read all books or completed all courses of further School Board education deemed necessary and appropriate by the Board
- Be committed to keeping privileged, school-related information in strictest confidence

### **Board Responsibilities**

- To adopt any policy revisions or additions to the JCS policy manual
- To assist the Administrator in areas of policy implementation
- To act as the final interview board for all teacher applicants
- To act as the final authority in matters of policy, discipline, and conflict resolution
- To provide the Administrator with a yearly performance evaluation
- To provide and review all background checks of all School staff and volunteers

### **The School Administrator**

The Pastor of Becker Christian Center is the head Administrator of the School and may also serve as the Principal. The Principal holds the following responsibilities:

- Daily administration of the School including implementing the vision of the School as reflected in the policies set forth by the Board
- Selecting and ordering supplies and curriculum
- Establishing and maintaining student files and records
- Assisting parents and students in establishing courses of study that meet the School's graduation requirements
- Establishing and maintaining clear lines of communication with families
- Handling matters of student discipline
- Daily scheduling
- Guiding the School staff in fulfilling their responsibilities and helping them to be successful as teachers.
- Submitting requested reports to the Board
- Providing a Godly model of leadership for the School

### **Teachers and Teaching Aides**

A background check will be made of all staff who work at the School on a regular basis. The teachers, classroom aides, and adult volunteers carry the direct responsibility of guiding and directing the students in their daily endeavors. They are to be Godly examples for the students at all times and unceasingly diligent to ensure that each student is understanding and performing at his/her academic level, following proper School procedures, and growing in Godly wisdom and grace.

## **Monitors and Helpers**

We need volunteer helpers every day, including parents daily, helping in the classrooms, Listening to the students read, cleaning the building and school, playground supervision, and meals. We can even find a place for dads to help with various building and outside maintenance. Many parents come one day a week and are a part of our school on a regular basis. Even helping at lunchtime and going outside with the students would meet one of our greatest needs at this time. This keeps the costs down and helps with the fine tuning of the school

## **Mandatory State Notice**

“The State of Minnesota requires that every child entering kindergarten this school year must graduate from high school or remain in high school or in an alternative program until age 18. Only those who have been accepted into the military or an institution of higher learning may leave school before they are 18 years old.”

## **Racial Nondiscrimination Statement**

Jubilee Christian School has a racially nondiscriminatory policy and therefore admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the School. JCS does not discriminate on the basis of race, color, or national or ethnic origin in administration of its educational policies, admissions policies, scholarships and loan programs, athletics, and other School-administrated programs.

## **Admissions Policies**

Our admissions policy reflects our objective to train Christian young people to live for Christ. We follow definite guidelines to insure like-mindedness among those whom we accept.

## **General Guidelines**

- Students will be accepted with priority being given to Church members, returning students and families, and then to new applicants. New students may enroll anytime during the year if space available.
- Kindergarten will be offered as needs and resources dictate.

- New students will be enrolled for a 30-day probationary period that can be extended to 6-9 weeks if the administration deems it necessary.
- Attitudes are an important part of our students' character and we expect positive attitudes from our students. Cooperation with staff and other students is very important and the key to a successful educational experience.
- Enrollment is not based on IQ, achievement, or ability. Those with a past record of poor academic performance are welcome unless it is evident that they will be a social or moral liability to other students. We also reserve the right to decline acceptance to those students with special needs that we know we are unable to accommodate.
- Although the following areas may be reviewed by the Principal as cases dictate, as a general rule no student will be admitted who:

1. Has been arrested or is in trouble with the law
2. Has used drugs, alcohol, or smokes or has used tobacco for any period of time
3. Has been dismissed or expelled from any other educational institution
4. Is or has been married or has had an abortion or had a part in an unplanned pregnancy
5. Has run away from home or is a potential run-away threat
6. Does not meet the School's admission requirements for application

## Supply List

The students don't need much—just a few little items, as we already have them and will supply them when needed.

1. Inside/Outside shoes are a must.
2. A clear or translucent water bottle is allowed at the student's desk. We must be able to see what is in the bottle, as only water is allowed in the classrooms.
3. We do provide number 2 pencils. If your child prefers a mechanical pencil, it will be your responsibility to provide it.
4. It is ok for your child to have a pencil box at his/her desk to hold pencils, pens, and erasers. We ask for no clutter at their desk.
5. We provide Kleenex, sanitization wipes, and hand sanitizer. If you feel called to donate some supplies to the school, these are the items we use a lot.

## **Admissions Procedures**

- Parents make contact with the School Principal and receive information about the School, including a Policy Manual, application package, and School visit.
- Parents and students read Policy Manual thoroughly.
- The parents and students have an interview with the Principal to discuss the Policy Manual, School and student expectations, and to get to know each other.
- Application is submitted accompanied by registration fees.
- Students are accepted and proper forms are signed for records release from previous school, including a transcript, the medical records, and an attendance report.
- Both parents must attend a Parent Orientation session with other new parents and the School staff - this is usually a two-hour evening meeting.
- A starting date is established for the new student.

## **Kindergarten and First Grade Admissions Policies**

As a rule, students should be 5 years of age for Kindergarten (4 years of age if a K4 program is offered) and 6 years of age for First Grade by September 1st of the current school year. Exceptions will be on a per student basis with consideration given to maturity, ability, and prior learning experiences. Our School is committed to a solid phonics-based education at all levels, but especially at the beginning two levels of instruction. The goal of our Kindergarten program is to develop the fine motor skills, establish social relationships with other students, learn to live under the authority of a teacher, and lay the foundation for reading based on a superior phonics-based reading program. Our expectations are for students to be able to read by the middle of first grade.

## **Withdrawal Policies**

- We request written notice at least seven days prior to the date of the requested withdrawal. •Official transcripts will not be released until all financial obligations to the School have been fulfilled.
- All tuition money will be refunded for the period of time remaining in the school year, starting with the next calendar month. For example, if a student withdraws on January 12th, any tuition refunds would be based on the months of February through the end of the school year. Any refund applies **only to tuition** and not to any fees or other expenses already paid.

## **General Policies Scholarships**

A limited amount of financial aid is available in the form of School Scholarships. Families in need are encouraged to meet with the Pastor or Board as scholarships are on an individual basis. Scholarships are Jubilee Christian School - 2024/25 18 Student and Staff Policy Manual

given on a monthly basis and require a family's account to be current before any scholarship is applied during that month.

## **Church Attendance**

God's Word instructs us to be diligent about meeting together with the body of believers. We encourage all of our students to attend, with their families, at least one church service per week in a church that teaches sound Biblical doctrine. We also highly encourage each family to seek active membership status in a church. We encourage a relationship with God through Jesus Christ our Lord and Savior and not just a knowledge of God. While we will do everything we can to respect the teachings and beliefs of other churches that our students attend, including speaking well of them, we reserve the right to teach from the perspective of the accepted doctrine of Becker Christian Center, a nondenominational Christian Church.

## **Jubilee Christian School Day Days and Hours**

- We have a three-day school week: Tuesday through Thursday. Monday and Friday are considered home school days under the direction of the parents.
- School hours are from 8 a.m.- 2:30 p.m.
- Office hours are from 7:30 a.m. to 4:00 p.m.
- We do not provide a day-care program for students prior to or following regular school hours. We request that all students arrive and leave within 15 minutes of our start and dismissal times. School staff is only responsible for students until 2:45 p.m.
- Each school year we will publish a school calendar that shows all school days and scheduled Holidays. We may at times have a school day on Monday or Friday to make up for snow days or other unexpected changes in our schedule.

## **Attendance**

Consistent, daily attendance is critical and will ensure that each student is receiving the optimum educational benefits that our School can offer. All home school days will be monitored and worked checked for accountability

- Total number of School days per school year is  $172 + 8 \text{ staff days} = 180 \text{ days}$ .
- Parents are to notify the school if a student is to be absent because they are sick, or have a family emergency.
- Prearranged appointments, family trips, or other absentee reasons require a written note **before** the day the student will be gone.
- If a child is home sick, they are encouraged to continue in their work as they feel able.



- Whenever possible it would be best to contact the school prior to any long upcoming absences so plans can be made to take along the necessary assignments.
- If a student is tardy with a signed note from a parent, this is considered an excused tardy. Sometimes tardiness is not the student's fault but a result of insufficient planning or scheduling on the part of the parents. If you, that parent, are the reason for your child's tardiness, please re-evaluate your schedule and make the necessary changes.
- Students must be in attendance for at least half of the school day in order to be counted present for that day.
- The Principal or classroom Teacher must be notified by a parent in writing, by tele-phone, or in person if a student is leaving early.

### **Contacting Students in the Classroom**

- If it is necessary for a student to be contacted by phone, a message may be left with the school staff to give to them at the appropriate time. If it is imperative that you speak with your child, please coordinate your calls with the break schedule of the school.
- Parents and family members should check with the office before contacting a child in a classroom. If you do enter a classroom, please speak with the teacher first before going to your child, then speak quietly in consideration of other students and staff.
- Any outside contact with a student may be made only with the approval of the Principal **or Teacher and any school staff member is authorized to ask that person-in-question for proof of identification.**

### **Health Service and First Aid**

Should any student become sick or injured, a School staff member will be present to assist him or her. A first-aid kit will be available for use in these instances. If your child has a medical condition or requires special medication, this should be reported to the School office. No medication will be administered without the consent of a parent. All students must have a Medication Permission form on file at the School. When a student is sick in school, this procedure will be followed:

- The student's condition will be assessed by the teacher
- A call will be made to the parents to seek their advice for treatment
- In the event that a parent cannot be reached and the student's condition is serious, the student's physician will be called and consulted
- In the case of a life-threatening or other serious injury, the Emergency Medical System will be contacted by calling 9-1-1

## **Student Insurance**

No student insurance is currently available through Jubilee Christian School. Parents are required to have proper medical and injury insurance.

## **Covid-19 Update**

We are treating this illness just as any other illness.

- 1) If your child is sick or running a temperature please keep them home.
- 2) We will serve the food during our school provided meals instead of students serving themselves.
- 3) We will be encouraging hand washing before eating and always after restroom use.
- 4) Cover your mouth and wash your hands when coughing and sneezing.
- 5) Hand sanitizer will be provided in each classroom and in the lunchroom area.

## **Off-Campus Jobs**

By special permission and with the agreement between parents and staff, Juniors and Seniors may be permitted to work off campus. JCS has a work option for older students to attend school from 8 a.m. to 12 noon each day and then work in the afternoon. All such programs are set up on an individual basis and subject to change and review at any time if the student is not maintaining proper academic standards.

## **Student Vehicles**

Students who have a current Driver's License will be permitted to drive to school provided they follow these guidelines:

- Students must have their parents' permission to drive to School
- The student will only be allowed in his car when arriving or departing school property special permission must be obtained from a teacher for a student to enter his car during the school day •Students must park in an agreed-upon area on the grounds
- No student may transport any other student in a vehicle unless written parental permission has been submitted to the School by both sets of parents
- Students may not drive themselves or other students to School activities away from the School unless all parents involved have given their approval
- Students and parents need to use extreme caution in the parking lot and watch for younger students. Make sure you know who is around your vehicle before you start to move, especially when backing up.

## **Visitors**

All visitors unknown to the School staff must sign in at the office and present identification, state their purpose and intended length of visit. Any staff member is authorized to ask a visitor for proof of identification of people they do not know.

## **Music**

The music that we listen to is often a direct reflection of who we are. As music can become a point of contention, we ask that you follow these guidelines:

- Be aware that as a Ministry we want quality Christian music that honors the Word of God and the Lord Jesus Christ. We do not feel all so-called Christian music does this, especially Christian rock music. Please be very careful in this area and listen to what your children are listening to.
- Please establish guidelines for your family.
- Show respect for the standards of other families.
- Cell phones, Cassette and CD/MP3 players are not allowed at school. Student cell phones must be left in the office during the school day.
- No music is to be played on school grounds without the approval of the staff.

## **Deliveries**

Any deliveries to students must be either pre-arranged or approved by the teacher. Deliveries must be kept to a minimum to reduce disruptions.

## **School Closings**

The published School calendar will designate School holidays, teacher training days, and early-release days for students. In the case of bad weather JCS will usually follow the same schedule that the Becker School District follows. JCS has a texting program that we ask all families to be aware of or to participate with when called by another person. We use the “Remind” app on our cell phone to sent messages regarding changes.

## **Fire and Tornado Drills**

In order to learn the proper emergency procedures, we will conduct fire drills, bus and tornado drills as appropriate.

## **Lunch Procedures**

- A half-hour lunch period will be scheduled and published on the daily schedule.
- Students need to bring a bag or box lunches to school daily.

- One Hot Lunch the first Thursday and one Breakfast on the third Thursday are served each month. The \$50 meal fee covers the costs of these meals and other treats during the year.
- Students are permitted to use the microwave ovens for heating food, not for cooking. Because of time limits, the mess involved, and for safety reasons, students may not use any of the church stoves or ovens.
- Parents may visit and eat with their children if they desire; however, we ask that they bring prepared food and do not cook or prepare food at the school.

## **Personal Property**

Students may have in their possession the items listed in the school supplies list found in this manual. Prohibited items include, but are not restricted to, the following:

- Cell Phones, Radios, tape players, CD or MP3 players
- Electronic games
- Knives & Firearms
- Fireworks
- Playing cards
- Computer games or discs from home
- Tobacco in any form
- Drugs or medications
- Secular publications
- Any other items deemed inappropriate by the School Administration.

## **Searches for Suspicion of Illegal, Unauthorized, or Stolen Materials**

JCS reserves the right to search a student's person or belongings (automobile, backpack, purse, pockets, locker, coat, desk, etc.) in the event that it is suspected that he/she possesses an unauthorized item. Such a search may be conducted without the student's or parents' permission. Registration for admission to JCS constitutes parental consent for such searches.

## **Parental Involvement**

Parent orientation, meetings, and conferences promote a good understanding between parents and faculty of JCS. Every parent is required to participate in these informative and helpful programs. The first

parent/staff meeting will be held as school begins each school year. Parent/staff meetings are scheduled following the first quarter, third quarter, and at the Spring Awards Program. Individual parent conferences with the Supervisor are scheduled following the first and as needed. Parents are encouraged to assist in the learning center or to help at special events. Please contact the Principal if you are available to help on a consistent basis.

## **School Photographs**

Arrangements will be made for school portraits to be taken some time during the year. Parents will be notified and will be responsible for payment at the time of ordering if they desire to purchase them. Students must be in JCS approved dress for these photos.

## **Graduation**

At the time of graduation, parents must purchase caps and gowns. All graduation expenses for individual students are the responsibility of the parents and will be billed by the school on the regular statement.

## **Christian Americanism**

Christian Americanism places emphasis upon the greatness of America's heritage and the sacrifices of her heroes. America's Constitution guarantees liberties to educate in order to preserve freedom. We unashamedly teach the Biblical doctrines of self-discipline, respect for authority, obedience to law, and love for God, flag, and country.

### **Pledge of Allegiance to the American Flag:**

"I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all

### **Pledge of Allegiance to the Christian Flag:**

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

### **Pledge of Allegiance to the Bible:**

"I pledge allegiance to the Bible, God's Holy Word; I will make it a lamp unto my feet and a light unto my path; I will hide its words in my heart that I might not sin against God." (Allowances can be made for specific family convictions)

## **Student Honor Code**

All students at Jubilee Christian School are expected to know and abide by the School's Student Honor Code. Students in High School (grades 9 - 12) will be expected to know God's Ten Commandments by heart and have a basic understanding of how this applies to their lives and daily behavior in the Christian School

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setting. Jesus said He did not come to abolish the law but to fulfill it in us. Students need to know the Grace of God working in their lives to establish them and their relationship with God, their Creator and Redeemer. Students at the High School level are required to actively endorse these standards and be seeking a Godly lifestyle in order to attend Jubilee Christian School. Students of Jubilee Christian School are expected to refrain from talking about or engaging in cheating, swearing, gambling, rock music, drinking of alcoholic beverages, and using narcotics. Students are expected to act in an orderly and respectful manner, maintain-ing Biblical standards of social courtesy, moral behavior, acceptable language, and honesty. Students must agree to strive toward godly character in dress, conduct, and attitude.

## **Courtship or Dating**

Becker Christian Center and Jubilee Christian School as a Ministry encourage and teach the principles of “Courtship” and discourage “Dating” and the pairing up of students both in and outside of the school. It is strongly recommended that all parents be aware of the benefits of courtship and the dangers of dating in our culture today and help their children walk in Godly freedom in these relationships. Parents also need to train their children in appropriate manners and touching in all social situations. JCS has what is often called the “Six-Inch Rule” which essentially means: “All students should keep their hands off all other students.”

# **Ten Commandments of Behavior**

## **1. “Thou shalt have no other gods before Me”**

- Students are to fear, love, and trust in God above all things.
- Students are not to set up worldly idols in their hearts.
- Students will be actively seeking Godly goals instead of worldly amusements. Jubilee Christian School - 2024/25 12 Student and Staff Policy Manual

## **2. “Thou shalt not take the Name of the Lord, thy God, in vain; for the Lord will not hold him guiltless that taketh His Name in vain”**

- Students are not to curse, swear, lie, or deceive with the words of their mouth.
- Students are not to use euphemisms in their speech.
- Students will call on the Lord in time of need with prayer, praise, and thanksgiving, striving to take every thought captive to Christ Jesus.

## **3. “Remember the Sabbath day, to keep it Holy”**

- Students are to attend church on Sundays.
- Students will not despise the preaching of God’s Word but will look upon it as Holy and gladly hear and learn from it.
- A Sunday message log or sermon notebook may be required.

4. **“Honor thy father and thy mother, that thy days may be long upon the land which the Lord thy God giveth thee”**
  - Students will honor, serve, obey, love and esteem their parents.
  - Students will show the same respect to any Godly authority in their lives that they would be required to give their parents.
  - Students will listen to and obey the instructions of the School staff to the very best of their God-given ability.
5. **“Thou shalt not kill”**
  - Students will do their neighbor no harm or cause him any suffering.
  - Students will be kind to each other, and tender-hearted in forgiving each other.
  - Students will prefer others over themselves.
6. **“Thou shalt not commit adultery”**
  - Students will lead a chaste and pure life in word and in deed.
  - Students will strive to avoid worldly attitudes regarding morals and lifestyles.
  - Students will not put unwholesome thoughts or pictures before their eyes or into their minds, especially regarding the watching of television and secular movies.
  - Students shall never defraud one another with improper relationships, dress, behavior, or activities inappropriate to the Christian lifestyle.
  - Students will not date or pair off with the opposite sex without parental approval within the guidelines of Christian courtship.
7. **“Thou shalt not steal”**
  - Students will be totally honest in regard to his and other people’s money, property and possessions.
  - Students will be totally honest in regards to all schoolwork; not condoning cheating, shortcuts or plagiarism in his own or anyone else’s assignments.
  - Students will show respect for Church and School property and share in the stewardship we have of all that God has given us to use and enjoy.
8. **“Thou shalt not bear false witness against thy neighbor”**
  - Students will not betray, backbite, or slander each other.
  - Students will speak well of their classmates in all situations, will apologize when necessary, and will initiate reconciliation when offended or wronged.
9. **“Thou shalt not covet thy neighbor’s house”**
  - Students will not seek to gain what is not rightfully theirs.
  - Students will seek to serve their neighbor or classmate above themselves.
10. **“Thou shalt not covet thy neighbor’s wife, nor his manservant, nor his maidservant, nor his cattle, nor anything that is thy neighbor’s”**
  - Students are to guard their hearts and minds against all covetousness.

- Students will seek to understand God’s plan to deal with covetousness in their lives according to His plan in the Scriptures.
- Students will encourage and pray for each other in regards to coveting.
- Students will put the interests of others before their own interests.

**Endorsement for Students in Grades 9 - 12:**

I, \_\_\_\_\_, have read the Jubilee Christian School Student Honor Code and will, with God’s help and to the best of my ability, strive to live within these guidelines while a student at Jubilee Christian School. I realize that these God-giv-en Commandments apply all year long, both at school and away from school. Date: \_\_\_\_\_ Signed: \_\_\_\_\_ We, the parents of the above student, agree with our child signing this Honor Code and will pray for and encourage our child in this lifestyle for the glory of God. Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
 \_\_\_\_\_ Date: \_\_\_\_\_ Signed: \_\_\_\_\_

# Disciplinary Policies

**Basic Philosophy** - JCS believes in maintaining discipline that is firm, consistent, fair, and tempered with love. Using the Bible as our guideline, we have a basis for what we believe and how we act. The staff maintains standards of behavior in the classroom through kindness, love, and a genuine regard for each student. Discipline is not what you do to a child, but what you do for a child. The ultimate goal of all discipline is not to squeeze students into a rigid mold of conformity, but to develop each one’s character according to God’s Standards as found in the Bible. Each student is different and may require an approach or process of discipline that is different from another student. Within these boundaries of understanding we maintain a framework of discipline that is fair to all students involved.

# Home and School Cooperation

A student must always conduct himself/herself in a manner becoming a gentleman or lady. Gripping and complaining is a bad habit and will not be tolerated. If your child comes home complaining about a policy, discipline, a staff member, or event at school, please follow this procedure:

- Give the staff the benefit of the doubt, and a call to the staff person involved is always appropriate and appreciated
- Realize that your child’s reporting is emotionally biased and may not include all the information that you need to know or be aware of
- Understand that the School has reasons for rules and that the staff works hard to deal without partiality
- Remember our goal is to make your child successful in all areas of their life



# Minor Offenses

Not all minor offenses warrant the same discipline. These offenses usually begin as little indiscretions that need to be brought to the attention of the student as behavior that needs to be corrected. Usually privately issued verbal warnings are the method used to deal with minor offenses by the teacher in a classroom situation. Each teacher establishes the basic classroom procedures for their class and is responsible to communicate these procedures to students and parents. Teachers will work with students and parents to communicate behavior and learning problems and what needs to change to resolve the situation. When a written note is sent home with the student it is to be signed by the parent and returned the next day with any ideas or suggestions from the parents to help their child be successful. Continued infractions are an indication that a student may need direction in the development or principles of character in his/her life. A conference with the teacher, principal, and parents is sometimes necessary to assure this desired growth.

# Major Offenses

Larger problems or discipline issues that cannot be dealt with at the classroom level will be referred to the School Administrator or Church Pastor for counsel and advice. All situations will be dealt with according to Biblical principles using the Bible as the standard of behavior and instruction, along with prayer for the Lord's provision to make the student successful. The School Administrator or Pastor may call the parents to come and help with the situation or to take the child home until the issue or problem has been resolved.

# Corporal Discipline

It is our belief that corporal discipline is sometimes necessary according to Biblical standards and should be carried out at home at the sole discretion of each student's parent. No staff member of the Church or School is authorized to administer corporal discipline. Jubilee Christian School - 2024/25 15 Student and Staff Policy Manual

# Suspension

The School Administrator or Pastor may remove a student from the School for a number of days if there is a problem that needs attention or cannot be resolved. However, a student can only be suspended by the School Board after carefully evaluating all the facts and issues at hand. This will include a meeting with the parents and student in an attempt to reconcile the problem. Parents will be asked to withdraw their child

from the School after all reasonable attempts to assist a student in conforming to School standards of conduct have failed. Failure to withdraw will result in expulsion upon the advice of the School Board.

## **Final Discipline Considerations**

In all aspects of discipline and in helping both parents and children to be successful, we recognize that:

- The foundation of our life and walk together in the Lord is the forgiveness of sins and the renewing, restoring grace of the Lord Jesus Christ. “If any one be in Christ, he is a new creation; the old has passed away; behold, the new has come.” 2 Corinthians 5: 17 The object of God’s grace is to give us a new beginning with Him.
- The principles of the Bible are binding upon our lives as believers. We come under the Lordship of Jesus Christ and seek to conform all of our life to His will.
- We are called upon to suffer for righteousness’ sake and that our personal happiness is not the ultimate importance.
- We as a Church stand as salt and a light to the world and as the pillar and ground of truth.

## **Academic Policies Grading Scale**

We use a mastery-based curriculum where we require a passing score for a unit of work of at least 80% before going on. For Paces 1036 and lower the passing score is 90%. Some scores in the 70-79% may be accepted for special needs or special situations. High school students are graded on a 4.0 grade point system.

## **Standardized Achievement Tests**

Each spring the Iowa Test will be given to every student in order to measure the child’s learning and the School’s academic effectiveness as well as to give us a current comparison with the public school sector nationwide.

## **Computer Learning**

Our School is committed to helping our students learn with and understand computers and the part they play in our business world and culture. Because of this we are committed to using computers as a teaching tool in the classroom environment.

## **Homework - Homeschooling**

It is our belief that there is adequate time during the school day for every student to complete the majority of his/her schoolwork. On the days when the student is working at home with parental supervision we expect the assigned work to be done in the same manner that it is done at school. The following procedure will be followed:

- A homework slip will be sent home along with the schoolwork
- A parent signs the slip and the student returns it to acknowledge awareness that the work was sent home. Please sign the slip whether the homework is done or not
- The signed homework slip and completed homework is checked at the beginning of the school day the next morning

## Curriculum

Jubilee Christian School uses a non-grade-level constricted, individualized curriculum. We use material from a number of Christian curriculum companies including Alpha and Omega’s “Switched-On-School House” and Accelerated Christian Education PACEs. (PACE stands for “Packet of Accelerated Christian Education “ and is a student text and workbook combination. A student does 12 of them in each subject at each grade level.)

## Graduation Requirements

A prescribed course of study will be determined through a conference among the staff, parents and student. Transfer students must complete at least 5 credits at JCS before receiving a diploma. One credit is earned for each year’s worth of work completed in each subject.

**Track: H = Honors, C = College Prep, G = General, V= Vocational**

<b>Subject</b>	<b>H*</b>	<b>C</b>	<b>G</b>	<b>V</b>
Bible	3	2	2	2
English	4	4	4	4
Math	3-4	3	3	3
History	4-5	4	4	4
Science	3-4	3-4	2	2
Computer Literacy	2	2	1	1
Speech	1	1	1	1

Music	1	1	1	1
Foreign Language	2	1	0	0
Physical Education	1	1	1	1
Electives	3	2	4	4
<b>Minimum Total Credits</b>	<b>27</b>	<b>24</b>	<b>23</b>	<b>23</b>

\* The Honors Course requirement includes an additional credit for a missions trip or an equivalent ministry alternative.

## Classroom Rules

### General

- Each student is assigned an “office” or study area that is their personal space for study-ing and accomplishing their daily goals.
- Students need to know and follow each teachers guidelines for the classroom
- Activities not related to prescribed material are not to be conducted at a student’s desk unless the teacher has given specific permission.
- The student’s flag should be raised for teacher assistance in academic subjects or to signal the teaching aid for assistance in nonacademic activities.
- Breath mints are the only candy permitted during the school day unless there is a special situation approved by the teacher.
- Gum is not allowed on the Church or School property.
- Cell phones are to be left in a basket in the school office or in the car and are off limits during the school day.

### Student Offices

- Desks are assigned and changed only by the teacher. They must be cared for by the student at the end of the school day.
- The student may bring in a chair cushion and approved background material for the student’s bulletin board.
- Anything to be placed in the student’s office must be approved by the teacher.

- Students are not to lean or sit on desks, dividers or tables.
- Electrical outlets are for approved school equipment only.
- The Goal Card is to be kept up-to-date, using a pen to set the daily goals. All goal cards are to be placed in a position designated by the teacher.
- A Progress Chart for each student is placed on the student’s bulletin board in a position designated by the teacher. No marks are to be made on it. There is a \$10 fee to replace damaged or marked Progress Charts.

## **Curriculum**

- All curriculum items are the private property of the School and are not to be shared among students.
- After schoolwork is completed, the student generally waits until the following school day before taking the Final Test.
- Schoolwork, unless directed otherwise by a teacher, is always done in pencil. Students may be required to use cursive writing as directed by the teacher.
- Calculators are permitted at the older student’s desk at the discretion of the teacher.

## **Goal Card**

- The student should keep his/her Goal Card posted on his bulletin board at all times.
- Goals are set for the exact page numbers of work each day before starting the material.
- Students should cross out daily goals after they have been scored and properly corrected.
- Goals for the next day may be set once today’s goals have been completed.
- Teachers may set student goals at their discretion.

## **Scoring Station**

- Score Keys are to be handled carefully.
- It is the student’s responsibility to learn to score correctly according to their grade level and the instructions of their teacher.
- Mark a red “X” beside the number of each incorrect answer, then mark scoring strip in red if there is one. Use only the red pen supplied at the scoring station. Red pens never leave the scoring station and are never allowed at desks.
- Score Key answers are for scoring work only, never to **find** the answer.

- Correct wrong answers in pencil at the student's desk and mark scoring strip in pencil.
- Replace Score Key and red pens after each trip to the scoring table.

## **Testing Table**

- All tests are given by the teacher as they have time first thing in the morning.
- Students are to know and follow proper testing procedures as explained by each teacher.
- Students may not leave the testing table once the test has been started without teacher permission.

## **Computer Learning**

- Computer-related academics are completed at student computers assigned to the student.
- Students are never allowed to access another student's work on the computer.
- A student may not bring any computer materials, programs, games, discs or CDs of any kind into the school.
- No modification or changes may be made to the format of a computer without the permission of the School Principal.
- JCS only allows students to use the Internet on the designated computer while under the supervision of School staff.

## **Bible**

A King James Version of the Bible is required for daily schoolwork and chapel. This version is used for uniformity within the curriculum and the school. Older students may in some cases do their work using another version with teacher approval.

## **Scripture Memory**

Monthly Scripture memory assignments will be given to all students. Each family is encouraged to memorize the passage together and each student is required to recite the Jubilee Christian School - 2024/25 19 Student and Staff Policy Manual passage before the end of each month. All students use the King James Bible version for each month's passage for consistency at the school.

## **Congratulations Slips, Notes Home, and Other Recognition**

Students are to take slips home to parents on the day they are received. Each family will have an envelope for notes and we ask that they be returned the day after being sent home. Parents need to pay attention to these communications and be aware of the progress their students are making. These are an opportunity to get involved with your child's success.

## **Chapel**

Chapel services will be held from time to time and as part of the opening exercises. All students are required to take an active part and to be willing to do what they are asked to do during this time.

## **Report Cards and Conferences**

Academic report cards will be issued to parents at the end of each quarter. Parent-teacher conferences will be held following the first and third quarters.

## **Athletics**

At this time a limited athletic sports program is offered at JCS. Parents are responsible to have a weekly physical education program that is required for all students.

## **Field Trips**

From time to time we will take the opportunity to travel away from the School to learn in other settings. Parents must sign a liability release and permission form prior to a student taking part in these trips. All Field Trip expenses are in addition to normal School fees. The Field Trip Policy needs to be read and signed by each family and can serve as a back-up permission slip for a trip when we have talked to the parents.

## **School Supplies**

As a rule we do not ask the children to bring a lot of supplies to school. Most school work is done in consumable workbooks called PACEs, or on a computer. Please be careful that students do not bring extra things to school that distract them from the learning process.

## **General**

- King James Bible or New King James Bible
- Blue ball-point pen and pencils - at least two #2 pencils with erasers
- Standard notebook paper for reports, compositions, and note taking
- Ruler, scissors and crayons or colored pencils

- Kleenex and small box for storing supplies

## **Additional Supplies for High School (as needed)**

- Compass, protractor and calculator
- Spiral notebooks

**Cell Phones:** Cell phones are a very important and necessary part of our life but are becoming problematic in our culture. Our school policy is that they be left at home, in vehicles (off limits during the day), or in a basket in the school office. Students may check their phones in the office during lunch time only. No exceptions will be allowed, and violations will result in a student's phone being taken and only given back to the parents. This policy is the desire of our parents.

## **Student Dress Code - 2024-25**

Each student's appearance must be discreet and modest. It is vital that each student whole-heartedly support the dress standards. Parents will be fully informed of all violations and related problems. Our desire is to keep the dress code simple and reasonable. All clothing needs to be clean and in good repair. **No lettering or slogans on clothing unless it is our Jubilee logo (No Brand Names). No athletic wear. Sweat pants will not be allowed this year, All students - are required to wear a selected JCS polo shirt purchased from Lands End or Tommy Hilfiger. The second company will save you about 30%. Any overshirt must also be purchased through these two companies and must have the Jubilee logo on them. Each student must have at least one short- sleeve burgundy shirt with Jubilee logo. See our website on how to order.**

**Shoes:** Students need both indoor and outdoor shoes. The goal here is dry, happy feet and keeping messy shoes outside. Students may also wear slippers during the day if they keep them at school.

**Jewelry** - The wearing of jewelry and makeup should be kept to a minimum. We do not allow piercings, with the exceptions of one pair of earrings for the girls. We also do not allow any tattoos, including temporary ones.

**Hair** - Natural in color. No extremes or fads.

**Girls** - Girls may wear jumpers or skirts that are knee length and modest. Jeans and slacks should be basic in design, solid colors and not form fitting, with no holes or stains. Younger girls need to wear slacks or shorts under their dresses or skirts. Be careful with leggings as they can only be worn under a skirt of appropriate length. We will not include shorts for the students this year with the exception of shorts under dresses or skirts.



**Boys** - Jeans and slacks should be basic in design, solid colors, no stripes, clean, with no holes or stains.

No shirts worn inside-out to hide markings. Boys need one dress pair of slacks for special occasions. We will not include shorts for the students this year.

**Dress code violations:** Our goal is a dress code that is easy and enables everyone to be comfortable and successful. When one person does not follow the dress code it seems to be noticed and upsets many at the school. After the first warning the parents will be notified and the student will not be allowed back in school until the problem has been corrected. Adhering to our simple dress code is part of the requirements for being a student at Jubilee Christian School. Dress code continued.

**- Sweat pants or pants of that kind of material are not allowed.** No leggings are allowed as pants at any time.

**- Physical Education Dress Code:** The students need to wear modest shorts that meet our standards and modest T-Shirts. T-shirts can have some small writing on them that is conservative or godly in nature and in line with our other standards. If you wonder about it, a plain T-shirt is better. They should also have a good pair of gym shoes that are appropriate for physical activity. **- From time to time a few dress code exceptions may happen and or may be over looked. Some exceptions may be made for medical reasons.** The students need to understand that the dress code has not changed when this happens and that they may be asked to change into clothing that the school will provide. This will be clean clothing that they need to turn in at the end of the day or the next morning. The school will make sure it is clean for its next use.

**- Students need to understand that they have agreed to let the teacher correct them when their clothing does not follow our dress code.**

## **Notes and Additional Information:**

### **Jubilee Christian School**

15455 59th Street - Becker, MN 55308

762-262-2177

# JCS Field Trip Policy - as of August 1, 2024

Parents: Please review these rules with your children and make sure they understand what we expect from them when they travel with us on field trips.

- 1- Children need to listen carefully to the event leader and be ready to follow directions for safety and instruction. They need to listen carefully for directions concerning their trip, what to do, when to be where, and what they are expected to do upon leaving the car they are riding in.
- 2- Students need to show respect to the driver of the car or van they are riding in and be-have in such a way as to not distract the driver or to create an unsafe situation.
- 3- All students are expected to wear their seat belt at all times
- 4- On local trips no radios, MP3 or CD players will be allowed; cell phones may come with but they are not to be used without permission. On longer trips these items may be allowed when permission by the school has been given prior to the trip or event.
- 5- A permission slip will be required for each individual trip. However, if a child fails to return the permission slip they will be allowed to come on the trip if the parent calls the school or has a blanket permission slip on file, showing that they have read these rules and have given permission for their child to participate in this trip's activities.
- 6- **This form is a permission form for all sporting events and traveling to a from practice and games.** Parent will always be informed of our playing schedule.

**This is a blanket Yearly Travel Permission Form for the 2024/2025 school year**

Please read and review the above information with your children. Then fill out and sign both copies, keeping one for your records and returning the other to the school.

Family Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name(s): \_\_\_\_\_

We have read and reviewed the above rules and give our student(s) permission to travel on field trips with Jubilee Christian School.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_