



Parent / Student Handbook
Junior High
&
High School

2019 / 2020



Immanuel Schools

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Reedley CA 93654

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Phone Menu

Press

Student Services / Attendance

1

JHS / HS Principal's Assistant

2

Elementary Office

3

Counseling / Registrar Office

4

Admissions / Development Office

5

Business / Finance Office

6

Athletics Department

7

Transportation / Facilities Department

8

www.immanuelschools.com

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IMMANUEL MISSION STATEMENT

**IMMANUEL SCHOOLS'
MISSION IS TO
EQUIP STUDENTS TO SERVE
GOD AND NEIGHBOR WITH
MIND, BODY AND SOUL,
BASED ON A
CHRIST-CENTERED
FOUNDATION.**

Confession of Faith

1. That the whole Bible is the inspired and infallible Word of God, and is the supreme and final authority in all matters of faith and conduct. (II Peter 1:21; II Timothy 3:16)
2. That there is one God, eternally existing in three persons: Father, Son, and Holy Spirit. (II Corinthians 13:14)
3. That Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man. (John 1:1, 2, 4; Matthew 1:18; Philippians 2:5-8)
4. That the Holy Spirit is a person, is God, and is co-equal with the Father and the Son; convicts the world of sin, righteousness and judgment; regenerates and indwells the believer, is his constant guide and teacher, and is the enabling power for victorious living and dedicated service. (John 14:26, 16:7-8, 13; Titus 3:5; Acts 1:8)
5. That man was created in the image of God, that he sinned, and thereby incurred for himself and the whole human race not only physical death, but also spiritual death, which is separation from God. (Romans 5:12; Genesis 1:26-27)
6. That the Lord Jesus Christ died for man's sins, according to the Scriptures, and that all who believe in Him have the forgiveness of sins through His blood. (I Corinthians 15:3; Ephesians 1:7)
7. That Christ arose bodily from the dead and ascended into Heaven where He is now the believer's High Priest and Advocate. (I Corinthians 15:4; Hebrews 7:25)
8. That the imminent return of Christ from Heaven will be personal and visible and that He will judge the living and the dead. (Acts 1:11; John 5:28-29)
9. That an individual becomes a child of God by being born of the Holy Spirit by the Word of God through a personal faith in Jesus Christ. (John 1:12-13; Titus 3:5)
10. That the church, instituted by Christ, consists of all true believers, and that the Great Commission to make disciples of all nations is the supreme mission of the church of this age. (I Corinthians 12:12-13; Matthew 28:19-20)
11. That the ordinances of the Church are water baptism upon personal confession of faith and the Lord's Supper in remembrance of Christ. (I Corinthians 11:23-26; Romans 6:4)
12. That there will be a bodily resurrection of both the just and the unjust with a state of everlasting blessedness for believers and a state of eternal punishment for all unbelievers. (I Thessalonians 4:13-18; Revelation 20:11-15)
13. That the Christian life is separated unto God, conforming to the teachings of the Word, and dedicated to the service of Christ. (Romans 12:1-2)
14. We believe and hold that the events recorded and people named in the Genesis account are historical; that the creation of man was unique; that he was created in the image of God by a special act of divine creation both biological and spiritual and not from any previously existing forms of life.
15. Marriage is a covenant relationship intended to unite a man and a woman for life. At creation, God designed marriage for companionship, sexual union, and the birth and nurture of children. Sexual intimacy rightfully takes place only within marriage. Marriage is to be characterized by mutual love, faithfulness, and submission. (Genesis 2:18-28, Matthew 19:3-12; Mark 10:6-11)

Immanuel Schools subscribes to the *Confession of Faith* of the U.S. and Canadian Conferences of the Mennonite Brethren Churches. For additional information and/or clarification of

Immanuel Schools' guiding principles, please consult this handbook. Copies are available upon request.

Philosophy

“The Bible is the inspired Word of God. It is the basis for teaching the faith, giving direction to one’s life, and training a person in right living.” (II Timothy 3:16)

Therefore, on this basis, the philosophy of Immanuel Schools is grounded on the following beliefs:

- That the home, the church and the school should complement each other, promoting the student’s spiritual, academic, social, and physical growth.
- That learning involves interaction between people and that a well-rounded education involves exposure to a variety of cultures, ideas, and issues, all of which are to be interpreted by the light of God’s word.
- That God has given differing abilities to each student. It is the staff’s responsibility to stimulate and to challenge each student according to his/her ability while seeking to develop the student’s full potential.
- That Immanuel Schools must offer the best educational opportunities possible, using the finest facilities and equipment that the constituency can afford.
- That every instructor is encouraged in professional growth and that new ideas in education are considered if they will improve the program of the school and remain consistent with its mission.
- That the student’s home, church, and school experiences should be in preparation for a life of fellowship with God through Jesus Christ and service to Him and fellow men.
- That evaluation and assessment of our educational and spiritual programs, as evidenced in the lives of Immanuel’s graduates is necessary for continued improvement toward meeting the needs of our students.

History

Immanuel High School was founded as a Bible School in 1926 by interested members of the Mennonite Brethren Church. The educational program was carried on in the old Sunday School Building which was then located just south of the present Reedley Mennonite Brethren Church. It became the desire of the local M.B. Churches to educate their children in Biblical knowledge beyond the training the churches could give.

Immanuel Academy was established as a four-year high school in 1944. It moved to the present location, a beautiful 13.5 acre campus, overlooking the Kings River in Reedley, at 1128 S. Reed Ave. It became a fully accredited secondary school in 1969 by the accrediting agency of the Western Association of Schools and Colleges. In 1973 the Board changed the name to Immanuel High School. In 1991, Immanuel Junior High School opened with grades 7-8. The Junior High campus is located on the northwest end of the Immanuel campus. Then in 1994, it was adopted by the Immanuel High School Board to change the schools' names to **Immanuel Schools**, to include both junior and senior high school. In 1999, an additional classroom was moved onto the junior high campus to accommodate a self-contained 6th grade class. In the year 2000, a second classroom was added to the 6th grade. Immanuel has continued to maintain a high scholastic standard and desires to improve the scope and quality of its educational program. In 2004, Immanuel Schools purchased Windsor Christian Academy, located on Ave. 416. Both 6th grade classes were moved to this location establishing it as a K-6 school. In 2010, Immanuel Elementary School relocated to the secondary campus and continues as a separate K-6 campus while also enjoying the benefits of centralized resources. In 2015, Immanuel added a 50 acre sports complex located 2 miles west of the main campus. The Sports Complex houses eight tennis courts, two baseball and two softball diamonds, and is the home to County Line Stadium. Due to the relocation of Immanuel's sports facilities, a brand new elementary school was completed in 2017 on the main Immanuel campus, to provide room for future growth.

The school is a nonprofit corporation sponsored by the Reedley and Dinuba Mennonite Brethren Churches.

“And you shall love the Lord your God with all your heart, and with all your soul, and with all your mind, and with all your strength . . .

You shall love your neighbor as yourself.”

Mark 12:30-31

Student Learning Objectives

Immanuel Schools Student Learning Objectives (SLO's)

Immanuel High School graduates will have the capabilities to reflect Christ through the development of character and skills as shown in:

Transforming Spiritual Life

- Students will think critically from a Biblical perspective.
- Students will develop and deepen their understanding of, and relationship with, Jesus Christ based on Biblical principles with the goal of sharing their faith.
- Students will consistently engage in activities that promote spiritual growth.
- Students will participate in community service by contributing time, energy, and talents.

Academic Excellence

- Students will develop and demonstrate critical thinking, problem solving skills, creativity, and collaboration.
- Students will become responsible, self-directed, lifelong learners.
- Students will use results from informal and formal assessments to gauge their own proficiency level and move towards mastery of standards.
- Students will engage in and apply learning through various hands-on activities and projects.
- Students will utilize technology to support their learning and demonstrate responsible digital citizenship.
- Students will actively engage in pathways that promote college and career readiness.

Engaging Student Life

- Students will demonstrate leadership skills.
- Students will actively engage in the restorative process to strengthen our community.
- Students will participate in a variety of co-curricular, intra-curricular, and extracurricular activities.

Accreditation

The High School is accredited by the Western Association of Schools and Colleges. This accreditation extends through June 30, 2024.

Memberships

Immanuel has membership in the California Interscholastic Federation (CIF), California Scholastic Federation (CSF), and is a member of the Central Sequoia League (CSL).

Traditions

SCHOOL COLORS – Royal Blue and White

MASCOT – Eagle

SCHOOL SONG – “Hail Immanuel”

SCHOOL VERSE – Isaiah 40:31

“Hail Immanuel”

Standing on a firm foundation,
Guarding truths that we hold dear,
We behold our Alma Mater,
Sing the anthem loud and clear.

Refrain

Hail the king who ever liveth,
Hail Immanuel, God with us,
To my colors e’er be true,
Spotless white and royal blue.

Planted in a fertile valley,
Where the living waters flow,
Ever faithful, ever truthful,
May our Alma Mater grow.

Refrain

Hail the king who ever liveth,
Hail Immanuel, God with us,
To my colors e’er be true,
Spotless white and royal blue.

Isaiah 40:31

“But they that wait upon the Lord shall renew their strength;
they shall mount up with wings as eagles;
they shall run and not be weary;
they shall walk and not faint.”

Governing Board

The Board of Trustees of Immanuel Schools is selected by four membership churches. Two of these churches, Reedley Mennonite Brethren and Dinuba Mennonite Brethren, are the legal owners since they started the school. Two other churches are participating members of the organization. These are: Hope Kingsburg and Grace Church of the Valley. The Immanuel Board of Trustees meets monthly.

Faculty

Immanuel Schools strives to employ competent, certificated, and dedicated faculty members who are value-oriented and who strive for excellence. They live and teach from basic Christian concepts while sharing their own sense of values, attitudes, and their philosophy for life, as seen from God's Word.

Immanuel Schools employs faculty and staff to meet the needs of the school. Employment practices shall not discriminate applicants on the basis of race, color, or national and ethnic origin.

Admission Policy

Immanuel Schools is open to anyone interested in securing a Christian education, from kindergarten through twelfth grade, whom the school finds qualified for admission and who agrees (and whose parents agree) that he or she shall abide by Immanuel Schools' rules. It must always be understood that attendance at Immanuel Schools is a privilege and not a right. This privilege must be forfeited by any student who does not conform to the school's standards of conduct and/or who is unwilling to adjust to our environment.

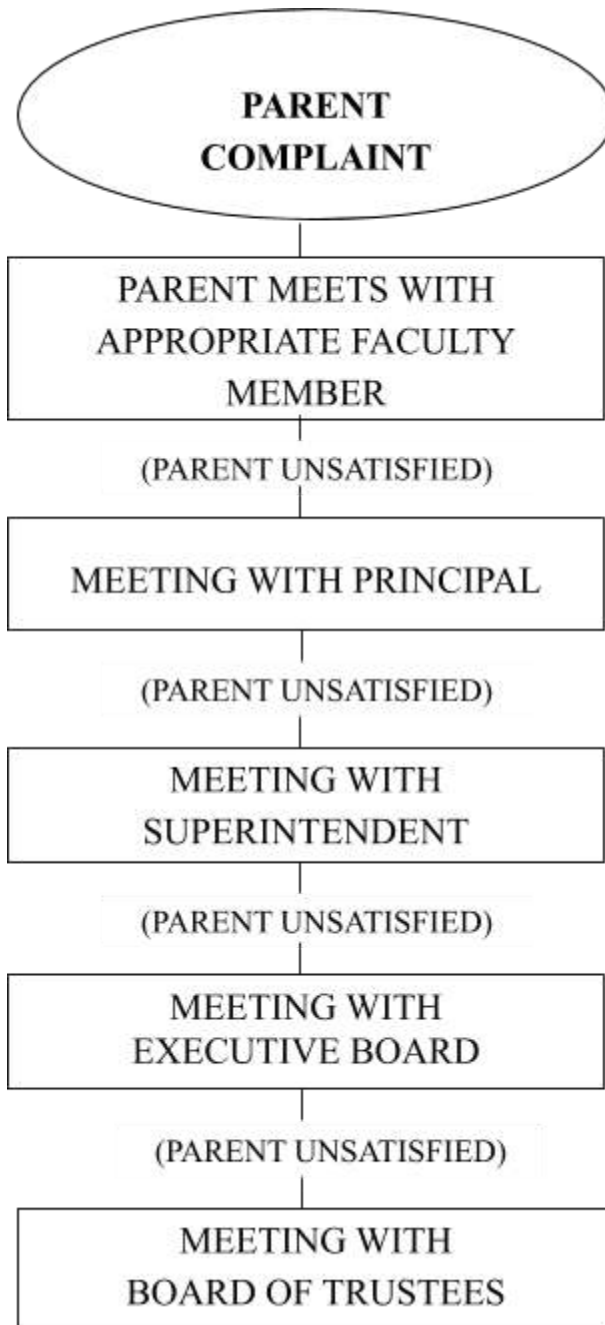
All students must be convinced that they want to attend Immanuel Schools and agree to honestly and wholeheartedly apply themselves to "study to show [themselves] approved unto God." (2 Timothy 2:15, KJV). They must also agree to be courteous and respectful to their peers, staff, faculty, and other daily associates.

Immanuel Schools admits students of any race, color, and national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, and national and ethnic origin in admissions policies, scholarship programs, or athletic and other school-administered programs. Immanuel Schools reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications including a willingness to cooperate with Immanuel Schools' administration and to abide by its policies. All students must read, understand, and adhere to Immanuel Schools' mission statement, philosophy, guiding principles, and Confession of Faith.

Biblical-Morality Policy

Immanuel Schools' Biblical role is to work in conjunction with the home to mold students to be Christ-like. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. The school reserves the right, in its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or in opposition of the Biblical lifestyle the school teaches. This includes, but is not necessarily limited to, participating in, supporting, or condoning sexual immorality, homosexual sexual activity, or bisexual activity; promoting such practices; or being unable to support the moral principles of the school (see Leviticus 20:13, Romans 1:27).

Grievance Policy



The Executive Board and the Board reserves the right to refuse an appeal.

Board

Michael Reimer – Chairman	Reedley Mennonite Brethren Church
Jimmy Simonian – Vice Chairman	At - Large
John Lehrman – Treasurer	At - Large
Phil Bartel – Secretary	Grace Church of the Valley
Paul Davison	Reedley Mennonite Brethren Church
Dave Friesen	Reedley Mennonite Brethren Church
Arlen Miller	Reedley Mennonite Brethren Church
Dustin Pauls	Reedley Mennonite Brethren Church
Ryan Manning	Dinuba Mennonite Brethren Church
Larry Jost	Hope Kingsburg Church
Matt Jackson	Grace Church of the Valley

Administration

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Kim Garrett Elementary Principal	kgarrett@immanuelschools.com

Directors

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Deniele Van Leeuwen Jr. High / H.S. Art, Yearbook, ASB Leader	dvanleeuwen@immanuelschools.com
Chris Woods H.S. PE/Weights, K-8 Athletics Director	cwoods@immanuelschools.com

Support Staff

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Support Staff (Cont)

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Brett Philpott H.S. Athletic Events Manager	bphilpott@immanuelschools.com
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John Walstrom Transportation / Maintenance	jwalstrom@immanuelschools.com

District Calendar

IMMANUEL SCHOOLS 2019 - 2020

August 2019

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Important Dates

Aug 7	K-12 New Student Orientation Night
Aug 12	First Day of School
Aug 22	K-12 Back to School Night
Sep 14	Rally Day
Oct 5	Eventide Dinner / Auction
Oct 18	Homecoming / Senior Night
Oct 18	K-6 Parent / Teacher Conferences
Oct 29	K-12 Immanuel Preview Day
Dec 18-20	IJHS / IHS Finals - Minimum days
Jan 31	Elementary Campus Day
Feb 6	IJHS / IHS Campus Day
Mar 16	Immanuel Golf Tournament
Mar 27-Apr 5	8th Grade East Coast Trip
Apr 20-Apr 24	8th Grade Science Camp
Apr 25	K-12 Open House Event
May 17	Baccalaureate @ IHS
May 18-22	Senior Finals
May 22-27	IJHS / IHS Finals - Minimum days
May 26	IES 1st-3rd Recognition Ceremony
	IES 4th-5th Recognition Ceremony

Important Dates (cont.)

May 27	Last Day of School
	Kindergarten Celebration
	6th Grade Recognition & Salute
	Jr. High Promotion @ Immanuel
May 28	High School Graduation @ RMBC

Grading Periods

Grades 7 - 12	6 week	September 27
	12 week	November 8
	End of 1st Semester	December 20
Elementary	6 week	February 14
	12 week	April 3
	End of 2nd Semester	May 27
Elementary	Quarter 1 ends:	October 11
	Quarter 2 ends:	December 20
	Quarter 3 ends:	March 13
	Quarter 4 ends:	May 27

Total Days 1st Semester: 87
Total Days 2nd Semester: 93
Total School Days: 180
Total Days: 185

Holidays

Sep 2	Labor Day
Nov 11	Veterans Day Observed
Nov 25-29	Thanksgiving Vacation
Dec 23-Jan 3	Christmas Vacation
Jan 20	Martin Luther King Jr. Day
Feb 10	Lincoln's Birthday
Feb 17	Presidents' Day
Apr 6-10	Easter Vacation
May 25	Memorial Day

Color Code Legend

Staff development / no classes / office closed
1/2 Day of School
Office closed, no classes
Office open, no classes
Holiday, office closed
K-6 No Classes, P/T Conf

Bell Schedules

High School

Monday	Tuesday/Tutorial	Wednesday/Early Release
1.....8:00-8:49	1.....8:00-8:53	3.....8:00-9:00
2.....8:54-9:43	Chapel.....8:58-9:38	4.....9:05-10:04
Break.....9:43-9:53	Break.....9:38-9:48	Break.....10:04-10:14
3.....9:58-10:43	2.....9:53-10:44	5.....10:19-11:18
4.....10:48-11:33	Tutorial.....10:49-11:1	6.....11:23-12:22
5.....11:38-12:23	9	Lunch.....12:22-1:02
Lunch.....12:23-1:03	3.....11:24-12:14	7.....1:07-2:05
6.....1:08-1:54	Lunch.....12:14-12:54	Staff Meeting.....2:15-3:15
7.....1:59-2:45	4.....12:59-1:49	
	7.....1:54-2:45	
Wednesday/Life Groups	Thursday/ Tutorial	Friday
3.....8:00-8:55	1.....8:00-8:53	1.....8:00-8:56
4.....9:00-9:51	Chapel.....8:58-9:38	2.....9:01-9:56
Break.....9:51-10:01	Break.....9:38-9:48	Break.....9:56-10:11
5.....10:06-10:57	2.....9:53-10:44	3.....10:16-11:09
6.....11:02-11:53	Tutorial.....10:49-11:1	4.....11:14-12:08
LG.....11:58-12:28	9	Lunch.....12:08-12:48
Lunch.....12:28-1:08	5.....11:24-12:14	5.....12:53-1:47
7.....1:13-2:05	Lunch.....12:14-12:54	6.....1:52-2:45
Staff Meeting.....2:15-3:15	6.....12:59-1:49	
	7.....1:54-2:45	

Jr. High School

Monday	Tuesday/Tutorial	Wednesday/Early Release
1.....8:00-8:49	1.....8:00-8:53	3.....8:00-9:00
2.....8:54-9:43	Chapel.....8:58-9:38	4.....9:05-10:04
Break.....9:43-9:53	Break.....9:38-9:48	Break.....10:04-10:14
3.....9:58-10:43	2.....9:53-10:44	5.....10:19-11:18
4.....10:48-11:33	Tutorial.....10:49-11:1	Lunch.....11:18-11:58
Lunch.....11:33-12:13	9	6.....12:03-1:02
5.....12:18-1:03	Lunch.....11:19-11:59	7.....1:07-2:05
6.....1:08-1:54	3.....12:04-12:54	Staff Meeting.....2:15-3:15
7.....1:59-2:45	4.....12:59-1:49	
	7.....1:54-2:45	
Wednesday/Life Groups	Thursday/ Tutorial	Friday
3.....8:00-8:55	1.....8:00-8:53	1.....8:00-8:56
4.....9:00-9:51	Chapel.....8:58-9:38	2.....9:01-9:56
Break.....9:51-10:01	Break.....9:38-9:48	Break.....9:56-10:11
5.....10:06-10:57	2.....9:53-10:44	3.....10:16-11:09
Lunch.....10:57-11:37	Tutorial.....10:49-11:1	Lunch.....11:09-11:49
6.....11:42-12:33	9	4.....11:54-12:48
LG.....12:38-1:08	Lunch.....11:19-11:59	5.....12:53-1:47
7.....1:13-2:05	5.....12:04-12:54	6.....1:52-2:45
Staff Meeting.....2:15-3:15	6.....12:59-1:49	
	7.....1:54-2:45	

Foggy Day Information

Foggy day schedules will be called by 6:00 AM. Check <http://immanuelschools.com>, immanuel schools app, <http://abc30.com/fog>, or Channel 30 for plan.

- Plan A
 - Morning buses - 2 hour delay
 - Classes begin at 10:00 AM
 - No hot lunch will be served
 - Afternoon buses run at normal times

- Plan B
 - Morning buses - 3 hour delay
 - Classes begin at 11:00 AM
 - No hot lunch will be served
 - Afternoon buses run at normal times

- Plan C
 - Morning buses DO NOT RUN
 - Classes begin at 11:00 AM
 - No hot lunch will be served
 - Afternoon buses run at normal times

- Plan D
 - Classes canceled

Foggy Day Bell Schedules

High School - Plan A

Monday		Tuesday		Wednesday		Thursday		Friday	
1	10:00-10:33	1	10:00-10:47	3	10:00-10:47	1	10:00-10:47	1	10:00-10:39
2	10:37-11:10	2	10:52-11:39	4	10:52-11:39	2	10:52-11:39	2	10:44-11:23
3	11:14-11:47	3	11:44-12:31	5	11:44-12:31	5	11:44-12:31	3	11:28-12:07
4	11:51-12:24	Break	12:31-1:01	Break	12:31-1:01	Break	12:31-1:01	4	12:12-12:50
Break	12:24-12:54	4	1:06-1:53	6	1:06-1:53	6	1:06-1:53	Break	12:50-1:20
5	12:58-1:31	7	1:58-2:45	7	1:58-2:45	7	1:58-2:45	5	1:25-2:03
6	1:35-2:08							6	2:08-2:45
7	2:12-2:45								

High School - Plan B & C

Monday		Tuesday		Wednesday		Thursday		Friday	
1	11:00-11:27	1	11:00-11:39	3	11:00-11:39	1	11:00-11:39	1	11:00-11:32
2	11:31-11:58	2	11:43-12:22	4	11:43-12:22	2	11:43-12:22	2	11:36-12:07
3	12:02-12:28	Break	12:22-12:37	Break	12:22-12:37	Break	12:22-12:37	3	12:11-12:42
Break	12:28-12:43	3	12:41-1:19	5	12:41-1:19	5	12:41-1:19	Break	12:42-12:57
4	12:47-1:13	4	1:23-2:02	6	1:23-2:02	6	1:23-2:02	4	1:01-1:33
5	1:17-1:43	7	2:06-2:45	7	2:06-2:45	7	2:06-2:45	5	1:37-2:09
6	1:47-2:14							6	2:13-2:45
7	2:18-2:45								

Jr. High School - Plan A

Monday		Tuesday		Wednesday		Thursday		Friday	
1	10:00-10:33	1	10:00-10:47	3	10:00-10:47	1	10:00-10:47	1	10:00-10:39
2	10:37-11:10	2	10:52-11:39	4	10:52-11:39	2	10:52-11:39	2	10:44-11:23
3	11:14-11:47	Break	11:39-12:09	Break	11:39-12:09	Break	11:39-12:09	3	11:28-12:07
Break	11:47-12:17	3	12:14-1:01	5	12:14-1:01	5	12:14-1:01	Break	12:07-12:37
4	12:21-12:54	4	1:06-1:53	6	1:06-1:53	6	1:06-1:53	4	12:42-1:20
5	12:58-1:31	7	1:58-2:45	7	1:58-2:45	7	1:58-2:45	5	1:25-2:03
6	1:35-2:08							6	2:08-2:45
7	2:12-2:45								

Jr. High School - Plan B & C

Monday		Tuesday		Wednesday		Thursday		Friday	
1	11:00-11:27	1	11:00-11:39	3	11:00-11:39	1	11:00-11:39	1	11:00-11:32
2	11:31-11:58	2	11:43-12:22	4	11:43-12:22	2	11:43-12:22	2	11:36-12:07
3	12:02-12:28	Break	12:22-12:37	Break	12:22-12:37	Break	12:22-12:37	3	12:11-12:42
Break	12:28-12:43	3	12:41-1:19	5	12:41-1:19	5	12:41-1:19	Break	12:42-12:57
4	12:47-1:13	4	1:23-2:02	6	1:23-2:02	6	1:23-2:02	4	1:01-1:33
5	1:17-1:43	7	2:06-2:45	7	2:06-2:45	7	2:06-2:45	5	1:37-2:09
6	1:47-2:14							6	2:13-2:45
7	2:18-2:45								

Tuition and Fees

The Immanuel Schools Board, Administration and Staff are committed to educating your child at the highest level and understand that sending your child to Immanuel is a significant financial commitment. Please be assured that every attempt has been made to keep tuition and extra-curricular fees affordable. If at any time you begin to experience trouble with your account, please contact the business department for assistance.

Full-time Tuition

Senior High School 9th-12th	Annual - \$8,985
Junior High School 7th-8th	Annual - \$7,475
Elementary K-6th	Annual - \$6,305

Part-time Tuition (Jr. High and High School only)

Classes Taken	Tuition (High School)	Tuition (Jr. High School)
1	\$1,527	\$1,271
2	\$3,055	\$2,542
3	\$4,582	\$3,812
4	\$6,110	\$5,083
5 or more	Considered full-time	

Fees

Application Fee Per Family K-12	Non-refundable	One-time fee (new student only)	\$100
Student Activity Fee K-12	Paid annually by all students	Must be paid prior to beginning school year	\$150
Bus Service Fee 1st child K-12th	Can be paid annually	Semi annually, or monthly	\$800
Additional Bus Fee, 2nd child 3rd child & up, no extra fee	Can be paid annually	Semi annually, or monthly	\$200
P.E. Clothes	7th-12th		\$25
Class Fee, Sports Fee, Books	See schedule and Booklist		

Discounts

3rd child or more	50% off annual tuition	
Pastoral Discount	See Business office for details	\$250
MB Member Discount	See Business office for details (High School Only)	\$650

Part-time student policy

Immanuel welcomes part-time students and works with parents to insure that their students get a quality education while attending Immanuel Schools.

Students enrolling part-time must:

1. Be enrolled in a Bible class on campus or at home. All full time students have a right to a place in a course before any home school students would be accepted for a particular course.
2. In order to obtain a diploma from Immanuel High School, the student must complete at least 70 credits of study at Immanuel High School. The student must be enrolled and paying tuition as a full-time student as a senior.
3. Students must be enrolled in at least four classes and maintain a "C" average with no more than one "F" in order to be eligible to participate in athletics.
4. Students must be enrolled in a minimum of four classes to be eligible for honor roll recognition.
5. If chapel falls between two courses being taken by the student, chapel attendance will be required. Chapel attendance is always encouraged.
6. Part-time students taking courses at Immanuel Schools will be expected to abide by the Pledge of Support.

Payment Plan Options

Immanuel Schools has partnered with FACTS Management Company to process tuition payments and facilitate financial aid assessments. FACTS is used by many schools locally and over 6,500 schools nationally. We are confident that families will find the technology and security of payment processing with FACTS convenient and efficient.

Immanuel students are required to have an active FACTS account. All tuition charges, fee charges, applicable discounts and payments will be posted and processed through this account. Parents/Guardians will receive an email with a link to their 2019-20 FACTS account to choose a payment plan and connect a payment source for online payments. All billing and payment correspondence will come to families through their FACTS account. Please choose the correspondence method that best suits your lifestyle (email, text or both) as a \$25 late fee will be charged on all late payments. Parents/Guardians are responsible for keeping their FACTS account information up to date.

FACTS customer care is available 24/7 by calling *1-866-441-4637*.

<https://online.factsmgt.com/signin/4LBFJ>

Families use the link above to create a FACTS account. Once created, families can choose one of the following payment plan options:

Annual	Payment for the 2019/20 school year due in July 2019	REMINDER: Families who opt for an Annual payment plan are still responsible for any incidental and/or lunch charges that may be billed to the account throughout the year. Please check your account regularly for charges and due dates to avoid late fees.
Semi- Annual	1 st Semester payments due in July 2019 2 nd Semester payments due in January 2020	REMINDER: Families who opt for a Semi Annual payment plan are still responsible for any incidental and/or lunch charges that may be billed to the account throughout the semester. Please check your account regularly for charges and due dates to avoid late fees.
Monthly	Monthly payments beginning in July 2019 and ending in May 2020 or June 2020.	REMINDER: Families with Senior students cannot opt for the payment plan ending in June. Accounts must be paid in full in May for students to participate in the IHS Graduation Ceremony.

Collection Policies and Fees

In an attempt to keep costs affordable to parents, tuition money only covers part of our annual operating budget. The remainder of the cost is funded through supporting churches, various gifts, donations, and other sources of income to the school. Some churches may provide scholarship money to their members; you may want to explore this option.

Students who participate in extracurricular activities could have additional charges, for example: Home Economics, Choir, Band, Art and Athletics.

Payment Information

Annual:

Payment due on or before July 15th 2019

Semi Annual:

1st Semester due on or before July 15th 2019

2nd Semester due on or before January 15th 2020

Monthly:

Monthly plan starting in July and ending in May or June.

If you have a SENIOR, you must select a payment plan ending in May.

Collection Policy

A tuition account shall be considered delinquent 30 days after the date of invoice. The delinquent account holder shall be sent a letter outlining the following options:

1. Bring the account current within 10 days after the date of the letter.
2. Make payment arrangements within 10 days after notification with the Immanuel Schools Business office.

Failure to comply with one of these options, shall at the election of Immanuel Schools, resulting in the interruption of the student's education, which may include without limitation; termination of the student's attendance at Immanuel Schools, restricting the student from final exams, grades not being released or the student being prohibited from readmittance. Delinquent accounts may be transferred to a third party collection entity. The cost of collection, including reasonable attorney fees shall be paid by the delinquent account holder.

Withdrawal From School

In order to leave Immanuel Schools with a clear record during the school year, a parent must come to the office and initiate the withdrawal process. The student must check in all school property such as textbooks, library books, etc. Financial obligations must be paid (tuition, fees, etc.) or arrangements for payment must be made before withdrawal. Tuition and bus fee refunds will be prorated.

The Student Activity Fee will not be refunded.

Emergency Drills

Lock Down Drills, Earthquake Drills, and Fire Drills

- Lock Down Drills are held periodically during the school year. These drills are designed to help staff and students become skilled at moving to a locked and secure location within seconds in the event of an emergency. Lock Down is designed to protect our students from unwanted visitors on campus or from any activity in the surrounding neighborhoods that is potentially dangerous to our students. Instructions and directions for what to do during a lockdown are in each classroom and building on campus and will be explained in each class at the beginning of the school year.
- Instructions and directions for Fire and Earthquake Drills will be explained in each class at the beginning of the school year.
- In recognition of the seriousness of all drills the students are expected to refrain from inappropriate behavior throughout the exercise. Students will report to their teacher (if during class) for “headcount” purposes. Teachers will inform an administrator when a full accounting of their students has been made.

ACADEMICS

Course Credit Information

Immanuel High School Graduation Requirements

Students who attend Immanuel High School for four years (grades 9-12) must accumulate a minimum of 250 semester units as outlined below. Adjustments in unit totals will be made for students who matriculate into IHS after grade 9 depending on curriculum requirements in their former institution(s). In addition, in order to graduate from Immanuel, students must attend IHS full time during their senior year and complete a minimum of 70 units from Immanuel.

Required Courses for Graduation	Units
Bible (four years)	40
English (four years)	40
Social Science (three years)	30
Mathematics (two years: minimum level Algebra 1)	20
Science (one year life and one year physical)	20
Physical Education (two years: one sport=one half year)	20
Freshman Readiness	5
Foreign Language	10
Health	5
Visual, Performing, or Applied Art	10
Total Required Courses	200
Electives	50
Total Units	250

Immanuel Jr. High Promotion Requirements

Students must have no more than one failing semester grade per subject area. All coursework to be used to make-up a failing grade must be approved by the administration. Students must also pass the US Constitution exam with a 70% minimum grade. Only students who meet these requirements will be allowed to participate in the Promotion Ceremony.

Community Service Requirement

Immanuel Schools' mission is to equip students to serve God and neighbor with mind, body, and soul, based on a Christ-centered education.

High School students at Immanuel are required to complete 40 hours of service as part of their graduation requirement. An incoming sophomore, junior, or senior student will be required to complete a total of 10 hours per year of attendance at Immanuel. In collaboration with Bible classes, students will be provided multiple opportunities to serve outside of the normal activities. We feel that it is vital to the growth and development of a student at Immanuel to glorify God in serve to our neighbors and communities.

Graduation Ceremony Participation

A student will not be allowed to take part in Immanuel High School graduation ceremonies unless all graduation requirements have been fulfilled. All required coursework must be completed by the summer immediately following a student's senior year or no diploma will be granted. All coursework taken outside of Immanuel High School must be approved by the counseling office or administration.

Minimum CSU/UC Subject (A-G) Requirements

In addition to fulfilling requirements for graduation, students planning to attend a four year college or university following graduation must meet the following. In several subject areas, IHS graduation requirements meet or exceed minimum university requirements.

Minimum College Preparatory Requirements	Units
History/Social Science (two years) One year of US History (or ½ year of US History and ½ year of Civics or American Government) and one year of World History, Cultures, or Geography	20
English (four years)	40
Mathematics (three years required, four recommended) Minimum: Algebra (may be taken in 8 th grade), Geometry, and Algebra II	30
Laboratory Science (one year life and one year college preparatory physical required, three years recommended)	20
Foreign Language (two years required, three recommended) Must be in the same foreign language.	20
Visual or Performing Arts (one year)	10
College Preparatory Electives (one year) One year in addition to those required above.	10

NCAA Initial Eligibility and Clearinghouse Rules & NAIA Eligibility Requirements:

Student athletes can obtain information for NCAA and NAIA requirements from the counseling office.

Grade Scale (Immanuel Junior High and Immanuel High School)

Letter	Percentage Range	Grade Points	Description
A+/A/A-	90 - 100	4	Student excels in all areas, going beyond course requirements to expand his/her horizons.
B+/B/B-	80 – 89	3	Student puts in more effort than required in time and energy, completes homework on time, etc.
C+/C/C-	70 - 79	2	Student is meeting course and teacher expectations.
D+/D/D-	60 - 69	1	Student consistently demonstrates lack of interest and energy regarding work assigned.
F	Below 60	0	Student consistently fails to put forth effort in the classroom, on homework, and exams.
P	Pass	-	Student met course requirements on a pass/fail basis.
WF	-	0	Withdraw/Fail. Student withdrew from the course after the add/drop deadline.
I	-	-	Incomplete. Coursework must be made up following IHS guidelines.
NM	-	-	No mark. Given for study hall.

Note: The following coursework earns extra quality points in grade point average calculations: Honors, advanced placement, and college transfer level courses (three unit minimum).

Following each six weeks of school, a report card will be available on Illuminate. The first and second reports in each semester are progress grades. Final semester grades (December and May) are the only grades posted on student transcripts.

Bible

All full time students at Immanuel Schools are required to take Bible on campus as part of their schedule. Part time students must also be enrolled in a Bible course, either on campus or as part of a home-school curriculum, which must be approved by the administration.

Advanced Placement Level Courses

Advanced Placement (AP) level courses provide a more rigorous and academically demanding curriculum. There are many benefits for qualifying students to take these courses. Students are able to study subjects more thoroughly and challenge themselves with classmates who are similarly motivated. The higher academic standards and expectations better prepare students for successful college performance. Students in these courses are encouraged to take the College Board AP exams in May.

AP Prerequisites

- AP World History: 3.25 cumulative GPA
- AP US History: 3.5 average in Bible and English OR a “B” or higher in AP World History
- AP Psychology: 3.5 overall GPA from previous year OR grade of “B” or higher in another AP class
- AP Biology: complete chemistry and biology with a 3.5 average
- AP Econ: “A” in algebra 2 or "B" in adv. math
- AP Calculus: “B” in adv. math
- AP Statistics: “B” in adv. math
- AP English: 3.5 average in English and qualifying entrance essay.

Office/Teacher Aides/Study Hall/Tutor

Students assigned as office or teacher aides will receive a pass/fail and credit (2 ½ units per semester) from the supervising teacher or staff member. A pass does not affect the student’s GPA. Students in study hall receive neither a letter grade nor credit. Students will only be allowed to choose ONE of the following options per year: tutor, office/teacher aide, or study hall.

Internship

Seniors have the option to participate in work experience. A letter grade and credit (2 ½ units per semester) will be assigned by their supervisor. Students must secure their own work experience placement. Due to rotating schedule, seniors who would like to take a period of Work Experience must do so during either first or seventh period.

Athletics

Upon successful completion of the season, student athletes receive credit (5 units) and a P (pass). A pass does not affect the student’s GPA.

Off-Campus Classes

Prior approval must be obtained through administration before any off-campus course, including home school coursework, will be accepted for credit at IHS. An official transcript must be obtained from the institution prior to credit being reflected on the student’s transcript. Evidence of completion is limited to official receipt of grade or proof from the school of record that all requirements have been met and the grade is pending.

Failed Courses

Students who fail a course required for graduation must repeat the course and earn a passing grade. When students repeat the same course, an “R” will be placed next to the original grade on the transcript, and the new grade with the appropriate credit will be recorded in the year the course is repeated. In this situation, only the new grade will be used in computing GPA. While IHS encourages students to repeat courses in which a “D” was earned, credit for the course can only be earned once. All coursework to be taken for credit recovery must receive prior approval from Immanuel administration.

Academic Probation

Students who are below a 2.0 or have two “F’s” for two consecutive grading periods may jeopardize their chance to remain at Immanuel Schools.

Extracurricular Activities Grade Requirements (Immanuel Junior High and Immanuel High School)

In order to be eligible to participate in sports and extracurricular activities (i.e. student government, homecoming queen, etc.) a student cannot be failing in more than one class and must maintain a 2.0 GPA. The six week grading periods will be used to determine eligibility.

Schedule Changes (Immanuel Junior High and Immanuel High School)

A student may request to withdraw from a class within the first three weeks of the semester. Reasons a request could be denied may include the following: course is required for graduation, no class is available to transfer into, a transfer to another class results in an imbalanced course size, etc.

Students requesting a course change will need counselor and parent approval prior to a schedule being altered.

Students who drop a class after the deadline will receive a WF (withdraw/fail) on their transcripts.

Incompletes (Immanuel Junior High and Immanuel High School)

With administrative approval, a student may receive an incomplete (“I”) if within the last term of the semester some occurrence beyond the student’s control prevented him/her from completing course requirements on time.

1. After receiving an incomplete, the student must follow the procedure outlined below.
2. An incomplete grade is to be made-up by the end of the next grading period. Failure to complete the assigned work within the allotted time will result in an “F” for the missing work.
3. If the “I” is incurred during the last semester of the senior year, the student will not participate in the graduation ceremony and will not receive his/her diploma unless all graduation requirements are fulfilled by the end of the summer immediately following his/her senior year.
4. After the time for making up an incomplete has elapsed, students who receive an “F” in the class may subsequently receive credit for the class only by re-enrolling and successfully repeating the work.
5. In computation of GPA, zero points will be calculated for each “I” until the “I” grade is made-up. An “I” grade that reverts to an “F” will also be calculated at zero points.
6. Upon completion of the work assigned, the instructor (or the department chair in the event the instructor is not available) is to evaluate the work and assign a semester grade.
7. It is the student’s responsibility to ensure the completion of the work. The instructor is not responsible for reminding the student that the course work needs to be completed by the deadline.

Awards and Recognition

Immanuel High School

The Ed Janzen Award

This recognition is given to a graduating senior who exemplified the mission of Immanuel High School during his/her time as a student. Chosen by the faculty, this award is presented during the Graduation Ceremony.

Valedictorian

The student who has the highest total weighted grade point average (using the following formula) through the eighth semester and who has been a full time student at IHS for at least his/her junior and senior years will be declared valedictorian. Up to eight semesters (or the equivalent) will be weighted. Any additional courses that receive quality points will be un-weighted in valedictorian grade point average calculations. Transfer units from American schools are calculated towards the GPA. GPAs will be normalized so as not to penalize students who take more courses than other students. The formula used for this is available upon request.

Salutatorian

The student who has the second highest total weighted grade point average (using the formula described in the valedictorian section) through the eighth semester and who has been a full time student at IHS for at least his/her junior and senior years will be declared salutatorian.

Graduation with Honors

Students who have a cumulative GPA of 3.25 or higher through the eighth semester graduate with honors. This recognition is noted in the Commencement Program and honors students receive a gold tassel to wear at graduation.

California Scholarship Federation

This is a scholastic honor society whose purpose is to foster pride in high standards of scholarship. CSF membership is by semester and is neither automatic nor compulsory. Students must apply during the enrollment period at the beginning of each semester. Applications and membership criteria are available in the counseling office.

Life membership is granted to students who have applied for and earned membership for four semesters during sophomore through senior years, one of which must have been earned in their senior year. Life members receive one gold braid to wear at graduation and this recognition is noted in the Commencement Program.

Students who apply for and earn membership for the six semesters of their sophomore through senior years are considered life and 100% members. They receive two gold braids to wear at graduation and this recognition is noted in the Commencement Program.

Academic Letters, Patches, Stoles, and Badges

Full time students are eligible for academic awards if their weighted cumulative GPA for a semester is 3.57 or higher. Academic letters are awarded to students who meet this requirement for the first time. Academic patches (lamps) are awarded to students who meet this requirement thereafter. In addition, an academic patch (star) is awarded to students who achieve a 4.0 grade point average for a semester.

Their senior year, students are recognized for earning academic badges, career badges, and stoles. Academic badges are awarded to students who meet a variety of rigorous academic criteria, such as taking AP courses, participating in CSF for a minimum of four semesters, and taking advanced math and/or science courses. Career badges are awarded to students who participate in workplace learning experiences, extracurricular activities, and additional community service hours, among others. Stoles are presented to students who have completed a specific graduation plan: University, College, or Career. Please see the College & Career Framework document, which is available from the counseling department, for more detailed information.

An Academic Awards Ceremony is held each spring to recognize student achievement.

Distinguished Scholar

Seniors who have earned the following will receive a medal to be worn at the graduation ceremony: cumulative GPA of 3.75 or higher, minimum score on the SAT (1150) or ACT (24), twelve academic badges, and six career badges.

Immanuel Junior High School

Valedictorian

All students who earn a 4.0 GPA in each semester of their 7th and 8th grade years, have attended Immanuel their entire 8th grade year, and have taken 8th grade Algebra will be named valedictorians during our 8th grade Promotion Ceremony.

Academic Achievement

Students who earn a 3.5-3.74 GPA each semester will be awarded an Honor Roll certificate during our Jr. High Awards and Recognition Ceremony in late spring. Likewise, students who earn a 3.75-4.0 GPA will be awarded a High Honor Roll certificate.

Other

Other Jr. High awards, consisting of Citizenship, Eagle Excellence, Arlington Wreath Layers, and Male/Female Athletes of the Year, will be given out during either the Jr. High Awards and Recognition Ceremony or 8th-grade Promotion Ceremony.

Coursework

Immanuel Junior High and Immanuel High School

Illuminate

Illuminate is our Student Information System (SIS) and enables students as well as parents/guardians to view assignments, grades, attendance, and schedule from a secure website.

Schoology

Schoology is our Learning Management System (LMS). An LMS is a set of tools for delivering educational content using a secure online platform. Schoology enables teachers to post various types of resources, facilitate discussions, and manage digital information flow in the classroom. Schoology enables students to interact in their courses in a safe and monitored digital learning environment.

For both Illuminate and Schoology, all Immanuel students are assigned a user account and password each year. Parents/guardians of Immanuel students are *highly* encouraged to create individual “parent accounts” to view student information and to track academic progress. This account information is distributed at the beginning of each school year.

Grades

Grades are updated on Illuminate. Parents are encouraged to monitor their child’s performance and be aware of upcoming assignments. Information about assignments are found on Schoology. Missing assignment grades are an indication that the student is struggling and not performing to his/her ability.

Make-up Work

When a student is absent from school, assignments may be determined from Schoology. If worksheets or class handouts are required, parents may request these through the counseling office. Some in class assignments may not be able to be made up and students will receive no credit; this may include class participation grades. In the event of an unexcused absence the student may be given the class work missed upon the discretion of the teacher/administration.

Missed Exams

A student who is absent from class the day before an exam is still expected to take the exam as scheduled. Exceptions will be made in the case of extended illness. In the event of an unexcused absence the student may be given exams upon the discretion of the teacher/administration.

Cheating/Plagiarism

Cheating includes, but is not limited to, copying from others or letting others copy from you; having notes, formulas, or other information either written or in any electronic device; providing access to exam materials; and/or tampering with teacher grades.

Plagiarism is defined by Write for College (2007) as submitting another writer’s paper; using copy-and-paste; neglecting necessary quotation marks; paraphrasing without citing a source; and/or confusing borrowed materials with your own ideas (328-329). Changing a few words or rephrasing ideas still requires citation. For more information on plagiarism, plagiarism.org is a comprehensive website on what plagiarism is and how to avoid it.

Students are responsible to make sure they maintain academic integrity at all times. Cheating, plagiarizing, or attempting to cheat on assignments, projects or exams will result in an appropriate consequence as determined by the teacher and/or administration. Further disciplinary actions may be taken up to and including an “F” in the course and/or expulsion.

Final Exams Policy

All students are expected to take their final exams during the scheduled time. Any exceptions must be cleared through the office.

All academic courses are to have comprehensive final exams (over the work of the entire semester) during their final exam times.

All non-academic/performance courses are to have a significant assessment during final exam time or the week prior to finals week.

IMMANUEL SCHOOLS STUDENT/PARENT PLEDGE OF SUPPORT

1. We have read, understand, and adhere to Immanuel Schools' mission statement, philosophy, guiding principles and Confession of Faith.
2. We do hereby state that we have made a thorough investigation of the school's program, curriculum, discipline, dress code, etc., and we agree to positively support the coming school year.
3. We understand that we have an obligation to be actively involved in the education of our children. We agree to uphold and support the high academic and moral/Christian behavior standards of the school and to give our child encouragement in the completion of all assignments.
4. We agree to share any complaints or negative comments only with the people involved. Unresolved issues will be taken care of by using the school's chain-of-command.
5. We understand that the standards of Immanuel Schools do not tolerate profanity, obscenity in word or action, disrespect to the personnel of the school, or continued disobedience to the established policies of the school (see Parent/Student Handbook) and that any of these offenses may result in student dismissal.
6. We understand that we are responsible for any assessments made to cover damages to the school, including book damage or property damage.
7. We will support the school by involvement in Parent-Teacher Conferences, Open House, and other school-sponsored meetings and activities.
8. We agree to pay all legal and court costs if we feel it necessary to bring legal action against the school and lose the court decision.
9. We understand that failure of the parents or child to comply with the established regulations, discipline, and parental commitment will forfeit the student's privilege of attending Immanuel Schools.

10. We consent for Immanuel Schools to:

- Use images of my child in promotional materials for the school.
- Release copies of academic documents, such as transcripts, for college admission purposes and scholarship opportunities; release senior social security numbers and grade point averages for Cal Grant application purposes.

We understand and agree to follow the policies and fulfill our financial commitment to pay in full the educational services the school is providing for our child(ren). We do further agree to keep our account current or notify the Director of Administrative Services of any financial problems making payment difficult. We are aware that if our account is not current, it may jeopardize our child(ren)'s attendance at Immanuel.

_____ Date _____ Date _____
 Father's Signature (or Guardian) Mother's Signature (or Guardian)

{Both parents (or guardians) must sign if living at home}

As a student, I know that it is fair to expect acceptable behavior from me during my educational career in this Christian school. Therefore, I will adhere to the principles and regulations of Immanuel as outlined in the Parent/Student Handbook, both in attitude and actions. Also, I will not hinder the Christian objectives and efforts of the school. Failure to comply with the regulations may result in my dismissal.

Student's Signature _____ Print Student's Name _____

The pledge of support is signed with the enrollment packet

C O D E O F C O N D U C T

Guiding Principles

Immanuel is a unique Christian School. The guiding principles of the school are found in God's Word. Colossians 3:1-17 contains excellent instruction in daily living. Hebrews 13:17 is clear concerning each person's responsibility. Behavior which is not pleasing to God is subject to corrective counseling and, if necessary, to discipline. Upon admission, prior to 7th grade, and prior to 9th grade, parents and students sign a Pledge of Support committing themselves to abide by Immanuel Schools' policies and procedures.

Students are reminded to respect Spiritual principles, the government, Bible, Christian and American flags, teachers and other school employees, school property, fellow students, and the rights of others.

The administration may request the withdrawal of any student who is undermining, by his/her attitude or actions, the principles of Christian education which Immanuel stands for, whether or not he/she conforms to specific regulations.

Restorative Discipline

History

During the fall semester of 2005, seeking to develop a new discipline system at Immanuel Schools, Administration was trained in classroom conflict management and peer mediation at Fresno Pacific University. Out of that training came the guidelines and procedures for our discipline process (Restorative Discipline).

The name Restorative Discipline is used to highlight the intended purpose, which is to encourage students and others in the school community to go to each other in times of conflict and resolve their differences.

We believe that this process will enhance the academic purpose and atmosphere of the campus both educationally and developmentally. The process will enhance maturity and at the same time provide students with the opportunity to learn from their mistakes. It will also provide the opportunity for reconciliation of those who have been injured or estranged. It will enable the restoration of an individual to his/her place in the community. It will encourage students to take responsibility by holding them accountable for their own actions, including making restitution for damages.

One of the aims of Immanuel Schools is that all members strive to voluntarily and consciously experience and nurture right relationships with God and with others as reflected in our mission statement. This requires a lifestyle of Christian discipline through accountability, which begins with self-examination and self-control, and includes personal and communal responsibility. Discipline at Immanuel, then, is an expression of the practice of community. Discipline is expressed with a "centered" instead of a "bounded" perspective. The "centered" approach focuses

on Christ as the perfect role model demonstrating how we are to live with and relate to each other - the "do's." Primary attention is focused on the center, on becoming more Christ-like.

By contrast, a "bounded" approach focuses on external rules and regulations - the "don'ts." Primary emphasis is on what shouldn't be done and avoiding misbehavior. Discipline is understood as training that molds or perfects one toward reflecting the likeness of Christ. Discipline provides both accountability and encouragement. Although the primary focus for discipline is "centered" it does recognize boundaries. These boundaries help the individual become aware of when she//he may not be in right relationship with standards established by and for the community.

Immanuel Schools has agreed on a set of lifestyle standards that reflect its understanding of Biblically-directed behavior. Immanuel seeks to provide opportunities for personal and social growth and development within the context of Christian community. Discipline is viewed as a means of encouraging individuals and groups to be accountable to the stated objectives of the school community and to each other. Students may choose to attend Immanuel Schools without making a commitment to Christ. However, the choice to attend is subject to the student's willingness to function within the guidelines and lifestyle standards established by the School's Board of Trustees. "Restorative Discipline" has been adopted as that accountability system.

Christian Life and Behavioral Expectations

Immanuel Schools is a Christ-based educational community in which the faculty, staff, and most students share a commitment to Christ and the life of Christian discipleship. Immanuel believes that the total welfare of people is of paramount concern. It seeks to respect the dignity, worth, and individuality of each person within the school community. Yet, it recognizes that in order to maintain community, occasionally it becomes necessary to subordinate individuality for the sake of community.

As a Christian school system, Immanuel values community and seeks to integrate faith and learning, reflection and action. Community implies a sense of care and concern for one another. Within community, interpersonal relationships are part of the learning process. Community assumes that individuals will become more responsible for, and accountable to, one another. As they do, they are better able to understand themselves and make thoughtful commitments to God, the church, and the world. In choosing to attend Immanuel, one chooses to participate in this experience of community. The quality of human relationships and the sense of mutual care for one another should be the dominant emphasis of life together within the school community. Community needs to be understood both in the smaller, as well as in its larger contexts. An emphasis on witness and service becomes the foundation of the educational program and its implementation.

As a school system rooted in the Mennonite Brethren tradition, Immanuel Schools is committed to creating and sustaining an environment that facilitates not only academic development, but also the personal, social, and spiritual development of its members for the glory of God. This is our commitment as we follow Christ. It compels us to do so with excellence.

The rules of any community grow out of a particular tradition. Immanuel Schools is firmly rooted in the Mennonite Brethren Church tradition. This tradition holds in high esteem the following characteristics:

- peace and justice;
- modest dress;

- thoughtfulness in social relationships and entertainment;
- honesty;
- respect of the rights, opinions, and property of others;
- respect for and obedience to the laws of the state;
- willingness to do good in every situation.

Within the Christian community it is important to "pursue what makes for peace and for mutual up-building" (Romans 14:19). One must be careful not to be a hindrance to a fellow Christian in one's attitude and actions. Recognizing that its students are at various stages of maturity in their faith, Immanuel Schools strives to provide an atmosphere which will be conducive to spiritual growth for all. This environment thrives when one considers not only one's own interests, but also the interests of others. Christians are not only to avoid endangering the spiritual lives of fellow Christians, but are also specifically instructed to encourage one another in the faith and to bear one another's burdens. The spirit of Christ is one of concern for and service to others.

In light of scriptural teachings and Mennonite Brethren faith tradition, Immanuel Schools has adopted a set of expectations. These standards help create an environment that promotes the social, academic, and spiritual welfare of the members of the school community. Immanuel Schools expects:

- That all members of the school community will seek to live in conformity to the pattern of life established by the Lord Jesus Christ. This pattern is best expressed by Jesus' command to love God, neighbor, and self.
- That all members of the school community will accept the responsibilities of a Christian campus community, which includes abiding by the standards and policies of Immanuel Schools.
- All members of the Immanuel Schools community are expected to conduct themselves in a manner that is consistent with the goals of the institution and demonstrate respect for self and others.

All Immanuel students are expected to adhere to the same high standard of conduct and behavior that reflect well upon the school community and are consistent with the students' developing role as responsible and accountable citizens of the world

Immanuel Schools Community Standards

All students are therefore expected to abide by the following standards:

- The school recognizes that the use of tobacco products and alcoholic beverages presents a danger to personal health and, therefore, it strongly discourages members of the community from using them. No member of the community may use or possess tobacco, alcohol, or illegal drug products on campus. This also includes any event that is school sponsored on or off campus. Being on campus under the influence of alcohol or illegal drugs will result in disciplinary action. Immanuel is a drug-free environment.
- Exercise wholesome thought and speech patterns (use of profanity and coarse joking, particularly that which is degrading to gender, ethnicity and/ or people groups, is not acceptable).
- Use discretion in dating practices, public and private. Students are encouraged to build balanced, healthy, Christ-centered relationships. Immanuel Schools is opposed to homosexual and premarital sexual relations.
- In an effort to minimize awkward situations, and to protect their personal relationships, students are expected to refrain from inappropriate or lingering public displays of affection or confrontation.

- In an effort to be supportive of individuals for whom it is a matter of conscience, students are expected to exercise discretion in their selection of reading materials and the use of electronic / digital devices, internet activity, social media and entertainment.
- Student attire should be appropriate, modest, and non-provocative in style.
- Attend classes regularly and conscientiously.
- Refrain from gossip and backbiting.

Restorative Discipline Policy

Mission

The mission statement for the Restorative Discipline process states:

Immanuel Schools is committed to honoring God by dealing with all violations and offenses through holding students accountable to the community for their behavior in ways that recognize and protect dignity, promote personal growth and maturity, and encourage reconciliation and restoration.

Discipline at Immanuel is an expression of the practice of community. It is expressed through a "centered" perspective in which the focus is on the values and behavior Jesus demonstrated and emphasized rather than a "bounded" perspective built on rules and regulations. Our goal is to become more Christ-like in our own thoughts, behaviors, and interactions. Discipline is understood as training that molds or perfects one toward reflecting the likeness of Christ, providing both accountability and encouragement. Students are encouraged to remember that, since the relationships of the community have priority, discipline is a process of mutual accountability with the goal of restoration and reconciliation and should be a way of living and relating that often begins even before any specific standards have been violated or "rules" actually broken.

Matthew 18:15-17

15 If your brother or sister sins against you, go and show him or her their fault, just between the two of you. If he or she listens to you, you have won your brother or sister over. 16 But if he or she will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. 17 If he or she refuses to listen to them, tell it to the church; and if he or she refuses to listen even to the church, treat him or her as you would a pagan or a tax collector." (NIV paraphrased)

When community relationships are damaged by conduct that is inconsistent with the behavioral standards and/ or expectations of the campus community, students are encouraged to seek resolution through "informal" cooperative methods. The formal discipline process starts when a report is filed indicating that a student has violated a rule or standard. Confronting and resolving conflict is normal and expected. Many minor violations can be resolved informally by listening to each other and negotiating resolutions or seeking the help of mediators. We believe that violations of our adopted standards, rules and policies, can be resolved in ways that are constructive and restorative for all involved. We recognize that there is danger and opportunity in each violation. The danger is that the people directly involved and others in the community respond in ways that cause everyone to emerge from the response further alienated, more damaged, disrespected, disempowered, and less cooperative with each other and the community.

The opportunity is that the violation and its harms can be recognized; agreements can be made to restore equity as much as possible, to create a safe and respectful future, and to arrange for follow-up accountability meetings that will encourage and support keeping the agreements. We believe that trust will grow when constructive agreements are made and kept, even where trust did not exist before.

We prefer to accomplish this kind of discipline as much as possible utilizing cooperative structures of informal discussion, mediation, or conferencing. We also recognize that there will be times when a person feels wrongly accused, is unwilling to enter a cooperative process, or agreement cannot be reached through a cooperative process. In those cases a restorative authority structure is designed to resolve the issues. The actions of these authorities and the consequences imposed will be guided and tested by whether they are respectful, restorative, reasonable, and, as much as possible, intended to reintegrate those who were harmed by the violation.

Since our community values both freedom and responsibility, some conflicts or violations are normal, inevitable, and expected. When all parties respond in ways that are respectful and constructive, it can be very stimulating and helpful in clarifying standards, rules, and values. We do not have to agree on everything in order to live and study together in a supportive, respectful, and civil environment.

Immanuel Schools is committed to a student discipline process that is fair, restorative, and consistent with the Anabaptist/ Christian/ Biblical emphasis on justice and peacemaking. The goal is to create a just and peaceful environment based on the value of right and respectful relationships rather than on fear of punishment. We believe that in this safe environment, disagreements can be vigorously debated and discussed in an atmosphere of trust and respect.

Restorative Discipline Goals

God has called us into community, a network of mutually caring and uplifting relationships patterned after the example given to us by Jesus Christ. Recognizing that we who are involved in community are imperfect people influenced by an imperfect world, student discipline at Immanuel Schools is intended to be a process that:

1. Is fair and just.
2. Will enhance the academic purpose and atmosphere of the campus.
3. Is educational and developmental for the students involved, encouraging student maturity by providing students with the opportunity to learn from their mistakes.
4. Provides opportunity for reconciliation of those who have been harmed or estranged, enabling the restoration of an individual to his or her place in the community.
5. Encourages student responsibility by holding them accountable for their own actions including making restitution for damages.
6. Enhances the atmosphere of safety and well being on campus.

Restorative Discipline Options

The Restorative Discipline program is designed to provide students and other community members of Immanuel Schools with two main options to consider when they are in conflict with each other:

Informal Option

At this stage, the program provides students the "Informal Process." As in Matthew 18:15, all are encouraged to go to each other directly to resolve issues and repair damages as much as possible. Coaching and informal mediators are available through administration, counselor, Campus Pastor, faculty, and staff.

Formal Option

This stage is comprised of four sequential steps. The first step of the formal process begins with the parties involved attempting to recognize the problem, repair the damage, and make agreements to prevent the problem in the future. If resolution is not achieved at this level, the second step involves meeting with the counseling department for further exploration of and reflection on the conflict to encourage willingness to seek a cooperative and restorative solution. If a satisfactory solution is not reached at this point, the process continues to the third step, a family conference that brings students, families, and school personnel together to search for an agreement that is reasonable, respectful, and restorative. If offenders are not cooperative or if agreements have not been kept after this step, the process culminates in the fourth and final step, the initiation of the School Authority Structure. This step could result in expulsion for students who refuse to be restored to good standing in the school community.

Students, at any time, can refuse the Restorative Discipline process and move immediately to the School Authority Structure for judgment and appropriate punitive consequences. Serious situations involving concerns for student safety will be acted upon immediately by the appropriate authorities.

Informal Option - Informal and Cooperative Restorative Procedures

When conflict has developed between members of the school community or when one has actually committed a minor violation of a standard, rule, or policy, both the offender and offended, when appropriate, are encouraged to seek out the other. Those who have been impacted by the offense or violation are to acknowledge the harm, create agreements to restore equity, develop a plan to make things as right as possible, and plan follow-up meetings to support the agreements and prevent reoccurrence.

When one experiences a conflict or observes a minor violation of a standard, rule, or policy the "observer" has the opportunity to follow the pattern of Matthew 18. Step 1 allows and encourages the observer to confront the offender with an intention of being constructive. The "observer" should ask the offender if he/she is willing to discuss the situation constructively. If so, the observer describes his/her experience. If they really hear each other, the likelihood of deciding on constructive ways to reconcile the harm created by the violation is very high. If all agree that the violation has been recognized and agreements are in place to restore equity and clarify the future, and if the agreements are kept, forgiveness will be discovered and the situation will be resolved.

Informal and Cooperative Resolution Summary

When appropriate to confront directly, or if the violation is minor with minimal impact, the offender or observer may initiate the process for reconciliation to:

- Invite a cooperative discussion / process.
- Recognize the observations, experiences, violations, and harmful behavior.
- Repair the harm or restore equity as much as possible.
- Remember admission / respect agreements.

- Create a plan to modify behavior and prevent reoccurrence.

The school can provide coaching or mediators to assist parties in informally addressing conflict and offenses. This precursor of the Restorative Discipline process is and must always be voluntary. The parties involved must be willing to enter this cooperative process and work to develop a constructive outcome.

Formal Option - Discipline that Restores Procedures

In cases of standards violations, if any of the involved parties are unwilling to engage this informal cooperative process, if an agreement cannot be reached that satisfies all of the involved parties, if the student does not modify his/her behavior, or the violation is considered more serious, then a report is to be filed with the Principal, Counseling Department, or Faculty. This report will signal that the situation is entering the formal Restorative Discipline process.

STEP 1:Teacher/Student Reminders and Teacher/Student Meeting

- The student is made aware of his/her disruptive behavior.
- The student is invited to modify his/her behavior.
- The student is reminded of the respect agreement.
- The student who modifies his/her behavior is encouraged and supported.
- If misbehavior continues, proceed to Teacher/Student Meeting.

Student/Teacher Meeting

- The student is made aware of his/her disruptive behavior.
- The student is asked if he/she would be willing to try to resolve the problem cooperatively.
- The student and teacher each describe the problem, listen to and summarize each other, and make agreements on how to prevent the problem in the future.
- Follow-up meetings are scheduled to make sure the agreements are being kept.
- The student who modifies his/her behavior is encouraged and supported.
- If the student does not modify his/her behavior or keep his/her agreements, proceed to Step 2.

STEP 2: Student/Counselor Meeting

- The student who refuses to resolve the problem cooperatively is sent to a counselor.
- The student is asked to think about what happened by writing or talking about what happened. The counselor listens to and summarizes the students concerns.
- The student is invited to reconsider working cooperatively with the teacher.
- A plan is developed to present to the teacher in a Step 1 Student/Teacher meeting.
- If the student is uncooperative, proceed to Step 3.

STEP 3:Parent Contact/Family Group Meeting

- If the misbehavior is a serious concern or if the student refuses to resolve the problem cooperatively, parents are contacted. Parents are invited to help their student consider resolving the problem cooperatively with them present. At this meeting the group writes and signs agreements made to resolve the problem.
- Follow-up meetings are held to assess if the agreements are working.
- If agreements are not being kept, proceed to Step 4.

STEP 4:School Authority

- The behavior, the respect violation, and the rule violation are reviewed.
- The reason behind the rule is explained.

- The administration informs what consequences must be imposed.

Policies of Nondiscrimination

Bullying Prevention Policy

Immanuel Schools believes that all students have a right to a safe and healthy school environment. The district has an obligation to promote mutual respect, tolerance, and acceptance.

Immanuel Schools will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling, cyber-bullying; and social isolation or manipulation.

Immanuel Schools expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

The Student Code of Conduct includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution to the investigation or complaint has not been reached, the student or the parent of the student should contact the principal. The school system prohibits retaliatory behavior against any complainant or any participant in the complaints process.

Sexual Harassment

Sexual harassment is the use of sexuality to harass and is best seen as an assertion of power. Sexual harassment, for the purposes of this handbook, may include but is not limited to:

Physical assault including rape or any coerced sexual relationship.

Pressure exerted on either an adult or student for sexual activity or for a relationship that takes on a sexual or romantic coloring which exceeds the limit of friendly relationship; any demeaning or repeated unwanted sexual propositions, unwelcome touching; leering at or ogling a person's

body.

Sexually explicit or suggestive remarks about a person's physical attributes, clothing, or behavior; sexually stereotyped or sexually charged insults, humor, or verbal abuse; and inappropriate verbal questions.

Members of the Immanuel Schools community are encouraged to report any incident to a person of authority, such as a faculty member, counselor, or an administrator. All persons in the Immanuel Schools community are obliged to take each instance seriously and inform school authorities.

Suspected Child Abuse Reporting

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

Attendance Policy

Parent support is essential in the matter of attendance. There is a positive correlation between school attendance and good academic achievement. The activities of the classroom, including student discussion and participation and teacher lecture and comments, are of vital importance and cannot ever be adequately made up by a student. Attendance corresponds directly to the attainment of education goals. Also, parents have a legal responsibility to see that their student attends school regularly. Please read the following attendance guidelines carefully.

Absences

When it is necessary for a student to miss school, the following steps should be followed:

- Call the school attendance line, (559) 638-2529 ext. 7100, to notify the school of the student's absence and the reason for the absence. This call must be made by a parent or guardian, not by a brother or sister.
- If the absence was cleared by a previous phone call, no note is necessary. If no phone call was made to the school, a note giving the reason for and the date of the absence must be presented to the attendance secretary.
- An absence must be cleared with a call/note within one day of a student's return to school. After one day the absence may not be cleared and will be recorded as unexcused.
- A student missing more than 12 class periods per subject area (excused and/or unexcused) per semester may lose credit for that class. The course(s) will be listed with a "WF" on the student's transcript, no units will be given, and the course(s) will count as an "F" in grade-point average calculations. Class periods missed due to school sponsored events will not be counted in this total. Administration may make exceptions for students with special circumstances.
- A student missing more than 12 class periods in a study hall or TA per semester will lose the opportunity to take future study hall/TA scheduled periods.

- Immanuel does not provide an independent studies program. A student with an extended illness may be asked to withdraw from Immanuel Schools. Each student's situation will be reviewed on a case-by-case basis.

Leaving school during the school day

- If a student becomes ill, he/she must report to the front office before leaving campus.
- Parents must be notified and advised of any action to be taken.
- If a doctor/dentist appointment or early dismissal note permits a student to leave the campus during the day, the student must still check with the front office before leaving the campus and again upon return from the visit. Students who come from the doctor or dentist must bring a note from the doctor or dentist office to verify this absence.
- Failure to check out through the office will result in the absence being treated as an unexcused absence and a possible truancy. The student must give a specific reason for leaving early; "appointment" will not be acceptable.
- When a student leaves the campus due to illness, he/she cannot participate in any extracurricular activities for that day or evening.

Policy

Absences are either excused, unexcused, or truant. Examples are listed below. The principal will make any final decisions on whether an absence is excused, unexcused, or truant.

*Note – Reason for absence must be listed. A simple "appointment" will not be acceptable.

Excused

- Illness
- Doctor and Dentist appointments – although these should be scheduled as much as possible after school or on non school days. A doctor's note should be provided to the office.
- Family trip
- Death in the family/funeral
- Court appearance
- Church retreat
- College visits (Juniors/Seniors – 3 days per semester)
- Accident
- Driver's license test
- Ag related events accompanied by parents

Unexcused (with parental permission)

- Personal business of a non-emergency nature
- Overslept
- Guests from out of town
- Recreational activities (such as snow skiing, camping, going to the beach), unless they are part of a Church Retreat.

- Job (unless under school's work release program)
- Not prepared for class (especially reports due or tests to be taken)
- Going to another school's prom
- Shopping
- Running errands for parents

Truancy (Ditching)

Truancy is any absence from a single class to a full day without a valid excuse. Absences received during the day after being present on campus are considered a truancy if the student is absent without prior approval and without checking out through the office first. A student who is truant will be dealt with by the administration.

Tardiness

Promptness to class, like regular attendance is important to success. A tardy is defined as not being in the classroom or at the appropriate station when the bell rings. Students are tardy if they come late during the first 15 minutes of any class; after that it becomes a Truancy issue without a valid excuse. All tardies are marked and tracked through our Illuminate ISI attendance system.

Per Semester:

- Tardies will be determined and marked by the teacher in each period, teachers will remind the student of the class respect agreement process.
- 5 overall tardies will result in the student being required to restore time back to the school during lunch for twenty minutes. The student services desk will notify students of the violation and the parents. Student will then report to the supervising adult on duty the day assigned. Junior or Senior student will lose their off campus lunch privilege for that day.
- 10 overall tardies will require the student and parent(s) to meet with administration and further discipline may be required.

Closed Campus

It is understood that no student is to leave the Immanuel campus for any reason without an Off-Campus Pass during school hours. A dated note with the parent's signature must be submitted to the office to release a student off campus. Upon returning, the student must come to the office for a re-admit back to class. Any student who leaves campus for any reason without first checking out from the office will not have that absence excused. A younger sibling of a junior/senior student is not permitted to be taken off campus unless specific permission is given by the administration.

A junior or senior may receive a lunch pass to leave campus during the lunch period after the principal has received written permission from the student's parent or guardian. Students returning to campus repeatedly late may have their lunch pass suspended or revoked.

CALIFORNIA PROVISIONAL DRIVER LICENSE RESTRICTIONS

Provisional driver's license restrictions during the first year (California Law)

Effective January 1, 2006, a new law has increased driving restrictions for persons under the age of 18 who:

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

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

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

To determine if these restrictions apply to you, look at the date on your driver's license. The date printed just to the left of your photograph is the date these restrictions begin. The new restrictions apply for 12 months following this date. For example: If the date on your license is May 7, 2005, you will have the above restrictions through May 7, 2006. Violation of either restriction can result in a fine and/or community service.

Persons under 18 may not be employed to drive a motor vehicle. When you turn 18 years of age, the provisional part of your license ends. You may continue to drive as an adult using your photo license, which will expire on your 5th birthday after the date you applied.

***Exceptions to Restrictions**

When reasonable transportation is not available and it is necessary for you to drive, the law grants the following exceptions for minors to drive between 11 pm and 5 am or to transport an immediate family member unaccompanied and unsupervised.

The law requires that you must carry a note explaining why you must drive and when the necessity will end.

School or School-Authorized Activities

The note must be signed by your school principal, dean, or his or her designee and include a reason for the school or school-authorized activity and the date when the activity will end.

Immediate Need of Family Member

The note must be signed by your parent or legal guardian and include the reason and date the necessity will end. https://www.dmv.ca.gov/portal/dmv/detail/teenweb/dl_btn2/first_year

Immanuel Schools will enforce California Provisional Driver License Restrictions during school hours, events, and activities.

Student Vehicles

Vehicles must park within the designated lines in the respective parking areas where each vehicle remains during school hours. Loitering in the school parking lot is not permitted. Traffic rules are to be observed on campus at all times. Persistent traffic offenders may be denied permission to drive on campus and further discipline may be required.

Transportation

Bus transportation is available for a bus fee to all students who reside in a service area of Immanuel school buses. Appropriate conduct is expected of each rider. Those who do not comply with this regulation may be denied the privilege of riding. The bus driver has full authority to control the conduct on his/her bus.

In order that a rider may dismount at a different place than the regular scheduled stop, students must present a note from a parent at the school office. A permit will be issued by the office for the students to present to the driver. Additional regulations established by the California Highway Patrol and Motor Vehicle Department must be enforced.

Rooters Bus

At the discretion of the school administration, rooters' buses will be provided for students to attend athletic events. Permission forms to ride the bus may be obtained from the office and must be signed by the parent or guardian. Without this permission slip, students will be denied transportation. The slip must be in the school office the day before the trip. A bus fee for each trip will be charged. Students who ride the rooters' bus to a game will not be permitted to return home afterwards in student driven cars. Each rider is responsible to the bus driver for his/her conduct. It is the student's responsibility to make adequate arrangements for immediate pickup at school after the bus returns to school.

BUS RULES FOR PASSENGERS

A. Boarding the Bus

- Help keep the bus on schedule. Be on time (5 minutes early).
- Be careful when approaching the bus stop; walk on the left facing oncoming traffic.
- School buses will stop to load or discharge students at designated stops only. Stand back away from the bus as it approaches your stop.
- Watch your step getting on and off the bus. Always use the handrail.
- Parental permission is required when any student wants to disembark at a stop other than his/her normal stop.
- Students will present a note from a parent at the school office. A permit will be issued by the office for the student to present to the driver.

If a student does not ordinarily ride the bus, a fee of \$5.00 is charged for riding the bus. This must also be cleared through the school office and a permit will be issued for students to present to the driver.

Take your seat quickly on the bus without disturbing or crowding others. Remain seated, do not lie down, and always face forward. The front section of the bus is reserved for younger students.

B. Respect for Driver

- Obey the driver promptly and cheerfully, they are responsible for your safety.
- The bus driver is in charge at all times, even when there is a coach or teacher on board.

C. General Conduct on Buses

- All school rules and policies apply while riding a school bus. See Parent/Student Handbook, Student Technology Code of Conduct, and Personal Electronic Device.
- Windows are for light, ventilation, and vision. No part of the body should be extended through the window at any time.
- Help keep the bus clean and sanitary. Eating will be left to the discretion of the driver. Absolutely no seeds, peanuts, suckers, food on a stick or drinks will be allowed.
- All emergency exits are to be kept clear at all times. These are to be used ONLY in the case of an emergency.
- Electronic and Media devices may only be used with earbuds or headphones and are for personal use. Devices may not be shared with other students and fall under the guidelines agreed to in the Student Technology Code of Conduct and Personal Electronic Device Agreement.
- All musical instruments are to be kept in the bus storage or under the seats leaving the walkway clear at all times.
- Travel bags or such items are to be kept under the seats leaving the walkway clear at all times.
- Aerosol spray is not to be used on buses at any time.
- Be careful in handling sharp or pointed objects while the bus is in motion. A sudden stop could cause injury with the objects.
- Riders wearing roller blades or athletic footwear with cleats or spikes will not be permitted to board the bus.
- Rides will be responsible to pay for any damages that they may have caused.

Any violations of the above stated passenger conduct will be reported to Administration and may jeopardize your bus riding privileges

Skateboards, Rollerblades, Scooters

Because of the extreme hazard, no skateboards, roller blades, or scooters will be allowed on cement areas, parking lots, or driveways surrounding the school buildings. If skateboards, roller blades, or scooters are brought to school, they are to be kept in a classroom or office.

Technology

Immanuel Schools believe in the educational value of electronic devices/services and recognizes their potential to support our curriculum. Our goal in providing this service is to promote educational excellence by facilitating research, innovation, and communication. Use of electronic devices (including, but not limited to: computers, iPads, smart phones) and the internet will be for the purpose of education and research and will support the educational goals and objectives of Immanuel Schools.

As members of a school community and as representatives of their school in the global electronic community, students are expected to abide by Immanuel Schools code of conduct.

- Personal Responsibility: Each student is personally responsible for any misuse of the network and electronic devices. All rules of conduct described in the Immanuel Schools Handbook discipline code apply while using the network and electronic devices.
- Acceptable Use: The following guidelines are to be followed and regarded as acceptable usage.
- Access or transmission of material in violation of any Immanuel Schools' policy is prohibited. This includes, but is not limited to, abusive, threatening, profane or obscene material.
- Immanuel Schools' access may not be used for commercial activities or product advertisement.
- Inappropriate use of electronic information resources can be a violation of local, state, and federal laws, and violators may be prosecuted. This includes, but is not limited to; copyrighted material protected by trade secret.
- Home addresses and phone numbers may not be revealed.
- Immanuel Schools reserve the right to monitor, search, or review activity on electronic devices. This includes, but is not limited to, email sent or received, cache files, student's files, or printed material.
- All files must be approved by the Director of Technology before being installed on any Immanuel Schools' electronic devices.
- Vandalism: Vandalism in the electronic community is any attempt to harm, disrupt, or destroy data of another user or any other agency or network that is connected to the system. This includes, but is not limited to, the uploading, downloading, or creation of computer viruses. Physical vandalism of equipment is also prohibited. Any vandalism will result in the loss of computer services, disciplinary action, and possible legal referral.
- Additional Use: These rules also apply while traveling on Immanuel buses or provided transportation.
- Approval: Before students may use electronic devices or access the Internet the Student Technology Code of Conduct for Immanuel Schools must be signed by the student and parent/guardian.

Immanuel Schools reserves the right to search a student's electronic device (iPad, cell phone, laptop, etc.) upon a reasonable suspicion the student has violated the school Code of Conduct or student rules.

Cell Phones

Cell phones, unless used in class instruction, are not to be visible or used in any other capacity during class time. If a student is caught during class time using the phone in any capacity or the phone “rings”, the teacher will confiscate the phone and give to the administration. It will be up to the discretion of the administration whether to return the phone at the end of the day, call the parent to pick up the phone, or keep the phone for an extended period of time.

Dress and Grooming

A neat and properly attired student will have a definite bearing on the atmosphere which is conducive to study and good work in a Christian school. God's Word speaks concerning the importance of the beauty of the inner person rather than an individual's eye-catching outward appearance.

Don't be concerned about the outward beauty that depends on jewelry, or beautiful clothes, or hair arrangement. Be beautiful inside, in your hearts, with the lasting charm of a gentle and quiet spirit which is so precious to God. I Peter 3:3 4 (Living Bible)

The purpose of dress regulations is to help each student set a standard for his/her personal appearance that is appropriate within the accepted standards of Immanuel Schools. Students are expected to demonstrate pride in their personal appearance for it reflects individually on the student and collectively on the school. Daily attire need not be expensive to be attractive and acceptable.

The major responsibility for student appearance rests with the parents. Parents have an obligation to guide the student's selection in proper clothing, makeup, jewelry, and hair style that is within the accepted standards as defined by the Immanuel Schools Dress Code. Parents must see that their students are dressed appropriately for school.

Dress Code

- All clothing shall be neat, clean, modest, in good repair, and of appropriate size and fit.
- Skin should not be exposed through garments. Garments should not be see-through or show undergarments.
- Halter tops, short crop-tops, low cut tops, spaghetti strap tops, strapless tops, tank tops (boys or girls), backless or sideless tops, or racer-back tops are not permitted. All tops must have sleeves.
- Skirts or shorts (girls and boys) may not be shorter than 4” above the knee.
- Leggings are allowed only when worn under a garment that is no shorter than 4” above the knee.
- Students may not wear pajama bottoms or yoga pants.
- Clothing with lewd or suggestive material must be avoided.

- Counter-cultural fads of dress or hairstyles with extreme cuts or unnatural colors must be avoided.
- Exposed body piercings (except pierced ears for girls), facial piercings, gauging, or tattoos are not permitted.
- Shoes or sandals must be worn at all times.
- Hats or caps may not be worn in the chapel.
- Special dress code regulations will be communicated for events such as Homecoming Week, Banquets, Graduation, etc.

In situations where the nature of dress is not specifically covered in a detailed manner, the administration reserves the right to use its own discretion in determining the appropriateness of the attire.

DRESS CODE MUST BE FOLLOWED AT ALL TIMES WHILE ON CAMPUS OR ATTENDING SCHOOL ACTIVITIES.

Dress Code for Special Events (Homecoming, Winterfest, Banquets, Formals)

As a representative of Immanuel, what you wear is of great importance. Modesty and good taste should be the rule. “Therefore, I urge you, brothers and sisters, in view of God’s mercy, to offer your bodies as a living sacrifice, holy and pleasing to God – this is your true and proper worship.” Romans 12:1

LADIES:

Permitted

- spaghetti straps (no cleavage)
- dresses that are sheer or backless to no lower than the bottom of the shoulder blades. (A good test would be that appropriate undergarments could be worn without showing.)

NOT Permitted

- strapless dresses are not permitted
- midriffs showing or cut-out dresses
- see through garments (unless lining of dress is in dress code)
- dresses shorter than four inches above the knee
- any slit that goes up more than four (4) inches above the knee

GENTLEMEN:

- dress shirt with a tie (bolo or bow ties are acceptable) and dress slacks
- appropriate formal footwear/dress shoes or dress boots are required

In situations where the nature of dress is not specifically covered in a detailed manner, the administration reserves the right to use discretion in determining the appropriateness of the attire.

Anyone who does not adhere to the dress code (Immanuel student or guest) will be asked to return home to change.

Dancing Policy

The membership of the Mennonite Brethren Church has historically taken the position that social dancing is not helpful in a person's relationship to God and the church and, therefore, discourages participation in social dancing. Since the Board of Immanuel Schools believes this standard is well applied in the training of young people, dancing is not allowed on the Immanuel campus or at any school sponsored activities.

Pregnancy and Unwed-parent policy (adopted July 1, 1991)

IMMANUEL BELIEVES:

- There is a need for all students to experience a personal relationship with Jesus Christ and to mature as Christians.
- Love, acceptance, and forgiveness should be the response to the student(s) that repent of their sin(s). *"If your brother sins, rebuke him, and if he repents, forgive him. If he sins against you seven times in a day, seven times comes back to you and says, 'I repent, forgive him.' Luke 17:3-4 NIV*
- Premarital and extramarital sexual intercourse is sin which carries severe, long term consequences. *Flee from sexual immorality. All other sins a man commits are outside his body, but he who sins sexually, sins against his own body. Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body." I Cor. 6:18-20 NIV*
- An abortion is the murder of a child and is not part of God's plan. Alternatives are available and must be considered when dealing with premarital pregnancy.
- When an unmarried girl becomes pregnant, the father of the baby must carry an equal share of the responsibility with regard to the consequences of the couple's pregnancy.
- Pregnancy and parenting should not be sufficient reason for dropping out of school and failing to graduate from Immanuel.
- All courses dealing with family life must emphasize the Biblical principles of personal relationships, dating, marriage, sexual behavior, and the consequences of sexual immorality.

Policy:

- The expectant mother or father will be suspended for a minimum of 5 school days and a maximum of 10 school days when the pregnancy becomes known to the school administration.
- During the suspension of the expectant mother or father, or before any unwed mother or father may attend Immanuel, the educational plan, counseling program, and terms of probation for the expectant/unwed mother and father will be determined on a case by case basis and will be appropriate to the needs of each student involved and determined by the

Immanuel Schools administration with the assistance of an appointed counselor, the student's parents, and the student(s) involved.

- The expectant/unwed mother or father may resume attending regular classes at Immanuel up to and including the graduation ceremony provided that the student agrees to the conditions of reinstatement as established in #2 above and then continues to follow these conditions during his/her time as a student at Immanuel

These conditions must include but are not necessarily limited to the following:

- Agree that he/she has sinned by participating in premarital sex and is repentant of that sin.
- Promise to abstain from sexual intercourse until he/she is married.
- Do not promote a promiscuous lifestyle.
- Abide by the requirements set forth for all students.
- Not represent Immanuel in any co-curricular activity and relinquishment of all positions of trust and responsibility for one full calendar year.
- Participation in weekly counseling sessions for at least six weeks.
- Should the student fail to meet any of these conditions, the school administration may recommend expulsion.
- Immanuel Schools will not allow students to bring their children to school during school hours.

Abortion Policy

An expectant mother or father who chooses an abortion must withdraw from school.

Medication

Parents must complete a Medication Information Sheet (available in the office) for any medication that is to be given to a child. In addition, if the medication is a prescription, a physician's signature or the original prescription bottle is required.

We reserve the right to refuse distribution of a medicine or procedure. If at all possible, please limit the medications that you ask the school to administer. For example, if medications can be administered by a parent before or after school instead of in the office, it would be greatly appreciated.

Drug Free School Policy (adopted August 7, 2000)

Immanuel Schools' Governing Board declares Immanuel to be a Drug Free School and every effort will be made to ensure that it remains drug free.

Students and parents are reminded that a student of Immanuel is expected to maintain an alcohol and drug free lifestyle on and off the campus; therefore, this policy goes into effect when the student is enrolled and continues in effect until the student withdraws from school or graduates. It is in effect 24 hours a day, seven days a week, including vacation days, and during the summer break.

Any of the following methods may be used to ensure that a drug free school is maintained.

Searches

It is unlawful to possess, use, sell or distribute illegal (prescription or non-prescription) drugs, illegal drug look-alikes, drug paraphernalia, or alcoholic beverages. Searches and seizures have been ruled by the courts to be legal when there is a “suspicion”.

Searching may involve the following:

- Personal (non-invasive) items such as backpacks, purses ,wallets, etc.
- School lockers
- Vehicles
- Electronic devices- iPads, cell phones, etc.

Law Enforcement on Campus

The board reserves the right to invite law enforcement, private agency, and/or dogs to search for drugs.

Drug Testing

Immanuel Schools may require drug testing (under reasonable suspicion). Parents will be responsible to pay for any positive drug test.

Weapons

All weapons or objects resembling weapons are prohibited on campus, at any school sponsored activity, and anywhere students are under the jurisdiction of Immanuel Schools. Possession of a weapon will result in disciplinary action up to and including expulsion.

Weapons include, but are not limited, to any firearm, loaded or unloaded; air guns; BB guns, pellet guns, knives, slingshots; brass knuckles; chains; fireworks; explosives; propellants; airsoft, and lighters. Any object which could be used to inflict harm on another person will be considered a weapon if the object is used in a threatening manner.

Corporal Punishment Policy

Immanuel Schools does not administer corporal punishment.

Policy Concerning Interviews of Students by

It is the policy of Immanuel Schools to attempt to notify parents if police request an interview with their student before the interview takes place.

Failure to Comply Policy

Violations of school rules will result in appropriate sanctions and consequences in the sole and absolute discretion of the school, including, but not necessarily limited to, suspension and expulsion. Failure of the student or parents to comply with all current and future policies, rules, and guidelines of Immanuel Schools is grounds for expulsion. Immanuel Schools reserves the right to expel any student for violation

of any current or future policy, rule or regulation by the student or parent if Immanuel Schools determines that the student or parent is not in agreement with either the philosophy or educational goals of the school. Students expelled will be considered for return on a case-by-case basis.

S T U D E N T L I F E

Chapel and Assemblies

In order to present school chapels and assembly programs which exemplify the highest standards of conduct and moral and Spiritual values, it shall be the responsibility of the school administration, certificated staff, and the Student Council to provide programs which have been adequately prepared and directed so that a meaningful value can be experienced. At the heart of a Christian school's spiritual life is the importance of meaningful chapels. Please think positively in the evaluation of the regular services. Students are asked to enter the chapel promptly, courteously, and reverently. Chapels and assemblies are compulsory for all students. An attitude of respect and worship is maintained at Chapel.

Often assemblies are scheduled under the guidance of the Student Council. Assemblies may either be secular or Spiritual in nature. The student government may ask students to contribute their talent and ideas to assemblies; it is hoped that students give a positive contribution. Show appreciation for fine performances by an enthusiastic applause, but excessive noise (such as booing, whistling, hollering, and foot stomping) will not be tolerated.

Student Organizations

Immanuel High has a varied student activity program. **GET INVOLVED!** The following list includes great reasons to participate in student and school activities.

1. Provides an opportunity to develop new friendships.
2. Make school more interesting.
3. Gives something worthwhile to do in leisure time.
4. Causes students to be more tolerant of opinions and wishes of others.
5. Teaches students how to win and lose in a sportsmanlike manner.
6. Creates greater loyalty to school.
7. Develops poise and social contacts.
8. Causes students to become more willing to accept criticism from others.
9. Results in friendlier relations with teachers.
10. Creates greater interest in regular school activities.
11. Increases self-confidence.
12. Provides an opportunity to learn the proper channels to follow in order to change the rules and use them.

Activities Promoted on Campus

All activities that are promoted on campus (flyers, posters, tickets, announcements) must be approved by the administration.

Visitors

High School

Immanuel Schools is happy to have prospective students visit the campus for up to one-half day (morning or afternoon only). Prior arrangements must be made with the school office. Upon arrival on the Immanuel campus, the visitor will report to the high school office to obtain a Visitor's Pass from the school secretary. Teachers may ask to see this pass. Visiting students are expected to obey Immanuel campus rules. Each visiting student needs to have a host. Immanuel will select a host student.

Junior High

Prospective students accompanied by a parent are welcome to visit the Junior High School. Please set up an appointment prior to your visit. Campus tours will be arranged for you.

Work Permits

Any student under age eighteen who is employed during the school year is required by state law to have a work permit. However, babysitting, newspaper delivery, and farm work are exceptions to the rule. The permits are issued in the office and are valid for the current year and job. Students are not to work more than 48 hours per week, including school time or after 10:00 pm.

A T H L E T I C S

Mission Statement

The mission statement of Immanuel Schools is to equip students to serve God and neighbor using their mind, body, and soul. This mission statement of Immanuel Athletics is to encourage our athletes, coaches, and fans to model Christ-like behavior while producing competitive, committed, and courageous teams. Immanuel Athletics will strive to do everything as if they were doing it for the Lord (Colossians 3:23).

Philosophy

Immanuel High School is a Christian high school that provides a Biblically based education. The school's athletic teams are to be witnesses of the Gospel to all spectators, opposing players, officials and each other. The teams will do this through their attitudes, competitiveness, actions, and words. Each athlete should learn how to glorify Jesus Christ no matter what the situation is on and off the sports venue. One of the main goals of every team is to win, but at Immanuel, it is realized that playing hard and representing the Lord is more important than the end result, whether it be a loss or victory. Winning is a byproduct of playing with integrity, class, and hustle. Immanuel Athletics communicates clearly to everyone involved with the athletics program, "If anyone competes in athletics, he is not crowned unless he competes according to the rules (II Timothy 2:5)."

Our coaches have been instructed to use the lower levels of their programs as training grounds for the varsity team. The athletes on the lower level teams should be given a reasonable opportunity to experience the sport through competition and practices. At the varsity level, our goal is to be as successful as we can. Our coaches therefore have the final say when it comes to playing time, positioning, and strategies used.

Immanuel Sports

Athletics information including schedules, rosters and events can be found on our website: www.immanuelschoolsathletics.com

Immanuel High School has the following interscholastic sports:

- Fall – football, volleyball, girls tennis, girls golf, co-ed cross country, cheer
- Winter – basketball (boys and girls), soccer (boys and girls)
- Spring – baseball, boys tennis, co-ed track and field, boys golf, co-ed swimming, softball

Immanuel Junior High has the following interscholastic sports:

- August-October- flag football, volleyball, co-ed cross country
- October-December- soccer (boys and girls)
- January-March- basketball (boys and girls)
- March-May- baseball, softball, co-ed track and field

Athlete's Responsibilities

1. Represent Christ through your words and actions on and off the sports venue.
2. All student athletes are subject to school rules found in the student handbook at all times. Student athletes may be subject to stricter guidelines, such as suspension from athletics as a result of experimenting with alcohol, drugs, tobacco, or performance enhancing drugs. An athlete will be suspended 1 week from athletic contests for every 1 day of a school suspension up to 3 weeks. Anything beyond a 3 day suspension will be at the discretion of the administration.
3. An athlete cannot practice the following season of sport until the current season is completed, unless agreed upon by the coaches.
4. Any athlete who is suspended from school may practice if allowed by the administration and the coaching staff, but not play in or attend any athletic event during the suspension.
5. Coaches may choose to make cuts during tryouts.
6. The coach or the school administration can hold a student athlete ineligible due to frequent absences and/or tardies and discipline problems in the classroom and the athletic field.
7. Students must be in class at least 3 periods, not including chapel, in order to practice or participate in interscholastic competition that day. Extenuating circumstances such as a school related activity or a doctor's excuse may be considered as an exception.
8. Each athlete has 3 weeks to quit a team from their first day of practice. If an athlete quits or is cut prior to the end of the season, his or her eligibility for the next sport will be determined by the coach and athletic director.
9. In the event of extenuating circumstances, an athlete may be released by mutual consent of coach and athletic director.
10. Each athlete is responsible for the communication of absences from practices or games the day of the missed practice or game. If the student is aware of future absences, he/she must report the absence as soon as possible to the coach.
11. All athletes are required to obtain a medical doctor's note if an injury will keep them from practicing or competing in contests. A medical doctor's note is also required stating the date they are cleared to participate. Athletes are required to communicate with their respective coach.
12. Athletes will be receiving equipment, practice attire, and game uniforms for the season. It is their responsibility to keep the equipment clean and in good repair. The athlete and the parents are responsible for the replacement of any lost or damaged equipment. After the season has ended, each athlete will be expected to turn in his/her uniform and equipment clean and in good condition. The athlete is required to return the uniform the day and time the coach has determined.
13. **If an athlete does not turn in his/her uniform on time the fee to replace the uniform will be added to the student's account in the business office and the family will be charged. (The only allowance is for the teams that purchase their uniforms at the**

beginning of the season.) In addition, the student's Finals Pass will be held until the uniform is returned or resolved with the Business Office.

Athletes must have the online athletics packet and all required forms signed and submitted before they are allowed to practice or play in a game. These are all found under the *Resources* link at www.immanuelschoolsathletics.com

- Per CIF regulations, before an athlete can practice with the team, he/she must have the following forms on file in the District Office: the Medical History Form (filled out by the parent), the Physical Examination Form (filled out by a knowledgeable healthcare professional), and the Informed Consent and Authorization Form.
- The required forms that an athlete must fill out before he/she can compete in an athletic contest include the above forms, as well as, a completed online packet.

Athletic fees must be paid by the date provided on the athletic sheet, or the athlete will be held out of all practices and games until payment is made. Other arrangements can be made with the approval of the Athletic Director and the Business Office.

Sportsmanship (Players & Parents)

- The first fundamental for good sportsmanship is showing respect for the opponent at all times. The opposition should be treated cordially and politely before, during, and after the contest. Respect the opposition during the contests by showing an appreciation for their abilities. A policy of honesty, humility, and respect should be used when interacting with guests.
- Players must also show complete and utter respect for the officials judging the contest in which they are a part. No matter how good or bad the call is, the official should be treated as an impartial arbitrator who is trying to judge the contest as fairly as possible.
- It is considered good sportsmanship for the player to know and understand the rules and etiquette that are used to regulate the sport with which he/she is involved with.
- Show self control at all times. As a player, it is very important to play with emotion, but at the same time not to let emotions affect performance and behavior in a negative way.
- Parents need to respect the decisions of the coaching staff and their team rules.

Expectations of Citizenship/Attitude (Players & Parents)

Students are expected to display satisfactory citizenship and attitude both as a student during school and as a participant in extracurricular activities. Poor sportsmanship, profanity, vulgarity, and obscene acts are considered unsatisfactory citizenship. Any student who undermines the principles of Christianity, by his/her attitude or actions, is considered to have inappropriate behavior. Every incident will be treated as an individual case and judged on its own merit.

CIF Code of Ethics (Players & Parents)

1. To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
2. To eliminate all possibilities which tend to destroy the best values of the game.
3. To stress the values derived from playing the game fairly.

4. To show cordial courtesy to visiting teams and officials.
5. To establish a happy relationship between visitors and hosts.
6. To respect the integrity and judgment of sports officials.
7. To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
8. To encourage leadership, use of initiative, and good judgment by the players on a team.
9. To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of individual players.
10. To remember that an athletic contest is only a game—not a matter of life and death for a player, coach, school, official, fan, or community.

Alcohol, Drugs, Narcotics, Steroids, Tobacco, or Performance Enhancing Drugs (Possession or Use)

Possession, use, sale, furnishing, or being under the influence of tobacco, alcohol, drugs, narcotics, tobacco products, steroids, performance enhancing drugs, or any kind of controlled substance may result in suspension from participation in extracurricular activities. Each incident will involve action as prescribed by the IHS Student Handbook.

Grievance Procedure

The grievance procedure is intended to be a process whereby concerns of alleged unfair treatment of athletes can be addressed in a timely manner. It is our belief that a quick and honest discussion between all parties will result in the positive resolution of concerns and an improvement of the atmosphere for both athletes and coaches.

The lists below of legitimate and non-legitimate grievances are intended to be guidelines, not all-inclusive.

Legitimate grievance:

1. Failure to provide due process in disciplinary action
2. Failure to provide a fair opportunity to compete to make the team (cut-off)
3. Mistreatment of athletes: Putting students down, foul or inappropriate language
4. Any violation of an adopted code: ethics, conduct, and expectations

Non-legitimate grievances:

1. Athlete not given enough playing time
2. Athlete not playing the right position
3. Strategies used by the coach
4. Win/loss record of the team or coach

The Grievance Procedure listed below is the order to be followed if a conflict occurs.

Grievance Procedure:

1. Athlete and coach meet
2. Athlete, coach, and parent meet
3. Athlete, coach, parent, and athletic director meet
4. Athlete, coach, parent, athletic director, and principal meet
5. Ultimately, athlete and parent meet with Superintendent and Board of Trustees

Age Limitations

No student, whose nineteenth birthday is attained on or before June 14 of the prior school year, shall participate or practice on any CIF team.

Changing Schools – Transfers

CIF transfer forms must be filed on all transfer students, no matter what the circumstances may be. *See your Athletic Director for the proper forms. Avoiding this process may affect your athletic eligibility as well as the school's standing within the CIF. Note: It would be wise to check with the athletic director before you change schools to determine whether it may affect your eligibility.*

Academic Eligibility Rules

A student is scholastically eligible if:

- The student is currently enrolled in at least 20 semester units (4 classes per semester).
- The student passed at least 20 semester units of work and had no more the one “F” during the previous grading period.
- The student is maintaining minimum progress toward meeting graduation requirements.
- The student has achieved during the previous grading period, a minimum of a 2.0 GPA with no more than one “F”. A student not meeting this standard will be placed on probation for one grading period. If the GPA is below 2.0 at the end of the probationary grading period, the student will be ineligible to participate until the 2.0 GPA is maintained for one grading period. If a student has more than one “F”, a probationary period will not be granted.

Transportation for Home Events Not on the Main Campus

Student athletes are allowed to drive themselves to local events such as practices and games as long as the Travel Consent Form indicates this arrangement and has been filed in the office and it has been cleared by the Athletics Director and coaching staff. Underclassmen should use the school provided transportation unless other arrangements have been made and approved by the Athletic Director.

Transportation for “Away” Athletic Events

When transportation is provided by Immanuel Schools:

1. All athletes are expected to ride the school provided transportation.

2. If a student lives in or near the community of the athletic event, with proper forms on file in the office, he/she may drive a personal vehicle to the event, as long as it has been cleared with the Athletics Director and coaching staff.
3. With parent/guardian permission, a student may ride with another parent.
4. It is permissible for a student to drive home from an away event with another student provided his/her parents have cleared it, the head coach is made aware, and all proper paperwork is in place.

CENTRAL SEQUOIA LEAGUE SCHOOLS AND ADDRESSES (HIGH SCHOOL)

Immanuel High School EAGLES 1128 S. Reed Ave Reedley CA 93654 Sports Complex 42675 Road 44 Reedley CA 93654	Central Valley Chrsitain CAVALIERS 5600 W. Tulare Ave Visalia CA 93277	Dinuba High School EMPERORS 340 E. Kern St Dinuba CA 93618
Exeter High School MONARCHS 134 S. E St Exeter CA 93221	Kingsburg High School VIKINGS 1900 18th Ave Kingsburg CA 93631	Selma High School BEARS 3125 Wright St. Selma CA 93662

CENTRAL SEQUOIA LEAGUE SCHOOLS AND ADDRESSES (JUNIOR HIGH)

Immanuel High School 1128 S. Reed Ave Reedley CA 93654 Sports Complex 42675 Road 44 Reedley CA 93654	Clay Junior High 12449 S. Smith Ave Kingsburg CA 93631	Conejo Junior High 6065 Latonia Ave Laton CA 93242
Kings River Junior High 3961 Ave 400 Kingsburg CA 93631	Monson-Sultana Junior High 10643 Ave 416 Sultana CA 93666	Parlier Junior High 1200 E. Parlier Ave Parlier CA 93648
St. LaSalle Junior High 404 E. Manning Ave Reedley CA 93654	Traver Junior High 36736 Canal Dr Traver CA 93673	