



To The Parent/Guardian

On behalf of the faculty, we would like to thank you for enrolling your child at Joshua Springs Christian School. We feel blessed to have this opportunity to partner with you in training the next generation. In this planner, we have published general rules and regulations of JSCS as well as provide a school calendar and daily planner for each student. We encourage you to periodically review this planner to see what is happening with your student. If you have a question about an assignment or note, please contact your child’s teacher immediately. You can contact them by phone or through RENWEB. Additionally, you are urged to contact one of us with any questions. These rules are not all-inclusive. Administration always reserves the right to make a final decision when it is in the best interest of the students and/or school.

To The Student

We would like to welcome each of you to Joshua Springs Christian School for this coming year. We are looking forward to assisting you in fulfilling your educational goals. JSCS strives to provide a balanced academic, social, physical, and spiritual experience for every one of our students. We expect you to meet the goals which have been set, to strive for excellence in all you do, and to make this a better place and touch those people around you. You can benefit from everything JSCS has to offer by being actively involved in your classes and the programs offered. If you encounter difficulties, please seek out any of our staff, and we will do our best to help you. We care about you and are here to make your years in school as successful, yet educationally challenging, as possible. We welcome the opportunity to help you as you proceed through your school career. These rules are not all-inclusive. Administration always reserves the right to make a final decision when it is in the best interest of the students and/or school.

In His service,

Mr. Ontiveros
Administrator

Mrs. Abel
Assist. Administrator

Code of Conduct

General: All students are encouraged and expected to conduct themselves in an appropriate manner at all school events, home and away, as well as in the classroom. Respecting others as well as others' property and person is expected. JSCS does participate in the CleanSWEEP® program through the San Bernardino County Sheriffs Department (SBCSD). Offenses committed could be cause for a citation to be issued by administration in conjunction with the SBCSD.

Sports: Guidelines for participating in a sports program are found in the CIF Handbook.

Sports Activities

J.S.C.S. is a member of CIF. A student who participates in any sports contest must conform to the eligibility requirements of CIF as well as those of J.S.C.S. The sports activities J.S.C.S. sponsors as members of CIF are football, volleyball, basketball, golf, baseball, & softball.

Code of Conduct for Sports Programs

Guidelines for participating in a sports program are found in the CIF Handbook. JSCS will follow CIF guidelines with regards to eligibility and participation of sport activities.

ASL

The Associated Servant Leaders have been designed to facilitate communication between the students, teachers, administration, and the Board of Elders. Through representatives from classes, organizations, and clubs, students will have a voice in decisions concerning activities, social events, student welfare, student conduct, and many other factors of school life. The council will serve as a tool through which students can express concern over the things which affect the school and themselves.

Alcohol and Drug Policy

Student use, possession, distribution, sale, or being under the influence of alcohol, illegal drugs, controlled substances, "look-alike" drugs, steroids, or possessing drug paraphernalia on any school premise or at any school function (home or away) is strictly prohibited. Minimum penalty for violation of this policy will be suspension from school; however, violation of this policy could result in permanent expulsion from school. Law enforcement officials will be contacted upon initial investigation and verification of the violation. CleanSWEEP® citation PC 647(f) may be issued.

Assemblies/Pep Assemblies

Students must behave courteously at school assemblies. Students should give full attention to the performers on stage and be respectful to the performers and other students. Visitors often form a lasting impression of our school and community by our behavior at assemblies.

Classroom Rules

(1) Start working when you enter the classroom. (2) Arrive prepared with your Oxygen Folder and textbooks. (3) Pay attention and allow others to do so. (4) Stay in your seat unless permitted to do otherwise. (5) Treat everyone with courtesy and respect.

Oxygen Folder

All students are required to maintain an oxygen folder. Oxygen folder supplies:

Zippered or Velcroed binder

Six 3-ring notebook dividers with a pocket on each side OR 3 ring "portfolio" folders with two pockets each. 1 per class period (folders are sturdier than the dividers).

At least 150 pieces of notebook paper.

A pencil pouch including: 6 pencils, 6 pens (4black or blue and 2 red), 1 eraser, 1 sharpie marker.

Teachers will let you know if they require additional items for their individual classes.

MLA Format

All written assignments for every class must be in MLA format. Get an MLA Microsoft Word template at www.joshuasprings.org under "tools." Click on Christian Schools, click on any school, click tools

Proper Heading on Hand-written Assignments

(1) You are required to place the proper heading on every assignment that you turn in. Failure to do so may result in a re-do, a rejected paper, and/or a lower grade. (2) In the upper left-hand corner, write the following: (a) Your first name, (b) The course title and the class period, (c) The date. (3) In the center of the top margin, write the title of the assignment.

Restroom Procedure

(1) If the teacher gives you permission, follow the Hall Pass procedure. (See Hall Pass Procedure in the next section.) Students must use the designated restrooms. (2) A restroom will affect participation points, therefore it is best to use the restroom at break, lunch and during the time you have between classes.

Hall Pass Procedure

(1) When given permission to leave the room, take a hall pass. (2) When you return to class, return the hall pass. (3) Failure to return a hall pass will result in a consequence that will be determined by the teacher. (4) Failure to have a hall pass could result in detention.

Classroom Interruptions

To minimize excessive classroom interruptions, messages to students will not be sent to classrooms. It is the responsibility of students to make arrangements prior to the beginning of school. Items for school may be dropped off in the school office. Students will not be sent call slips and will not be reminded to pick up their items. It will be the students' responsibility to check with the school office for items they are expecting. **Lunches & Lunch Money:** The office will not be responsible for delivering lunches and money to students. Instructional minutes are VITAL to students' education. Delivering a message to one or few students during class time is a distraction to all students in the learning environment. Ultimately, this will affect your student's grades. Also, the phone in the school office is to be used for emergencies only. There will be a charge for all other calls.

Chapel Attendance Policy: New

Chapel is reserved to have special guest and programs for students. Student attendance is very important. Any student truant or tardy from chapel will receive a detention beginning with the second incident and thereafter. Please refer to the Detention Policy on page 4.

Attendance Policy

1) California State Law mandates that all children between the ages of 6 and 18 attend school unless they are exempted by law or have graduated from high school (E.C. 48200, E.C. 48400). 2) Studies show a direct correlation between academic success and regular school attendance. 3) Excessive absences may result in academic failure. 4) To that end, it is extremely important that students are in class regularly. Missing class prevents students from receiving valuable instruction as well as completing assignments.

Absence Policy

(1) A student is allowed 9 absences **excused or unexcused** per semester, per class. A student fails the class if he or she misses 10 periods of a course. (2) Absences lower a student's grade. (3) A student is considered absent from a class after 10 minutes. This absence will be recorded whether at the beginning of and/or the end of the class period. 4 tardies will be the equivalent of 1 absence. Teachers may award points to those who attend class and deduct points for those who do not. Teachers have the choice of not accepting late assignments or assigning a lower grade to late work.

Absences and Assignments

- (1) *** **Being absent on the day an assignment is due does not excuse you from turning in the assignment on time.** (2) If you are absent on the day an assignment is due, have your parent take your completed assignment to the office that day. The office will give the assignment to your teacher so you get full credit for turning it in on time. (3) Teachers have the choice of not accepting late assignments or giving late assignments a lower grade. (4) Attendance is important. Excessive absences, whether work is due or not, will lower your grades in your classes.

NOTE: Four tardies equal one absence

Returning from an Absence

(1) **When you return to school after an absence, the first thing you must do is get a "Re-admit Slip" from the office.** (2) Upon entering each class, quietly present your Re-admit Slip to the teacher. (If you do not have a Re-admit Slip, you will be marked "tardy" as you go to the office to get it. Four will be the equivalent of 1 absence.) (3) **After class, go to the teacher to collect your missed assignments. If you don't get your assignments and turn them in, you'll get no credit for those assignments.** **GETTING AND COMPLETING ASSIGNMENTS AFTER AN ABSENCE ARE YOUR RESPONSIBILITY**

Progress Reports

All parents and students can access grades via Ren Web. To set up Ren Web for your computer go to joshuasprings.org, click Christian schools, click Ren Web, click first time user or parent sign in if already registered as a user.

Leaving Class with a Parent

(1) If you know that your parent plans to have you excused from class, quietly tell the teacher when you enter the classroom. (2) The office will call when it is time to go, and you will be released. (3) No student will be released from class unless the office notifies the teacher.

Gum, Food, and Drink

(1) No gum, food, or drinks are allowed in any classroom **EXCEPT BOTTLED WATER**. (2) Throw food and drinks in the large outside trashcans before entering the classroom. Do not throw those items in the classroom wastebaskets. (3) Do not set food or drinks on the porch or sidewalk in front of a classroom. (4) Students are not allowed to chew gum anywhere on campus. (5) No soda, energy drinks i.e. Monster, Red Bull, etc. are allowed on the school campus during school hours.

Cell Phones

(1) If a student brings a cell phone to school, it must **not** be used, seen or heard during school hours. (2) Parents should call the office if they have a message for the student. (3) **Violation of this rule will result in Detention and the cell phone will be confiscated.** (4) 1st offense student may pick up in school office. 2nd offense, parent must pick up in school office. Further offenses could result in suspension and /or CLEANSWEEP citation 415 (Disturbing the peace).

Cheating

Any student caught cheating/plagiarizing in any form will receive a "zero" for the assignment. The second offense of cheating/plagiarizing in the same class will result in an "F" for the quarter.

Plagiarism

Plagiarism, copying someone else's work and then passing it off as one's own, is a serious offense. Students will receive zero points for an assignment plagiarized with no opportunity for re-do. Repeated offenses will result in failure of that subject and could result in expulsion. If a student is found to have plagiarized, further administrative action could occur.

Fighting

Students involved in a confrontation with another person while attending school or a school-sponsored activity may be suspended or expelled from school depending on the severity of the confrontation.

Campus Rules

The following is **prohibited**: (1) Displaying pictures or emblems on clothing, lockers, or personal property, which exalt groups or movements that are contrary to Biblical standards. (2) Demonstrations of personal affection. (3) Bringing electronic devices (Gameboys, CD players, IPODs, MP3s, etc.) to school except by special permission. (4) No drawing/writing on arms, legs or any other part of the body. (5) Gum chewing. (6) Tampering with or taking items that do not belong to the student. (Administration may contact the San Bernardino County Sheriff's Department in some cases.) (7) Bringing or possessing on campus: fireworks, firecrackers, matches, or other flammable materials. These policies are not all-inclusive. Administration reserves the right to make a final decision in this area. (8) In certain cases, if there is reasonable suspicion, administration can perform locker searches and/or back pack searches.

Café Rules

(1) Treat all Café workers with courtesy and respect. (2) Obey Café monitors. (3) No horseplay. (4) Clean up after yourself.

Appropriate Attire

This dress code applies to all school activities, on or off campus, wherever students represent Joshua Springs (sports events, school plays, awards banquets, graduation, etc.). As Christians, we want to please the Lord and be good witnesses to others in appearance and behavior. Students must dress modestly and attractively without drawing undue or excessive attention to the wearer. The administration reserves the right to determine that which attracts "undue or excessive attention to the wearer," and is therefore, unacceptable.

Uniforms

(1) Students are required to wear Joshua Springs Dickies® brand uniforms that are purchased from Nunes Apparel through Joshua Springs. Any attempt to wear unauthorized clothing, alter clothing, or circumvent the dress code will result in disciplinary action up to, and including suspension. (2) Students must wear school uniforms during school hours. (3) Students must wear the uniform styles that are designated for their grade level. (4) Students must be measured and fitted by Nunes apparel. Students must wear the appropriate size and fit of garments. Clothing must not be baggy or tight. Any attempt to circumvent the dress code with regard to appropriate size and fit of garments will result in disciplinary action. When students are on campus, they must be in approved uniform attire. PE attire may be worn during that class only. When PE class has been completed, students must change into uniform attire. Also, before school begins and after school while waiting for parents/guardian pickup, if the student is on the school campus, they must have their uniform on. Undershirts, tanks tops, tube tops, etc. are not allowed to be worn on campus.

Tops

(1) Tops must be long enough to cover the stomach when arms are raised above the head. (2) Sleeveless tops, tank tops, tube tops, excessively tight tops, and spaghetti straps are prohibited as are garments that are made of thin or clinging fabric. (3) Garments that expose cleavage or undergarments are prohibited. (4) If a student dresses in layers that conceal prohibited clothing, the prohibited features of the garment must remain concealed. The uniform top must be worn properly according to the school rules. (5) T-shirt messages must not be offensive, anti-Christian, or of secular bands or entertainers.

Pants and Shorts

(1) The length test for shorts, skirts, jumpers and skorts: Straighten your arms at your side and extend your fingertips. If your extended fingertips are below your hem, the clothing is too short and violates the dress code. All items listed above must pass this "arm test" or have at least a 5-inch inseam, whichever is longer. (2) Shorts and pants must not be excessively tight or excessively baggy. (3) Belts are to be worn when appropriate.

General Attire & Appearance

(1) All appropriate undergarments must be worn properly. (2) Dresses and skirts must be no shorter than 2 inches above the knee. Dresses must be modest: no strapless, spaghetti strap, tight material, high slits, leggings, etc. (3) Shoes must be worn at all times. "Flip flops," thongs, bedroom slippers, etc. are not allowed on campus. Athletic shoes must be worn for P.E. class. (4) Tattoos and jewelry in pierced body parts (other than female earrings) can result in expulsion. (5) Inappropriate accessories such as wallet chains, dog collars, studded gloves, skulls, etc. are prohibited. (6) Girls may dye their hair if the coloring is subtle and close to the student's natural color. Unusual hairstyles that draw attention to the wearer are prohibited. (7) Boys hair must not cover the eyes. Boy's will be sent home until they have corrected this problem. (8) At awards events, boys must wear dress slacks with shirt and tie or a collarless dress shirt. No jeans. Girls' dresses must be modest and meet dress code. Violators will not receive awards publicly and will be assigned detention. (9) All athletes will wear the school's official athletic travel attire when traveling to and from "away" games. (10) Hats must be worn with the bill facing forward.

Dress Code Consequences

- (1) First violation will result in detention and notification to parents.
- (2) Second violation will result in suspension.
- (3) Third violation will result in suspension and referral to school board for additional action, up to and including expulsion. **The administration reserves the right to determine if clothing meets the dress code.**

Dress Code

This dress code is not all-inclusive; any situation not specifically covered herein will be resolved by the administration in accordance with the general intent and purpose of the code.

Detention Policy

(1) If a student does not follow a school or classroom rule, he or she will be issued a Detention notice that must be signed by the student's parent. Failure to return the signed slip and/or appear for detention will result in an additional detention. (2) The first three detentions will be served during lunch, and subsequent detentions will be served after school and/or Saturday. Multiple after-school detentions will result in administrative discipline up to and including suspension/expulsion. (3) Students must return the signed detention slip to the issuing teacher.

Bus Rules

(1) Only water is allowed on the bus. No food, other beverages, candy, or gum, is allowed. (2) Infractions of a serious nature i.e. inappropriate language, not remaining seated while the bus is in motion, disruptive noise, throwing items out the window, or touching/hitting other students inappropriately could result in suspension of bus riding privileges or further disciplinary action: (a) the first offense will be a verbal warning from the Director of Transportation. (b) The second offense will be a written notice from the School Administrator that will need to be reviewed and signed by the student's parents. (c) The third offense (depending on the severity of the offense) will include a written notice and/or detention/suspension of bus privileges. Parents will be notified when any action is taken. (3) **Riding the bus is a privilege.** All students are expected to be obedient and respectful on the bus to keep that privilege. (4) These rules do not cover every possible situation. The bus driver has the legal authority to make decisions to ensure the safety and comfort of passengers.

Closing of School

The local radio stations will carry all school closing announcements due to inclement weather or other emergencies. When it becomes necessary to dismiss during the regular school day, announcements will be made at once via radio. Parents may also contact the school office.

Emergency and Fire Drills

Fire drills, as required by law, will be held at regular intervals. Such practice is important and should be approached seriously. Specific instructions for evacuation of the building will be given to the students by their teacher. Students will leave the room immediately on signal. There must be minimal conversation.

Lines should be kept well organized and moving rapidly. The first student out of a door should step aside and hold the door open for those that follow.

Fundraisers

There are two major fundraisers at J.S.C.S. (1) The Lightning Card sales are sold in the fall for the following calendar year. (2) In the spring, J.S.C.S. holds its Annual Spaghetti Dinner, Talent Show, and Silent/Live Auction.

Ren Web

Ren Web is an internet based school management system that embraces the various needs of administration, staff, teachers, students and parents. It is a private and secure website that will allow you to see complete information specific to your child, while protecting your child’s information from others. You will need an internet capable computer to view this information. This is a great tool to improve your children’s academic development as well as communication at school and at home.

This handbook is intended to be a guideline. The administration reserves the right to make final decisions regarding each situation.

Grading System

The grading system to be used is the following:

93-100 A	80-82 B-	67-69 D +
90-92 A-	77-79 C+	63-66 D
87-89 B+	73-76 C	60-62 D-
83-86 B	70-72 C-	

Honor Roll Qualifications: Principal’s Honor Roll - GPA of 3.7-4.0 nothing lower than a B-. Honor Roll - GPA of 3.3 - 3.69 nothing lower than a C-.

Students must be enrolled 25 days to receive a grade card for the quarter.

**Important Days
(Underlined days no school)**

- Aug. 23 First Day of School
- Nov. 4 Parent Conference
- Nov. 12 Staff Development
- Nov. 18 & 19 ACSI Conference
- Jan. 24 Parent Conference
- March 11 Staff Development
- Apr. 4-7 SAT Testing
- Apr.29 1/2Day, Out @ 12:00
- Apr. 29 Spaghetti Dinner
- May 2, 3&5 Re-enrollment
- June 7 Last Day of School 1/2 Day
- June 7 Kind. Grad. 8:30-9:30
- June 7 High School Graduation
- June 8 5th & 8th Promotion

Holidays (No School)

- Sept. 6 Labor Day
- Nov. 11 Veteran’s Day
- Nov. 24-26 Thanksgiving Break
- Dec. 20 – 31 Christmas Break
- Jan. 17 Martin L. King Jr. Day
- Feb. 18 Lincoln’s Birthday
- Feb. 21 President’s Day
- Apr. 18-22 Easter Break
- May 30 Memorial Day
- Semesters**
- First Quarter Aug. 23 - Oct 22
- Second Quarter Oct. 25 - Jan. 14
- Third Quarter Jan. 17 - March 25
- Fourth Quarter March 28 -June 7
- School Hours**
- Elementary 8:00 am - 3:00 pm
- Jr. High 7:50 am - 2:50 pm
- Sr. High 7:45am – 2:25pm

SECONDARY CLASS SCHEDULE

Jr. High	
M/T/Th/F	
Period	Time
1 st	7:50-8:40
2 nd	8:45-9:35
Break	9:35-9:50
3 rd	9:50-10:40
4 th	10:45-11:35
Lunch	11:35-12:05
5 th	12:05-1:00
6 th	1:05-1:55
7 th	2:00-2:50

WEDNESDAY SCHEDULE

Period	Time
1 st	7:50-8:40
2 nd	8:45-9:25
Break	9:25-9:40
3 rd	9:40-10:20
4 th	10:25-11:05
Lunch	11:26-12:08
Chapel	11:45-12:20
5 th	12:25-1:10
6 th	1:15-2:00
7 th	2:05-2:50