



Parent / Student Handbook

Junior High & High School

2025 / 2026

1128 S Reed Ave
Reedley CA 93654
Phone: (559) 638-2529
Fax: (559) 638-7030
www.immanuelschools.com

Our interactive table of contents allows you to quickly access specific areas of our Parent/Student Handbook.

Click an entry to jump to that area.

TABLE OF CONTENTS

GENERAL INFORMATION

Confession of Faith
Philosophy
History
Student Learning Objectives
Accreditation
Memberships
Traditions
Governing Board
Faculty
Admission Policy
Biblical-Morality Policy
Grievance Policy
Board of Trustees
Administration
Directors
Faculty
Support Staff
District Calendar
Bell Schedule
Foggy Day Information
Tuition and Fees
Payment Plan Options
Collection Policies and Fees
Emergency Drills

ACADEMICS

Course Credit Information
Awards and Recognition
Coursework

CODE OF CONDUCT

Guiding Principles
Restorative Discipline
Christian Life and Behavioral Expectations
Immanuel Schools Community Standards
Restorative Discipline Policy
Policies of Nondiscrimination
Attendance Policy
Closed Campus
Student Driver Restrictions
Bus Rules For Passengers

Technology

Dress and Grooming

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

Law Enforcement on Campus

Drug Testing

Weapons

Policy Concerning Interviews of Students by police

Failure to Comply Policy

School Wide Campus Security Precautions

S T U D E N T L I F E

Chapel and Assemblies

Student Organizations

Visitors

Work Permits

A T H L E T I C S

Mission Statement

Philosophy

Immanuel Sports

Athlete's Responsibilities

Sportsmanship (Players & Parents)

Expectations of Citizenship/Attitude (Players & Parents)

CIF Code of Ethics (Players & Parents)

Academic Eligibility Rules

GENERAL INFORMATION



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.



VISION STATEMENT

Relying on God's strength and provision, Immanuel Schools will be known as an exemplary Christian school. Within a distinctive family atmosphere and culture, our devoted and exceptional staff will disciple students to be Christ followers, provide excellent programming with high academic standards, and through a Biblical worldview, inspire students to discern and follow God's calling.

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 in 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. During the summer of 2021, additional portables and a serving kitchen were built on the elementary campus to accommodate 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



SCHOOLWIDE LEARNER GOALS

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 attend chapels with student-led worship and hear Biblically-based teaching from a variety of speakers.
- Students will engage in a schoolwide curriculum that presents the gospel and prepares them to share and defend their faith.
- Students will develop and deepen their understanding of, and relationship with, Jesus Christ through opportunities to spend time in God's Word, reflecting, and praying.
- Students will have opportunities to continually develop a Biblical worldview and apply that worldview in their decision-making.

PROVIDING ACADEMIC EXCELLENCE

- Students will interact with a rigorous and relevant curriculum that creates the opportunity for individualized mastery.
- Students will identify and complete course pathways for Career, College, or University readiness.
- Students will demonstrate critical thinking, self-direction, problem-solving, creativity, collaboration, and technology skills.

ENGAGING STUDENT LIFE

- Students will actively serve the student body and demonstrate a Biblical worldview in and out of the classroom.
- Students will participate in a variety of school programs that enhance student life.
- Students will engage in local and/or global ministry outreach and community service opportunities.
- Students will cultivate a culture of unity rooted in Christ.

BUT THEY WHO WAIT FOR THE LORD SHALL RENEW THEIR STRENGTH;
THEY SHALL MOUNT UP WITH WINGS LIKE EAGLES;
THEY SHALL RUN AND NOT BE WEARY;
THEY SHALL WALK AND NOT FAINT.
ISAIAH 40:31

Accreditation

The High School is accredited by the Western Association of Schools and Colleges. This accreditation extends through June 30, 2030.

Memberships

Immanuel has membership in the California Interscholastic Federation (CIF), California Scholastic Federation (CSF), and is a member of the Tri-County Conference (TCC).

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 thy 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 thy 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 the four membership churches. The membership churches consist of the Mennonite Brethren Church of Reedley, California, the Mennonite Brethren Church of Dinuba, California (New Life Community), Mennonite Brethren Church of Kingsburg, California (New Hope), and Grace Church of the Valley of Kingsburg. Two of these churches, Reedley Mennonite Brethren and New Life Community, Dinuba, are the founding churches. The Board also has the ability to appoint three at large Board members. 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 against 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.

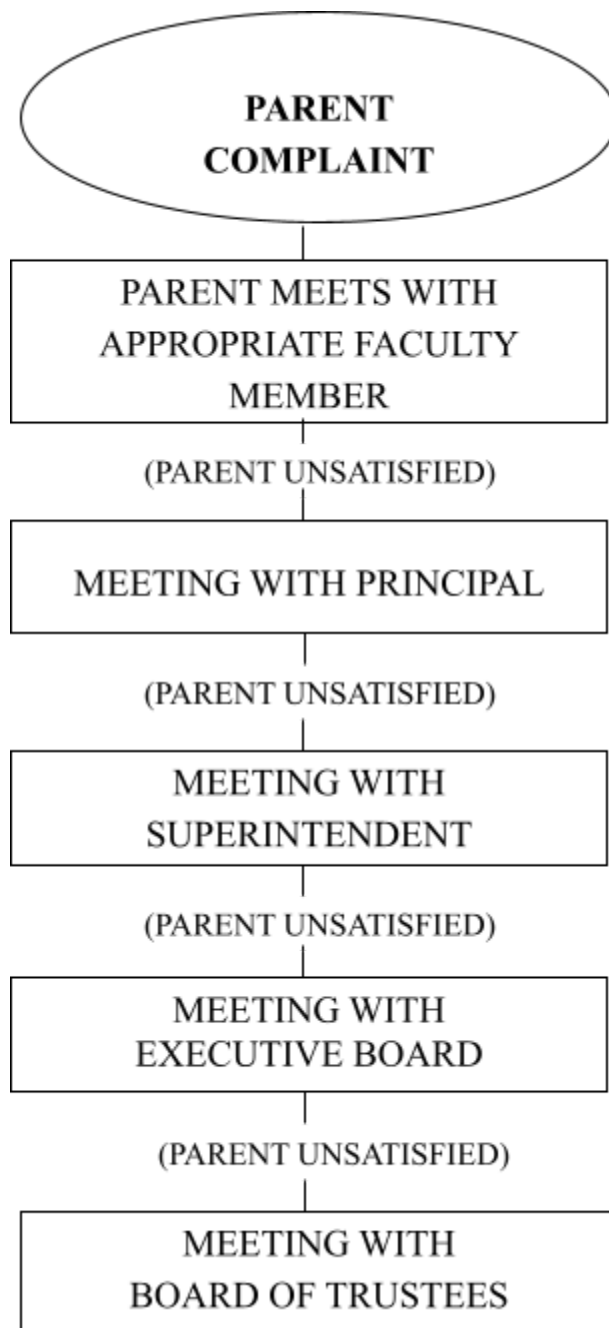
All students must be convinced that they want to attend Immanuel Schools and agree to honestly and wholeheartedly apply themselves to "study to show [themselves] approved unto God." (2 Timothy 2:15, KJV). They must also agree to be courteous and respectful to their peers, staff, faculty, and other daily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

Phil Bartel – Chairman	At-Large
Dustin Pauls – Vice Chairman	Reedley Mennonite Brethren Church
Michael Reimer – Secretary	Reedley Mennonite Brethren Church
Paul Davison – Treasurer	Reedley Mennonite Brethren Church
John Migliazzo	Reedley Mennonite Brethren Church
Nori Naylor	New Life Dinuba
Jeff Merritt	Reedley Mennonite Brethren Church
Ken Harvey	Grace Church of the Valley
Kyle Jackson	Grace Church of the Valley
Larry Jost	Hope Kingsburg Church

Administration

Ryan Wood Superintendent	rwood@immanuelschools.com
Andy Souza Chief Financial Officer	asouza@immanuelschools.com
Phil Goertzen High School Principal	pgoertzen@immanuelschools.com
Brad Krause Jr. High School Principal, Director of Curriculum & Instruction	bradkrause@immanuelschools.com

Directors

Matt Bartel

Director of Technology

mbartel@immanuelschools.com

Brian Bohner

Director of Counseling Services

bbohner@immanuelschools.com

Mirelle Garza

Director of HS/JH Activities & JH Athletic Director

mgarza@immanuelschools.com

Scott Friesen

Director of Operations

sfriesen@immanuelschools.com

Amy Henderson

Executive Director of Marketing & Admissions

amyhenderson@immanuelschools.com

Josh Henderson

Associate Athletics Director & Head Football Coach

jhenderson@immanuelschools.com

Leslie Leibee

Director of Food Services

lleibee@immanuelschools.com

Aaron Shackelford

Director of Development

aschkelford@immanuelschools.com

Chris Stevens

Director of Athletics

cstevens@immanuelschools.com

Tanya Sullivan

Director of Intervention

tsullivan@immanuelschools.com

Elizabeth Vera

Director of Business Services

evera@immanuelschools.com

Faculty

Lauren Ardavanis

Jr. High & High School History

lardavanis@immanuelschools.com

Heidi Ayers

H.S. English

hayers@immanuelschools.com

Edgar Baltazar

H.S. Spanish 3 / 8th grade Bible

ebaltazar@immanuelschools.com

Faculty(Continued)

Peyton Bell Jr. High & H.S. English	pbell@immanuelschools.com
Todd Brown Freshman Readiness / Strength & Conditioning	tbrown@immanuelschools.com
Cristi Chang H.S. English	cchang@immanuelschools.com
Karin Deaver H.S. Math	kdeaver@immanuelschools.com
Tracy Decker Jr. High & H.S. Interior Design & Drafting	tdecker@immanuelschools.com
Alyssa DenHartog Jr. High & H.S. Math	adenhartog@immanuelschools.com
Bekah Faust Jr. High Science /H.S. Science	bfaust@immanuelschools.com
Coleen Friesen Jr. High & H.S. Intervention / AGP / PASS	cfriesen@immanuelschools.com
Lauren Gilmore Jr. High English	lgilmore@immanuelschools.com
Jason Gossenberger Jr. High & H.S. Bible / Campus Chaplain	jgossenberger@immanuelschools.com
Brittany Henderson Jr. High Physical Education	bhenderson@immanuelschools.com
Jacob Henderson H.S. Strength & Conditioning	jacobhenderson@immanuelschools.com
Joseph Ibanez Jr. High & H.S. Industrial Arts, H.S. Metal / Auto Shop	jibanez@immanuelschools.com
Justina Johnson H.S. Science	jjohnson@immanuelschools.com
Brooke Kircher Jr. High Math	bkircher@immanuelschools.com

Faculty (continued)

Don Knaak H.S. Bible	dknaak@immanuelschools.com
Loren LeBeau H.S. Bible	llebeau@immanuelschools.com
Luis Luna H.S. American Sign Language	lluna@immanuelschools.com
Jeff March Jr. High Bible, Jr. High Media Productions	jmarch@immanuelschools.com
Josh Merritt Jr. High & H.S. Choir/Drama, Worship Fundamentals/Video	jmerritt@immanuelschools.com
Erin Nelson Jr. High & H.S. Science	enelson@immanuelschools.com
Erin Ramming H.S. Math & Physics	eramming@immanuelschools.com
Kimberly Rogers Jr. High History, H.S. Social Science	kimrogers@immanuelschools.com
Jennifer Ross Sports Med Teacher / Sports Trainer	jross@immanuelschools.com
Elisa Sonksen H.S. Ag, FFA Advisor	esonksen@immanuelschools.com
Cole Sorensen H.S. Social Science, AP US History	csorensen@immanuelschools.com
Luke Thomas H.S. Bible, AP World History	lthomas@immanuelschools.com
Deniele VanLeeuwen Jr. High & H.S. Art, Yearbook	dvanleeuwen@immanuelschools.com
Audrey Viveros High School Spanish 1 & 2	aviveros@immanuelschools.com
Sabrina Winslow Jr. High Foods & Cooking, H.S. Culinary Arts	swinslow@immanuelschools.com
Brooklyn Young Jr. High & H.S. Ag, FFA Advisor	byoung@immanuelschools.com

Support Staff

Robyn Bernardoni

Admissions Office Assistant

rbernardoni@immanuelschools.com

Kathy Burnham

JH & HS Library Services

kburnham@immanuelschools.com

Ashley Burns

Assistant to A.D.

aburns@immanuelschools.com

Charee Cavazos

Cashier

ccavazos@immanuelschools.com

Angela Dostal

H.S. Intervention Aide

adostal@immanuelschools.com

Floyd Hagar

Security

fhagar@immanuelschools.com

Janelle Hernandez

Bookkeeper

jhernandez@immanuelschools.com

Tevita Lalahi

Groundskeeper

tlalahi@immanuelschools.com

Sherin Lyon

Jr. High & H.S. SOAR Aide

slyon@immanuelschools.com

Dennis Marzek

Food Services

dennismarzek@immanuelschools.com

Dalaina Masterson

Registrar

dmasterson@immanuelschools.com

Leah Peters

Cashier

lpeters@immanuelschools.com

Robin Reeves

Executive Administrative Assistant

rreeves@immanuelschools.com

Kathie Sakamoto

Cashier

ksakamoto@immanuelschools.com

Ericka Solorio

Jr. High & H.S. Principal's Assistant

esolorio@immanuelschools.com

Corinne Stevens

Jr. High & H.S. Student Services

corinnestevens@immanuelschools.com

Support Staff (Continued)

Megan Thomas

Assistant to the Performing Arts Director's

mthomas@immanuelschools.com

Katelyn Thiesen

Jr. High Intervention Aide

kthiesen@immanuelschools.com

Julie Torres

Communications

jtorres@immanuelschools.com

Robyn Torres

School Nurse

rtorres@immanuelschools.com

District Calendar

IMMANUEL SCHOOLS 2025 - 2026

1st Day of School is August 13th

August 2025

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						13

September 2025

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				
						21

October 2025

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	
						23

November 2025

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						14

Thanksgiving Break is Nov 25th-Nov 29th

December 2025

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			
						15

Christmas Break is December 23rd-Jan 3th

January 2026

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
						19

Return to School on January 5th

February 2026

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
						18

March 2026

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				20

Easter Break is March 30-April 3rd

April 2026

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		18

Easter Break is March 30-April 3rd

May 2026

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
						19

Last Day of School is May 28th

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

Important Dates

Aug 13	First Day of School
May 28	Last Day of School
	Kindergarten Celebration
	6th Grade Recognition & Salute
	Jr. High Promotion @ Immanuel
May 29	High School Graduation

Total School Days:

Total Days 1st Semester:	86
Total Days 2nd Semester:	94
Total School Days:	180
Total Days:	185

Grading Periods

Grades 7 - 12	6 week	September 19
	12 week	October 31
	End of 1st Semester	December 19
	6 week	February 13
	12 week	March 27
Elementary	End of 2nd Semester	May 28
	Trimester 1 ends:	November 7
	Trimester 2 ends:	February 20
	Trimester 3 ends:	May 28

Holidays

Sep 1	Labor Day
Nov 11	Veterans Day
Nov 24-28	Thanksgiving Vacation
Dec 22-Jan 2	Christmas Vacation
Jan 19	Martin Luther King Jr. Day
Feb 9	Lincoln's Birthday
Feb 16	Presidents' Day
Mar 30 - April 3	Easter Vacation
May 25	Memorial Day

Bell Schedule

2025-2026 Bell Schedules High School and Junior High School



MONDAY	TUESDAY	WEDNESDAY
1.....8:00 - 8:49	1.....8:00 - 8:59	5.....8:00 - 9:04
2.....8:53 - 9:37	Chapel.....9:04 - 9:44	6.....9:09 - 10:09
Break.....9:37 - 9:47	Break.....9:44 - 9:54	Break.....10:09 - 10:24
3.....9:52 - 10:36	2.....9:59 - 10:51	2.....10:29 - 11:29
4.....10:40 - 11:24	3.....10:56 - 11:48	IFT.....11:34 - 12:14
5.....11:28 - 12:12	Lunch.....11:48 - 12:28	Lunch.....12:14 - 12:54
Lunch.....12:12- 12:52	4.....12:33 - 1:29	3.....12:59 - 2:00
6.....12:57 - 1:41	7.....1:34 - 2:30	Flex.....2:00 - 2:30
7.....1:46 - 2:30	Flex.....2:30 - 3:00	Staff Meeting.....2:40 - 3:30
Flex.....2:30 - 3:00		
THURSDAY	FRIDAY	
1.....8:00 - 8:59	1.....8:00 - 8:49	
Chapel.....9:04 - 9:44	2.....8:53-9:36	
Break.....9:44 - 9:54	Break.....9:36-9:51	
4.....9:59 - 10:51	3.....9:56 - 10:39	
5.....10:56 - 11:48	4.....10:43-11:26	
Lunch.....11:48 - 12:28	5.....11:30 - 12:13	
6.....12:33 - 1:29	Lunch.....12:13-12:53	
7.....1:34 - 2:30	6.....12:58 - 1:41	
Flex.....2:30 - 3:00	7.....1:46-2:30	
	Flex.....2:30 - 3:00	



Foggy Day Information

Foggy day schedules will be called by 6:00 AM. Check <http://immanuelschools.com>, <http://abc30.com/fog>, or Channel 30 to see which plan we are on.

- Plan A
 - Morning buses - 2 hour delay
 - Classes begin at 10:00 AM
 - 30 min. lunch
 - 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 (Cold lunch options are available during break)
 - 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 (Cold lunch options are available during break)
 - Afternoon buses run at normal times
- Plan D
 - Classes canceled



Foggy Bell Schedules

High School & Junior High - Plan A

Monday	Tuesday	Wednesday	Thursday	Friday
1.....10:00-10:35	1.....10:00-10:50	5.....10:00-11:04	1.....10:00-10:50	1.....10:00-10:35
2.....10:40-11:14	2.....10:55-11:45	6.....11:09-12:12	4.....10:55-11:45	2.....10:40-11:14
3.....11:19-11:53	3.....11:50-12:40	Break.....12:12-12:42	5.....11:50-12:40	3.....11:19-11:53
4.....11:58-12:32	Break.....12:40-1:10	2.....12:47-1:50	Break.....12:40-1:10	4.....11:58-12:32
Break.....12:32-1:02	4.....1:15-2:05	3.....1:55-3:00	6.....1:15-2:05	Break.....12:32-1:02
5.....1:07-1:41	7.....2:10-3:00		7.....2:10-3:00	5.....1:07-1:41
6.....1:46-2:20				6.....1:46-2:20
7.....2:25-3:00				7.....2:25-3:00

High School & Junior High - Plan B & C

Monday	Tuesday	Wednesday	Thursday	Friday
1.....11:00-11:29	1.....11:00-11:42	5.....11:00-11:54	1.....11:00-11:42	1.....11:00-11:29
2.....11:33-12:02	2.....11:46-12:28	6.....11:58-12:51	4.....11:46-12:28	2.....11:33-12:02
3.....12:06-12:34	Break.....12:28-12:43	Break.....12:51-1:06	Break.....12:28-12:43	3.....12:06-12:34
Break.....12:34-12:49	3.....12:47-1:29	2.....1:10-2:03	5.....12:47-1:29	Break.....12:34-12:49
4.....12:53-1:21	4.....1:33-2:15	3.....2:07-3:00	6.....1:33-2:15	4.....12:53-1:21
5.....1:25-1:54	7.....2:19-3:00		7.....2:19-3:00	5.....1:25-1:54
6.....1:58-2:27				6.....1:58-2:27
7.....2:31-3:00				7.....2:31-3:00

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 Student Tuition

Annual High School 9 th – 12 th Grades	The first month's tuition payment is due for all students by July 1 st to secure their enrollment	\$13,170
Annual Junior High School 7 th – 8 th Grades	The first month's tuition payment is due for all students by July 1 st to secure their enrollment	\$10,980
Annual Elementary School K – 6 th Grades	The first month's tuition payment is due for all students by July 1 st to secure their enrollment	\$9,935

Elementary Activity Fee	\$150
Elementary Curriculum Fee	\$150
7th Grade Class Fee	\$275
8th Grade Class Fee	\$275
9th Grade Class Fee	\$275
10th Grade Class Fee	\$300
11th Grade Class Fee	\$325
12th Grade Class Fee	\$575
Transportation Fee K-12th Grades Bus Service for 1 rider	\$1,000
Transportation Fee K-12th Grades Bus Service for 2+ riders in the same household	\$1,250

*Class Fees do not include fees associated with athletics, electives, AP classes, performing arts, and FFA.

Tuition Discounts (*must meet eligibility requirements*)

Pastoral Tuition Discount	Contact the business office for program and eligibility details.	50% of Tuition
MB Church Member Tuition Discount	Contact the MB Church office for program and eligibility details. This discount only applies to High School students.	\$650
Flex Rate Assistance	Apply online online.factsmgt.com	Will vary based on Financial Need – Maximum 50% of Tuition

Part-time student policy

Immanuel welcomes part-time students and works with parents to ensure 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 billing and payments and facilitate financial aid assessments. Automatic payments are a requirement for financial accounts. Families who wish to switch to a different payment plan for the upcoming school year must contact the business office prior to July 1.

Annual	Tuition payment is due for all students by July 1 st to secure their enrollment.
Semi- Annual	Tuition payment is due for all students by July 1 st to secure their enrollment.
Monthly	<p>First month's tuition payment is due for all students by July 1 st to secure their enrollment. Families with a monthly payment plan can choose a payment plan that ends in May or *June based on the needs of your budget.</p> <p>*SENIORS (12th grade) cannot have a 12 month payment plan. They must have their accounts paid in full by May 15th .</p>

FACTS payment reminders will be communicated to families based on their correspondence choices. Please choose the correspondence method that best suits your lifestyle (email, text message or both). A \$25 late fee will be charged on all late payments.

Late Enrollment

A student who enrolls after the start of school (September or later) shall pay the full amount of tuition due for that month if their start date is anytime between the 1st through the 15th of that month. A student who enrolls after the start of school (September or later) shall pay one half the amount of tuition due for that month if their start date is anytime between the 16th through the last day of that month. The full amount of tuition, regardless of the start date, is due for a student who enrolls in August.

Early Withdrawal

A student who withdraws after August 1st, will receive a full refund of paid bus fees and a **refund of paid tuition and class fees less an administrative fee equal to one month's tuition.**

A student who withdraws after the school year has begun will be charged tuition and bus fees (if enrolled in bus service) for the full month of their last day attended. Tuition, class fees, and bus fees for the subsequent months of that school year will be reversed/refunded. Incidental fees will not be reversed/refunded.

COLLECTION POLICIES AND FEES

In the event that an account becomes past due, the account holder will be contacted by FACTS management. If the account is still past due after two more payment draft attempts, the account holder will be contacted by the business office in an effort to:

- Bring the account current by accepting another form of payment in the office
- Review the account issues and create a special payment agreement

Failure to comply with one of these options, shall at the election of Immanuel Schools, result 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 reenrollment. 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.

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.

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 serving 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	The student excels in all areas, going above and beyond course requirements. Student shows a full and in-depth understanding of the subject and is very clear in portraying it in their work.
B+/B/B-	80 – 89	3	The student puts in the required time and energy to complete course requirements. They are able to show a good understanding of the subject and can portray it clearly in their work.
C+/C/C-	70 - 79	2	The student is meeting minimum course requirements. There is some understanding of the subject and it is fairly clear in their work.
D+/D/D-	60 - 69	1	The student is nearly meeting minimum course requirements. They are showing only a small amount of growth in the subject. Their learning is often unclear in their work and is often unfinished.
F	Below 60	0	The student is showing little or no understanding of the subject matter. Evidence of meeting minimum requirements is lacking. Work is not turned in or it is often unfinished.
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 courses earn extra quality points in grade point average calculations for grades of “C” or higher: Honors, advanced placement, and college transfer level courses (three unit minimum).

Following each six weeks of school, a report card will be available on FACTS Family Portal. 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 Biology: complete chemistry and biology with a 3.5 average

For students seeking AP enrollment under special circumstances, administration approval will be required.

Dual Enrollment (DE) / Dual Credit (DC)

Dual enrollment and dual credit courses provide a college-level course that allows students to earn college-level credits while being enrolled in high school. Dual enrollment courses are done in conjunction with a variety of higher educational institutions (i.e., Colorado Christian University, Grand Canyon University). Typically, the dual enrollment classes are limited to juniors and seniors. Each institution determines student eligibility for dual enrollment. Students enrolling in our dual credit Pre-Calculus (MAT 115) or dual credit Calculus (MAT 141) courses must have earned a “B” in Algebra II or in Pre-Calc/Adv. Math. For a list of potential dual enrollment and dual credit courses, please see the Counseling department.

Office/Teacher Aides/Study Hall

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: office/teacher aide, or study hall.

Internship

Seniors have the option to participate in Internship. A letter grade and will be assigned by their supervisor. Students must secure their own Internship placement. Students interested in this option must receive approval from the counselor.

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 the Immanuel administration.

Credit Recovery

All credit recovery courses and programs must be reviewed and approved by the counseling department and school administration. Students must follow the process to gain approval in advance of taking any credit recovery courses. Credit recovery courses, at the discretion of school administration, may be used to recover credits lost due to transcript incompatibilities, when necessary to achieve high school graduation, qualify for college admission, or meet NCAA/NAIA eligibility requirements. Original credit, through Immanuel High School or a student’s previous high school, must have been attempted first.

Students who meet the following criteria may be approved for additional credit recovery options:

1. Students with documented learning plans approved by Immanuel’s intervention program.
2. International students on U.S. visas, or foreign-born students, with non-transferable credits from their home country.
3. Students facing a documented language barrier.

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. athletics, field trips, school events, student government, homecoming queen, etc.) a student cannot be failing in more than one class and must maintain a 2.0 GPA. Each grading period 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 (GPA) through the final semester of his/her senior year and has been a full-time student at Immanuel High School (IHS) for his/her junior and senior years will be declared the valedictorian.

Quality points (additional grade points added to any grade C or higher in specific courses) can be earned and will be included in the weighted GPA calculation. The courses eligible for quality points are as follows: 1) AP courses in which the student completes the course, 2) Any dual-credit high school/college course taken at IHS, and 3) Any dual-credit high school/college course taken at an accredited post-secondary institution.

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 hi 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 Awards

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. 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 the 8th-grade Promotion Ceremony.

Coursework

Immanuel Junior High and Immanuel High School

FACTS

FACTS 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 FACTS 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 FACTS. 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, using Artificial Intelligence (AI) programs, copying from others or letting others copy from you, in partial or whole; 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.

Student and Parent Commitment / Pledge of Support

Student Commitment

Immanuel Schools is a private Christian institution that seeks to provide a positive Christ-centered atmosphere in which students are nurtured to maturity and challenged academically and spiritually. It is therefore important to determine acceptable guidelines for the behavior and lifestyle of its students, and that those students understand and support the purpose and programs of Immanuel Schools. Enrollment is considered probationary for all students, with all students (grades K-12) agreeing with and signing the Student Pledge of Support.

1. I have read the current Immanuel Handbook for Parents and Students (available online at www.immanuelschools.com).
2. I understand that Immanuel is a Christian school that follows God's principles. I will do my best to adhere to the Immanuel standards and Christian ethics as described in the Student Handbook, both in attitude and in 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.
3. I commit to attend all school-sponsored retreats, field trips or other activities deemed necessary by the school.
4. I will control my tongue and avoid profanity, lying and gossip.
5. I will not use tobacco, vaping products, alcohol, or illegal drugs.
6. I will not engage in any inappropriate public displays of physical affection.
7. I will develop discretion in all my listening, reading and viewing habits (Internet, music, books, movies, television, and social media, etc.).
8. I will respect and interact with my fellow students and my teachers in a way that will honor the Lord.
9. I understand that admission to Immanuel Schools is a privilege, not a right, and that any behavior, on or off campus, inconsistent with Immanuel standards could result in the loss of privileges associated with enrollment.
10. I will do my best in my studies, complete my coursework and strive to be an example of a child of God.
11. I will respect school property and the property of others.

Parental Commitment

1. We hereby affirm that we have read the current Immanuel Schools Handbook for Parents and Students (available online at www.immanuelschools.com), and discussed its policies with our student(s). We certify that we will submit and consent to all governing policies and procedures of Immanuel Schools.
2. We have read, understand, and will adhere to Immanuel Schools' mission statement, philosophy, guiding principles, and [Confession of Faith](#).
3. 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.
4. We as parents understand that we will be responsible for covering any damage to school property caused by our student(s), including but not limited to breakage of windows, abuse of books, etc.
5. We agree to pay the tuition and fees according to the terms of the Financial Agreement. We understand that report cards, transcripts, and diplomas will be withheld if required payments are not made.
6. 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 follow and positively support the expectations and guidelines during the coming school year.
7. 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 coursework.
8. 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.
9. We will support the school by involvement in Parent-Teacher Conferences, Open House, and other school-sponsored meetings and activities.
10. 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.
11. 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.

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 with 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.

Illness Protocol

- If students are ill or have new or worsening symptoms
 - stay home; you can return after 24 hours (non-medicated) symptom free
- Absence policy practices
 - JH/HS - access missed work on Schoology/communicate with teachers

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, 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, by 9:00 am.
- 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.

- 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.
- Students who request to be out for an extended period of time are required to fill out a Pre-Arranged Absence form for approval of the absences. The form can be picked up at the student services desk in the District Office.

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

***A student missing more than 12 class periods per subject area (excused and/or unexcused) per semester may lose credit for that class.**

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 FACTS SIS 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. Students will then report to the supervising adult on duty the day assigned. Junior or Senior students 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.

STUDENT DRIVER RESTRICTIONS

Immanuel Schools requires all student drivers to follow all California Department of Motor Vehicle guidelines and restrictions during school hours, events, and activities. DMV information can be found by clicking [here](#).

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.

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

D. Violation of Bus Rules

Students who are in violation of bus rules and expectations as outlined above will be subject to the following process:

- 1st Infraction - Student will be issued a verbal warning by the bus driver, will apologize, and make it right with the bus driver and other students as necessary.
- 2nd Infraction - Student will be issued a second warning by the bus driver. Incident will be reported to the Transportation Manager and parents will be contacted by the bus driver the following morning to discuss the student's behavior and encourage support and improvement. Consequences may involve the following:
 - Student may be required to sit in the front of the bus temporarily.
- 3rd Infraction (or repeated incidents on consecutive days) - Parents will be contacted by the Transportation Manager and administration will be notified, in which an ensuing consequence will be agreed upon. Consequences may involve one or more of the following:
 - Student being required to sit in the front of the bus for a specified number of days.
 - Assisting with cleaning the bus during student's recess, break, or lunch time (under administrator or staff supervision).
 - Loss of bus privileges for one to three days.
- 4th Infraction (or ongoing violations of bus rules and agreement) - Temporary loss of bus riding privileges. Extent of time will be determined by the student's site administrator and dependent on the restorative discipline process.

Important Notes: Some violations may warrant more immediate action. Administration reserves the right to revoke, temporarily or permanently, a student's bus riding privileges depending on the severity or consistency of the infractions.

In all instances of student infractions, we will follow the restorative discipline process to restore the situation between all parties involved.

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, Chromebooks, and iPads) 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 secrets.
- **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, Google Drive accounts, emails sent or received, cache files, student's files, or printed material.
- **All applications/programs/software 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, laptop, cell phone, computer, Chromebook, smartwatch, tablet, etc.) upon a reasonable suspicion the student has violated the school Code of Conduct or student rules.

Chromebook Student Expectations and Guidelines

Students should:

- Be responsible for Chromebook at ALL times and keep secure in your backpack when not being used. (We highly recommend buying a protective laptop/tablet padded sleeve and not a case for your Chromebook. A case will prevent it from being able to flip open and be used as a free writing tablet.)
- Immediately report technical problems with Chromebook to technology staff (email Daniel Oliver at doliver@immanuelschools.com).
- Bring a charged Chromebook and AC adapter to school everyday.
- Bring earbuds/headphones for use during class when instructed by the teacher.
- Inform technology staff of any communication containing inappropriate, questionable or abusive language or subject matter on any websites.
- Understand consequences will occur if the Chromebook is not available during class time due to lack of being charged or left at home.
- Turn into a teacher or staff member any Chromebook they find left on campus.

Students should NOT:

- Share passwords with anyone other than parents.
- Loan Chromebook to another student for any reason.
- Stack any books or other materials on top of Chromebook.
- Try to bend, poke, or use sharp objects on the Chromebook screen.
- Bump the Chromebook against lockers, walls, doors, car doors, floors, etc.
- Remove or deface identification labels.
- Play games or use Chromebook for anything other than educational purposes while at school.
- Personalize your Chromebook in any way. This includes stickers, labels, drawings, etc. (exception: you MAY add a name label to your charger).
- Try to connect to the internet by breaking through school firewalls, filters, or using VPNs.

Student agrees to the following expectations and guidelines:

- Student Expectations and Guidelines in the Parent/Student Handbook.
- Student Technology Code of Conduct Computer and Internet Use Policy.
- A \$100 yearly Technology Fee will be billed by the business office.
- Replacement of lost or stolen charger will result in a \$25 charge to your student's account.
- Immanuel Schools owns the Chromebook. If the student ceases to be enrolled at Immanuel, the Chromebook and AC adapter will be returned in good condition or the parent will pay the full replacement cost of the Chromebook and/or AC adapter (\$300). Student's accounts will be charged for any piece that is damaged or not returned.
- There is an optional \$25 one-incident prepaid protection fee available to cover potential Chromebook damage and replacement needs. See the Optional

Chromebook Prepaid Protection Fee document for more information (sent via email).

- School-issued email accounts are property of Immanuel and as a result may be subject to inspection at any time. The student should have no expectation of privacy of materials found on a Chromebook or in their school related Google Drive accounts.
- ALL students must use the school-issued Chromebook on campus. Personal laptops or other devices will not be permitted for classroom use without prior approval from the teacher or administration.
- The consequences for misuse or abuse of the Chromebook and/or the online material found on the Chromebook will be determined by administration.
- In no event shall Immanuel be held liable to any claim of damage, negligence, or breach of duty.

Cell Phones

Cell phones are not to be visible or used in any other capacity during class time. If a student uses a cell phone in any capacity or the phone “rings” during class time the teacher will confiscate the phone and give it 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.

Students are NOT allowed to be on phones in the restroom/locker room. This includes taking photos and/or videos. This will result in disciplinary action and is considered unlawful, due to privacy.

In Jr. High, cell phones and earbuds are to be kept off and put away during the entirety of the school day (8:00 am - 2:45 pm), unless permission has been granted by a teacher or supervisor.

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. 1 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 hairstyle 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. Any clothing or accessories containing objectionable words or symbols are not allowed.
- Skin should not be exposed through garments. Garments should not be see-through or show undergarments (including bralettes or sports bras).
- 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.
- Tops must hang below the waist so that, even when both arms are raised, midriff skin is not visible.
- Skirts or shorts (girls and boys) may not be shorter than mid-thigh.
- Leggings, yoga pants, spandex/tights, or other skin-tight joggers/sweatpants are not permitted.
- Students may not wear pajamas or sleepwear.
- Ripped or torn jeans are not allowed if skin is exposed above mid-thigh.
- 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. Students are required to dress according to their biological sex (gender) at birth.
- Exposed body piercings (except pierced ears for girls), facial piercings, gauging, tattoos (temporary or permanent), and other body markings are not permitted. Students who have tattoos prior to enrollment must disclose them to be evaluated by administration and may be required to cover the tattoo. Immanuel students who get a tattoo or piercing while attending the school may be subject to disciplinary action.
- Shoes or sandals must be worn at all times. Slippers are not permitted.
- Hats or caps may not be worn in the chapel.
- As a demonstration of support for Immanuel Schools, all garments, including head coverings, must not be in competition with our school and affiliated sports teams.
- Special dress code regulations will be communicated for events such as Homecoming Week, Banquets, Graduation/Promotion, 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.

<p>DRESS CODE MUST BE FOLLOWED AT ALL TIMES WHILE ON CAMPUS AND WHEN ATTENDING SCHOOL ACTIVITIES, INCLUDING SPORTS SPECTATING.</p>

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

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
- low cut neckline or cleavage
- midriffs showing or cut-out dresses; skin colored linings in cut-outs are not permitted
- 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

Beliefs and Principles

Immanuel Schools believes:

- That all students should experience a personal relationship with Jesus Christ and grow in Christian maturity.
- In responding with love, acceptance, and forgiveness to students who repent of their sins (Luke 17:3-4 NIV).
- That premarital and extramarital sexual intercourse is a sin with significant long-term consequences (1 Corinthians 6:18-20 NIV).
- That abortion is the taking of a life and is not part of God's plan; alternative options that consider the sanctity of life must be considered for premarital pregnancy.
- That both parents, including the father of the baby, share responsibility for the consequences of the pregnancy.
- That all courses addressing family life must emphasize biblical principles regarding relationships, marriage, and sexual behavior.

Policy Guidelines

- An expectant mother or father will be suspended from on-campus attendance when the pregnancy becomes known to the administration.
- Expectant parents may finish their current semester as students but may not be on campus for daily classes.
- Expectant parents may attend school events that are open to the public such as sports games, performances, graduation, etc.
- An Immanuel student cannot be a parent.

Conditions for Continued Enrollment (for the current semester only)

To remain enrolled for the current semester, expectant/unwed students must:

- Acknowledge that premarital sex is a sin and express repentance.
- Commit to abstaining from sexual activity until marriage.
- Avoid promoting a promiscuous lifestyle.
- Adhere to all student behavior expectations.
- Step down from leadership and co-curricular activities as a reflection of accountability.
- Attend weekly counseling sessions for at least six weeks.

Additional Guidelines

- Immanuel Schools does not permit students to bring their children to school during regular school hours.

This policy reflects Immanuel Schools' commitment to upholding biblical values while providing grace, accountability, and support to students facing pregnancy.

Abortion Policy

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

Medications

Parents must complete a Medication At School Form (available in the office) for any medications that are to be given to a child at school. In addition, if the medication is a prescription, a physician's signature and original prescription bottle is required. The Medication At School Form does not need to be filled out for medications previously approved by a parent in FACTS (ibuprofen, tylenol, etc.).

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, Chromebooks, 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 required 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 police

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.

School Wide Campus Security Precautions

Pursuant to state and federal law, Immanuel Schools ("Immanuel") reserves the right to use armed security guards to patrol the school's gates, notify the school's administrators of unauthorized persons, and openly carry a concealed firearm in case of an emergency or incident. This enhanced security program is being implemented by Immanuel, with the objective of maintaining a safe school environment conducive to education. Except in the event of an incident or emergency, the security guards will only be stationed at the school's gates, which are all located within 1,000 feet of the school's property. At no time is any person other than security allowed to openly carry a firearm on Immanuel's property. Please understand that the goal with this initiative is to keep our staff and students safe.

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.immanuelathletics.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), boys wrestling
- 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.

Immanuel Schools Transgender Policy for Athletics

Immanuel Schools, as an organization led by Biblical principles and convictions as included in our MB Confession of Faith ([insert link](#)), is in opposition to student athletes competing in a gender other than their biological gender. The Gender Diverse Youth Sport Inclusivity Toolkit, adopted by CIF (California Interscholastic Federation), is in direct opposition to our Confession of Faith. Addressing the issues that arise for students' safety and competitive equity, Immanuel Schools has adopted the following policy as it relates to athletic competitions for our students.

We will decline to compete against a team in sports, including but not limited to the following sports:

Girls Volleyball

Girls soccer

Tennis

Basketball

Softball

We believe these sports present an imminent risk of harm to female athletes who are required to compete with athletes who are male at birth. Therefore, we will pull our student-athletes from the competition.

Additionally, we are reserving the right to protest the results of any athletic competition which includes any transgender athlete competing in a sport that is not their gender at birth.

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.

TRI-COUNTY CONFERENCE 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 Christian CAVALIERS 5600 W. Tulare Ave Visalia CA 93277	Exeter High School MONARCHS 134 S. E St Exeter CA 93221	Hanford West High School HUSKIES 1150 West Lacey Blvd. Hanford CA 93230
Kerman High School LIONS 205 S. 1st St Kerman, CA 93630	Kingsburg High School VIKINGS 1900 18th Ave	Reedley High School PIRATES 740 W North Ave Reedley CA 93654	Selma High School BEARS 3125 Wright St. Selma CA 93662

	Kingsburg CA 93631		
Sierra Pacific High School GOLDEN BEARS 1259 13th Ave Hanford CA 93230	Washington Union High School PANTHERS 6041 S Elm Ave Fresno CA 93706		

JUNIOR HIGH ATHLETICS - INDEPENDENT:

- For Jr. High Athletic information, please click [here](#).