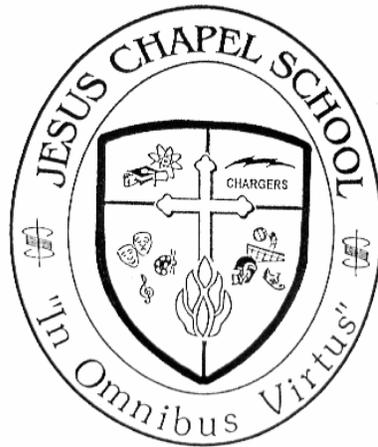


# **Jesus Chapel School**



## **STUDENT HANDBOOK**

**Revision: 2013**

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# ***Introduction***

***“Who We Are”***

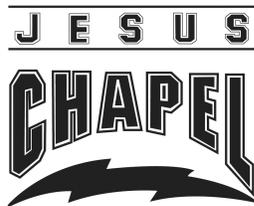
**SCHOOL MASCOT**

**“CHARGERS”**

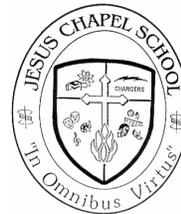
**SCHOOL COLORS**

Royal Blue, Gray , White & Black

**SCHOOL LOGO:**



**SCHOOL SEAL:**



**SCHOOL MOTTO:**

“In Omnibus Virtus”

*“Excellence in All Disciplines”*

**SCHOOL SONG**

**“WE ARE THE CHARGERS”**

We are the Chargers, the Royal Blue and White  
We're charged with love, and we will shine His light.  
For we are filled with His Spirit, His love, and His might.  
Our goal to win will always be: Christ in us for all to see.  
From “Victory to Victory” our team effort will show –  
For all who know the Chargers, know that we will go  
From “Victory to Victory” with Jesus as our guide.  
We are charged with His Spirit – We're His school unified!

***Section I***

***General***

***Information***

## **School Hours are as follows:**

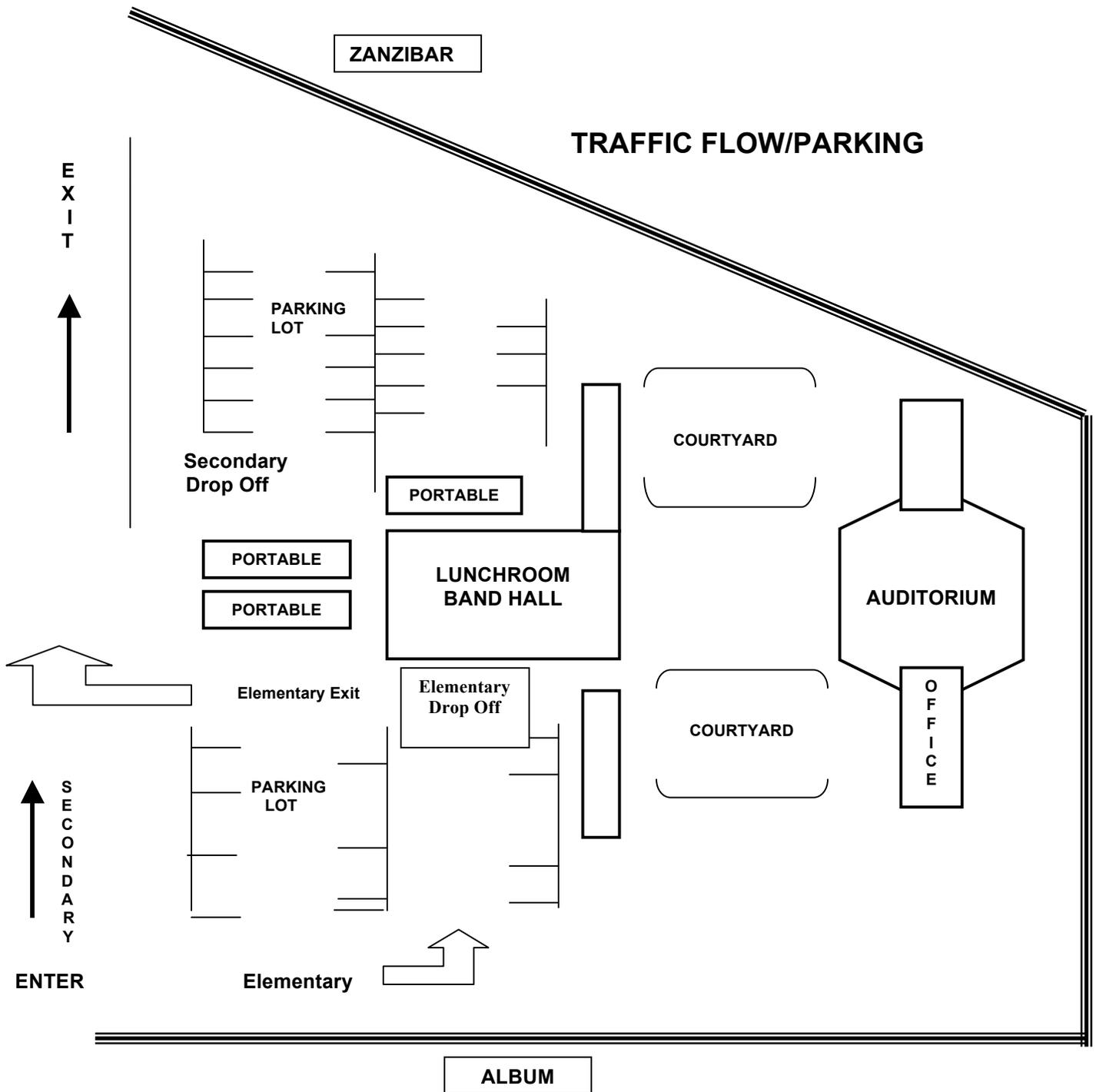
Monday-Thursday 7:55 a.m. - 3:35 p.m.  
Friday 7:55 a.m. - 12:30 p.m.

Upon arrival at school, students may enter the courtyard,  
but may not enter the building until 7:45.  
(On bad weather days the students will be allowed inside earlier.)

**\* Secondary (6<sup>th</sup> – 12<sup>th</sup>) athletics begin at 2:45 p.m.**

## **Lunch is as follows:**

Elementary 11:15 a.m. - 12:00 noon  
6<sup>th</sup>-8<sup>th</sup> 12:05 p.m. – 12:35 p.m.  
9<sup>th</sup>-12<sup>th</sup> 12:40 p.m. – 1:05 p.m.



**ALL VEHICLES WILL ENTER THE PARKING LOT FROM ALBUM AND EXIT ON ZANZIBAR. NO EXCEPTIONS!**

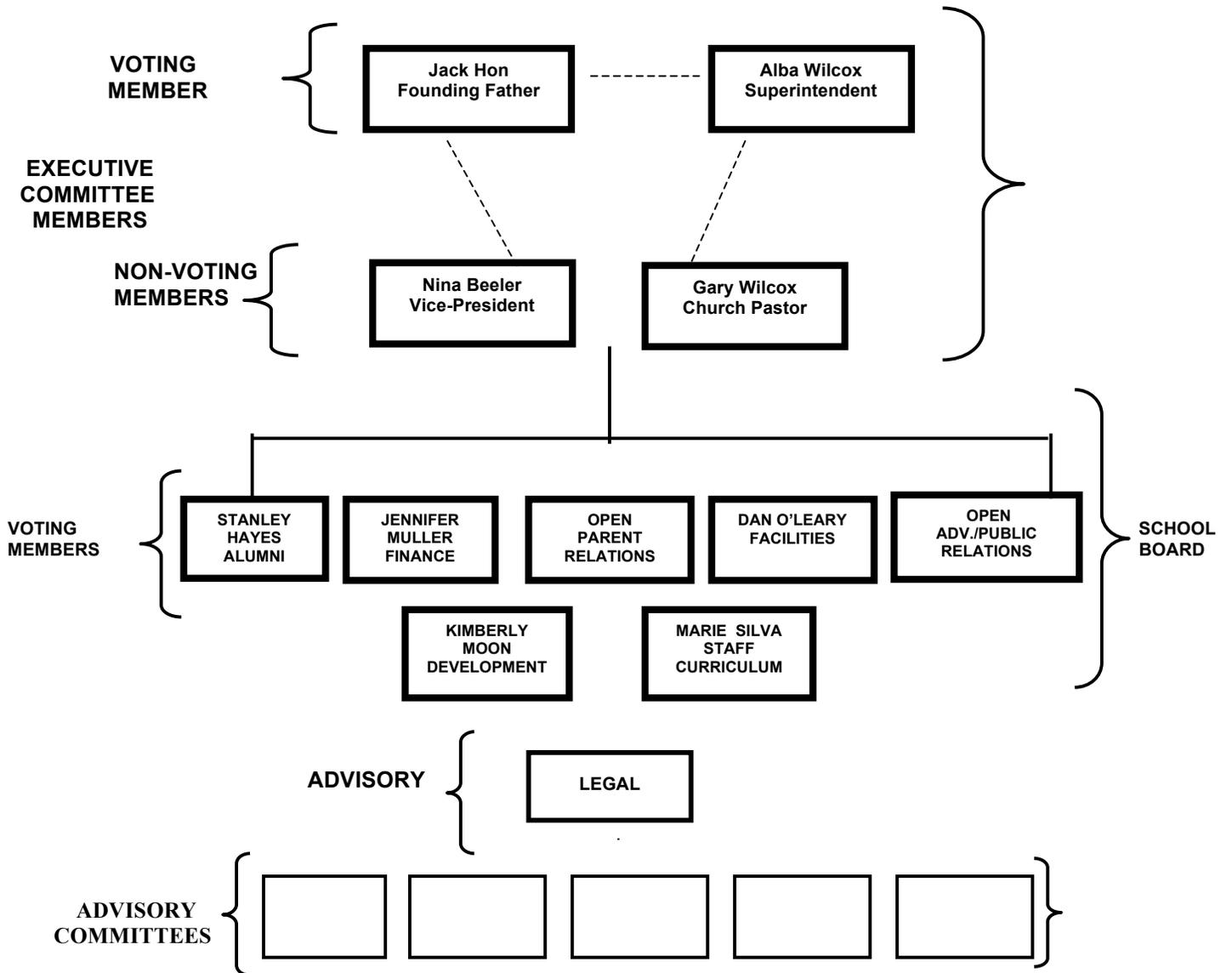
**Elementary parents** enter from Album and immediately turn right and follow arrows to elementary drop off exiting to Zanzibar as indicated on the map. **Secondary Parents** will enter on Album and drive straight past the two portables, pull to the right out of the line of traffic, drop students off, then return to the line of traffic and exit to Zanzibar as shown on map. Students may also be dropped off/picked up on Zanzibar without entering into the parking lot. Any parent having business in the office may park in the front parking lot. **Student drivers** enter from Album and park in the back parking lot, they must exit to Zanzibar. **No one should ever enter the parking lot from Zanzibar for any reason. This is a one way traffic flow from 7:00 a.m.-5:30 p.m. for safety reasons.**

***SECTION II***

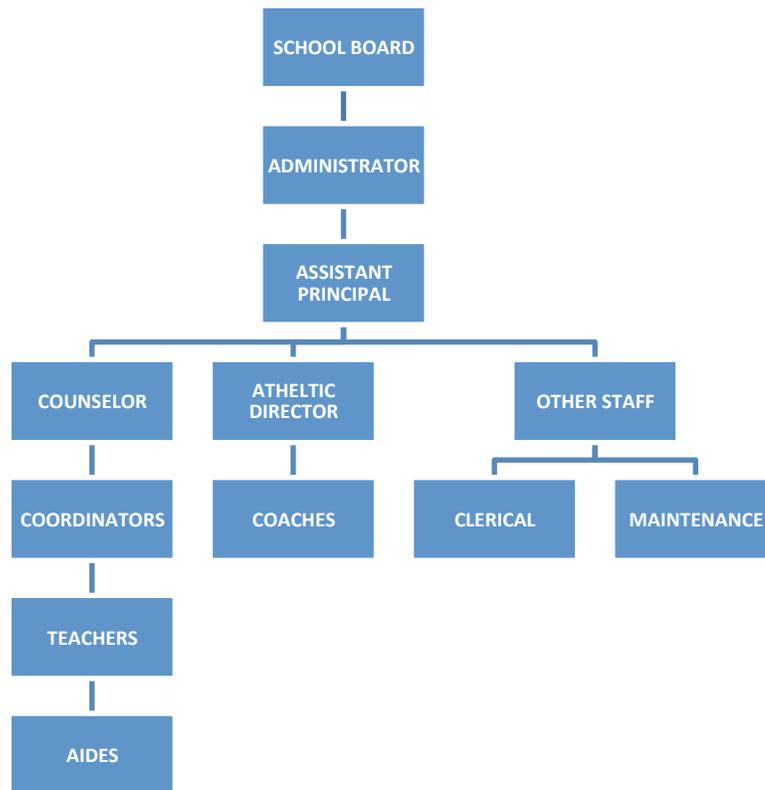
***FOUNDATIONAL***

***DOCUMENTS***

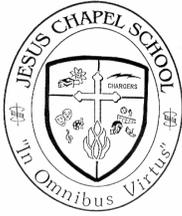
# JESUS CHAPEL SCHOOL GOVERNANCE STRUCTURE



## JESUS CHAPEL SCHOOL ORGANIZATIONAL CHART



When communication regarding questions or problems is needed, parents are asked to address issues according to the chain of command listed in this chart. At whatever level a problem or question develops, the first attempt at resolution should be made with the person at that level. For example, if there is a problem involving an aide, first go to the aide with your questions and attempt a peaceable resolution. If the problem persists, ask for an appointment with the teacher who supervises that aide. Involving the department coordinator would be appropriate if there is still no resolution. The counselor will become involved in the rare instance that no resolution is found prior. If the counselor is unable to resolve the issue, he or she will take it to the administration. Parent should not take their problems straight to the administration unless there is a serious, life-threatening, or criminal situation that requires immediate, protective action.

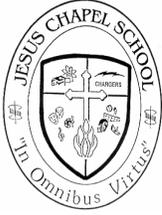


## JESUS CHAPEL SCHOOL STATEMENT OF FAITH

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Jesus Chapel School is a ministry of Restoration Fellowship, and thus, maintains the same doctrinal positions. Teachers must uphold this doctrinal statement, regardless of their own theological position. Teachers who publicly malign our church or doctrinal position will not be allowed to teach at Jesus Chapel School. Students will be taught Charismatic theology in their Bible classes, and in Chapel services.

1. We believe the Bible to be inspired - the only infallible, authoritative Word of God.
2. We believe that there is only one God, eternally existent in three Persons: Father, Son, and Holy Spirit.
3. We believe in the Deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that in order for lost and sinful men to be saved, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the baptism of the Holy Spirit and the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to manifest both the fruit and gifts of the Spirit.
6. We believe in the resurrection of those who know Christ, and those who don't; one to eternal life in heaven, and the other to eternal death in hell.
7. We believe in the two sacraments instituted by the Lord Jesus – water baptism by emersion and the Lord's Supper (Communion). Baptism is a post –salvation picture of our spiritual death, burial, and resurrection. Communion is a remembrance of His body and blood given for us in covenant.
8. We believe in the spiritual unity of all believers under the Lordship of Jesus Christ and that they constitute the Church Universal, His Bride and Body, the Fullness of Him who fills all in all. The local church is a voluntary band of baptized believers gathered together to carry out the Great Commission.
9. We believe in the personal, physical, and imminent return of Jesus Christ to the earth and the consummation of all things.



# Jesus Chapel School

## Statement of Purpose

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There are many different purposes and goals to which a Christian school can aspire. Some schools seek to be active evangelistic outreaches to the community. Others view themselves as “alternative schools” in which students are placed in a sheltered or more disciplined environment. Still other schools have no clear-cut purpose for existence.. Jesus Chapel School realizes that it cannot be all things to all men. We believe that God has equipped us for certain specific ministries and that we function best within that calling. To try to operate outside of the mission to which we are called would be a serious mistake.

Jesus Chapel School is a Christian School serving Christian families training Christian leaders. As such we affirm that:

1. We are an extension of the Christian home, and not a replacement for it. In cooperation with the Christian family, we can reinforce Biblical principles and values.
2. We teach Christian doctrine and are spiritually covered by Restoration Fellowship. Restoration Fellowship is an independent, non-denominational church, which is Charismatic in theology. Our students are introduced to the baptism of the Holy Spirit, the gifts and manifestations of the Holy Spirit, and the Spirit-filled life.
3. We believe in training the whole man: spirit, soul, and body. We believe that a Christian school does not need to sacrifice academic quality in order to minister to spiritual needs. The Apostle Paul’s exhortation to “do all to the glory of God” clearly instructs us that God is worthy of our best efforts in all areas, whether devotional, social, athletic, artistic, or academic. We work for excellence, not for our own glory, in order to raise up a generation of Christian leaders to influence our world.

Through experience, we have found that there are certain situations for which we are not called or equipped.

1. Jesus Chapel School is not a ministry designed for effective evangelism to youth. Our school functions as a place for discipling those who are already Christians. A student who has not already made a real commitment to the Lord will reap few benefits from our approach.
2. We are not a reform school. Students who have been on probation in previous schools, or have had encounters with the law are usually not be accepted as students. In the rare instances that we do enroll them, they are accepted provisionally and mentored, along with their parents.
3. Uncontrollable children or students who have had disciplinary difficulties in previous schools (i.e., difficulty concentrating, difficulty responding to verbal commands) will not be able to function positively in our setting. We do not have staff trained to deal with these specific problems.

4. We are not equipped as a remedial school for those with learning disabilities, nor do we have a program to effectively teach English as a second language. We will, however, accept students with these needs if we feel that they can function sufficiently in a “main stream” program.
5. We are not exclusively a school for the gifted and talented. Because of our size, we are able to offer a solid, basic college preparatory curriculum. There are some advanced electives and extra-curricular activities we are not able to offer. Prospective students should be aware that these are limitations within our curriculum.
6. We are not a public school. We are able to pray in the school, and we exercise that right. Christian conduct is expected of our students both on campus and off-campus. We will not be able to accommodate any parent wishing to send his son or daughter to Jesus Chapel for academic growth without spiritual instruction. We are first and foremost a spiritual training ground and not merely another institution of higher learning.



# Jesus Chapel School

## Mission Statement

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*To join the home and church, in training every student to be complete in Christ by enlightening the understanding, preparing for usefulness and developing their talents.*

- **Enlightening the understanding.....**
  1. To confront students with the truth of the Word of God.
  2. To present God as the Author, Creator and Sustainer of all life.
  3. To challenge students to live for Jesus in view of Eternity.
  4. To encourage students to live life as if all of life is sacred.
  5. To prepare students to proclaim the gospel and defend their faith.
  6. To teach students that all curriculum is relevant, being sourced from God.
  7. To develop students academically to reach their full potential.
  
- **Preparing for usefulness.....**
  1. To teach them how to be an integral part of the school's daily life.
  2. To prepare students to be godly leaders.
  3. To prepare students to make wise decisions.
  4. To help them cultivate attitudes of love and respect.
  5. To give students values to influence their culture, society and time.
  
- **Developing their talents.....**
  1. To assist students to discover, implement and practice their talents.
  2. To prepare students for advanced training.
  3. To help students maximize their gifting and talents.
  4. To encourage students to identify and pursue their calling in Christ.
  5. To provide opportunities of ministry to develop God given talents and ministries.



# **JESUS CHAPEL SCHOOL**

## **STATEMENT OF PHILOSOPHY OF EDUCATION**

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It is the intent of Jesus Chapel School to place the Lordship of Jesus Christ foremost the minds and hearts of its students, parents and staff. Parents are regarded as the God-ordained authority over their children. We believe that they have entrusted those children to Jesus Chapel School for the impartation of a godly heritage.

Jesus Chapel School deals with students as a three part being (body, soul, and spirit) who are created in the image of God for the purpose of relationship with Him. Programs within Jesus Chapel School address the needs of the whole person, training them to become young men and women who are fully prepared for life-success in both this and the 21<sup>st</sup> centuries and have an unshakable love relationship with the Lord Jesus Christ, fully prepared for life-success.

Education for the whole child (body, soul, and spirit) centers on the presence of God without neglecting a strong academic program. Jesus Chapel School invites the presence of God into its classrooms and activities. God's presence is experienced through, a number of ways: exposure to the knowledge of the written Word of God, application of His Word to each child's personality (character training), application of His Word to life situations (wisdom), and the use of the Word to effect change in the earth (power).

The presence of God must be invited and experienced through prayer, praise and worship. In short, Jesus Chapel School must do much more than include Bible memorization as a part of its curriculum. It must impart, through every means available, the resurrection life of the Lord Jesus Christ.

Providing academic and spiritual foundations upon which children may build their lives is no small task. In any classroom there are two agendas, two curriculums. The obvious one is the educational objectives (academic or spiritual), the "things" children learn and skills they develop. The other curriculum that is present in any and every classroom is the teacher herself or himself. The school views staff as the "living" curriculum – life models of character, integrity and morality that will mold the lives of children.

"Academic Excellence" demands knowledgeable, qualified, gifted instructors; the "presence of God" demands teachers who know His voice, His will, His ways, and His love for children. As iron sharpens iron, so the character and life-flow of the teacher has a profound effect upon the life of a child. Therefore, we must provide children with teachers who are both excellent instructors and lovers of God. Nothing or no one less will do.

Teaching and learning never occur in a vacuum. It is the intent of Jesus Chapel School to foster an environment that is conducive to learning, loving and growing. This environment will be one that fosters growth, freedom and curiosity. At the same time, it will promote respect, obedience, mercy, forgiveness, and indeed all of the fruits of the Spirit.

Although Jesus Chapel School accepts students from all church backgrounds, the school emphasizes the uncompromised Word of God, the full release of the Holy Spirit within the school and the freedom of the gifts of the Holy Spirit. This is accomplished by recognizing the rightful place of the Holy Spirit in the life of the believer and the rightful function of His gifts through those who have been baptized in the Holy Spirit. Therefore, Jesus Chapel School leads children into the baptism in the Holy Spirit, and a life that allows His gifts and His character to operate and flow in their lives. The end product are an array of students who evidence a life overflowing with the presence of God, a knowledge and obedience to the Word, sensitivity to the voice of God, and receptivity to the power of God.

It is important that Jesus Chapel School has goals in math, science, social studies and other academic subjects, the fine arts, music, art, physical education and other educational subjects. However, these very necessary goals must have the overarching goals of thinking and living as a genuine Christian – to have a completely God-centered orientation of life, to develop a biblical world view, to create under God a Christian mind. Ultimately, our goal is to bring our students to a point where they are able to see things as God sees them, being able to think God's thoughts after Him. This view must permeate the very life of the school – staff and students. The final outcome is a biblical lifestyle.

One of the keys to having this kind of lifestyle is fostering an inward conformity to Christ. It is having the "mind of Christ" (I Corinthians. 2:16). It is having Christ "formed" in the students (Gal. 4:19). It is to be changed into His "image from glory to glory" (2 Cor.3:18). The goal of every staff person and student is a "spontaneous affinity for everything Christ is." That is, what He loves, our students and staff love. What He endorses, they endorse. What He rejects, they reject. His will is their will. His revulsions and His pleasures become theirs.

*The goal of Jesus Chapel School is to bring every student to a point in his own life where the behavior and actions he chooses are a natural outgrowth of a Spirit-filled heart with its underlying motive to please God.*

***"May our sons flourish in their youth like well-nurtured plants. May our daughters be like graceful pillars, carved to beautify a palace."***

***Psalms 144:12 (NLT)***

## **JESUS CHAPEL SCHOOL STATEMENT OF NONDISCRIMINATION**

Jesus Chapel School admits students, employs faculty, and administrative staff, of any race, color, national or ethnic origin and extends to all persons equal rights, privileges, programs, and activities. This school recognizes it is not able to meet the educational needs of all children; however, it does not discriminate on the basis of color, race, national or ethnic origin in administration of its policies.

*This does not necessarily preclude Jesus Chapel School from establishing such selection criteria and specific prerequisite requirements for participation in its programs, activities, and other services as may be necessary to fulfill the purposes and goals of the school and as would be consistent with sound and reasonable educational practices and the dictates of the Word of God.*

## **ACCREDITATION**

Jesus Chapel School has been accredited by ICAA (International Christian Accrediting Association) for 18 years. It is also accredited by AdvancED. As such, it is recognized by TEPSAC (Texas Private School Accrediting Commission) an arm of Texas Education Agency.

# ***SECTION III***

## ***PARENT INFORMATION***

## **STUDENT ADMISSION AND WITHDRAWAL PROCEDURES**

### **Admission:**

- Submit a complete application with along with a \* \$25 non-refundable application fee and all required documentation. No interviews will be scheduled until all documentation required is provided.
- The school office will call both parents and students to come in for an interview. Elementary interviews will be conducted by elementary teachers and may be joined by assistant principal. Secondary interviews are conducted by the administration.
- Parents will be notified by telephone of acceptance or denial.
- A student's place is not secure until the registration fee has been paid.

\* \$25 application fee will be deducted from the Enrollment Fee if the student enrolls.

Middle school (6-8) transfer students will only be promoted if all core courses were passed the year before applying to Jesus Chapel. Jesus Chapel will not promote a student which was not promoted at the previous school, whether it was a public or private school.

High School transfer students will only receive credit for courses in which credit was given at a previous school.

### **Withdrawal:**

A student will not be allowed to withdraw from school without a "exit conference" with a school administrator.

- Students must be accompanied by a parent or guardian, to the "exit conference".
- All books must be turned in and **ALL OUTSTANDING FEES PAID**.
- There will be no refund for students leaving after the first of the month.
- A withdrawal packet will be given to the family, but no "official transcripts" will be included in the packet.
- The school will forward records to the next school upon receiving a record request.

### **\*Refund Policy:**

Jesus Chapel School's policy on fee reimbursement, as determined by its governing board, is as follows:

Once a student has been formally enrolled at Jesus Chapel School, the parent has entered into a binding contract and is, from that moment, responsible for full payment of all monies due for the enrollment year (both fall and spring semesters). This includes tuition and all related fees as set out in said contract.

Although registration fees are NEVER reimbursable, other adjustments may be made in cases where job transfers occur, severe illness results in long-term inability to honor the contract, or other serious circumstances. The school board will evaluate each circumstance on an individual basis and will extend grace to those in crisis situations.

## **EMERGENCY SITUATIONS / FIRE DRILLS**

Emergency situations will be dealt with in the front office.

Fire drills are practiced and each teacher instructed as to the procedures of quickly and effectively evacuating the buildings.

In the case of a major emergency situation such as a bomb threat, a hostage situation, a campus lock-down or any other city-wide emergency:

- an emergency bulletin would immediately be send to all parents via email and
- an emergency bulletin would be posted on the JCS Edline Home page.

If the campus must be evacuated, for any reason, Album Park and the Rec Center would become the emergency response area.

## **FIELD TRIPS**

Both educational and honor field trips are scheduled by the teachers. Educational excursions are held for the entire class. Honor trips are provided as incentives for those who meet all the minimum requirements.

Although off-campus educational trips are of real enjoyment for the students, they are designed primarily to enrich learning. Teachers may ask students to take notes and complete tests upon returning to school.

Students participating in away-from-school functions are required to obey teachers and appointed leaders in all things. Students are not to leave the group or building in which they have been asked to remain. The dress and appearance of students should be in keeping with the dress code of the school. Any student with inappropriate attire will not be allowed to participate.

Blanket permission slips are signed and notarized either at registration or upon acceptance.

## **FUNDRAISING**

In a response to requests from our parents who were burned out from fund raisers, several years ago, JCS instituted a new plan which allowed us to eliminate school-wide fundraisers and made the process of funding our athletic, fine arts and other non-budgeted school needs such as gas for field trips, extra P.E. equipment, etc, much more equitable in nature. The answer to the dilemma was a Program Fee which is charged as follows:

Elementary (PK – 5 <sup>th</sup> )	\$200/yr
Middle School (6 <sup>th</sup> -8 <sup>th</sup> )	
Non-Athletic	\$250/yr
Athletic	\$400/yr
High School (9 <sup>th</sup> -12 <sup>th</sup> )	
Non-Athletic	\$350/yr
Athletic	\$550/yr

The only organizations which hold fundraisers are: cheerleaders and senior class. Their fundraisers are limited to five for each organization. These organizations are encouraged to hold fundraisers externally of the school population, although some are done specifically to meet certain needs which the school may have, such as sports/cheer camps, t-shirt sales, or special dinners.

## **PARENT / TEACHER FELLOWSHIP (PTF)**

PTF meetings are held to enable parents to come together with school staff in kindred spirit. The meetings will be held on the following dates:

- The **Second Monday of September** (Since the First Monday is always a Holiday)
- The **First Monday of November, February**

The administration of the school desires to have communication and input from each parent and the PTF serves as a good meeting time to share ideas and concerns. We at Jesus Chapel School appreciate all the extra help and volunteer work that is done. Our desire at PTF is to find true direction and unity in the fellowship that is provided.

Opportunities for fund raising are also presented through the PTF and this is a vital link between school and parents in being able to hold tuition as low as possible.

## **GALA, AUCTION & RAFFLE**

Currently the PTF sponsors a Gala with “live” and “silent” auctions and a “vacation package raffle” in the spring of each year. All families are encouraged to participate as funds raised will be used to purchase “extras” for the school that might not be possible out of the regular budget. You will be notified when the tickets for the Gala and Raffle have been sent home with your students. Enclosed in the envelope with the tickets, will be clear instructions as to the deadline for returning unsold tickets. You will also receive emails with instructions and deadlines for returning unsold tickets. The family raising the most funds through gala and raffle tickets will be awarded a full tuition scholarship.

**YOU WILL BE RESPONSIBLE FOR PAYMENT OF ANY DINNER AND RAFFLE TICKETS  
WHICH ARE NOT RETURNED BY THE DEADLINE.  
NO EXCEPTIONS !!!!!!!!!!!**

Parents may opt out of fundraisers by paying \$250 for each of the two main fundraiser or \$500 total.

## **SUPPLIES & MATERIALS**

Each year at registration, a school supply list for each class will be given. There is a fee assessed for Art, Music, and lab classes. When additional materials are needed for special projects the student will always be given at least one week to obtain the required materials. Failure to bring such materials could result in disciplinary action or in the case of materials for a class project, failure to bring materials could affect the student’s grade.

## **SUPERVISION OF STUDENTS**

Jesus Chapel School assumes responsibility for its students from:

**7:40 a.m. – 3:45 p.m. Monday through Thursday;  
7:40 a.m. - 1:00 p.m. on Fridays.**

## **STUDENT CUMULATIVE RECORDS**

The student records are kept in the school office. Grades are added to the permanent records each semester. Each student file must include the following:

- Permanent Record
- Previous Records
- Current Immunization Record
- Social Security Number
- Commitment Form
- Medical History Form
- Emergency Release Form
- Corporal Release Form
- Application

\*Kindergarten students must also submit a Birth Certificate or some other document to validate proof of age.

***SECTION IV***

***STUDENT***

***INFORMATION***

## ATTENDANCE

The state compulsory attendance law requires that a student attend class at least 90% of regularly scheduled class time during an academic year. In accordance and compliance with state this law, Jesus Chapel School allows a maximum of 18 days per school year for PK through 7<sup>th</sup> grade students, and 9 days per semester for 8<sup>th</sup> – 12<sup>th</sup> grade students. These days are to be used at the discretion of the parents and are to include both excused and unexcused absences. Upon the 19<sup>th</sup> absence in a year for PK through 7<sup>th</sup> grade student the student would not be allowed to advance to the next grade.

For grades 8<sup>th</sup>-12<sup>th</sup> absences are determined for each individual course. Upon the 10<sup>th</sup> absence in a semester, for 8<sup>th</sup> – 12<sup>th</sup> grade students, no credit will be given in the course.

- **Excused absences:** (sickness, funeral, doctor/orthodontist appointments, etc.) No student is excused if absent more than three days in a row from a class without a doctor's note to return. No student will be allowed out of P.E. classes without a note from a doctor if absence exceeds three days. Less than three, a note from the parent is required. With excused absences, the student has as many days to make up work as he was absent.
- **Unexcused absences:** (out-of-town trips, stay home because of company, weddings) Students are to check with teachers for work and turn it in before leaving. If a student has an unexcused absence and does not get work before leaving, the student will not be allowed to make up the work and will receive a zero on those assignments.

## TARDINESS

A student is considered tardy if he is not in class or line by the time the tardy bell rings at 8:00 a.m. Continued tardiness will necessitate a conference with parent and principal, possibly leading to revocation of student privileges, and possibly suspension. In accordance with local school policies the following will be enforced for elementary students:

For PK – 7<sup>th</sup> grade students:

- Three (3) tardies of more than 30 minutes will result in a one-half day absence.
- Until 10:55 a.m. an elementary student will be considered tardy.
- Entrance after 10:55am it is ½ day absent.
- Dismissal before 2:00pm is ½ day absent.

For 8<sup>th</sup>-12<sup>th</sup> grade students:

- If a student misses more than 15 minutes in a class (at the beginning or at the end) he/she will be considered absent.
- Three tardies will constitute one absence.

**Excused tardies** include but are not limited to:

- Doctor's appointments, car trouble, or if a student is in a car pool of another parent.

**Unexcused tardies** include but are not limited to:

- Up late, start late, can't find car keys, ate late, left something at home and had to go back, walked in after tardy bell.

## **PASSES**

A hall pass should be given by a teacher to any student leaving the classroom, except for breaks, lunch or class activities. Each time a student leaves the classroom, he must have a pass.

## **BAD WEATHER DAYS**

For the most part, Jesus Chapel School adheres to the Ysleta School District decision when there is inclement weather. However, the school will communicate **specifically in regards to JCS by 6:30 a.m.** on any inclement weather day as follows:

1. Posting information on Edline
2. An email to every parent & student
3. A message on the school telephone.

## **PROCEDURE FOR SICK STUDENTS**

When students are sick they will be sent by their teacher to the school office. The school office will contact the school nurse. The nurse will evaluate them and determine if they need to be sent home. The nurse will either attend to them or send them back to the office with written instructions as to the action to be taken. We do not have facilities to hold sick children – if a student is too sick to return to class, he/she must go home. Students may wait in the office to be picked up. At no time is a student to call home and asked to be picked up. All communications for sick students will be initiated by Jesus Chapel faculty and/or staff.

Medication for children must be turned in at the office with the appropriate medication form and written instructions for disbursement. In accordance with new health guideline, all medications, even over the counter drugs, must be labeled from a pharmacy.

All students must have updated shot records. A report is filed with the state each year. Notice will be given when updates are required. Failure to comply by the specified date will result in student absence from class until the record is current.

Vision screening is done each year for all new students and all students in odd grades Pre K -12. Hearing screening is also done as prescribed by the state health agencies.

## **DRESS CODE**

### **Philosophy on Personal Appearance**

One assumes a certain amount of independence in the choice of clothing, and rightly so. Clothing has always been a vehicle for self-expression and a way to establish individual distinctiveness. Appearance is also important in a community context, though, and deserves to be addressed in a learning environment such as a Christian school. The following assumptions govern our thinking and perpetuate our continuing commitment to a uniform community:

Pressures felt by students to compete in areas of dress and fashion are destructive to the unity of the body of Christ and present a great challenge to families to train their children to love one another and to see meaning for their own identity in the Lord Jesus Christ, not in external appearances to this life. Your appearance affects your behavior and behavior of your peers. If your appearance is excessive or draws attention to itself in some way, then you are a distraction to the tasks at hand which are education and maturity.

There are two extremes of clothing: being overly concerned and having no concern. Both extremes will distract from and interfere with the learning process. “You, my brothers, were called to be free. But do not use your freedom to indulge the sinful nature; rather, serve one another in love. The entire law is summed up in a single command:

‘Love your neighbor as yourself.’”

Galatians 5:13 – 14

Community interests take precedence over personal preferences. Personal sacrifices are inevitable whenever a group of people function in a close setting. The Biblical principle as taught and modeled by Paul was the limiting of one’s own preferences and rights for the sake of others. Unless a rule or expectation is a violation of Scripture or an individual’s integrity, personal life-style choice like dress and conduct are acceptable when within the confines imposed by the community as a whole.

Your appearance sets the tone in our environment. That which is visible often represents and establishes that which is not visible. In this case, since clothing influences mentality and appearances affect group living, our standards of dress aid in shaping the overall climate of the place in which we operate. We want to be proud of our learning environments, no matter what the current standards and taste of our society. “Your beauty should not come from outward adornment, such as braided hair and the wearing of gold jewelry and fine clothes. Instead, it should be that of your inner self, the unfading beauty of a gently and quiet spirit, which is of great worth in God’s sight.” I Peter 3:3-4

## **DRESS CODE**

### **Dress will be as follows:**

#### **Monday Dress: “Dress-Up Day”**

*(During first six weeks and last six weeks there will be no dress-up days unless notified)*

#### Girls

- Black dress slacks.
- Elementary girls wear Khaki Skorts, if the temperature is below 50 they may wear black slacks (black, white or nude leggings or tights are acceptable under skorts)  
Oxford shirt, dress shoes or dress sandals. (no casual sandals allowed)

#### Boys

- Black dress pants, oxford shirt, tie, socks and dress shoes. (no sandals allowed)

#### **Tuesday-Thursday: “Polo Days”**

#### Girls & Boys

- Choice of Polo
- Blue Denim or Khaki shorts\* or pants.  
(Girls may wear khaki or denim capris)  
Shorts must be no shorter than 6 in. from floor when kneeling.

- Shoes or sandals. (All sandals must be leather uppers, flip flops must be leather uppers and leather soles)

## Friday: “Casual Fridays”

### Girls & Boys

- Same dress as Tuesday-Thursday OR
- Nylon School Jogging Suit with school shirt or school related activity. (Ex: ORU, TAPPS, SWCAA, Sr. Shirt, any “Chapel” Shirt.) Cotton Sweats are not allowed for Friday dress.

### **Clarifications:**

1. Shorts (relaxed or traditional fit) must be traditional blue denim, may be stone-washed, but not acid washed, torn or un-hemmed. No shorter than 6 inches from the floor when kneeling.
  2. Slacks (relaxed or traditional fit)  
Pants may not be cut or slit at the hems, and must be hemmed. They may not be dropped crotch or sagging and they must be worn at or above the hip with a belt. They may not have holes.
  3. Belts Worn at or above the hip. No metal belts, chains as belts, belts with spikes or belts dangling down the side.
  4. **Only JCS jackets** (sweat suit jackets, hoodies, fleece) may be worn on campus. Heavier coats may be worn if temperature is below 50. Students must wear appropriate shirts under hoodies.
  5. Shoes - No army boots or the like. No slippers, house shoes, rubber or plastic flip-flops, or sandals.
  6. **\*\*Jewelry** – Jewelry may not be excessive or showy.  
Boys may not wear earrings.  
Girls may only wear 2 earrings/ear, not bigger than 2” in diameter.  
No visible body piercings or tattoos. Jewelry is not to be used as a political or social expression which draws attention to the student
  7. **\*\*Hats or caps** are never allowed inside a building. Caps must be worn with bill forward.
  8. **\*\*Hair/Personal Appearance**
- A. **Facial Hair:** 8th-12th grade male students:  
**Once a student begins to grow facial hair he must be clean shaven daily.**  
(at the discretion of administration.)
- B. **Hair** - All student’s hair must be in good taste.
- **Hair color must be natural (although it may not be their natural color)**
  - **No fad haircuts such as shaved heads on girls, spikes longer than 1/2 inches , or Mohawks are allowed at any time.**
  - **In the front, not over the eyebrows, if it can’t stay above the eyebrows on its own it will need to be cut. (Boys are not allowed to wear head bands to keep hair back)**
  - **In the back, off the collar. (No ponytails on boys)**
  - **On the sides, to the middle of the ear**
  - **Razor cuts as follows: Afro-American Students may have a razor cut as a "part" in their hair. All male students may have a maximum of two thin straight razor cuts on the sides of the head, not over 4 inches long. (They may not wrap around the back of the head) Razor cuts cannot be colored. No other razor cut designs are allowed. The only exception to design and color will be a blue outline lightning bolt during homecoming week which must be grown out after homecoming.**

**\*\* Though students are not required to wear uniforms to school functions, they are required to maintain a biblical standard in their dress at all school functions. Shorts should be modest, no bare midriffs, low cut blouses, saggy or oversized pants will be allowed to be worn by students at school functions. Items 6,7, & 8 above also apply to school functions.**

**P.E. Dress Code:**

All students are required to purchase and wear a P.E. uniform to P.E. and athletic uniform to athletic practice. In cold weather the uniform will consist of either the blue nylon suits which are included in the uniform package, or gray Chapel sweats. (PK and K students do not have to wear PE uniforms)

**GRADING SYSTEM, REPORT CARDS, TESTING**

All secondary academic course grades are weighted as follows:

Homework (Daily) – 30% (15-20 every 6 wks)

Quizzes – 35% (4-6 every 6 wks)

Tests – 35% (2-4 every 6 wks)

Semester Finals 10% of total semester grade

**LATE WORK POLICY**

Students' work is due at the beginning of the class period.

- Work turned in after class begin – 10 pts off
  - Work turned in next day – 20 pts off
- Teacher is not required to take work more than 1 date late.
- After the 3<sup>rd</sup> late paper in a class per 6 wks the teacher is not required to accept the work.

**Marking System**

*(Since 1991)*

*A – 90-100*

*B – 80-89*

*C – 75-79*

*D – 70-74*

*F – 69 & Below*

Parents are given a code for personal access of their student's grades and academic progress. Elementary teachers are required to post grades every three weeks, although some may post more often. Report cards are emailed every six weeks. They are emailed on the Wednesday following the end of the six week period.

All secondary students are administered the Stanford Achievement Tests every spring. Written results are given to each parent.

**Requirements for Graduation**

English.....	4
Math.....	4 (Must include Alg I & II, Geometry, Pre-Cal)
Science.....	4
World Geography.....	1
World History.....	1
U.S. History.....	1
Gov/Eco.....	1
Speech/Communications.....	1/2

P.E.....	2
Fine Arts.....	2 (Must include 1 music credit)
Foreign Language.....	2
Bible (Every year at JCS).....	4

TOTAL CREDITS – Minimum of 26 1/2 credits to graduate

- All seniors **MUST** have an ACT and an SAT score **on file by May 1<sup>st</sup>** of the year of graduation.
- Graduates must show documentation of 10 hours of community service for each year the student was at JCS for high school.

## **HONOR ROLL (For all Grades 1st-12th)**

### **Highest Honors (A Honor Roll)**

No major grade (core classes) lower than 91.  
 No minor grade (electives/PE) lower than 86.  
 Overall average cannot be lower than a 94.

### **Honor Roll (A-B Honor Rolls)**

No major grade (core classes) lower than 84.  
 No minor grade (electives/PE) lower than 79.  
 Overall average cannot be lower than a 87.

## **HONOR SOCIETY (HS only)**

The Jesus Chapel Chapter of the National Honor society holds induction for students in the 11<sup>th</sup> and 12<sup>th</sup> grades whose GPA is higher than a 90 and who have shown leadership and service in the school, in their church and in their community. Student applications are reviewed and voted on by teachers and administrators. Selection process complies with all national standards.

## **ELIGIBILITY & INELIGIBILITY REQUIREMENTS**

In high school (9<sup>th</sup> – 12<sup>th</sup>), Jesus Chapel School follows TAPPS eligibility requirements which are as follows:

***Failing no more than one course during the grading period:***

- (1) in determining whether or not the student is passing, his or her work from the beginning of the semester.***
- (2) the length of time for ineligibility after a grading period shall be at least two weeks;***

In middle school (6<sup>th</sup>-8<sup>th</sup>), eligibility is figured on a week-to-week basis; starting new every six weeks, with the second week of each six weeks as a “grace period”.

Above 70 is considered to be passing. Ineligible students must continue to attend practices. They will go to games, but not suit out. An ineligible student will not be allowed to miss class to attend any activity in town or out of town.

## **HONOR CODE**

Jesus Chapel School endorses the following honor code among all secondary students and staff:

***As a student/staff of Jesus Chapel School, I will uphold the highest standards in academics, research, and creativity. I will not tolerate cheating or plagiarism in my person, nor will I tolerate it in my peers. I will seek to correct my classmates/co-workers in any such occurrence and will report any incident of cheating or plagiarism to the faculty and/or administration.***

Violations of the honor code will be dealt with by the following additional measures:

1 <sup>st</sup> offense	Parent/Teacher conference
2 <sup>nd</sup> offense	Certified letter warning of dismissal
3 <sup>rd</sup> offense	Dismissal

The student will automatically receive a zero on the paper.

## **TRANSCRIPT REQUESTS**

Transcripts may be requested by student for scholarship reasons or because of transfer to another school or college, university or armed forces. The following guidelines should be followed:

- make a written request either by fax or letter.
- for scholarship purposes - the completed package is turned in to the office, the transcript is then inserted and sent.
- turn in scholarship or application packages at least one week before deadline.

*Transcripts will not be given to students or parents as they are not considered official unless sent to the proper institution*

## **SPECIAL SERVICES AVAILABLE**

**Tutorial:** Most of the teachers offer tutoring, as do members of the National Honor Society. Contact a tutor through with the school office.

**Pastoral Services:** Jesus Chapel School students have availability to the pastoral staff of Restoration Fellowship as well as their home churches. The administrators also have training and experience in pastoral counseling. In cases where more expertise is needed the school will offer the names and numbers of counselors or counseling services.

**Academic Diagnosis:** While there are certain academic issues which we have the materials and staff to diagnose, we do not offer diagnostic services. JCS may make recommendations to local school districts for services, or will refer parents to private diagnosticians

## **ATHLETICS**

The athletic programs at Jesus Chapel School are not designed to be “participatory” programs such as a church league or an afterschool program. Our goal is to build knowledge and skill from one year to the next and in so doing establish a competitive athletic program which will prepare to participate at a collegiate level. While all students are encouraged to try-out for athletic teams, it should be noted that in volleyball and basketball not all students will make the team. The students not “cut” in high school volleyball and basketball will be divided into Junior Varsity and Varsity teams according to ability.

Every effort will be made in Junior High and Junior Varsity to allow all students to play every game, but students and parents need to understand that because of the competitive nature of the program, the most experienced and most capable students will naturally see more playing time. At the Varsity level, playing time is determined entirely by ability, knowledge, effort and leadership; playing time is not guaranteed.

A recognition banquet is held during May of every year, for all secondary athletes. All athletes are recognized for participation. In Junior High, the following special recognitions will also be awarded:

#### OURSTANDING QUALITY

- Based on athletic excellence in a sport  
(ie: leading scorer, most aces, most rebounds, etc. )

#### MVP

- Based on athletic skill & leadership in a sport

**In High School there are five levels of awards:**

#### LETTERING:

- Based on participation in Team Sports
- And contribution in Track (score at least one point in one track meet)

#### OURSTANDING QUALITY

- Based on athletic excellence in a sport  
(ie: leading scorer, most aces, most rebounds, etc. )

#### MVP

- Based on athletic skill & leadership in a sport

#### TAPPS HONORS

- Voted on by Coaches in League

#### STUDENT ATHLETE OF THE YEAR

- Multi-sport (highest level of commitment & contribution)
- Academic Excellence
- Moral Character
- Spiritual Leadership

### **FINE ARTS**

Jesus Chapel School believes that every student has dramatic, musical and/or artistic talents which need to be developed to their fullest potential. In elementary all students will be enrolled in art and music. When students reach the 5th grade they may enroll in elementary band. In Junior High every student must choose two of the following: Art, Band, Choir, Drama.

In High School all students must have a minimum of two fine arts credits for graduation, one of which must be a performing art. The classes available include: art, band, choir, drama and hand bells.

Second semester, the following courses are considered to be “competition classes”: band, choir, hand bells, advanced art and one section of drama. Students who enroll in these classes second semester do it with the full understanding that they are committing to be involved in TAPPS and Yearly Ministry Opportunity. Students who enroll in these classes and then decide not to attend will fail the course for the semester.

## **SPIRITUAL DEVELOPMENT (CHAPEL, DEVOTIONS)**

Jesus Chapel School offers a variety of avenues for the spiritual development of the student body. On Monday of each week we have Chapel service. In elementary Chapel is led by our Children's pastor. In secondary the services are led by our youth pastor and worship is led by the student worship team. Bible classes are held Tuesday-Thursday.

Jesus Chapel School is a charismatic ministry. All teachings will be aligned to our Statement of Faith. We will require all students to show love, respect and adoration to The Lord in all of our services. We do believe in the manifestation gifts of the Spirit, and we will encourage students to demonstrate expressions of worship, but we will never force a student to demonstrate a specific gift or manifestation.

**Practical Ministry:** At different times during all the year students (PK-12) participate in outreaches throughout the area. Such outreaches include food, clothing, and toy drives.

## **STATEMENT ON DISCIPLINE**

Jesus Chapel School recognizes that it cannot meet the educational needs of all children. The school offers a high quality of Christian education, but is not designed to be a correctional institution for problems arising beyond those usually encountered in average school children. While we love delinquent and emotionally unstable children, the school is not equipped to meet their needs. Some children do not adjust to a disciplined academic environment and find excuses to criticize the policies and decisions of staff and administration. In such cases, the school reserves the right to have full discretion in discipline, with corporal discipline used if considered appropriate. The school also reserves the right to place such students on probation for a reasonable corrective period of time and to dismiss any student who does not cooperate with the total educational process.

## **HIGH SCHOOL CLASS RULES**

1. Be in your classroom and quiet by the time the bell rings.
2. NO talking, unless you have permission, from the time the bell rings until you leave the room.
3. Do not leave your seat without permission. Trash will be thrown away at the end of the period. Do not leave the room until you are dismissed by the teacher.
4. Do not raise your hand while the teacher is talking unless it is an emergency.
5. Attendance will be taken in each class. An unexcused tardy will result in a mark.
6. Marks are not open for discussion. Talking back or arguing will result in more marks.
7. No one is ever excused from any class or study hall for another activity without a pass which the class teacher has approved in advance.
8. Written work in all classes other than in math is to be done neatly in pen (blue or black ink). Torn pages from notebooks or sizes of paper other than standard size will not be accepted and work will be returned to be recopied.
9. Have all materials with you every day. Textbooks are to be covered.
10. Homework assignments are not to be done with anyone else. DO YOUR OWN WORK.

Copying is cheating and a violation of the honor code.

11. Homework is to be turned in on the teacher's desk as you enter the room, unless otherwise instructed. Late assignments will be accepted as follows: turned in after the beginning of class period or same day (-10 pts.); turned in by beginning of class the next day (-20 pts.). After that, a zero will be given. In the case of an excused absence, the student has the same amount of time to make up the work as he was absent.
12. Correct procedure for an unexcused absence: Request absence form from the school office. Check with each individual teachers at least one week in advance for assignments and to have them check off on the unexcused absence form. Turn in assignments before leaving or per discretion of each teacher. Do not assume that your assignments will be the same as those of students who will be absent because of school trips.
13. When you are absent, a parent must phone the school office to explain the reason for the absence, or a note must be taken to the office the morning of the day of your return to school. Shopping trips, staying home with out of town visitors or family, babysitting, skiing or other excursions are not considered excused. Zeros will be given for all work missed due to an unexcused absence. If no note or phone call is received it will be considered unexcused. If you are sick and are absent from school and are seen out that evening, you will be unexcused. If you are too sick to go to school, you are too sick to attend after school activities or to go shopping.
14. Anyone in the halls during class periods or anyone "off limits" will be given a mark. You must have a hall pass
15. Study halls are to be treated as any other class. Roll will be taken, tardiness and misbehavior will be subject to regular class rules.

## **DISCIPLINE POLICY**

1. Violation of Rules will be reflected as a mark in Level I.
2. Three Level I offenses equals one Level II.
3. Three Level II offenses equals one Level III.
4. Three Level III offenses equals one Level IV.

### **LEVEL I**

3 Marks in one week = Detention

6 Marks in one week = Detention and immediate parent conference

Upon 2<sup>nd</sup> detention = parent conference

Upon 3<sup>RD</sup> detention move to Level II.

### **LEVEL II**

OCS (Off Campus Suspension) – All zeros.

SWATS

Upon third level two – move to Level III.

### **LEVEL III**

3 day suspension – all zeros.

### **LEVEL IV**

EXPULSION

- ANY ILLEGAL ACTION (MISDEMEANOR) IS AN AUTOMATIC LEVEL II
- ANY MORE SERIOUS ACTION IS AN AUTOMATIC LEVEL III
- IF THE POLICE GETS INVOLVED IT IS AN AUTOMATIC LEVEL IV

**\* Excess of 35 marks will lead to probation**

**\* Excess of 50 marks could lead to expulsion.**

## CORPORAL DISCIPLINE

Jesus Chapel School is honored that you have asked our staff to assist you in training your child for Christian leadership. Our total program is designed to develop the spiritual and academic qualities that characterize your child. We appreciate your confidence in our program. To carry out your wishes for total character development, we believe it is necessary to follow Scriptural admonition to correct a child when his behavior is in violation of proper or reasonable rules and procedures.

When warranted, corporal correction will be exercised under the following guidelines:

*Corporal Correction will only be used **as a last resort**,  
and **NEVER** without contacting the parents.*

1. The offense will be clearly discussed with your child.
2. A staff member will discuss Spiritual applications and will pray with your child.
3. A reasonable number of firm strokes, not to exceed three, will be administered by a staff member of the same sex as your child, using a simple flat paddle.
4. A staff witness of the same sex as your child will be present.
5. Your child will not be physically restrained (If he or she refuses to submit to a paddling, you will be asked to come to the school to discuss the matter, and if it is believed to be in the best interest of the school, the child will be withdrawn from the school).
6. After administering the strokes, the staff member will pray with your child, assuring him or her of their love.
7. A written record will be made of the date, offense, number of strokes, and name of correcting staff member and witness. A copy will be sent to you.

## DISCIPLINE TRAIL

CODE	DESCRIPTION	ACT1	ACT2	ACT3	ACT4	ACT5	ACT 6	ACT 7
<b>MINOR INFRACTIONS</b>		<b><u>FOR ALL MINOR INFRACTIONS THE TRAIL IS THE SAME , AND IS CUMULATIVE FOR EACH SIX WEEKS.</u></b>						
BCOV	Book not covered							
DCVI	Dress code violation							
OFFL	Off limits							
TARD	Tardy to class	<u>MARK</u>	<u>MARK</u>	<u>MARK</u>	<u>WDET</u>	<u>PCON/F DET</u>	<u>CLSU</u>	<u>PRLW</u>
<b>MAJOR INFRACTIONS</b>		<b>ACT1</b>	<b>ACT2</b>	<b>ACT3</b>	<b>ACT4</b>	<b>ACT5</b>	<b>ACT6</b>	
ALCO	Possession/consumption of alcohol	CLSU	EXPL					
CHEA	Cheating	ZEPC	ZELW	EXPL				
CTCL	Cutting class	ZERO	ZEPC	EXPL				
DBA	Displaying a bad attitude	VWAR	WDET	PCON/FD ET	CLSU	PRLW	EXPL	
DEFA	Defacing school property	PCON	CLSU	EXPL PCON/FD				
DISO	Disobedience	VWAR	WDET	ET	CLSU	PRLW	EXPL	
DOC	Documentation	TCON						
DRCL	Disrupting class	VWAR	WDET	PCON/FD ET	CLSU	PRLW	EXPL	
DRES	Disrespect of authority	VWAR	WDET	ET	CLSU	PRLW	EXPL	
DRUG	Possession/use of drugs	CLSU	EXPL					
FDCL	Food/Drink in classroom	WDET	PCON/FDE T	CLSU	PRLW			

FITE	Fighting/Assault	PCON	CLSU	EXPL			
FSUB	Failing subject	PCON					
GMCH	Gum chewing	WDET	PCON/FDE T	CLSU	PRLW	EXPL	
HARR	Harassment	WDET	PCON/FDE T	CLSU	PRLW	EXPL	
HORS	Horseplay	WDET	PCON/FDE T	CLSU	PRLW	EXPL	
HTSL	Hitting/slapping someone	PCON	CLSU	EXPL			
LCP	Lack of classroom participation	VWAR	TCON	PCON	WDET	CLSU	PRLW
LCWP	Leaving campus without permission	WDET	PCON/FDE T	CLSU	PRLW	EXPL	
LIE	Lying, withholding the truth	WDET	PCON/FDE T	CLSU	PRLW	EXPL	
MNBC	Materials not brought to class	VWAR	WDET PCON/FDE	PCON/FD ET	CLSU	PRLW	EXPL
NOSH	No-show for detention	WDET	T	CLSU	PRLW	EXPL	
NOTW	Note writing	VWAR	WDET	PCON/FD ET	CLSU	PRLW	EXPL
OVRA	Over-all behavior	VWAR	TCON	PCON/FD ET	PRLW	EXPL	
PDA	Public display of affection	WDET	T	CLSU	PRLW	EXPL	
PHPG	Cell phone/pager	PCON	CNFS				
PUCM	Possession of unChristlike material	WDET	PCON/FDE T	CLSU	PRLW	EXPL	
PWCP	Possession of walkman/CD/etc	CNFS	NOT RETRN				
SLPC	Sleeping in class	VWAR	WDET	PCON/FD ET	CLSU	PRLW	EXPL
SPNE	Speech not edifying	VWAR	WDET	PCON/FD ET	CLSU	PRLW	EXPL
SWER	Swearing	WDET	PCON/FDE T	CLSU	PRLW	EXPL	
TALK	Perpetual talking in class	VWAR	WDET	PCON/FD ET	CLSU	PRLW	EXPL
THEF	Theft	FDET	CLSU	EXPL			
THRT	Threatening to harm someone	FDET	CLSU	EXPL			
TOBA	Using tobacco	CLSU	EXPL				
UNDR	Unsafe driving	VWAR	WDET	PCON/FD ET	PRLW	EXPL	
UNCW	UnChristlike writing	WDET	PCON/FDE T	CLSU	PRLW	EXPL	
SWAT	Aggressive/Disrespectful Behavior						GROUNDS FOR SWAT
	Upon 6 mark in 1 wk Probationary Letter of Warning						FDET & IMMEDIATE PARENT CONFERENCE
PRLW							3 WKS TO CHANGE BEHAVIOR OR EXPULSION
*	Excess of 35 demerits	PROB					
*	Excess of 50 demerits	EXPL					

Disrespect to students or staff, cheating, use of profanity, smoking, use of alcohol, sexual immorality, destruction of property, use of drugs, truancy, threat of violence to students or staff, possession of knives or firearms are just cause for immediate correction by on-campus suspension, off-campus suspension, corporal discipline, probation, or expulsion/dismissal.

## **TELEPHONES/ELECTRONICS**

Jesus Chapel recommends that student not bring phones to school, and as such will not be liable for any phone lost or stolen at school or on a school sponsored trip. Electronics such as iPods and games should never be brought to school.

**Students are not allowed to make or receive calls or text messages from cell phones from 7:45 a.m. – 3:45 p.m.**  
**No exceptions!**

A cell phone which is seen or heard by staff will be taken from the student.

- Upon the first offense, the parent may pick up the phone and a \$25 will be charged.
- Upon the second offense, the parent may pick up the phone and a \$50 fee will be charged.
- Upon the third offense, a \$100 fee will be charged and the phone will not be returned until the end of the years.

The school office phone is always available for student use. Parents may always call the office to leave a message for a student. **Please, do not text your student as it is against school rules.**

## **VISITORS**

All visiting groups from other schools are to report to the office. Any personal visitor coming with a student is to be approved by the office at least 48 hours in advance and must check in at the office for a visitor's pass which should be worn at all times while visiting the campus. All visitors are to recognize the rules and codes of the school and comply with them during their visit. Only out-of-town visitors or students whose application is on file will be allowed complete day visits on campus. Students that have been expelled from Jesus Chapel School will not be allowed to visit.