

# Jesse Remington High School

## POLICY AND PROCEDURE HANDBOOK

“In all these things, we are more than conquerors through him who loved us.” - Romans 8:37



MORE THAN AN EDUCATION~  
A LIFE IN THE MAKING

*Jesse Remington High School is a Christian Community of students and faculty pursuing wisdom, knowledge and understanding, and is committed to raising this generation of youth to be effective leaders for Jesus Christ.*

# 2011-2012



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**About JRHS**

**2011-2012**

**Jesse Remington High School**

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Candia, NH 03034

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Email- jrhsjp@comcast.net  
Website- www.jesseremington.org

Headmaster  
Administrative Assistant  
Administrative Assistant to Development

Jeffrey Philbrick  
Dianna MacDonald  
Jessica Comrie

*Jesse Remington High School is a ministry of*

Candia Congregational Church  
183 High Street (Joy Building)  
PO Box 62  
Candia, NH 03034

603-483-0506

Pastor  
Administrative Assistant

Bryan Moore  
Sharon Packard

**2011-2012 School Year**

**Board of Directors**

Debra Puderbaugh –Chairman  
Corinne Pryor  
Wes Shattuck  
Jeff Wilcott

**Board Appointees**

Renee Rouse – Project Redeem  
Scott Shillaber- Team of Institution Advancement  
Melanie Loraditch- finance

## **Accreditation and Associations**

### **Accreditation**

Jesse Remington High School is accredited by The State of New Hampshire, Department of Education.

### **Associations**

Jesse Remington High School is in association with:

- **ACSI** (Association of Christian Schools International)
- **GSCSA** (Granite State Christian Schools Association)

## **General Information**

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### **Mission**

Jesse Remington High School is a Christian Community of students and faculty pursuing wisdom, knowledge and understanding, and is committed to raising this generation of youth to be effective leaders for Jesus Christ.

### **Verse**

*“In all these things, we are more than conquerors through him who loved us.”* Romans 8:37

### **Educational Philosophy**

We believe that:

- Effective education involves the development of the whole person, beginning with a sound spiritual foundation;
- Each person has a distinct calling or mission, which if pursued with commitment, will result in a fulfilling and productive life;
- Mastery of a classical core of knowledge is essential for becoming an educated person with a Biblical world view;
- Long term, hands on projects extend the reach of the classroom. Projects that develop the skills of research, articulate speech, writing, critical and creative thinking, problem solving, development and execution of tasks, decision making and collaboration are fostered;
- The development process requires a covenanted and committed Christian community. Training students in ownership, responsibility, stewardship, care giving and compassion are essential;
- Physical fitness, good health, and wise use of one’s body are important for learning. Experiences in diverse outdoor education activities challenge students toward life-long health and fitness.

## **Our Goals**

At Jesse Remington High School, we seek to enable students to:

- Develop a Biblical World View;
- Achieve academic excellence to the full extent of their individual ability;
- Develop spiritual and social maturity;
- Obtain a life-long desire to learn;
- Actively pursue a God-honoring calling.

## **Our Distinctives**

- The classical, core curriculum;
- Project Based Learning through hands-on, long term projects;
- Emphasis on outdoor adventure and challenge through activities such as mountain hiking, canoeing, and skiing;
- Process Learning through Portfolio writing;
- Travel, near and abroad;
- Emphasis on creativity in the Arts and Artisans Program.



### **Statement of Faith**

We declare our continuing commitment to the truths set forth in the Basis of Union and the Constitution of the United Church of Christ,

- We confess our faith in the triune God-Father, Son, and Holy Spirit.
- We confess that Jesus Christ is truly God and truly man. Because of our sin and estrangement from God, at the Father's bidding the Son of God took on flesh. Conceived by the Holy Spirit and born of the Virgin Mary, He became like us in all things apart from sin. He died on the cross to atone for our sin and reconcile to God and on the third day rose bodily from the dead. He is the sole head of the church, the Lord and Savior to us all, and will one day return in the glory, power, and judgment to usher in the Kingdom of God in its fullness.
- We hold that the Bible is the written Word of God, the infallible rule of faith and practice of the church of Jesus Christ. The Scriptures have binding authority on all people. All other sources of knowing stand under the judgment of the Word of God.
- We affirm that central content of the Scriptures is the gospel of reconciliation and redemption through the atoning sacrifice of Christ and His glorious resurrection from the grave. The good news is that we are saved by the grace of God alone, the grace revealed and fulfilled in the life and death of Jesus Christ, which is received only by faith. Yet this faith does not remain alone but gives rise to works of piety, mercy, and justice. The Holy Spirit, who spoke through the prophets and apostles, calls us today, as in the past, to seek justice and peace for all races, tongues and nations.

- We confess as our own the faith embodied in the great ecumenical Reformation creeds and confessions, finding them in basic conformity with the teaching of the Holy Scriptures.
- We confess that the mission of the church is to bear witness to God's law and gospel in our words and deeds. We are sent into the world as Disciples of Christ to glorify God in every area of life and to bring all peoples into submission to the Lordship of Christ, baptizing them in the Name of the Father and of the Son and of the Holy Spirit. We seek to obey this commission in the full assurance that our Lord and Savior is with us always, even to the end of the age.

## **Community Life Statement**

This is our commitment to one another:

We affirm that the scriptures of the Old and New Testaments are the ultimate guide for our values, attitudes and behaviors in all relationships.

We will seek to foster the development of spiritual maturity through maintaining a personal devotional life and through participating in community worship and prayer.

We will seek to keep the unity of the Spirit through the bond of peace, and in gentleness, patience and humility, accept one another in love.

We will seek to encourage one another to mature in Christ-likeness through attempting to speak the truth in love in the classrooms, in business affairs, in social relationships and in all other areas of our common life.

We will seek to encourage unity in families through responsible relationships.

We will seek to respect and encourage our uniqueness in Christ, which includes our diversity of denomination, race, culture, personality, experience, gifts and goals.

We will seek to become involved individually and as a group with local churches in evangelism and in ministering to the spiritual and social needs within and beyond our own local community.

We renounce attitudes such as greed, jealousy, false pride, lust, bitterness, hostility, an unforgiving spirit and attitudes of prejudice such as those that are based on race, sex and academic or socioeconomic status.

We renounce behaviors such as distortion of God's Word, deception, falsehood, drunkenness, stealing, and sexual immorality such as premarital intercourse, adultery and homosexual behavior.

We believe where conflict or sin occurs in our community, a biblical process such as stated in Matthew 18:15-20 should be followed to seek correction, forgiveness, restitution and reconciliation.

We will seek to practice an attitude of mutual submission according to the mind of Christ, recognizing that at times our personal rights and preferences must be put aside for the sake of others' conscience and the good of the community.

We will seek to encourage the development of spiritual attitudes such as love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.

Adopted: May 25, 2010

## **History**

### **A Brief History of Jesse Remington High School**

Jesse Remington was a Revolutionary era pastor to the town of Candia. Pastor, statesman, husband, father and teacher, Pastor Remington served the Lord on the hilltop over 200 years ago. At the dawn of the 19th century, America needed leaders of Christian integrity; Remington met that call. Riding from town to town preaching the Gospel and building a nation, did he ever imagine a school would bear his name?

Pastor Remington is buried behind the Candia Congregational Church where he served for so many years, and today is the sponsoring church for our high school. In the middle of the 19th century, historian Ephraim Eaton concluded his section on Pastor Remington this way: "It is to be hoped that the people who owe so much of their character to the influence of his instruction will erect some more suitable monument over his final resting place to tell those who shall come after of his virtues."

Jesse Remington High School is this Living Monument to the character and greatness of our namesake. The life and work of Pastor Remington has inspired our mission.

Jesse Remington High School is a Christian Community of students and faculty pursuing wisdom, knowledge and understanding, and is committed to raising this generation of youth to be effective leaders for Jesus Christ.

Jesse Remington High School began as a vision in the hearts and minds of a handful of Candia Church members. The team, led by Headmaster Jeff Philbrick, Pastor David Runnion-Bareford and Chairman Jon Stanley, opened the door in September 1992.

Originally, the school existed only in the one room below the sanctuary, and the office was a former utility closet. From these humble beginnings, the Lord has called and blessed the school mightily. First expanding to include the 1809 Schoolhouse to eventually owning the Stevens Lane Island, campus development has been an ongoing part of a student's education.

No student in these first years will leave JRHS without his signature on some building: the Schoolhouse, The Remington Education Center, Shiloh Chapel, Stevens Hall, Sentinel, The Communication Center and so much more. Development of Christian character with an emphasis on leadership has been the taproot of a JRHS education from day one. Activities as diverse as Bible class, daily devotions, chapel services, mission outreaches, Koinonia groups and faculty mentoring have been our foundation.

Jesse Remington High School was founded on a new-model educational program called Project Based Learning. Students are regularly involved in 6-8 week group projects across the disciplines that demand teamwork and excellence from them. Projects such as the Humanities Faire, the Sugar Shack Project or the Ecology Project gather students towards the frontier of new skills, experiences and adventures.

Woven into the fabric of our Humanities emphasis has been the development of our Mission Program, where JRHS students have enjoyed journeys to cities as diverse as Washington DC, Philadelphia, Montreal, Quebec, Rome, Florence, London and Paris and their countryside, Munich, Heidelberg, Budapest, Baly, Vienna and Salzburg. The travel harmonizes with the classroom goal of creating a Christian World View in our students.

JRHS celebrates its 20<sup>th</sup> Anniversary in the 2011-2012 school year. Part of that celebration was recognizing our ever-growing body of alumni, which now exceeds 150. We'd like to think that JRHS is producing Christian leaders fully capable of carrying on the work begun by Pastor Jesse Remington over 200 years ago.

## **Foundational Understanding of Dating Relationships**

Version March 2010

### **Foundations**

We believe that the high school years are for discovering and experiencing many important things in the lives of each student. Our mission statement, our covenant, our goals all speak towards the academic, spiritual, social and physical growth steps we have for our students. A primary goal is for the dependent child of the home to become an interdependent member of the family, complete with the responsibilities inherent. For most adolescents, these values and goals are not fully realized until the late teen years and even into young adult life. With these foundational understandings, dating relationships can substantially interfere with the larger, more important goals.

### **Master, Mission, Mate**

A simple way to communicate the order of these priorities is the Master, Mission, Mate system.

Master: the young child learns about God the master in his young years, and accepts Christ as Lord and savior. The adolescent learns principles of submission, authority, attributes of Christian living.

Mission: once the role of the Master is secured in an adolescent's life, he goes on to discover his calling, his appointed role in life, designed by God. This is the main goal of the 15-20 year old, or the high school and college years.

Mate: Once the Master is secured in the young adult's life, and once his Mission is secured, the next step is to discover his Biblical mate. The concept of a Biblical mate is precisely the same as a calling: God ordains the order of our steps and our relationships, and it is our job to find his plan. This is the main goal of the 18 and older years.

### **Secular Dating vs Biblical Courting**

Understanding God's plan for the first quarter century of life in these terms, it is easy to see why "secular dating", or dating for the sake of fun and experience, is contrary to God's plan for the proper development of each student at JRHS.

However, we do acknowledge that on occasion, God calls a couple together during the high school years. As testimony to that, there are quality Biblical marriages in the alumni body that began in the high school years. Therefore, the staff and board of JRHS is in full support of biblical courtship.

### **Characteristics of a righteous courtship relationship**

1. Each member is characterized by maturity, responsibility, accountability
2. Each member has an individual relationship with God; looking for ways to grow, and to cause the other member of the relationship to grow.
3. Each member of the relationship is in a courtship relationship with the other family
4. Grades increase as one encourages the other to excellence
5. Leadership and responsibility increases, with staff and fellow students
6. The couple is characterized by group behavior, never "island" behavior
7. Biblical standards of purity are expected from both members and their families
8. Each family agrees to healthy limits on time spent together (real time, electronic time)
9. Each member is free and encouraged to choose electives, projects, trips, that best meet the Mission development in that student
10. Each member routinely seeks and prays for wisdom in regards to marriage



### **Family Involvement Teams**

We need everyone's help! Jesse Remington High School has grown (praise the Lord!) to the point where a handful of staff and parents can no longer make it all happen. We are asking every parent and friend of JRHS to sign up for one or more of the below listed teams that we need help in. These teams will be administrated out of the main office. ***In the forms section of this book is a tear out form that we ask you to please fill out and return to the office as soon as possible!*** These teams have a two-fold purpose:

- To maintain what we already have going
- To improve the life in the school beyond the means of the staff

### **Curriculum Projects Teams**

These members will assist in one or more of the big projects. It can be everything from small group management to specific skills such as set building, computer work or running the sap evaporator. Hours vary and some evenings are needed.

### **Fundraiser Teams-For the Spring Mission Trip & Athletics**

These team members coordinate, oversee, and generate enthusiasm for four very important fundraisers for the school.

1. - **Christmas Wreath Fundraiser-** Help fund our athletics budget through Three Rivers Wreath Company.
2. **Speedway Clean up** – Leaders needed to help manage and work beside students as they raise monies by cleaning up the NH Speedway grounds. NH Speedway pays each person per hour a generous amount that makes this project worthwhile for our fundraising efforts.
3. **Nov & April Work-A-thon** we need leaders to manage one or more small teams of students during the Work-A-Thons. Includes coordinating jobs, driving, managing, and accounting profits. ***Attendance is mandatory for the students.***

### **Trips and Outdoor Education Teams**

#### Outdoor Education Team

We could use 2-3 parents to drive and participate on our OE events. Tasks would include small group management, and any training you could offer.

#### Mission Trip Team

We need help planning and taking care of details for this trip, as well as chaperones

### **Campus Teams**

#### Daily Stewardship Team

We need 3 – 4 parents to come in one or more afternoons from 2:30-2:45 to help students with their daily cleaning chores.

Campus Trustees Team

These parents do odd jobs around campus (i.e. carpentry, electrical, plumbing fix-its, gardening, weed-wacking, working with a chain saw.) Times are at your convenience.

Sanitation Engineer

Pick up the trash (glass, cans, paper and garbage) from the bins and transport to a recycling center

Supply Officer

Purchase and maintain cleaning supplies and paper goods (Toilet paper, paper towels).

First Aid Coordinator

Monitoring & maintaining first aid kits on a monthly basis.

Snow Removal Engineer

Plow driveways and walkways in the winter months.

Technology Team

Our computer supplies regularly need upgrading and maintenance.

Administration Team

Helping in the office with phone calls, typing, etc...

Vehicle Maintenance Team

A team we can call on for small projects and routine maintenance on the school vehicles.

Sports Program Team

Parents are needed to make this program successful: organizers, fund-raisers, drivers, coaches, Refs, and helpers.

After School Ski Program Coordinator

Two to three parents are needed to coordinate a six-week ski program around January/February timeframe for any student that is interested in participating. From contacting the Ski Area and handling the paperwork to helping facilitate car pools.

Teachers' Aid

We have a couple of teachers looking for classroom and/or support/assistance from home.

Tutors

These parents work one on one or in small groups assisting a student with schoolwork and organization.

Substitute Teachers

We need someone capable of stepping into a classroom on short notice and filling in for an absent teacher.

Senior Advisor Assistant

Work with Senior advisor (staff position) and assist in phone calls and research. Preferable a parent of a Senior Student

Project Offering

If you could offer a special and unique quarter or semester long science or Arts & Artisans project, we would like to talk to you.

Yearbook Club

Advisor/Assistant to work with the students 1 to 2 afternoons a week- This is a web based Program that can be accessed from home as well.

**Enhancing Student Life Teams**

Morning Devotion Teams

Every morning of the year, the staff or parents lead small groups of students in devotion and prayer. The need is for some parents to add on to the team.

Catering Team

Organize food for Parents Night, Graduation, College Night, and the Open House. Organize Portfolio morning breakfasts and assist with AGAPE lunches.

Friday Morning Parent/Staff Intercessory Prayer Team

7:45-8:00 in the Library

**Development Leadership**

Team of Institutional Advancement

The TIA is responsible to promote JRHS through various events and mediums and raise funds for the Annual Fund, Scholarship Fund, and Capital Fund. Primary Events include two Open Houses and The Spring Mission Celebration.

### **Communication**

Jesse Remington High School offers a few different ways for parents to stay in constant communication with the school about ongoing activities, projects and other school functions. Aside from the obvious phone calls and occasional mailings, there are:

#### **Remington Weekly**

Can be found on our website under Remington Weekly. It lists upcoming events, days off, outdoor education days, etc. The Remington Weekly is updated to reflect any changes in schedules or programs. It is a wonderful tool for both parents and students to stay current. Please take the time to print out the Remington Weekly at [www.jesseremington.org](http://www.jesseremington.org). The Remington Weekly is emailed out to parents and students every Thursday afternoon.

#### **Monthly Remington Calendar**

Can be found on our website at [www.jesseremington.org](http://www.jesseremington.org)

#### **Email**

Jesse Remington High School's email is [JRHSJP@comcast.net](mailto:JRHSJP@comcast.net) Please keep us informed of any address changes.

## Awards & Accolades

Announced and published each quarter, JRHS recognizes the following academic achievements:

### Roll Call Accolades

Headmasters with Distinction	4.0 GPA (A+)
Headmaster's list	3.90-4.0 GPA
High Honors	3.60-3.89 GPA
Honors	3.3-3.59 GPA
Honorable Mention	2.9-3.29 GPA
Commendable	2.6-2.89 GPA

*A student cannot earn a roll call accolade if he has any D's, F's, or incompletes in the quarter*

*A student must be enrolled fulltime to be eligible for Roll Call*



### Awards

Announced at the year-end Awards Ceremony, students have the opportunity to achieve one or more of the following awards:

- The Humanities Faire Award: Awarded to the students that exemplifies excellence in the Medieval/Renaissance, Colonial, 20<sup>th</sup> Century, or Victorian Faire.
- The Reynolds Award: Awarded to the students that exemplify excellence required in the Sugar Shack Science Project.
- The Bezalel Award: Awarded to the students that exemplify excellence in craftsmanship in the Timber framing, and other woodworking Projects.
- The Da Vinci Award: Awarded to the students that exemplify excellence in the winter science projects.
- The Shakespeare Award: Awarded to the students that exemplify excellence in the Arts.
- Koinonia Leaders Award: Recognition for students who served as Koinonia Leaders.
- The ACSI Distinguished Student Award: An international award, issued by ACSI.
- The Foreign Language Award: Recognition for students who show proficiency and mastery of one or more foreign languages.
- The Music Award: Recognition for students who have shown proficiency and mastery in the field of music
- The Sports Award: Awarded to the students that exemplify excellence in Soccer, cheerleading, Basketball and Outdoor Education
- 100 Mile Club: Awarded to students who summited all 12 Mountains over their 4 years.
- Servants Heart: Awarded to the students that exemplify excellence in Serving their fellow classmates
- Bible Award: Awarded to the students that exemplify excellence in Bible
- The Math Award: Recognition for students who show proficiency and mastery in Math
- Debate & Mock Trial: Awarded to excellent debate & Trial Students
- The Jesse Remington Award: Nominated by the faculty, this one or two senior student(s) exemplifies our Christian Community by pursuing wisdom, knowledge and understanding, and is committed to be an effective leader for Jesus Christ.
- The Perfect Attendance Award: Awarded for excellent attendance

#### Graduation Awards

- Highest Honor Cord will be worn by seniors with a cumulative grade point average of 4.0
- High Honor Cords will be worn by seniors with a cumulative grade point average of 3.6 or higher.
- Honor Tassels will be worn by seniors with a cumulative grade point average of 3.3 or higher

#### Programs



#### College and Career Services

This service is open for use from all students and their families. Administrated from the Remington Education Center by Volunteers, the intent of this program is to improve the number of JRHS alumni successfully placed in post secondary education, Christian or military service, or career track training. Its

goals are as follows:

- Academic monitoring: probation to honors
- PSAT administration
- College and career information
- Scholarship and Financial Aid College information
- SAT information
- NHHEAF –New Hampshire higher education Assistance Foundation

#### After School Supervision Program

Due to liability issues, students staying after 3:00 pm will need to report to the Remington Education Center for After School Supervision. Each 30-minute block costs \$5.00 per student. All students are to be picked up by 4:30 after which time families will incur a \$15.00 late fee.

We offer two types of programs:

1. Scheduled Program- Families are to contract with the school. (use appropriate form found in the back of this book) Please state specific days and pick up time.
2. Flex Program - students staying after 3:00pm that are not enrolled in our Scheduled program will automatically be enrolled in our After School Supervision Flex programs and will be billed accordingly.

Please make checks payable to Jesse Remington High School.

#### Koinonia and Chapel Program

The heart of the spiritual formation stems from the Koinonia and Chapel Program. Koinonia, the Greek word that describes the fellowship and growth accountability that Jesus had with his disciples, is our small group model. Koinonia groups range in size from 4-10, and are led by one or more Junior or older student. Koinonia groups meet periodically, for the stated goal of Bible study, issue study, prayer and mutual sharing. The program leader trains Koinonia leaders.

## **Home School Programs**

### **Overview**

Jesse Remington High School has developed a home school program to accommodate the needs of home schooling families who need course work to fill out their course study. We offer a full range of courses where home schoolers take our courses right alongside our fully enrolled students.

### **Campus**

As we do not have surplus space or supervision, part time students are allowed on campus only during scheduled class times in which they are enrolled.

### **Requirements**

Part time students fall under the same standards as full time students in admission, conduct, and grading. Students may enroll as either a) MWF students, b) T/Th students, c) or course specific. For a full listing of courses available, and a cost structure, contact the JRHS office.

### **Graduation**

To receive a JRHS diploma, all students must be full time in their senior year, and have adequate credits.

### **Tuition**

Tuition is determined by credits. A fee schedule is available through the office.

### **Course Changing**

All JRHS students are given the first three weeks from the start of a class to withdraw without penalty. A part time student who withdraws after this time is obligated for the full tuition.

### **State Notification Program:**

JRHS offers a notification for the state of NH.

## **Projects and Trips**

### **The Curriculum Projects**

Jesse Remington High School is distinctive with our quarterly curriculum project. These long term, hands-on projects extend the reach of the classroom, and are projects that develop the skills of research, articulate speech, writing, critical and creative thinking, problem solving, development and execution of tasks, decision making and collaboration.

There are two main components to each project: the incremental work tasks over a series of 6-10 weeks; and the culminating event that is one or more successive days. Much of the incremental work is during the school day, yet due to limited resources and time, some after school and evening scheduling is required, particularly as we near the culminating event. Parent involvement is greatly needed for our projects.

The culminating event of each project is strategically scheduled into the year, and in most cases, the dates are available in the summer. Please refer to the year schedule for dates. Because of the importance of the culminating event, families should make every effort to ensure their child's participation in these events that are often weekends.

Students are assigned a numeric grade for their part of the project, as is either outlined in the project prospectus, or is assigned and agreed upon by teacher and student. *Projects change based upon teacher and resource availability.*



## **School Trips**

### **Horton Center**

An essential part of the fall term at JRHS is the Horton Center Retreat on Pine Mountain in Gorham, NH. It is the primary community-building event of the autumn, and it offers at least one quality Outdoor Education event, the Presidential hike. Encompassing all that we do at the Horton Center is the overall spiritual theme teachings and activities that the staff brings to the mountain. JRHS staff offers students challenges for their walk with Christ, as well as issuing a call for Koinonia Leaders.

The Horton Center Retreat is scheduled in early or mid September during the school week. It is cabin living, with bathrooms and showers. Weather and staff permitting, older students are given the opportunity to sleep out in one of the Mountain View lean-tos.

Families should make every effort to prioritize this event with their child, understanding that it offers a primary OE grade for the first semester, but also that it offers an irreplaceable community and spiritual building forum that is critical for a successful year.

### **Leadership Retreat**

Students who fulfill the qualities to be Koinonia Leaders for the school are offered the opportunity to participate in the annual leadership retreat put on by the Association of Christian Schools International, of which the school is a member. This is a weekday event usually lasting three days. Each participating student is financially responsible for this trip. Families of these students should take full opportunity of this rare leadership-training event.

### **The Spring Mission Trip**

JRHS believes that travel to other cultures is essential in the formation of an effective Christian World View. Therefore, we host one or more Mission trips each year. Although unrelated to any one discipline, at least two Mission trips in a four-year stay are required for graduation. Naturally, students are encouraged to attend all four. If for some reason a student does not attend the trip, a school day is held on campus.

We make every effort to link up with a Christian service organization, and then serve them as missionaries for one or more visits. Historically, this has included clean up work, carpentry, teaching in an after school program, feeding the homeless, tract evangelism, music and worship leadership and more.

Complementing the Horton Center Retreat, the Mission Trip is the community and spiritual building forum that is critical for a successful end of year experience. It is also a rare opportunity for student leaders to enhance and try their skills. Housing is generally a “youth hostel” or “mission home” offering us the challenges of group rooming, preparing meals for one another, housekeeping duties and food shopping.

Goals of the Mission Trip include:

- To serve the Lord in a missions capacity;
- To tour the historical and educationally cultural aspects of a city;
- To create enhanced community through spiritual and community building activities;
- To experience an urban culture, domestic and international.

**Activities that we normally avoid on the Mission Trip include:**

- Tours, activities or touring geared only at entertainment;
- Tours, activities or touring that glorifies modern, secular, alternative or sinful lifestyles;
- Consumerism: students are encouraged to buy family gifts and appropriate souvenirs, whereas consumer shopping is not sought.

**Mission Trip Schedule of rotation**

2010	Philadelphia
2011	Washington DC & Europe
2012	Canada
2013	NYC & Europe

Part Time Students: Part time students are welcome to attend Mission trips at a fee worked out by the trip leaders.

**Mission Trip Travel Expenses**

Students earn some of the funds for their trip. Funds for the student account are derived from these following events:

- The Humanities Faire: students are to sell tickets, and participate in other fund-raisers of the event;
- Sale of Maple Syrup: students involved in this project are to sell the product;
- The Celebration of the Arts: students are to sell tickets, and participate in other fund-raisers of the event;
- TheWork-a-Thon: an all day Saturday event once or twice a year in which students are required to bring in \$65 of sponsored work to be accomplished on workday.
- Other fundraisers include: NH International Speedway cleanup, and various sales
- Chaperons are responsible for their cost of the trip.

Mission Trip Behavioral Standards

The behavioral standard for these trips is very stringent. When on a field trip of any kind, we insist upon Covenant Behavior to the letter. Especially when in foreign cities, we view ourselves as Ambassadors for Jesus Christ, a serious responsibility. In the event of a breach of Covenant, trip leaders reserve the option of terminating the student's trip at any time, and travel costs home are up to the family.

Mission Trip Requirements

Students apply for the trip each year. We require an academic minimum GPA (2.0) in order to attend any Mission trip. The student's GPA is checked three weeks prior to

departure when we issue any warnings. At the one-week mark, final decisions are made. Money will have already been paid for a trip, and is subsequently forfeited. Students not attending the trip are required to attend school on campus, likely doing remedial working which will raise the GPA.

The student must be fully qualified for trip attendance: academically, tuition and liens, behavior.



### **Outdoor Education Events**

Outdoor Education is an important part of the JRHS curriculum. An OE event offers students challenge and experiences not readily attained by other methods.

As part of the integrated experience of a JRHS education, students learn the essential skills of risk taking, collaboration and leadership. Further, the majority of OE events are targeted to offer training to students that have life-long value. These trips are not optional, but are considered part of the core disciplines. For a policy statement on missed OE events, refer to the Academic Policy section of this manual.

### **Volunteer Drivers**

Volunteer drivers are an important and needed part of Jesse Remington High School life. The policy for drivers is:

- Students will not drive other students on any school-sponsored event.
- Drivers that drive Jesse Remington High School vehicles are covered by the school liability insurance as primary coverage.
- Drivers that drive their own vehicles are not covered by the school insurance liability as the primary insurance. Drivers need to have insurance on their vehicles and assume primary responsibility in the event of an accident.



# Procedure

## General Procedures

### Devotions, Koinonia and Chapel

Because the core of JRHS is our spiritual foundation and training, we place high importance on our daily devotion and weekly chapel and Koinonia programs. Students are expected to be timely to these events and are to enact high quality “Covenant” behavior.

### Qualifications for Koinonia Leadership

Koinonia Leadership is the highest form of student leadership at Jesse Remington High School. Koinonia, the Greek word that describes the fellowship and growth accountability that Jesus had with his disciples, is our small group model. Koinonia groups range in size from 4-10, and are led by one or more sophomore or older student. Koinonia groups meet one time per week, for the stated goal of Bible study, issue study, prayer and mutual sharing. The program leader trains Koinonia leaders. Students who are leaders need to fully understand the importance of their task, as they are part of the overall plan of spiritual growth and development of the student body.

The following requirements are in place as Qualifications for Koinonia Leaders:

- Maintain a cumulative GPA of 2.5 or above;
- Be recommended JRHS Faculty and home church;
- Sign Koinonia Leader’s Contract;
- Have an excellent Behavioral and Attendance record in JRHS office;
- Remain active in their home church;
- Must be living in harmony with custodial parent(s);
- Develop all relationships as pleasing to the Lord and in accordance with God’s word;
- Attend scheduled leaders’ training meeting;
- Plan quality activities, and review them with Koinonia Program Leader;
- Keep a journal, recording spiritual progress to be used at Leader’s meetings;

### The Attributes of a Learner



We must understand that we live in a time when education and learning has deviated from the biblical model on which our educational institutions were founded. At JRHS, we hold a high view of our students. We see each student as uniquely gifted and called by God. A student by call and definition is personally motivated to learn and develop. Education begins with a desire to learn and the discipline to achieve potential. These Attributes of a Learner, outlined below, will not only produce incredible joy, excitement and pride in a student, but they will also create the climate of a learning we hold as our goal.

- Students are to be in the classroom, and seated, upon the start of class;
- Students are to come to class with the proper supplies, and they should be out and ready at the start of class, without teacher directive;
  1. Homework

2. Primary text or texts
  3. Pens, pencils, paper, other supplies
  4. Assignment Notebook
- Students come to class with an attitude and desire to learn, and attentive;
  - Students quickly get involved in the proceedings, as a stakeholder, not an observer;
  - Students are regular and organized note-takers;
  - In a lecture or question driven class, students contribute to a controlled and productive climate by their attentiveness and raising of hands;
  - During discussions, students contribute to a controlled and productive climate, enacting the process without hand-raising;
  - During a project oriented class, students contribute to a mature and productive environment by maintaining on-task behavior;
  - Class is dismissed by the teacher, not the students, or the clock;
  - Students knock before entering a class that is in session;
  - Windows, lights, shades and heat are to be adjusted by the teacher or by teacher directive;
  - No food or drink is consumed in class.



### **Daily Stewardship**

One aspect of training at JRHS is stewardship training, where we work together to maintain our campus. We believe God has gifted us with a beautiful campus, yet He demands our best in its care and upkeep. We pledge to give Him our best in this regard. All students at JRHS have a stewardship job, which they are expected to fulfill without complaint or failure. If done efficiently, the task can usually be accomplished in 20 minutes.

### **Recycling**

The following items need to be recycled:

#1 and 2 plastic bottles  
 Glass  
 Aluminum foil  
 Cans (soda, soup, fruit)  
 Paper

All recycling items need to be clean prior to placing them in the recycling receptacles. During Daily Stewardship the recycling receptacles will be sorted.



### **Fire Drill**

Students should familiarize themselves with each room and know where exits are. In the event of a fire, staff and students are instructed to leave by the nearest exit to the agreed upon meeting area. Leave **immediately**; do not retrieve any items (books, bags, lunches, etc.) for any reason.

#### **Meeting Places**

Remington Education Center

Communication Center

Church

School House

Sentinel

Flag Pole/Patio

Driveway across the street

On the lawn below the flagpole

On the lawn below the flagpole

On the lawn below Sentinel



### **Snow Cancellation Procedure**

In the event of adverse weather conditions (including but not limited to: snowstorms, black ice, hurricanes, power loss, and floods) please tune to one of the following radio or television stations. The stations will announce a cancellation or delay.

- JRHS Website
- WMUR Channel 9 TV (12 Comcast Cable)
- WMUR Website

When school is cancelled due to weather, all school related activities are cancelled as well.



### **Senior Banquet**

The Senior Banquet is a special year-end event for graduating seniors. This is open to all family members to attend. The cost for your senior is included in the Senior Fee. The cost for parents and other guests runs approximately \$40 per person. A form will be sent to all families in April and will need to be returned by May 1<sup>st</sup> with payment.

### **Senior Banquet and Graduation Dress Guidelines**

The purpose of the Senior Banquet is to celebrate the growth in each student in their years at JRHS – academic, spiritual, leadership, social, emotional, etc. It is a time for the multi-generational family to come together for a special time of fellowship, testimony, reflection, and to conclude with a prayer of blessing over each Senior. The purpose of Graduation is very similar – primarily to celebrate and bring praise to God.

Our whole focus should be “inward” and not “outward” and therefore student’s should make no effort to dress like some other school’s event. Secondly, competitive dressing is not to come into a family’s decision making. We need to be able to come together in fellowship and not focus on or worry about if our outfit meets some unattainable standard.

Girls are not to pursue prom or prom-type dresses, and boys are not to pursue rented clothing. As is culturally evident, girls have a harder time with this than the boys. Girls should work with their families and staff towards an outfit that would work well at a JRHS Culture Night, or simply, nice church or formal family attire. Modesty is the virtue to aspire to. Outfits that expose larger percentages of her body are to be avoided.

### **Parent/ Teacher Conference**

At any given time during the course of the school year, parents are invited and encouraged to meet with any of the teachers in regards to their student. Please feel free to call the office at 483-5664 to set up appointments with the appropriate teachers. We also encourage the use of email with teachers as a way to keep informed.

**Parents Nights**

At various points throughout the year the body of parents and staff are called together. The purpose of these meetings is to:

- Offer parents and teachers fellowship
- Offer the body an opportunity to convene for the purpose of mission emphasis and re-dedication
- Offer parents a 5-10 minute conference with each of their student's teachers

## FINANCIAL POLICIES

- At the time of enrollment, there is an \$85 non-refundable registration fee which is not included in the tuition amount. This registration fee is payable either by mailing a check/money order to the school office.



### **Tuition Payment options:**

The Business Office determines the total student charges (tuition, fees, assessments, etc.), minus any credits (payments, financial aid, scholarships etc.). These total charges for the 2011-2012 school year must be paid by one of the following tuition payment options:

Annual – Due August 1<sup>st</sup> - \$6,700.00

Semi Annual- Due August 1<sup>st</sup> and Dec 1<sup>st</sup> \$6,800.00

Quarterly Due August 1<sup>st</sup> – November 1<sup>st</sup>- February 1<sup>st</sup> – April 1<sup>st</sup>- \$6,900.00 Finance through a payment plan from FACTS Management. Begins August 1<sup>st</sup>

Monthly- \$6,900.00- Finance through a payment plan from FACTS Management. Begins August 1<sup>st</sup>

- 10 Automatic bank payments, withdrawn from your account on either the 5<sup>th</sup> or the 20<sup>th</sup> of each month.
- Sign up online through the link on our website
- You will need the School ID: **18979** and the Pin # **03034**. Call FACTS Management @ 1-800-624-7092 with any questions.
- 

Senior Fee \$250.00 For Seniors- Senior Fee covers Cap & Gown, Diploma, ACSI Retreat, Boston Day Trip and 1 ticket to the Senior Banquet.

### **Payment Policies:**

- Payment must be made using one of the options listed.
- Payments (at the school or the Business Office) and any requests for adjustments in payments must be made five (5) business days prior to the FACTS Tuition Management payment date in order for correct processing to take place.
- Parent requests for changes to the original terms of their tuition payment agreement with FACTS Management Company must be in writing to the Business Office five (5) Business days prior to the date of withdrawal. This request must be authorized by the school and the Business Office before the FACTS Management Company will be instructed to make any change. Examples: requests to change the date of a specific payment, requests to defer payment, etc. The Office of Student Accounts will not take these requests by phone or voicemail. Requests must be received by the Business Office five (5) business days prior to the date of withdrawal which is 5<sup>th</sup> or the 20<sup>th</sup> of the month.
- Failure to make payments when due may result in the denial of student privileges, including admittance to classes, exams etc.

- A \$25.00 charge will be imposed for any withdrawal that is not honored by the bank/credit union on which the debit is requested. This is in addition to any charges that are imposed by your bank/credit union. After three (3) withdrawal requests have not been honored by a bank/credit union, only cash, a money order or a cashier's check will be accepted for payment. Dishonored checks are not re-deposited unless you instruct us otherwise.
- Students who register after the beginning of the school year will be charged tuition according to the number of months attended. Any part of a month will be counted as a full month of attendance when determining the amount of tuition.

### **Withdrawal and Refund Policy**

- The Business Office must be notified by the School of the student's withdrawal.
- FACTS Management Tuition Users: This written notification must be received at the Business Office five (5) business days prior to the date of withdrawal, to stop payment withdrawal.
- Refunds will be issued to payer one (1) month after date of withdrawal (as stated on withdrawal notice from the school).
- Enrollment/ registration fees are non-refundable.
- Students who withdraw on or after June 2, 2011 through September 5, 2011 will be charged one (1) month's tuition (based on 10). Example: total tuition is \$6,900, the charge will be \$690 (based on ten (10)).
- Students who withdraw on or after September 6, 2011, will be charged one quarter (based on four (4) of the year's total tuition for any portion of a quarter attended. Example: total tuition is \$6,350; one quarter charge will be \$1725.00 Quarters (does not refer to academic) end on the last day of October, January, March and the last day of school). Any part of a quarter will be counted as a full quarter of attendance when determine amount of tuition that will be charged.

### **Financial Aid**

#### **FACTS Grant & Aid**

In order for students to qualify for aid from this program, students must be enrolled and have completed the online process including a tuition payment agreement and must submit a verified FACTS Grant & Aid Application. Limited funding is available to assist families with their tuition needs.

#### **The Jim Philbrick "Delight of Sacrifice" College Scholarship**

II Corinthians XII: 15 reads: - "I will very gladly spend and be spent for you." During his 11 years tenure at JRHS, Jim Philbrick taught Chemistry and Physics while demonstrating what a purposed filled Christian life committed to serving God can accomplish in the lives of others.

Oswald Chambers writes; "When the Spirit of God has shed abroad the love of God in our hearts, we begin deliberately to identify ourselves with Jesus Christ's interests in other people, and Jesus Christ is interested in every kind of person there is."

That describes Jim Philbrick's interest in his students. In honor of his devotion to the mission of JRHS, and to perpetuate his efforts to encourage the pursuit of higher learning in the field of science, this scholarship will go to a deserving graduating senior who seeks post secondary studies in the sciences.

The following criteria are to be met in order to be considered:

- Planes for Engineering: Physics, Chemistry, or Biology Degree
- A High School GPA of 3.0 or higher
- Recommendation of the faculty
- An Application
- Essay: "How do you see yourself integrating your Christian World View into the study of Science?"

### **Senior Fees**

\$250.00

Fees are for graduation expenses:

- Diploma
- ACSI Leadership Retreat in October
- Cap and gown
- One senior banquet ticket
- Boston Trip in June

The total cost of the Senior fee is added to the total cost of tuition. See above.

# Academic policy

## Admission, Re-enrollment, Graduation and Promotion



### JRHS Minimum Graduation Requirements

The below criteria is required to receive a diploma from JRHS

Discipline	Number of Credits
<b>GPA Requirements:</b>	
Humanities	8
Language	2
Bible	4
Science	4
Math	4
Outdoor Education	2
Elective Projects/Arts & Artisans	8
<b>Non-Credit Requirements:</b>	
Portfolio	
Mission Experience	
Total:	32

## Definitions and Procedures

### GPA Credits

In order for students to earn a credit in a GPA course, they must earn a 65% or higher year grade. In non-GPA courses, they must meet all the requirements.

- The following courses offer two credits per academic year:  
Humanities
- The following courses offer one credit per academic year:  
Bible, Science, Math, Arts & Artisans, Electives, Language (Foreign or English)
- The following courses offer one-half credit per academic year:  
Outdoor Education

Definition of a Full Time Student: is enrolled in at least one Humanities, Math, Science, Bible, Language or Elective, Arts and Artisans, Outdoor Education courses; and performs both the portfolio and the Mission trip. Enrollment less than this make the student Part Time Enrolled. English class is offered only to freshmen and sophomores.

Two foreign languages, equaling at least two credits, is acceptable for college acceptance. These two credits can be two introductory level courses or two incremental courses. More than two credits make the student more competitive.

Each Semester, students must earn 65% or higher. See page 48

Mission Experience is earned by successful and active participation in the annual spring Mission Trip. Trip staff evaluates credit earned, based on student's effort, attitude, behavior, and participation. Additional Mission Trip credit is not applied to elected credit. (2 trip Minimum)

#### **Electives Projects Requirements for Graduation**

There are no Graduation Requirements in the Arts and Artisans other than the number of credits needed (4). There are specific criteria in the Elective Projects (EP) however: students must do one Elective Project in each of the below categories in their four years.

- Computer or Technology: 1
- Government or Political science: 1
- Literature or Humanities: 1
- Public Speaking: 1
- Writing: 1
- Science: 1

#### **Transfers**

Students transferring into JRHS are considered on a case-by-case basis in regards to graduation requirements.

#### **Waivers**

Application for waiver of a particular credit requirement may be made to the JRHS Board of Directors.

### **Promotion and Retention**

#### **Promotion**

A student is promoted or retained at the end of an academic year dependent upon his performance in the academic areas and Christian character development. Before a student is retained, every effort will be made to intervene in the situation, including remedial and makeup work, tutoring and parent conferences. The Headmaster makes final decisions on promotion and retention upon request of the faculty.

#### **Credit Promotion**

Students are required to earn 32 credits to receive a high school diploma. Please refer to the *Minimum Graduation Requirements* for the synopsis of credits that must be achieved. Families are

encouraged to work with the JRHS College and Career Guidance staff member to proactively plan out a four-year course of study.

Each year, a student must be enrolled in Science, Math, Bible, Humanities, Arts and Artisans, Electives, Outdoor Education, and one of the following: Foreign Language or Elective English. Students must also pass with 65% or higher each Semester Portfolio. This equates to a minimum of 7.5 credits per year.

### **Retention and Credit Makeup**

A student not carrying the minimum number of credits is retained to the same grade. The student can apply to re-enroll to that grade level, or can make up the credit in some pre-arranged fashion. Summer schools must be accredited, and courses must be pre-approved by the Headmaster. All home school credit make up courses must follow this guideline: 1 credit equals 135 hours of learning time. Home school courses must be pre-approved as well.

In the event of a failed course, but student still earns promotion to the next grade, families are reminded that the student cannot graduate until the course is made up, either in another JRHS year or some other source.

### **Credits and Participation in Graduation**

If a senior lacks up to one credit needed to graduate, he may participate in graduation ceremonies, providing the senior's family has a written plan as to how to fulfill the final credit. The student is awarded the diploma only upon successful completion of the credit.

A senior behind more than one credit forfeits the right to participate in graduation, yet still can earn a diploma upon successful completion of necessary credit.

### **Adding or Dropping a Course**

Courses may be added or dropped during the first three weeks of a semester, except in emergency situations. Courses added after three weeks may require tutoring, at the expense and arrangement of the family. Any student who is removed from a course for disciplinary reasons receives an "F" for the entire semester. All course movement requires parent and Headmaster conference.

### **Withdrawing from JRHS**

If during the school year it becomes necessary for a student to withdraw from JRHS, the following steps are to be completed.

- Parent is to complete a Withdrawal Form, obtainable at JRHS office;
- Form is copied and sent to all teachers, administrators, and the bookkeeper;
- If all obligations have been met, and there are no outstanding financial loans or supplies, transcripts will be forwarded at the request of the receiving school.

### **Re-Enrollment Procedure**

Each student with a 2.0 or higher GPA in Jesse Remington High School in the month of April will be invited to fill out a re-enrollment form for the coming school year. This will need to be returned by May 1<sup>st</sup> along with the \$85.00 fee. The re enrollment form requires the family to decide on a

tuition payment plan. If a student is not planning on returning to the school, the form should be sent back stating this. Late fee for Re-Enrollment form is \$100.00.

### **Student Records/Transcripts**

Transcripts are made out of the Jesse Remington High School Office. There is no charge for transcripts for students currently enrolled in the school. For transcripts requested after the start of the next school year, there is a \$15.00 fee.

### **Jesse Remington High School Elected Credits Program**

Programs being offered at JRHS include:

- Arts and Humanities Program
- Bezalel School of Craftsmen
- Science and Technology Program
- Ministry Program
- Honors Program
- Business Program

A brief description of each program follows on the next few pages.

## **Jesse Remington High School Arts and Humanities Program**



### **Vision**

The Arts and Humanities Program is designed to offer students opportunities to enhance their biblical worldview through advanced study. The objectives of the program include:

- To offer students the option of pursuing an independent study or pursuit in the Arts or Humanities;
- To challenge students to a level beyond the classroom;
- To expose students to Arts and Humanities studies beyond the scope of the existing curriculum;

### **Application and Issue**

Students need to apply to the Arts and Humanities Program on a year-to-year basis.

### **The Project and Portfolio**

With a project mentor, the student is expected to come up with an independent study within the spectrum of arts and humanities. Projects can be as diverse as music, history, psychology, literature, drama, art, writing, law, politics and others. The student is expected to document his project in a portfolio, which is to be a record of the study undertaken. The specifics of the project are to be defined by the student and mentor.

### **Credits**

Each project is graded on a Pass with Honors, Pass, or Fail basis. The Arts and Humanities Student who successfully completes the Program in one semester or academic year, is awarded one-half elected Credit, applicable to Minimum Graduation Credits.

Each project must be evaluated closely by a mentor. Mentors must turn in a log of hours that must be at least 10 hours of involvement with the students.

## **Jesse Remington High School Bezalel School of Craftsmen Program**



*Then the Lord said to Moses, “See I have chosen Bazalel . . . and I filled him with the spirit of God, with skill, ability, and knowledge in all kinds of crafts - to make artistic designs for work in gold, silver, and bronze, to cut and set stones, to work in wood and to engage in all kinds of craftsmanship.” Exodus 31:1-5*

### **Vision**

Taking its name and vision from the Old Testament craftsmen named Bezalel who was appointed by God to build the Tabernacle; this program is designed to offer artisan experience and training to students who desire a more practical, skill oriented education. The purposes of the program include:

- To recognize craftsmanship giftedness in a student
- To promote advancement and growth in craftsmanship
- To offer levels of Achievement, and their corresponding rewards

### **Application and Issue**

Students need to apply to the Bezalel Program on a year-to-year basis.

### **Artisans and Craftsman**

To be considered for the Bezalel Program, students choose an area of craftsmanship to study. Areas of initial consideration include, yet may not be limited to:

Carpentry, fine woodworking, furniture building, pottery and/or sculpture, sewing weaving, knitting, or caning

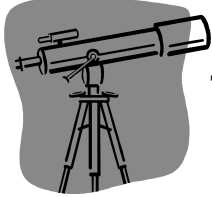
### **The Project and Portfolio**

With a project mentor, the student is expected to come up with an independent study. The specifics of the project are to be defined by the student and mentor.

Throughout the duration of the project, the student is to maintain a Project Portfolio, which serves as a record of the task and the learning. Numerous pages, it should have sections as diverse as: the proposal, plan, timeline, journal, letters, and correspondence to suppliers, photography, drawings, samples, and conclusions.

Each project must be evaluated closely by a mentor. Mentors must turn in a log of hours that must be at least 10 hours of involvement with the students.

## **Jesse Remington High School Science and Technology Program**



### **Vision**

The Science and Technology Program is designed to offer students opportunities to enhance their biblical worldview through advanced study. The objectives of the program include:

- To offer students the option of pursuing an independent study or pursuit in the Sciences or Technology;
- To challenge students to a level beyond the classroom;
- To expose students to Science and Technology studies beyond the scope of the existing curriculum;

### **Application and Issue**

Students need to apply to the Science and Technology Program on a year-to-year basis.

### **The Project and Portfolio**

With a project mentor, the student is expected to come up with an independent study within the spectrum of Science and Technology. Projects can be as diverse as computers, physics, biology, chemistry, robotics, and more. The student is expected to document his project in a portfolio, which is to be a record of the study undertaken. The specifics of the project are to be defined by the student and mentor.

### **Credits**

Each project is graded on a Pass with Honors/Pass/Fail basis. The Science and Technology Student, who successfully completes the Program in one semester or academic year, is awarded one-half elected Credit, which is applicable to Minimum Graduation Credits.

Each project must be evaluated closely by a mentor. Mentors must turn in a log of hours that must be at least 10 hours of involvement with the students.

## Jesse Remington High School Ministry Program



### **Vision**

The Ministry Program is designed to offer students opportunities to serve the Lord in a missions capacity. The objectives of the program include:

- To promote short term mission experiences;
- To offer leadership training and spiritual growth through missions;
- To offer life and career skills through missions;

### **Application and Issue**

Students need to apply to the Ministry Program on a year-to-year basis. Applications are made and due a minimum of four weeks before the mission experience.

Students who are Koinonia Leaders may use the experience as a platform for completing a project.

### **The Project Portfolio and Presentation**

Coinciding with the Ministry, the student is expected to create a Portfolio that documents the project. It is to be rich with written and visual information, potentially in excess of 20 pages. Materials may include letters, photos, journal entries, and activities participated in and other relevant information. Further, the student is expected to present his ministry project to JRHS peers in morning devotion or chapel setting.

### **Leadership**

The Ministry Student is expected to be in a position of Leadership at JRHS or related area. Examples may include tutoring at JRHS or at a local school, a Koinonia Leader, a Project Leader (Drama, Faire, etc), or a worship or devotion leader.

### **Credits**

Each project is graded on a Pass with Honors/Pass/Fail basis. The Ministry Student, who successfully completes the Ministry Program in one semester or academic year, is awarded one half elected Credit, applicable to Minimum Graduation Credits.

Each project must be evaluated closely by a mentor. Mentors must turn in a log of hours that must be at least 10 hours of involvement with the students.

## **Jesse Remington High School Honors Program**



### **Vision**

The Honors Program is designed to offer academic challenge and reward for students. By maintaining a consistent high GPA, and through the development of a year long mentored project, students will obtain these objectives:

- To promote excellence in academic achievement
- To offer Leadership Development Opportunities
- To offer accelerated Christian character development through mentoring

### **Application and Issue**

Students need to apply to the Honors Program on a year-to-year basis. Applications are made and due in the first 2 weeks of quarter 2. The student must be at, and maintain a 3.5 GPA to apply and stay in the Honors Program.

### **The Yearly Project**

An Honors Student chooses a long-term project in the discipline of his choice, in conjunction with a project mentor. The project can be outside JRHS if it can be effectively administrated and completed. Students are reminded that projects need to be definitively academic, not art, artisan or trades oriented.

### **The Project Portfolio and Presentation**

Coinciding with the Project, the student is expected to create a Portfolio that documents the project. It is to be rich with written and visual information, potentially in excess of 20 pages. Materials may include letters, photos, journal entries, and activities participated in and other relevant information.

### **Leadership**

The Honors Student is expected to be in a position of Leadership at JRHS or related area. Examples may include tutoring, a Koinonia Leader, or a Project Leader (Drama, Faire, etc).

### **Credits**

The Honors Student, who successfully completes the Honors Program in one semester or academic year, is awarded one-half elected Credit, applicable to Minimum Graduation Credits. "Completion" is defined as a yearly GPA at or above 3.5, a successful Honors Project and its Portfolio, and successful completion of the Leadership criteria.

Each project must be evaluated closely by a mentor. Mentors must turn in a log of hours that must be at least 10 hours of involvement with the students.

## **Jesse Remington High School Business Program**



### **Vision**

The Business Program is designed to offer students opportunities to enhance their biblical worldview through advanced study. The objectives of the program include:

- To promote excellence in academic achievement
- To offer Leadership Development Opportunities
- To offer accelerated Christian character development through mentoring

### **Application and Issue**

Students need to apply to the Business Program on a year-to-year basis.

### **The Project Portfolio**

With a project mentor, the student is expected to come up with an independent study with the spectrum of business. The student is expected to document his project in a portfolio, which is to be a record of the study undertaken. The specifics of the project are to be defined by the student and mentor.

### **Credits**

Each project is graded on a Pass with Honors, Pass, or Fail basis. The Business Student who successfully completes the Program in one semester or academic year, is award one-half elected Credit, applicable to Minimum Graduation Credits.

Each project must be evaluated closely by a mentor. Mentors must turn in a log of hours that must be at least 10 hours of involvement with the students.

# Conduct Policies

## General Conduct Guidelines

### Introduction

Since JRHS is an institute with stated mission of training Christian leaders and is dedicated to His Honor and Glory, all members of the school community must represent our school with behavior and attitudes that are pleasing to God and further the cause of His Kingdom. Our conduct and speech should always seek to follow God's directive to love Him above all, and our neighbor as ourselves. Our conduct will be a major factor in making JRHS a model and a light in our area.

### The Student Covenant

In order to set a guide and standard for conduct, JRHS uses the *Student Covenant*. This is a very important document, which must be signed each year by enrolled students and at least one parent. Students, who do not have a signed covenant by the start of the *first* full week of school, are not eligible for continued attendance. Periodically, the JRHS staff will use the Covenant as a teaching tool. Also, in the event of a behavioral issue, the covenant will be reviewed.

### Jesse Remington High School Covenant, 2011-2012

#### Student with God:

Understanding that God first loved me, I agree to:

- Seek to know God and find his perfect will for my life.
- Honor, glorify, and serve God with my life and talents.
- Honor and obey the teachings of the Bible.

#### Students with Learning:

Understanding that my education begins with my personal motivation and discipline I agree to:

- Do all of the work assigned, both in class and homework.
- Participate enthusiastically in all classroom projects and field education.
- Bring an attitude of excellence, humility and the desire to learn.

#### Student with Faculty:

Understanding that my teachers, administrators, pastors, aids, volunteers and workers have committed their time and even their lives to train me, I agree to:

- Honor those given to me to help educate me.
- Respect and obey both their teaching and person.

#### Student with Student:

Understanding that I am asked by God to love fellow students as myself, I agree to:

- Respect the individual differences and abilities.
- Encourage and affirm, rather than discourage and undermine fellow students.
- Serve them.

**Student with Property:**

Understanding that God has given me this environment and equipment to use for my training, I agree to:

- Treat with care and respect all buildings, furniture and tools of learning.
- Willingly perform stewardship tasks, as is my responsibility.
- Respect and care for property of fellow students and faculty.

*Please read, sign and return the copy in the forms section in the back of this handbook.*

**The Student's Responsibility**

As members of a Christian community that is concerned for one another, students are expected to follow the guidelines of our Lord Jesus Christ as outlined in Matthew 18:15-17 when aware of violations of the school standards. This will usually mean the following:

**First:** Personally confronting the person and encouraging him to stop the violation and make known his problem to those in authority. The problem should not be communicated to others who are not immediately involved.

**Second:** Others who are aware of the problem should be encouraged to talk to the person if the first step is unsuccessful.

**Third:** It is the responsibility of the student, in obedience to the Lord's command, to report a violation to school authorities so that the one who has committed the offense can be helped, and come to experience the blessings of consequential action and forgiveness. Inability or failure to follow the first two steps does not prohibit the student from following the third step.

**Accountability**

Our goal is to maintain a safe environment of integrity among our students and staff. To that end we will pursue all reports and information we receive or intuit that may jeopardize our students well being in accordance with the principles of Matthew 18:15-17. The exercise of accountability does not necessarily require physical evidence. It is also true that the wider social life of our students is often connected to their status as students by friendships, transportation and other ties; therefore their off-campus behavior may well impact our relationship as a learning community. Our goal in the exercise of accountability and discipline is always restoration and the well being of our students and their families.

**Student Attitude towards Staff**

Because we are a community that professes family-like relationships, we expect students to build reputations of trust with their staff. Student behavior characterized by close communication with staff members is encouraged. Student behavior characterized by staff avoidance, elusiveness is considered unaccountable and will be discouraged. This applies to all arrangements during and after school and at all school sponsored events.

### **Guidelines for Corrective Action**

The following procedures are followed as a guideline for due process in the event we need to re-align student behavior.

#### **First Offense**

- Student is noticeably misbehaving
- Student is given 2-3 verbal warnings in one class period; change is expected
- Behavior is documented in the Discipline Record
- Disciplinary Action is left at discretion of teacher, most likely consisting of the Written Assignment, or the detention assignment. Written assignments serve as apology letters to offended staff and students, and are to include at least three Scripture references. Detention Assignments involve are after school stay and tasks may include writing, conferencing or stewardship.

#### **Second Offense**

- The misbehavior did not cease; teacher gives verbal warnings, and makes a call home
- The action and call outcome is documented in the Discipline Record
- Reason for the call is outlined to parent; change is expected
- Disciplinary action, if required, is outlined to the parent

#### **Continued Offenses - Teacher/Parent/Student Conference**

- The misbehavior continues, parent conference is now essential
- Misbehaviors are outlined to parents
- Goal setting steps are made for the student, in the Behavior Contract
- Contract must be signed by all parties, and one filed in Discipline Record
- Review time of contract is set

#### **Probation/ Suspension**

- Criteria on the Behavior contract is breached
- Appropriate notation made in Discipline record
- Teacher/Parent/Administrator/Student Conference scheduled
- Student receives Probation and/or Suspension; terms are outlined
- JRHS Board of Directors is notified

#### **Expulsion**

- During Probation period, action plan is breached
- Student is out of school until Board of Directors meeting is scheduled
- School Administrator recommends expulsion to the Board
- Family is notified of outcome; Expulsion or further Probation terms are outlined

## **Grievance Policy:**

### **MATTHEW 18**

The common goals of Christian teachers and parents can be more readily achieved when an open relationship exists between the home and the school. Should problems or complaints arise, all parents and students of the Jesse Remington High School are to use the following guidelines based on Matthew 18:15-20

1. When a problem occurs between parent and teacher, the parent will first contact the teacher outside of class time.
2. If a conference is desired with the teacher, parents should contact the school office to arrange an appointment. Parents should not discuss the problem with the office personnel as they cannot assist with concerns.
3. If the issue is still not resolved after a parent-teacher conference, a parent may request a conference with the teacher and Headmaster. The Headmaster should only be contacted after a face-to-face meeting with the teacher.
4. If the issue is still not resolved after a meeting with the teacher and Headmaster, a conference may be requested with the JRHS School Board. The Board will not generally address decisions by the administration except where adherence to school policy is at issue.
5. If a satisfactory resolution is not reached with the JRHS School Board, the parent may request, in writing, the opportunity to address the Candia Congregational Church Elder Board. Such requests should be submitted to the school's office for relay to the CCC Elder Board.
6. Students, parents, teachers and Administration will be informed about this process of biblical conflict resolution on an annual basis.

## **Adherence Policies**

### **Board**

The Statement of Faith and Community Life Statement shall be given to every person prior to their being offered a position on the Jesse Remington High School's Board of Directors. Persons shall only be considered if they are in complete agreement with the Statement of Faith and Community Life Statement. If a person changes their beliefs with respect to the Statement of Faith or Community Life Statement while serving on the JRHS Board he/she must inform the Chairman of the Board. If after discussion he/she is not able to agree with our Statement of Faith or Community Life Statement, he/she will be asked to resign from the board.

Adopted: April 2010

### **Employee**

The Statement of Faith and Community Life Statement shall be given to every person prior to their being offered employment at Jesse Remington High School. Persons shall only be employed at Jesse Remington High School if they are in complete agreement with the Statement of Faith and Community Life Statement. If a person changes their beliefs with respect to the Statement of Faith or Community Life Statement following their employment, he/she must inform the headmaster. If after discussion he/she is not able to agree with our Statement of Faith or Community Life Statement, he/she may be asked to separate from Jesse Remington High School.

Adopted: April 2010

### **Family**

The Statement of Faith, Jesse Remington High School Covenant, and Community Life Statement shall be given to every family as part of the application to attend Jesse Remington High School. A family with members not able to be in complete agreement with the Statement of Faith, Jesse Remington High School Covenant, or Community Life Statement will be asked to discuss their differences with the headmaster. The headmaster will determine if a family is a good candidate to be part of our community based on this interview. If a student or family takes public issue with respect to the Statement of Faith, Jesse Remington High School Covenant, or Community Life Statement they may be asked to separate from Jesse Remington High School.

Adopted: April 2010

## **Detention Policy**

Detention will be served on Tuesday mornings at 7:10-7:50. A student who garners 2 detentions in a week will serve the 2<sup>nd</sup> on Friday morning. If more than 2 detentions are necessary for any individual student in the course of a week the necessity for an in school suspension may arise.

### **Infractions which could require a detention:**

- ✓ Academic Concerns: missing homework, unprepared for class
- ✓ Attendance Issues
- ✓ Tardiness
- ✓ Failure to show for stewardship, lack of cooperation during stewardship
- ✓ Dress Code Infractions
- ✓ Covenant Violations: disrespect, disruptive in class
- ✓ Failure to show up for assigned detention.

### **Detention Procedure**

1. Student is given pink copy of detention slip.
2. Teacher fills out Discipline Record Book in the office.
3. Teacher calls or emails parents at least 24 hours in advance of the time detention is to be served.

### **Please note**

The weekly cycle for detention runs from Tuesday to the following Mon. For example, if a student get a detention on a Tuesday, they will serve on the following Tuesday. However, if they get one on a Monday, they should serve it on the next day, Tuesday, if proper parental notification has been made.

### **Suspension**

When a student's behavior is either serious or chronic, a suspension will result. The staff and administration work out the location and duration of a suspension. All suspensions are considered "unexcused" absences (refer to attendance policy).

# General Policies

## **Visitors**

All visitors are to report and sign in at the school office when they arrive. Only those approved by the office will be allowed on campus.

All visiting students need to be **pre-approved** by the Headmaster. No Exceptions.

## **Arrival**

Arrival is not later than 7:55. Students are to be ready for devotions by 8:00 am. Parents are welcome to drop students off on Stevens Lane, but no students can drive on Stevens Lane between the hours of 7:00 am and 4:30 pm.

## **Departure**

Students are free to leave school upon completion of the last class of the day. Students with stewardship duties are to stay an additional 15 minutes and complete their tasks. (All students are to leave the campus by 3:15 when the buildings close)

## **Class Changes**

Students have adequate minutes to change classes and only bathroom breaks if the situation is urgent. During class, there should be no leaving to go to the bathroom.



## **Lunch**

Students are asked to use the microwave only 2 times per week. Everyone washes his or her own dishes, making that afternoon cleaning duty a little easier. Students may eat only in designated rooms, and may eat outside with permission, providing each is responsible with litter and time.

## **School Grounds**

Our normal use areas include the downstairs of the Church building, however excluding the Nursery, the lawn stretching down to the Schoolhouse, the Schoolhouse, the Remington Education Center, Stevens Hall, Sentinel, Shiloh and the grounds surrounding the Stevens Lane buildings.

Other than scheduled use, the campus buildings, lawns, grounds, chapel, woods, walks, barns, Sentinel and other outlying areas are not open to student use. Students should not be in the school office, or else where upstairs of the REC without specific permission.

JRHS or CCC owns none of the walkway to Stevens Lane. We use it on our good reputation from the State of NH and Town of Candia, which owns the land. The walkway

is to be used only for its stated purpose: walking. The Cemetery and its front wall are not within our limits, and no student should be in or on either without teacher direction. Also, there is to be no walking on the paved surface of Route 27. Students are to walk on the established walkway.

### **The Jesse Remington High School Communication Center Policies**

**Purpose:** The Communication Center should reflect its name and purpose, which is a center for JRHS students to communicate the love and life of Jesus Christ to the world.

#### **Classroom:**

. The following specific policies accompany this building:

- No Food or drink at computer stations
- Students and staff are asked to use the water in the building with great thrift, due to the extremely small leech field and minimal water supply.
- Nothing is to touch or lean up against the walls, in an effort to preserve the artwork. This includes tables, chairs, cleaning tools, etc.

**Relationship to the Stevens Hall Apartment:** The Stevens Hall Apartment and the Communication Center are separate facilities with distinct functions. Students, staff, and guests should not make uninvited use of the apartment.

#### **Cleaning**

Everybody has a cleaning duty that takes approximately 20 minutes to enact. Parents are welcome and encouraged to help and to help with accountability. Missing a cleaning duty for any reason results in an afternoon detention of cleaning.



### **Water Usage**

Do not drink the tap water at the Church, which has a high saline count. The tap at the Remington Education Center and Communication Center is fine to drink. Students are welcome to conservatively use the Poland Springs bottled water at Church.



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the

### **Electronic Communication or Entertainment devices (ECED's)**

There should be no media devices, such as CD players, MP3 players and I Pods at school or on school grounds or at any school sponsored functions.

Personal Laptop/PC or E Readers (Kindle, to be used only for educational proposes

No student is to use cell phones during a class period for calls, texting or other. Cell phones should remain off during class. If there is an emergency from the parent, the parent may call into the office, and a message will be given to the student as soon as possible. Violation of policy may result in confiscation of student's phone.

### **Locker Policy**

Students are to utilize lockers located in the REC for their personal belongings. There are to be no backpacks, lunch bags, sports bags, books etc on tables, chairs or the floor during school hours

### **Furniture/Item Breakage**

Students must learn to be very careful with all of our school buildings, furniture, tools, vehicles and specialty items. In the event of damage or breakage, students are expected to report the happening to a teacher. Appropriate action will follow.

### **Cars and Parking**



All families that have a student that drives needs to acquire a ***Parking Pass*** from the school office. The pass must be displayed in the vehicle; students driving without a pass will lose parking privileges.

The JRHS Administration assigns students to certain lots, usually depending on GPA or seniority.

Students should never return to their car during the day without permission; it is not a locker.

Because our cars portray our image in a way similar to our clothing, bumper stickers that advertise secular rock groups, questionably righteous organizations, or other questionable speech/pictures are not allowed.

Students are not permitted to drive on Stevens Lane during school hours (7:00 am –4:30 pm), without specific teacher directive. Any infractions to the driving policies results in loss of parking pass for one week; any further infractions results in loss of pass for the remainder of the year.

## **Anti Bullying Policy**

### **(Bullying Policy in compliance with RSA 193-F)**

#### **Objective**

It is the policy of JRHS that its students have an educational setting that is safe, secure and free from student harassment, also known as bullying.

#### **Definition**

“Bullying” for purposes of this policy is defined as insults, taunts or challenges, whether verbal, written, electronic or physical in nature, which are likely to intimidate or provoke a violent or disorderly response from the student being treated in this manner. Bullying in violation of this policy may not rise to the level of unlawful harassment or discrimination under Title IX of the Education Acts of 1972, the Americans with Disabilities Act, Title VI, the Rehabilitation Act of 1974. Further reporting may be required under New Hampshire’s Child Abuse Protection Act (RSA 169-C).

#### **Notice of Policy**

At the beginning of each school year, the parents/legal guardians or other persons responsible for the welfare of a student at JRHS, shall be informed, in writing of the pupil safety and violence prevention policy.

#### **Reporting Requirements and Procedures**

Any student who believes he/she has been a victim of bullying shall report the alleged act to the Headmaster or Headmaster’s designee.

Any school employee who has witnessed or has reliable information that a student has been subjected to insults, taunts or challenges, whether verbal, written, electronic or physical in nature, which are likely to intimidate or provokes violent or disorderly response that violates the school bullying policy shall report to the Headmaster. Any parent or other individual who has witnessed or has reliable information that a student has been the victim of bullying should report the incident to the Headmaster.

The Headmaster shall by telephone and in writing, report any incident of bullying as defined by this policy to the parent or legal guardian of all students involved within 48 hrs of the occurrence of such incident.

#### **Investigation, Resolution and Remediation of Bullying Reports**

The Headmaster or Headmaster’s Designee shall investigate alleged acts of bullying.

The Headmaster or Headmaster designee will take such disciplinary action as is deemed justified including, but not limited to, reprimand/corrective instruction, detention, in-school suspension, out-of-school suspension or expulsion in order to end bullying and prevent its recurrence.

Any such disciplinary action shall be taken in accord with applicable school board policy and legal requirements.

#### **Immunity**

A school employee who has reported violations of bullying to the headmaster shall be immune from any cause of action, which arise from making the report or the failure of the school to remedy the reported incident.

#### **Training**

Appropriate methods of discussing the meaning, substance and application of this policy with staff and students shall be developed by the Headmaster in order to effectively prevent and minimize the occurrence of bullying, and respond to any such incidents. School employees will receive training at hire. School employees will receive periodic training as needed.

#### **Student Dress Code**

We at Jesse Remington School want to glorify God in all that we do. Our dress portrays our image both as a school, and as a covenanted body of believers. We



require our students to dress modestly. The word “modest” can have wide range of opinions, and therefore JRHS Staff sets the definition of what is acceptable and modest for school and school events. We want to encourage our students and not be legalistic in our views.

Therefore, clothing not permitted at school includes:

- Tank tops, strap tops, and related articles
- Tight fitting, form fitting articles of clothing
- Low cut tops that are revealing
- Clothing with inappropriate words, symbols or messages on them
- Inappropriately slashed, torn or cut clothing
- Short midriff shirts, especially when combined with low-waist pants
- Visible underwear
- Any clothing that infringes on modesty
- Hats/Head covering in class, chapel, devotions or lunch

Items that vary with opinion are skirt, short and dress length. This sensitive area should not be a source of argument or hurt feelings, but an area of strength and an attitude of seeking to please the Lord. Therefore, skirts and dresses are to reach the knee. Shorts are to be Bermuda style, covering most of the thigh.

Our staff will handle any offenses quietly and privately. The first offense will result in the offender addressing the issue immediately and a parent phone call. The second offence in close proximity to the first will result in further action, as it is now becoming a Covenant issue.

Athletic Uniforms are to be approved and worn per order of the Athletic Director.

Hair Policy: Boys are to wear hair cut off the collar and the ears. All students are to wear their natural hair color, and may die or highlight only within the natural spectrum of hair colors. Hair should be presented in a way that it does not bring attention to self.

Body Piercing: Girls are not to have other-than-ear piercing. Boys are not to have piercing.

Tattoos: Students are not to have tattoos.

Belt Policy: Boys are to properly wear a belt at all times.

**Some of the specific trend items for 2011-2012 not permitted are:**

- Baggy pants
- Skinny Jeans
- Jeggings
- Low-waisted pants (Low Rise)
- Tunics/short dresses with Leggings



## Outdoor Education Dressing for Success

To help our families with planning for safety and comfort for their students in the great outdoors, we publish this list of essentials and good ideas. The list can be tailored to fit the trip and the weather conditions. Don't attempt to get everything on the list all at once- it would be VERY costly!

### Fall and Spring Hikes, On the body

1. Two to three layers of quality, well fitting active wear shirts. It's best to mix up the materials a bit. All cotton is not a good idea, and all wool may not be too comfortable. There are also a host of synthetic fabrics that work really good too.
2. Good rugged canvas style shorts.
3. Nylon or other synthetic wind pants that can be pulled over footwear and shorts
4. Pants: denim and corduroy are never good; canvas, cotton and synthetics are good.
5. A handful of sock combinations. There's nothing wrong with one or two layers of cotton, but there is probably a better, warmer, dryer of cotton, synthetic and wool.
6. Quality hiking boots. This is where to make the investment. It really does make a big difference. Good leather work boots are OK, but boots specifically designed for hiking are optimal. Leather or vinyl or gore-tex are all good options, be sure to fit them with a double sock option is mind.
7. Sweater: either the good old wool variety or a modern synthetic
8. Rain slicker/windbreaker/poncho (but not a raincoat like you might wear out on the ocean, as they are very heavy and stuffy) Gore-tex is optimal.
9. Baseball or sun hat
10. Winter style ski hat and gloves: wool or synthetic are best, not cotton.
11. Do not include a winter jacket/parka kind of coat in the equation; instead get better warmth in layers.

### The Pack, and in your Pack for the fall or Spring Hike

1. An oversized day pack is quite adequate, and an overnight pack is maybe better but not essential. Look for something that has several pocket options.
2. Water bottles-several! Washed out soda bottles work fine. But the sun-blocker hiker bottles are best. For a big day hike, more than 40 ounces of water is needed.
3. Camelpacks are good too, but have to be coordinated with the pack somehow. Some really nice packs come with the camelpack built in. Be carefully of camelpacks that only hold 24-36 ounces!
4. First aid is a good idea, whether you make up a home kit or buy a hiker's kit. Add in a sheet of moleskins.
5. An AMC Hiker's Guidebook is a great idea. It would also be beneficial to the whole group if more students had them and knew how to use them.

### Food for the Day

In addition to lots of water, hikers want to have lots of well balanced healthy items for fuel. Too many sugars and sweets slow you down. Carry a good sandwich, fruits, granola/nut bars, trail mix. Avoid soda, chips/fats and candy.

### **Walking Procedures, To and From Stevens Lane**

When walking on Stevens Lane, students are to walk on the REC side of the road, being very aware of any traffic.

### **Walking**

Students will walk as a group. Walking is to be accomplished in an orderly, focused and efficient manner. Students are to walk SINGLE FILE in the two very busy areas:

- Upon leaving the Church parking lot, until reaching the walkway on the North side of the Church;
- When leaving the walkway from the Cemetery Lawn and approaching Stevens Lane where there is a cable guardrail.
- An infraction results in disciplinary action

### **Walking Time**

Students are expected to walk effectively, and be in the classroom on time.

### **Snow/Inclemency**

We are pleased to have a walking campus at JRHS, as it will create part of the legacy of a JRHS experience. Students are to dress appropriately for a walking campus, primarily in reference to footwear and outer garments that will fare well with wetness, mud, ice and cold. Snow throwing is not allowed.

### **End of Day and After School**

We will close the Church building and Schoolhouse of the campus at 2:45 each day unless there is scheduled use. All students staying past 2:45 are to walk to the REC where they can stay until pick-up.

### **Knife and Sharp Tools Policy**

In an effort to make JRHS a safe environment, any student wishing to carry a knife, pocket, or belt tool or other sharp object must register it in the office.

- Items that clearly have value as a tool, and are designed as such, may be considered appropriate to carry, particularly when working on a project or something like an OE excursion. Items made and marketed as weapons or for show will not be considered.

### **Substance Abuse**

Any form of possession or use of alcoholic beverage or illegal drugs by our students on or off of campus will be regarded as a breakage of our covenant to pursue Christ honoring education together and will be subject to suspension and discipline. Tobacco purchase and use is illegal for students under 18 in NH. No tobacco may be brought or used anywhere on campus.

When a student is involved in an incident with drugs or alcohol it will mean an immediate parental phone call for removal from school and suspension from participation in Jesse Remington High School.

Students will be required to have a meeting with their parents, the school's counselor and the Headmaster to discuss the possibility of returning to Jesse Remington High School.

If after the required meeting it is decided that the student will continue to be enrolled in Jesse Remington High School a contract will be written.

Specifics of the contract may include but are not limited to:

- Counseling sessions with school or church staff
- Sessions with the local DARE officer
- Removal from leadership positions
- Public apology to the school
- Restriction of participating in particular school activities
- Community service

### **Smoking**

Tobacco purchase and use is illegal for students under 18 in NH. No tobacco may be brought or used anywhere on campus. The entire Candia Congregational Church and Jesse Remington High School Campuses are smoke free environments.

### **Sexual Behavior**

No form of sexual activity is permitted on campus or during any school activity. We expect godly standards of sexual conduct from all our students and will discipline and discourage any behavior that compromises that standard.

### **Language**

Language at all school events is to be wholesome and reflect Christ likeness one to another.

## **Attendance Policy**

JRHS is committed to the philosophy and practice of classroom academic instruction. Each school day provides new learning experiences and opportunities to grow. While some elements of a missed classroom experience may be later recovered, much of the learning is compromised, to the student's detriment. Therefore, it is our standard that students attend and participate in all classes. Some absences, however, are unavoidable. The following attendance policy will be utilized to promote faithful attendance and high quality learning. The School maintains a Day Attendance Record (DAR) and a Class Attendance Record (CAR).

### **Definitions**

#### **Absent**

A student is considered **absent** for the day when he is not in school for a full day. In the case of dismissals and tardiness, when he is not in school by 10:30 am, or is dismissed prior to 1:00 PM, he is considered **absent** for ½ the day.

Any student who is absent from school or from a particular class for more than 5 days or classes during any quarter will fail that class or all classes for that quarter, with a grade no higher than 64%. In the event the student is absent from school in excess of 5 times, all classes receive a failing grade with a numerical score not higher than 64%. All absences except the following will count towards a student's total number of absences.

- Bereavement
- Extended illness past three days of absence\*
- School sponsored activities
- Up to five family vacation days, with prior approval
- College visitations, with prior approval

*\* Extended illness past three days will not count against the student's total number; however the first three do count. A doctor's or parent's note must be provided in order for days beyond three to be excused.*

A student's absenteeism may vary from class to class. It is the student's responsibility to keep track of his absences. The official number of classes missed rests with the teacher of each class. A student is absent from class if he misses more than ten minutes of the class period. Any student sent from class for disciplinary action is awarded an absence regardless of when the offense occurred in the period.

### **Notification of Absence**

Parents are to call the school office when their child is absent.

### **Returning from an Absence**

Students are to provide a written parental note upon returning to school or class.

### **Dismissal**

Students need to be dismissed from the main office, with a written note from a parent. Students who do not follow proper dismissal procedures are awarded an absence. Dismissals are *not* considered for the following:

- Work related
- Not parent initiated

### **Tardiness**

#### **To School**

All students are expected to be in their class room by 8:00 am. When a student is tardy to school, he is to report to the main office at the REC and be counted as tardy, as opposed to absent. During any one quarter, a student can be tardy only three times, at which point, he will earn one detention for each additional tardy. If the problem is not corrected, further disciplinary action may be necessary. Also, three tardies in one quarter is equal to ½ day absent.

#### **To Class**

All students are expected to be in their seats and ready for class on time. During any one quarter, a student can be tardy only three times, at which point, he will earn one detention for each additional tardy. If the problem is not corrected, further disciplinary action may be necessary. Also, three tardies in one quarter equates to one additional unexcused absence on the student's Class Attendance Record (CAR).

### **Outdoor Education Makeup Policy**

JRHS places high value on our Outdoor Education trips. We view them to be an essential element of a complete education. Parent and student are reminded that Outdoor Ed equals 1/2 credit on the GPA scale.

In the event of an *unscheduled miss* (i.e. the student is sick on the day of a trip); the event can be made up with the same or compatible activity. Mr. Philbrick must approve the substitute activity, which is to be presented on the appropriate form. Makeup is *never* given in situations where the student did not enjoy the day's event, and would prefer to do something else.

In the event of a *scheduled miss*, a substitution must be pre-arranged, attaining the proper form from the main office. The student has one week on either side of the day to do the make-up. The JRHS reviews all proposals, and can amend, approve or refuse them. Approval is not issued if the reasons for the miss deals with preference, work schedule, lack of desire or perception of low skill for the scheduled event.

## Medical Policy

### **Dispensing and Possession of Medications**

It is the policy of Jesse Remington High School that no faculty or staff member acting in their capacity as an employee of Jesse Remington High School may provide or administer medications (including so called “over-the-counter” items) or controlled substances of any kind to any student. Students who are required to take medication at the direction of a competent medical authority during school hours and/or school controlled activities are permitted to have those medications in their possession and self-administer them as directed by the controlling medical authority.

Parents of students needing such prescription medications are required to submit to the school office the name, written description of the medication(s) required, the dosage and frequency of administration, how long the medication will be required and the name of the doctor or medical authority prescribing the medication.

Students are not permitted to possess, provide or administer to themselves or others any medication, drug or substance which local, state or federal authorities have designated as being illegal or controlled without appropriate medical authorization.

(Rev. 11/99)

### **Immunizations**

All full/part time students enrolled in Jesse Remington High School must be up to date with their immunizations. All medical records must be on file at Jesse Remington High School. If we do not have up to date immunizations on file, adequate time will be given for the students/parents to obtain that information. **If the paperwork is not turned in, the student will not be able to attend school-as per order of the New Hampshire Health Department.**

**Here is the link listing the immunization requirement**

**[NH Immunization Requirements for School 2011-2012](#)**

The exception would be if they filled out a State of New Hampshire Certificate of Religious Exemption signed and sealed by a Notary Public.

**Here is the link for the exemptions**

**<http://www.dhhs.nh.gov/dphs/immunization/documents/exemption.pdf>**

Certificates of Religious Exemption and Records Release forms are available in the office. It is the parent’s responsibility to mail the Records Release forms to their physicians or to obtain Notary signature and seal for Religious Exemption.

# Athletic Policies

*League Association: Southern NH Private School Class SS League*

## Standards of Athletics Program

Students are expected to attend all practices and games, be in proper condition for the sport, with necessary equipment and uniform. A minimum of 2.5 grade must be maintained in each class. Any athlete, whose grade in any class falls below a 2.5, will be suspended from the team until the errant class grade is rectified to the teacher's approval. Athletes will not be allowed to practice or play if they develop a pattern of missing work in any class.

Parents are STRONGLY encouraged to support the teams with their game attendance, personal equipment acquisition, chaperoning, and transportation to and from games (at least the school parking lot) and practices. Away games often entail a stop to recharge the body's energy.

Attendance Requirement: A player may miss no more than 5 games or practices.

Uniforms are handed out just before the first game, and must be returned clean, to the JRHS office in acceptable condition within one week of the last game. Failure to return uniform may result in a \$25 charge, withholding of report card, and/or withholding of student's participation in other sports.

School/Town Equipment: Playing Fields or courts, nets, volunteer Coach, Referees.

Fee: \$50 per sport, for cost of program, school equipment, and referees.

Behavior Requirements: Players are expected to know and abide by the International Rules of their sport. Violations of those rules will result in disciplinary action such as suspension or expulsion from games, or even expulsion from the team. In all sports, vulgar language will not be tolerated, and will result in suspension or expulsion from the team. Arguing with the referee or coach will also not be tolerated. A positive attitude and good sportsmanship is the minimum standard. Students are also expected to maintain a level of physical conditioning that will prevent injuries, and promote good endurance for the duration of their games and practices.

Annual Physical: All players are required to have an annual physical

### After School Interscholastic Athletic Programs Offered

Fall: Soccer - Late August to mid November  
Winter: Basketball – Late December to mid March  
Cheerleading – December to April  
Spring Softball- April-June  
Spring Ultimate Frisbee- April-June

Soccer Standards: Games played according to FIFA Rules  
Personal Equip Required: Cleats, Shin Guards, Mouth Guards.

Basketball Standards: Games played according to FIBA Rules  
Personal Equip Required: Basketball sneakers, Mouth Guards.

Revised August 29, 2011 DGM

# Jesse Remington High School Forms

## General

### **Jesse Remington High School Covenant**

*This form must be turned in by Wednesday of the first week of school. (See Policies: General Conduct Guidelines)*

### **Medical Release and Information**

We need to have this form on file. Please fill out the form, cut it out of your handbook, and return it to the office. *Since there is an Outdoor Education Hike on Friday of the first week of school, this form must be turned in by Wednesday of the first week of school.*

### **Outdoor Education Permission Slip**

We need to have this form on file. Please fill out the form, cut it out of your handbook, and return to the office. *Since there is an Outdoor Education Hike on Friday of the first week of school, this form must be turned in by Wednesday of the first week of school.*

### **Family Involvement Teams**

Please take the time to look over this sheet and see where you could help out. Your input is very important to us and we would like to use your gifts in our community. *must be turned in by Wednesday of the first week of school.*

### **Outdoor Education Makeup Proposal**

*See Policies: Attendance: Outdoor Education Makeup Policy.*

### **Program Application**

*See Procedures: Admission, Re-enrollment, Graduation, and Promotion: Programs*

### **Field Trip Permission Slip**

If the students are taking a field trip, one of these permission slips should come home for your signature. Cut the top portion off for your information and return the bottom section to the teacher by the date indicated. If we do not have this form on file, the student will not be able to attend.

### **Volunteer Drivers**

At some point, you may find yourself driving for a field trip, *this form must be turned must be turned in by Wednesday of the first week of school.*

**After School supervision Program** *this form must be turned in before Friday of the first week of school if you are enrolled.*

**Sports Permission Slip** *this form must be turned in before Friday of the first week of school if you are participating in fall sports.*

# Jesse Remington High School Covenant 2011-2012

To be turned in no later than Wednesday, Sept 7 2011

**Student with God:**

Understanding that God first loved me, I agree to:

- Seek to know God and find his perfect will for my life.
- Honor, glorify, and serve God with my life and talents.
- Honor and obey the teachings of the Bible.

**Students with Learning:**

Understanding that my education begins with my personal motivation and discipline I agree to:

- Do all of the work assigned, both in class and homework.
- Participate enthusiastically in all classroom projects and field education.
- Bring an attitude of excellence, humility and the desire to learn.

**Student with Faculty:**

Understanding that my teachers, administrators, pastors, aids, volunteers and workers have committed their time and even their lives to train me, I agree to:

- Honor those given to me to help educate me.
- Respect and obey both their teaching and person.

**Student with Student:**

Understanding that I am asked by God to love fellow students as myself, I agree to:

- Respect the individual differences and abilities.
- Encourage and affirm, rather than discourage and undermine fellow students.
- Serve them.

**Student with Property:**

Understanding that God has given me this environment and equipment to use for my training, I agree to:

- Treat with care and respect all buildings, furniture and tools of learning.
- Willingly perform stewardship tasks, as is my responsibility.
- Respect and care for property of fellow students and faculty.

**Signatures**

**Printed Name**

Student: \_\_\_\_\_

Parent: \_\_\_\_\_



Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Y.O.G: \_\_\_\_\_

**Jesse Remington High School  
MEDICAL RELEASE AND INFORMATION  
2011-2012**

**To be turned in no later than Wednesday, Sept 7 2011**

I hereby give my permission to the staff and personnel involved with Jesse Remington High School to make arrangements for and to obtain the services of a licensed physician and/or other medical personnel in the event of a medical emergency involving my child listed below. This permission is granted for the entire school year, and extends to any medical services required while my child is traveling with members of the staff.

Parent or legal guardian: \_\_\_\_\_

Signature: \_\_\_\_\_

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**In the event of a medical emergency please attempt to notify:**

Name of Contact \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_ Alternate emergency name and number \_\_\_\_\_

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**Student Information:**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Medical information regarding this student:

\_\_\_\_\_  
\_\_\_\_\_

Allergies or current medications:

\_\_\_\_\_  
\_\_\_\_\_

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**Insurance information:**

Insurance Company \_\_\_\_\_ Group number \_\_\_\_\_

Phone number \_\_\_\_\_



Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Y.O.G: \_\_\_\_\_

**Jesse Remington High School  
Outdoor Education Permission Slip  
2011-2012**

*To be turned in no later than Wednesday, Sept 7 2011*

Outdoor Education includes, but is not limited to:

Hiking, biking, down hill skiing, cross country skiing, rock climbing,  
Ropes course, Riflery, canoeing, skating, bowling, fishing, camping etc.

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I give my permission for my Son/Daughter \_\_\_\_\_, to participate in the Jesse Remington High School Outdoor Education Program that runs through out the academic year, and extends to any medical services required while my child is traveling with members of the staff.

List any medical limitations that would hinder or compromise the above mentioned student in the participation of any of the activities listed:

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Medical Information:

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Insurance Information:

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(Please remember to update any new information during the course of the year).

Emergency telephone numbers:

Parents: \_\_\_\_\_ Cell: \_\_\_\_\_

Alternate #: \_\_\_\_\_

Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Family Involvement Teams 2011-2012

Please take the time to look over this form and let us know where you can help out. We really can use your gifts and abilities to encourage and mentor the students here at Jesse Remington. Family Involvement Teams

### Curriculum Projects Teams

These members will assist in one or more of the big projects. It can be everything from small group management to specific skills such as set building, computer work or running the sap evaporator. Hours vary and some evenings are needed.

- |   |  |
|---|--|
| <input type="checkbox"/> Vex Robotics Project         | <input type="checkbox"/> CAD Transportation needed |
| <input type="checkbox"/> Lights on the Hill           | <input type="checkbox"/> Timber Frame              |
| <input type="checkbox"/> Sugar Shack                  | <input type="checkbox"/> Spring Musical/Drama      |
| <input type="checkbox"/> Humanities Faire             | <input type="checkbox"/> Good News Club            |
| <input type="checkbox"/> Sewing-Transportation needed |  |

Fundraiser Teams-For the Spring Mission Trip & Athletics

These team members coordinate, oversee, and generate enthusiasm for four very important fundraisers for the school.

Christmas Wreath Fundraiser- Help fund our athletics budget through Three Rivers Wreath Company.

Speedway Clean up – Leaders needed to help manage and work beside students as they raise monies by cleaning up the NH Speedway grounds. NH Speedway pays each person per hour a generous amount that makes this project worthwhile for our fundraising efforts.

Nov & April Work-A-thon we need leaders to manage one or more small teams of students during the Work-A-Thons. Includes coordinating jobs, driving, managing, and accounting profits. *Attendance is mandatory for the students.*

### Trips and Outdoor Education Teams

Outdoor Education Team

We could use 2-3 parents to drive and participate on our OE events. Tasks would include small group management, and any training you could offer.

Mission Trip Team

We need help planning and taking care of details for this trip, as well as chaperones

### Campus Teams

Daily Stewardship Team

We need 3 – 4 parents to come in one or more afternoons from 2:30-2:45 to help students with their daily cleaning chores.

Campus Trustees Team

These parents do odd jobs around campus (i.e. carpentry, electric, plumbing, fix-its, gardening, weedwacking, working with a chain saw.) Times are at your convenience.

Sanitation Engineer

Pick up the trash (glass, cans, paper and garbage) from the bins and transport to a recycling center

Supply Officer

Purchase and maintain cleaning supplies and paper goods (Toilet paper, paper towels).

First Aid Coordinator

Monitoring & maintaining first aid kits on a monthly basis.

Snow Removal Engineer

Plow driveways and walkways in the winter months.

Technology Team

Our computer supplies regularly need upgrading and maintenance.

Administration Team

Helping in the office with phone calls, typing, etc...

Vehicle Maintenance Team

A team we can call on for small projects and routine maintenance on the school vehicles.

Sports Program Team

Parents are needed to make this program successful: organizers, fund-raisers, drivers, coaches, Refs, and helpers.

After School Ski Program Coordinator

Two to three parents are needed to coordinate a six-week ski program around January/February timeframe for any student that is interested in participating. From contacting the Ski Area and handling the paperwork to helping facilitate car pools.

Teachers' Aid

We have a couple of teachers looking for classroom and/or support/assistance from home.

Tutors

These parents work one on one or in small groups assisting a student with schoolwork and organization.

Substitute Teachers

We need someone capable of stepping into a classroom on short notice and filling in for an absent teacher.

Senior Advisor Assistant

Work with Senior advisor (staff position) and assist in phone calls and research. Preferable a parent of a Senior Student

Project Offering

If you could offer a special and unique quarter or semester long science or Arts & Artisans project, we would like to talk to you.

Yearbook Club

Advisor/Assistant to work with the students 1 to 2 afternoons a week- This is a web based program that can be accessed from home as well.

**Enhancing Student Life Teams**

Morning Devotion Teams

Every morning of the year, the staff or parents lead small groups of students in devotion and prayer. The need is for some parents to add on to the team.

Catering Team

Organize food for Parents Night, Graduation, College Night, and the Open House. Organize Portfolio morning breakfasts and assist with AGAPE lunches.

Friday Morning Parent/Staff Prayer

7:45-8:00 in the Library

**Development Leadership**

Team of Institutional Advancement

The TIA is responsible to promote JRHS through various events and mediums and raise funds for the Annual Fund, Scholarship Fund, and Capital Fund. Primary Events include two Open Houses and The Spring Mission Celebration.

Name \_\_\_\_\_ Phone number \_\_\_\_\_

Name \_\_\_\_\_ Phone number \_\_\_\_\_



**Jesse Remington High School  
Outdoor Education Makeup Proposal  
2011-2012**

May be copied and used as needed

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Y.O.G: \_\_\_\_\_

Proposal

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Date & Time of Proposal \_\_\_\_\_

Parent Signature \_\_\_\_\_



**Jesse Remington High School  
Program Application  
2011-2012**

**-Honors - Ministry - Arts & Humanities - Science & Technology - Business**

Name \_\_\_\_\_

Title of Project \_\_\_\_\_

Project Mentor Information:

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone number \_\_\_\_\_

Starting and Ending Dates \_\_\_\_\_

Description of Leadership roles you are in at JRHS.

Description of Project

*Please include sections on project goals, outline of tasks and evaluation.*



## Jesse Remington High School Field Trip Permission Slip 2011-2012

May be copied and used as needed

Group \_\_\_\_\_  
**Teacher/ Sponsor** \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
 Activity \_\_\_\_\_  
 Date of Activity \_\_\_\_\_ Return Form by Date \_\_\_\_\_  
 Departure Time \_\_\_\_\_ Return Time \_\_\_\_\_  
 Place to Meet \_\_\_\_\_ Place to Return to \_\_\_\_\_  
 Cost \$ \_\_\_\_\_

**Keep this part for your information.**

✂ -----  
**(Please cut on line and return this part to the above teacher by the above date.)**

I, hereby give permission for  
 (Parent/ Guardian) \_\_\_\_\_  
 \_\_\_\_\_ to attend and participate in  
 (Student's name) \_\_\_\_\_  
 \_\_\_\_\_  
 (Activity or Trip) \_\_\_\_\_  
 \_\_\_\_\_ is to the best of my knowledge, in  
 (Student's Name) \_\_\_\_\_  
 good health except as noted. Physical problems JRHS should be aware of: \_\_\_\_\_  
 \_\_\_\_\_

In the event that my child becomes ill or sustains injury while in the care of or under the supervision of Jesse Remington High School, they are given the permission to administer first aid for my child's relief. If it is not practical to return the child to me or to receive instructions for his/her care, consent is also given to any licensed physician and/or surgeon called, or to whom my child is taken for treatment, for them to administer such treatment, drugs, and medications, and to perform such surgical procedures as he/she shall think the existing emergency requires for relief of pain and to preserve the life and health of my child. Authorization is also given for such measures or procedures as may be required. I hereby agree to reimburse Jesse Remington High School for any expensed incurred in the care of my child, should any type of medical treatment become necessary. This would include hospitals, doctors, ambulances, etc.

Parent/ Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



## After School Supervision Program 2011-2012

### After School Supervision Program

Due to liability issues, students staying after 3:00 pm will need to report to Remington Education Center for After School Supervision. Each 30-minute block costs \$5.00 per student. All students are to be picked up by 4:30 after which time families will incur a \$15.00 late fee.

We offer two types of programs:

3. Scheduled Program- Families are to contract with the school. (use appropriate form found in the back of this book) Please state specific days and pick up time.
4. Flex Program - students staying after 3:00 pm that are not enrolled in our Scheduled program will automatically be re-enrolled in our After School Supervision Flex program and will be billed accordingly.

Please make checks payable to Jesse Remington High School

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

Day	Time	
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Total	Total	To be billed monthly

Signature of Parents: \_\_\_\_\_

**Volunteer Driver's Form**

**Jesse Remington High School  
2011-2012**

Students will not drive other students on any school-sponsored event.

Drivers that drive Jesse Remington High School Vehicles are covered by the school liability insurance as primary coverage.

Drivers that drive their own vehicles are not covered by the school insurance liability as the primary insurance. Drivers need to have insurance on their vehicles and assume primary responsibility in the event of an accident.

I have read the above information, and agree to assume responsibility when driving students for Jesse Remington High School.

Name: \_\_\_\_\_ (Please print)

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

**Insurance Information**

Name of Insurance Company: \_\_\_\_\_

Policy #: \_\_\_\_\_

**Jesse Remington High School**

**Sports Permission Slip**

**2011-2012**

I give my permission for my son/daughter \_\_\_\_\_, to

Participate in the JRHS (name of sport) \_\_\_\_\_ program.

This permission extends to any medical services required while my child is traveling with members of the staff or other personnel designated by the school.

My son/daughter **has / does not have** (circle one) any medical limitations that

Would hinder or compromise them in the participation of this sport.

Medical Information: \_\_\_\_\_

Insurance Information: \_\_\_\_\_

Emergency Phone numbers:

Home phone: \_\_\_\_\_

Alternate: \_\_\_\_\_

Cell phones: \_\_\_\_\_

\_\_\_\_\_

Doctor: \_\_\_\_\_

Dr Phone: \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_

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

(Please remember to update any new information during the course of the year.)

**Jesse Remington High School**  
**Acknowledgement of Policy & Procedures Handbook**  
**2011-2012**

**Print-Sign-return to office**

We, the undersigned, have received and acknowledge we have read the policy and Procedures Handbook of Jesse Remington High School. We understand we may need to refer to the Handbook as needed, and will call the office if further explanation is necessary.

Please find an updated

- Dress code
- Graduation and Senior Banquet dress code

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

1. Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2. Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

3. Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Family Name: \_\_\_\_\_ (please print)