



Student Handbook

Revised 9/08

STUDENT HANDBOOK

TABLE OF CONTENTS

JUBILEE VISION STATEMENT, MISSION STATEMENT AND CORE VALUES	2
<i>General Information</i>	
ON CAMPUS AND OFF CAMPUS VISITATIONS	3
ELECTRONICS	3
PHONE CALLS	3/4
GENERAL CAMPUS EXPECTAION	4/5
BULLYING, INTIMIDATION and HARASSMENT	5
SEXUAL HARASSMENT/MISCONDUCT	5
DRUGS and ALCOHOL	5
CRIMINAL ACTS	6
WEAPONS	6
SICK BAY	6
TRANSPORTING STUDENTS	6
GENERAL DRESS STANDARDS – EXPECATIONS	7
HAIRSYLES – FACIAL HAIR EXPECTATIONS	7
HYGEINE REQUIRMENTS	7
JEWELRY	8
PERSONAL FUNDS	8
SOLICITAATION OF FUNDS BY STUDENTS	8
SEARCHES OF PERSONS AND PROPERTY	8
COUNSELING OF STUDENTS	8/9
<i>Residential Information</i>	
DINING ROOM EXPECTATIONS	10
DORMITORY EXPECTAIONS	10
DORMITORY ROOM EXPECTAIONS	10
DORMITORY RESTROOM EXPECTAIONS	10
J.A.M. EXPECTATIONS	10
CONSEQUENCE PROCEDURE	10/11
MERIT COMMENDATION AND ECONOMIS	12
DAILY ROOM CLEANING PROCEDURE	13
DORM SCHEDULE	13/14
<i>Academy Information</i>	
ACADEMY OVERVIEW	15
ADMINISTRATION/ACADEMY BUILDING	15/16
SCHOOL DISTINCTIVES AND DEFINITIONS	16
GENERAL SCHOOL SCHEDULE	16/17
<i>Jubilee Level System</i>	
LEVEL PROCESS	18
NEW BEGGININGS (NB)	18
LEVEL 0	18/19
LEVEL 1	19
LEVEL 2	19/20
LEVEL 3	20
LEVEL 4	21
BULLYING, INTIMIDATION AND HARRASSMENT AGREEMENT	22
ITEMS TO BRING AT INTAKE	23

STUDENT HANDBOOK

Jubilee Youth Ranch

Vision Statement

The biblical vision of Jubilee focuses on the outsider, the weak, the marginalized and outcasts. It is a social ideal designed to prevent the creation of a permanent class of poor people. The ones on the outside are given the opportunity and tools for a comeback.

A society is ultimately judged by its attention to the weakest members, those with unusual potential, living on the outside of the common life. The goal of Jubilee is to provide a holistic and supportive community in which young people who find themselves currently on the margins of society an opportunity to grow and gradually move out from dependency towards responsible and meaningful citizenship as contributing members of the families and communities in which they live.

Jubilee Academy and Youth Ranch sees its mission as an investment in restoring wholeness to boys with broken lives, broken relationships with God, self and others with the goal of preparing them for living lives of meaning and purpose as followers of Jesus Christ.

Mission Statement

...providing a Christ-centered community where youth can find a new beginning...

Core Values and Program Outcomes

Follow Christ

To know experience and live the value of following Christ (Phil.1:19)

Lead by Example

To know, experience and live the value of servant leadership in response to God's call to service. (Luke 22:25-27)

Respect

To know, experience and live the value of respect of all people as image bearers of God and unique expressions of the character of God. (Gen. 1:26)

Community

To know, experience and live the value of belonging to a community. (1 Cor.12:12-26)

Empowerment

To know, experience and live the value of using gifts and talents to lift up, heal and empower others. (Romans 12:3-16)

Unity

To know, experience and live the value of working together in unity. (Gal. 3:28)

STUDENT HANDBOOK

GENERAL INFORMATION

PARENTAL VISIT POLICY

- Visits by parents and or legal guardian are strongly encouraged upon pre-arrangement with the **Student Services Manager** or a **Senior Management** staff person and a On-campus request form must be filled out and sent into the above mentioned staff at least 48 business hours in advance of your visit and only after a student has earned his Level 1.

(For example you would send in by fax or mail an on-campus request form filled out and received by Thursday morning for a Saturday morning visit)

The On-campus request form is attached to the back of the student handbook.

- New Beginnings (NB) and Level (0) students do not have visitation privileges.
- Levels 1, 2, 3, 4 may qualify for 48 hour on-campus visits.

ELECTRONICS

- Video games can be played by level 3's and up, with staff approval and only on Jubilee owned systems. Students may not bring their own play stations or play station games.
- Students are not allowed to bring alarm clocks, MP3s, CD players and CD music, DVD players and DVD movies, stereo systems, radios, cameras, electric tooth brushes or any electronic devices of any kind.

PHONE CALLS

- Students whom are at level 2, 3 and 4 are allowed a specific allotted amount of time for a phone call each week. Level 2 and 3 students are only allowed to contact their parent or legal guardian. Level 4 students may have a contact list that would be approved by the parents and as always at the discretion of Jubilee staff.
- A staff member will monitor by speaker phone all student calls. Calls may be terminated by staff if it is deemed the dialog is inappropriate by the student, parent or legal guardian.
- No student will be allowed to make a phone call without staff permission and monitoring while they are in the program at Jubilee.

This includes the following phones:

- Jubilee facility phone
- Jubilee staff phone or cell phone
- Text messengers or text phones
- any other phone or cell phone of anybody on or off campus

STUDENT HANDBOOK

- Student Levels dictate the time each student is allotted to make calls each week
 - NB students receive no phone or mail calling privileges
 - Level 0 students may send and receive mail only
 - Level 1 students may send and receive mail only
 - Level 2 students receive 5 minutes of calling time each week
 - Level 3 students receive 10 minutes of calling time each week
 - Level 4 students receive 15 minutes of calling time each week
- Students will only make their phone calls on their scheduled call day
- No phone calls will be paid for by Jubilee. Students must either call collect or use pre-paid phone cards.
- Student phone calls are not allowed after 9:00 pm unless authorized by the Residential Management.

GENERAL CAMPUS EXPECTATIONS

- No foul language of any type will be tolerated. (Proverbs 4:24; Ephesians 4:29,31)
- There is a THIRTY SIX-INCH RULE enforced at all times between students and students and students and staff. Keep and allow for personal space at all times.
- No student is allowed to have any weapons in his possession at any time (i.e., knives, firearms, including handmade, etc.). This includes any item deemed “Weapon Type” by staff.
- No student is allowed to drive a vehicle on or off the property, or to drive a vehicle owned by the program or a staff member unless given written permission by the Administration.
- No student is allowed to ride in a parent’s, legal guardian or any other non staff car while a parent’s, legal guardian or any other non staff is on an on-campus visit.
- No student is allowed off campus unless accompanied by a staff member or parent, and then only after proper notification of all staff involved. Under no circumstances is a student to be in the area of staff housing or in staff homes without the appropriate permission.
- Parents, legal guardians are not allowed to take their student to a doctor’s appointment, legal or court appointment of any kind but they will need to arrange with Jubilee staff to meet their student at a prearranged appointment. Jubilee will transport all students to appointments that are made. Students on level NB or 0 are not allowed to have a parent or legal guardian present at a prearranged appointment without permission from Jubilee Student Services Manager.
- No student is allowed to have anything other than a disposable type razor for shaving.
- Students wishing to fast must first obtain written permission from the Residential Management. (Meal strikes are behavioral issues and will not be tolerated.)
- Anything broken by a student through negligence or misconduct will be billed to that student’s damage fund account. If the damage exceeds their damage fund account the parents are responsible for the balance owed and replenishing the damage account to the original amount agreed upon at student entry. Student may be prosecuted for damage that exceeds \$200.00.

STUDENT HANDBOOK

- No student is to move or adjust sprinkler heads unless under staff supervision.
- Students who leave under any circumstances other than the completion of the program will have their personal belongings inventoried, boxed and stored immediately. Departing students must make arrangements to remove all personal belongings within 10 days. We are not responsible for arranging for their removal or the loss or damage of items. After 10 days, all items will become the property of the program and will be distributed to other under-privileged students.
- If a student leaves for any reason other than completion of the program, the parents or legal guardians will be responsible for the cost of transportation home. Any remaining money in the student's personal fund are forfeited under their contract and will go towards unpaid balances and final expenses.
- All reading material must be approved by staff. Each student is required to bring/have a Christian Bible. Mormon, Jehovah's Witness and any Eastern Religion bibles or materials are not allowed on campus.

BULLYING, INTIMIDATION and HARASSMENT

Bullying, Intimidation and Harassment are against the law and will not be tolerated at Jubilee Youth Ranch and Christian Academy. Jubilee has adopted a Zero Tolerance policy for Bullying, Intimidation and Harassment. See addendum # 1

SEXUAL HARASSMENT/MISCONDUCT

Sexual harassment involves not only unwelcome touching and demands for heterosexual favors, homosexual favors, but also any unwelcome sexual oriented behavior or comments that create a hostile or offensive student environment.

All staff and students are responsible for ensuring that Jubilee Ranch and Academy both on-site and off-site are free from sexual harassment. Students found to have sexual relations with opposite sex or same sex individual's on-campus or off-campus while on or off campus for any reason while they are actively in the program will be subject to the disciplinary action stated below.

Such behavior addressed above will not be tolerated and those students violating this practice will be subject to disciplinary action up to and including immediate termination of enrollment at Jubilee Ranch and Academy.

DRUGS and ALCOHOL

Students shall not possess, use, sell, share or show evidence of having used any illegal/dangerous drug, over-the-counter drugs, alcoholic beverage, inhalants, and/or intoxicant of any kind on or near Jubilee property or Jubilee sponsored events. Further, students shall not use, sell, or possess drug related paraphernalia. Such occurrences could lead to expulsion from Jubilee. Such occurrences will also be subject to arrest and prosecution by the local police authorities.

STUDENT HANDBOOK

CRIMINAL ACTS

Crimes shall not be committed by students while at school, in the dormitories or at Jubilee sponsored activities. This includes, but is not limited to: assault, disorderly conduct, forgery, false fire alarms, gambling, arson, extortion/intimidation, possession of weapons, stealing and vandalism. Such occurrences will also be subject to arrest and prosecution by the local police authorities.

Students who initiate a false fire alarm will be charged the full amount incurred for all agencies responding and any electrical repairs..

WEAPONS

For the safety of students and staff and patrons, no materials viewed as weapons are permitted on campus. The possession, handling or transmission of any object which can reasonably be considered a weapon is not permitted at Jubilee. Weapons include but are not limited to: guns of all types, including look-alikes, knives of any size, stabbing devices, throwing stars, numchucks, explosives, or any weapon or device considered unsafe and dangerous according to federal and state law. Violations will result in reported to local police authority and may lead to expulsion from the program. In addition, student possession of laser pointers is not allowed. Unlawful discharge of a laser is considered a crime.

SICK BAY

Students who feel ill will be allowed to report to the **Sick Bay** which is located in the administration building after they have conferred with the **Student Services Manager** to determine the extent to the illness or medical need. Students will need to dress and report for roll call before leaving for Sick Bay.

Students who are admitted into Sick Bay for the day will dress in the sleeping garment provided by Jubilee. Students are monitored throughout the day while they remain in Sick Bay. If a student is determined severely ill at their evaluation will be transported to the nearest medical facility for treatment. Students in Sick Bay during the day are not allowed to participate in any sports or activities for a 24 hour period.

TRANSPORTING STUDENTS

Students will be transported to Jubilee scheduled appointments at no cost to them.

If a student is transported as a result of a parent or guardian request to special appointments such as medical, legal, counseling appointments or to the bus station or airport, **a minimum \$35.00 assessment will be charged to the students account for round trips totaling less than 75 miles. Round trips over 75 miles will be charged at the IRS recommended rate of .52 cents a mile.**

STUDENT HANDBOOK

GENERAL DRESS STANDARDS - EXPECTATIONS

Upon arrival at Jubilee, students are to have only the clothing listed on the “Items to Bring at Intake Sheet”. Casual style clothing items are not allowed.

- Students are to dress appropriately at all times and are responsible for letting Staff /parents know when additional or replacement clothes are needed.
- When any student goes off property representing Jubilee, he must wear appropriate clothes for the activity.
- All clothing worn must be clean, neat, properly ironed, free from large patches, free from revealing rips or tears and display a positive, Godly image. This applies on or off property.
- No tight or oversized clothing is acceptable.
- No “sagging” Pants or Shorts!
- No hats and hoodies allowed to be worn in any building including cafeteria.
- Belts are to be worn with all pants having belt loops.
- No sharing or loaning of clothes is allowed.
- Clothing inspections will be conducted before leaving for any activities or church services.
- School Uniform; Solid navy blue collar polo shirt, Dockers style Khaki colored pants, black belt and **solid black shoes**. Blue (crew only) sweatshirt may be worn on the outside of blue shirt. No hooded sweatshirts are allowed.
- Church Uniform - Students are allowed to wear their white dress shirt and tie or blue collar shirt, khaki pants with belt and dress shoes or solid black tennis shoes.
- Work Uniform; Blue jeans, solid navy or white crew tee-shirt and athletic shoes or work boots. **No tank top or wife beater tee-shirts allowed.**
- Dinner Uniform – Solid blue polo shirts, khaki pants week days and jeans on weekends. Jean or khaki shorts during the summer. Belts must be worn at all times.
- Shoes designed for shoelaces must have shoelaces in them.
- Shirts will be worn and tucked in at all times.

HAIRSTYLES-FACIAL HAIR EXPECTATIONS

- The Management Team must approve hairstyles.
- There will be no dying of hair
- Hair will remain neatly trimmed. (**Off the collar and ears**)
- Haircuts are required each month and are provided at no cost by staff.
- Students that need to must shave each day
- No facial hair. (**Sideburns trimmed at the middle of the ear**)

HYGIENE REQUIREMENTS

- Each student is responsible for his own hygiene
- Showers must be taken daily
- Launder all bedding and clothes at least once per week (no exceptions)
- Brush your teeth at least twice a day

STUDENT HANDBOOK

JEWELRY

- Only Medical Emergency Bracelets/Necklaces may be worn.

PERSONAL FUNDS

- Students at Jubilee Youth Ranch are not allowed more than \$2.00 on their persons or in their rooms at any time.
- All money belonging to students is kept in a personal account. When all proper paperwork is filled out and approved, a student may deduct the money from his account to meet financial needs.
- Money may only be requested once per week unless approved from Management Team.
- Any amount exceeding \$20.00 must have prior approval from student's parents or legal guardians.
- If necessary, the Management Team may contact the student's parents or guardians to see if expenditure is approved.

SOLICITATION OF FUNDS BY STUDENT

Students are not required to be involved directly in the solicitation of funds for the general operating expenses of the program. From time to time, certain students may, with permission, be involved in raising funds for specific school-oriented projects that directly benefit the youth involved. Testimonies from students may be used to highlight the effectiveness or impact of the program. Student pictures, images, live movie and voice may be used in promotion for the ranch.

SEARCHES OF PERSONS AND PROPERTY

JYR reserves the right to search personal property or any room at any time.

No student will be searched unless the Management Team has probable cause and believes the student(s) may be in possession of something prohibited by ranch policy, or have something that is potentially dangerous to other students or staff. There will always be at least one other staff person present as a witness. No student shall be permitted to write or possess writing or drawings that communicate a threat of any kind to Jubilee, its staff or family members. Pictures or drawings found in a student's room, on their person or backpacks are subject to this rule. Threats made against Jubilee both verbal and non-verbal i.e. Drawings and written words can and will be subject to prosecution or mental evaluation by a crisis team.

COUNSELING OF STUDENT

- As a Christian ministry, God's Word is the basis for all counseling. No student will ever be counseled to do anything contrary to God's Word.
- The purpose of Jubilee Youth Ranch is to reunite youth with their families. At no time are staff members allowed to counsel youth in a way that is critical or disrespectful to their parents.

STUDENT HANDBOOK

- All long-term counseling will be done under guidance of the Certified Counselor, Chaplain and academic counselor. Jubilee complies with the current HIPPA laws concerning the privacy of information. Specific documents are signed at intake that disseminate how and when information is used and protected.

STUDENT HANDBOOK

RESIDENTIAL INFORMATION

DINING ROOM EXPECTATIONS

- Enter food line from the highest level students first and NB / 0 level going last
- Use good manners
- Students will be assigned to a specific seat by a seating chart that is posted in multiple locations in the cafeteria. Failure to comply with the seating chart will have consequences.
- Appropriate trays and utensils are to be used.
- Remain at your table while in the dining hall until excused by staff.
- Eat everything you take before requesting seconds.
- For health reasons, do not pass or trade food to others.
- Do not toss dirty dishes in the bus pans and splash the workers.
- No sweat or running pants allowed. NO hats are to be worn while in the cafeteria.
- Students in school, church or work crew attire are required to have their shirt tucked in at all times,
- All students must wash their hands when reporting to the dining hall.
- Only students with Kitchen Prep, work crew or those with permission from staff are allowed in the food preparation area.
- No food or drinks are to leave the kitchen unless approved by staff.
- No eating in line or while standing.
- No seconds until everyone has eaten
- Eat as much as you want, eat all that you take.

DORMITORY EXPECTATIONS

Please remember that the dormitory is your home. These rules are intended to assure safety, cleanliness and harmony in the place where you live. (Romans 12:16)

- No pets allowed in dormitory.
- Students are not to report to the dormitories unless accompanied by staff or when staff is present.
- Students must be fully clothed for devotions, no housecoats or undergarments only are allowed.
- Student must be appropriately dressed when outside of their rooms. (Either fully dressed or in a bathrobe)
- All doors to the rooms in the dormitories will remain open at all times day or night unless the student is changing clothes.
- No student is allowed outside after dusk without staff supervision.
- Before entering dorm office, students must knock first and wait for permission to open door and enter the room.

STUDENT HANDBOOK

DORMITORY ROOM EXPECTATIONS

- All student rooms must be “inspection ready” at all times.
- Students are not allowed in each other's rooms without permission from the dorm staff on duty. Any student found in the room of another will be subject to a location violation and consequences. There is ample room for socializing in the recreation areas.
- No food or drink is allowed in dorm rooms at any time.
- Students are not allowed in empty rooms.
- No pictures or posters allowed on the walls or ceiling
- All pictures, notes, certificates and/or posters are limited for display on the corkboard provided in each room and they must be approved by staff
- Students may use only their half of the room if in a two person room

DORMITORY RESTROOM EXPECTATIONS

Cleanliness of bathrooms is everyone's responsibility. Sinks are to be cleaned after use, toilets flushed, and papers picked up. With so many students using the bathrooms, it can become a health hazard quickly. Everybody needs to cooperate.

- Do not use vanity sinks for washing clothes. Use utility sink only.
- Shower thongs (flip flops) must be worn in shower. No Bare Feet.
- No horseplay will be tolerated in bathrooms.
- No loitering in bathroom. (10 minute limit on showers)
- No using bathrooms on level other than your “home” level.
- No showers before 6:00 am or after 9:30 pm. This is quiet time for all students
- Only students assigned suites may use the showers in their rooms

J.A.M. EXPECTATIONS (JUBILEE ACCOUNTABILITY MEETING)

JAM is a time when Residential and Academy staff meet to dispense commendations, discipline, work assignments and to provide information about upcoming events.

- J.A.M. will start at 2:55pm in room 111 in the Academy.
- Once J.A.M. has started, Red Zone (no one may speak) will be in place unless a student is called upon. Red Zone will be called when a staff member needs immediate attention and or silence from the students.

CONSEQUENCE PROCEDURE

- Student must always tell staff first before beginning consequences. Failure to inform staff will result in completion of consequences not being counted.
- Refusal to complete consequences assigned will result in a “willful disobedience” write-up.

STUDENT HANDBOOK

Following are the types of discipline that can be assigned:

- **Hills** – Students must run from the bottom of the hill and touch the cross at the top. Students may periodically rest while going up the hill but may not walk at any time. No resting at the top of the hill. When coming down the hill, students may choose to run or walk.
- **Campus Work Assignment** – Students will be assigned work around the campus such as weed pulling, Kitchen duty, mowing and garbage pick-up.
- **Essays** –Residential Management may assign essays which must be complete and legible when submitted.
- **Room Restriction** – Room restriction will be enforced whenever the individual is not involved in a program activity and meals. Sports will not be allowed under this consequence. Black Out status will automatically be applied to those on room restriction.
- **Meal Restriction** – No student is allowed to fast or do kitchen clean up during this consequence. Students on meal restriction will eat by themselves in the dining room away from the remainder of the student body. Students on meal restriction will receive a Bologna sandwich, a piece of fruit and a glass of milk. Students are not allowed to talk to other students during their meal.

In the rare event that temporary and immediate physical restraint is needed, staff will follow these guidelines:

- No restraint devices will be used under any circumstances.
- Only enough physical force will be used to control the situation
- If a student is in danger of physical harm to himself, other students or staff, reasonable force to protect the student or others will be used.
- Students will never be threatened with physical harm or punishment for wrongdoing.
- If a student becomes physically violent but is not endangering him-self or others or physical property, he will be monitored until he de-escalates and can be dealt with in a reasonable manner.

MERIT COMMENDATION ECONOMIS

Students are encouraged to improve behaviors and to grow as a servant while at Jubilee. Their willingness to participate and to reach outside their own personal benefits are recognized and rewarded through the issuances of merits. Students can spend their accrued merits like money at our on-line store. The on-line store will stock many of the basic needs students have such as soap, shaving equipment, socks, etc. They will be able to use their earned Jubilee BUX for other items as they climb the level system. Addendum #13 is a sample Commendation Form.

STUDENT HANDBOOK

DAILY ROOM CLEANING PROCEDURE

- HVAC off and cleaned when room is not in use
- No objects of any type in or on HVAC systems
- Lights off
- Door open unless changing
- Room must be dusted (*window sills, door frame, above desk light, above, etc.*)
- Bed must be made and neat
- Shoes by closet, stacked neatly
- Lock window
- Room vacuumed
- Dirty laundry in appropriate receptacle
- No hanging clothing on door magnet
- Nothing may be hung on any wall
- Desk needs to be orderly
- Students must have all personal items on their side of room.
- Clothes in closet must be hanging
- This Student Handbook will be in the top drawer of desk at all times
- Rooms must be ready for inspection 7 days a week. Failure to comply will result in disciplinary consequences.

DORM SCHEDULE

Weekdays:

7:00 – Wake-up students for roll-call

- No pillows, blankets or lying down at roll call.

7:30 – Bathrooms are closed for cleaning.

7:45 – Chores are to be completed.

7:50 – Formation and uniform inspection.

7:55 – Leave for cafeteria.

- Keep in formation when going to Cafeteria.
- Medication will be administered in the Administration Building before breakfast.
- Doors will be locked upon leaving dorm.
- If any student requests to go on bed rest, student must go to breakfast wearing school or work crew uniform unless the Student Services Manager decides student is too sick and must be sent to sick bay. (Throwing up, diarrhea, etc.) Sports injuries do not apply
- Before students leave dorm, all students must be in compliance with school dress code

STUDENT HANDBOOK

Typical Weekend Schedule:

Saturday:

9:00	Wake-up
8:30	Chores
9:30	Breakfast
10:30	Brunch
11:00	Start consequences
11:00 to 4:50	Open for activities
5:00	Dinner
6:00 to 8:30	Open for activities
8:30	Devotions
9:00 to 9:30	Quiet time

Sunday:

6:30	Wake-up
7:00	Roll call
7:15	Breakfast
7:30	Leave for church
7:30 to 11:00	Off Campus for Church
11:00	Lunch
11:30 to 4:50	Open for activities
5:00	Dinner
6:00 to 9:00	Open for activities
9:00 to 9:30	Quiet time prepare for School

STUDENT HANDBOOK

ACADEMY INFORMATION

ACADEMY OVERVIEW

Jubilee Christian Academy is a fully accredited Private High School in the State of Washington. The curriculum used is ABecca which is a faith based curriculum. This curriculum meets all standards established by OSPI, Office of the Superintendent Public Instruction for the State of Washington.

Upon entry into the Academy, each student is assessed for their reading and math skills. Results from these assessments help build schedules that best meet each student's needs.

Jubilee Christian Academy requires 19 credits for a student to graduate. Student's transcripts are required at the time of intake to help determine a student's grade level. Students will be considered "Senior" status at Jubilee when they have acquired 15 credits. Attendance in Chapel is mandatory for all students.

CHAPEL AND DEVOTION EXPECTATIONS:

- Taking care of bathroom needs before or after Chapel or devotion
- Being on time to Chapel and Devotions
- No laying down during Chapel or Devotions
- Sitting up and paying attention each day during Chapel or Devotions
- Standing when appropriate
- No talking to other students except on Chapel Topic and at appropriate times

ADMINISTRATION / ACADEMY BUILDING

The administration building is used for school and business. These rules are intended to assure safety and provide for an atmosphere where learning and business can be conducted effectively. Following are the minimum expectations while in Administration Building:

- Conduct yourself in a quiet and respectful manner
- No student may be in the Administration Building or office area for any reason unless accompanied by a staff member.
- In order to keep our building clean, do not bring food or drinks, except for water, into the building.
- In order to protect the confidentiality of each student, youth are not allowed into the staff offices without a staff member present.
- Students are NEVER allowed to use staff computers.
- No student shall ever use a computer/internet for anything other than permission prescribed class work and under the observation of staff at all times.
- Students are not allowed behind the reception counter unless they have been given permission.
- All office equipment is off limits to the students

STUDENT HANDBOOK

- Students are not allowed to congregate in the main lobby
- For safety of the students and to avoid damage to the building, students are not allowed to run or horseplay inside the building.
- Students leaving classrooms must have a permission slip at all times.
- Students may sit in the foyer couches with permission only.

Jubilee Youth Ranch and Christian Academy

School Distinctives and Definitions

Chapel: Weekly student-focused devotions where students pray and study God's Word together.

Focus: Competency-based courses where credit is awarded based on completion of academic modules/testing.

Break Out: Short academic enrichment activities designed for interactive, project-based learning.

Elective: Seat Time-based courses where credit is awarded based on participation in classroom instruction.

Sync Up: Program-required, group-centered courses (not for credit) where each student develops a dynamic portfolio that catalogues his growth and resources in the Spiritual, Psycho-Social, Personal, and Career Transition areas of his Student Learning and Career Transition Plan (SLCTP).

Vo-Tech: Program required, career-focused activities (not for credit) where students are exposed to real-world work environments that develop job skills, personal responsibility, work ethic, and social adeptness.

Athletics: Season-based courses where Physical Education credit is awarded based on participation in team sports or individual participation in 90x90.

Refocus: Mandatory tutoring sessions scheduled for remediation of academic work product that falls below mastery level (80%).

1 to 1: Individual appointments scheduled with Chaplain, Counselor, or Academic Advisor.

JAM: Jubilee Accountability Meeting where boys receive information pertaining to after-school activities, hills or restrictions, and general updates. During this time, all staff members and students gather to pray and encourage one another with.

Jubilee Challenge: Activity-based incentive opportunities that are centered on the development of character and motivations for change.

General School Schedule

In general, Jubilee students tend to fall within one of five academic levels:

- **Middle School, MS** (at Jubilee this is a not-for-credit level)
- **Beginning High School, BHS**
- **Intermediate High School, IHS**
- **Remedial, R** (at Jubilee this is skill level allows students to gain functional reading and math skills)
- **GED** (a by-invitation-only program at Jubilee for students who meet established criteria)

Credit accrual at Jubilee is based on the student's individual academic needs and the length of time in the program as well as the date he enters the program. On average, students can expect to earn 6 credits per academic year for all course work completed with at least a 70% grade (C). Please note that although Jubilee does not issue credit for work that falls below a C (70%) grade, we do recognize work from other schools that is graded with a D.

STUDENT HANDBOOK

Weekly School-day Offerings				
Monday	Tuesday	Wednesday	Thursday	Friday
Focus1 and 2 - MS/BHS _A : English - BHS _B /IHS: Social Studies - R or GED: Reading	Focus1 and 2 - MS/BHS _A : Science - BHS _B /IHS: Math - R or GED: Reading	Focus1 and 2 - MS/BHS _A : English - BHS _B /IHS: Social Studies - R or GED: Reading	Focus1 and 2 - MS/BHS _A : Science - BHS _B /IHS: Math - R or GED: Reading	Refocus For all students who require additional instruction time and/or tutoring, Refocus is designed to help boost learning and retention and to allow for any make-up work that is necessary to keep students moving forward in their SLCTP benchmarks. 1 to 1 For students who require additional chaplaincy, counseling, or academic advising, 1 to 1 is scheduled to address such needs as in-depth spiritual issues, anger management, addictions issues, sexuality issues, loss/rejection issues, and revising or tracking of SLCTPs.
Elective** 1. Students will all be required to participate in Life Skills and Economic Literacy (a .5 credit course) in either their first or second semester, regardless of their grade level. 2. Additionally, students will all be required to participate in Computer Literacy (a .5 credit course) in either their first or second semester, regardless of their grade level. **Please note that students are required to participate in both classes at Jubilee regardless of whether they took similar classes previously in other schools or programs.				
Focus3 and 4 - MS/BHS _A : Social Studies - BHS _B /IHS: English - R: Math	Focus3 and 4 - MS/BHS _A : Math - BHS _B /IHS: Science - R: Math	Focus3 and 4 - MS/BHS _A : Social Studies - BHS _B /IHS: English - R: Math	Focus3 and 4 - MS/BHS _A : Math - BHS _B /IHS: Science - R: Math	
Sync Up 1. Students will all be required to participate in Sync Up, a year-round, group-based activity (not for credit) designed to assist students with building their Portfolio. Each Portfolio consists of the following areas: - Spiritual Development, 1 day per week - Psycho-Social Development, 1 day per week - Personal Development, 1 day per week - Career Exploration, 1 day per week Portfolios are designed to track and collect the student’s personal inventories and resources both within and without Jubilee. It is our goal that each student leaves Jubilee with a personally-developed resource book containing information relevant to transition into vocational and academic programs, and life pursuits. Exceptions to this requirement are for students who are participating in team sports. In this case, students will be required to join in Sync Up at the end of- or between-sports seasons.				Vo-Tech Required, career-focused program where students may choose between Horsemanship, Culinary Arts, Grounds Maintenance, or Mechanics

STUDENT HANDBOOK

JUBILEE LEVEL SYSTEM

LEVEL PROCESS

1. Students are evaluated every two weeks to assess progress through the level system.
2. A student must be in a level for no less than 30 days before moving to the next level. If a student exceeds this number he is eligible to transfer into the next successive level, should his progress within the program warrant the transfer, at any time.
3. Attaining a character level (with the exception of level one) requires that a student maintain behavior patterns to keep it. Not meeting any one of the criterion for a specific level is grounds for level drop or other disciplinary actions given at the discretion of staff members.
4. Please note that students at Jubilee are evaluated on a case-by-case basis as we recognize the context of individual circumstances when considering how a student should move through our level system. This means that actions taken for one student may be different than those for another student, even if their situations appear to be similar. Jubilee reserves this right and will insist that families and students be supportive and proactive in every decision made on behalf of the student.
5. Jubilee evaluates behavior not just in terms of the severity of a student's actions, but also in how that student responds to actions taken by Jubilee. For instance, a student's attitude about taking responsibility for his actions, showing repentance, and willingness to make reparations without prompting are all considered when staff members make decisions regarding consequences.

Entry Level New Beginnings (NB)

New Beginnings (NB):

- Every student enters Jubilee at this level. During this time, the student will be given time to adjust to his program and life at Jubilee. Please note that this level has a 30-day duration requirement. Students not struggling to meet the minimum general expectations of agreement to the program at Jubilee such as general obedience for dorm rules, academy rule, who have no current behavioral infractions may proceed to level 1(L1). Students struggling at level New Beginnings at their 30day mark can at the discretion of the **Staff Action Committee** move to level 0 and remain on that level until minimum general expectations of agreement to the program is reached.

Benefits:

- *At this level, students are invited to participate in all on-campus activities and earn Jubilee Bux.*

Level 0:

- This level is for those students who either do not meet the minimum expectations of agreement to the program at Jubilee or they have been dropped to this level based on their choice of behavior that reflects not meeting the minimum expectations of agreement to the program at Jubilee. This level will be whether moving up from NB or down from a previous level will be determined by the Staff Action Committee and there will be no set time for moving up except all students will be reviewed every 2 weeks.
- *Students will be evaluated and moved up or down in level based on their participation and meeting of the requirements stated above. The process of moving up in levels will be solely at the discretion of the Staff Action Committee. Students will no have to apply for a level up or down.*

STUDENT HANDBOOK

Benefits:

- **Student may receive and send mail to parent, legal guardian, church youth pastor or church counselor only.**
- **At this level, students are invited to participate in all on-campus activities including the economis life skills program and begin to earn Jubilee Bux**

Level 1:

- Students who successfully navigate through level NB or 0 may move to level 1 at the discretion of the Staff Action Committee. Every student is expected to meet the minimum expectations of agreement to the program at Jubilee and begin significant progress toward his program goals called Student Learning and Career Transition Plan (SLCTP)
- *Students will be evaluated and moved up or down in level based on their participation and meeting of the requirements stated above. The process of moving up in levels will be solely at the discretion of the Staff Action Committee. Students will not have to apply for a level up or down.*

Benefits:

- **In addition to on-campus activities, the student is now invited to write and receive mail from his parent/legal guardians, grandparents, and younger siblings only, with approval given at staff discretion.**
- **The student is also now invited to host his parent/legal guardians, younger siblings, (no teen visitors) and grandparents for on-campus visits, all with approval given by staff members. All on campus visits must be pre-arranged and all on campus visit request form must be filled out and received a minimum of 2 business days prior to your visit. Please note this privilege is given by discretion of staff members and may be revoked if any visitors or the student violates any campus policies.**
Students can purchase level 1 only items on the Jubilee Economis online store with their Jubilee Bux.

Level 2:

To achieve this level the student must:

- Have a 70% or higher in every graded course.
- Show passive respect; he refrains from: disruptive behavior, resistance against authority, inappropriate behavior, rudeness, etc., in all Jubilee activities and functions.
- Not have any outstanding consequences such as Hills, etc.
- Refrain from insisting he be removed from the program or that he doesn't belong in the program, or from attempting to remove himself from the program either physically, verbally, or by implication.
- Student is participating in Sync Up without displaying disrespectful words/actions or displays of resistance.
- Passively participate in the SLCTP process.
- Accept consequences without argument, complaint, passive resistance, or aggression.
- Refrain from any form of physical or verbal aggression or intimidation towards staff, peers, family, visitors, other students, etc.
- Be compliant with general program rules such as uniform standards, chores, language, room upkeep, etc.

STUDENT HANDBOOK

Level 2 continued:

Students will be evaluated and moved up or down in level based on their participation and meeting of the requirements stated above. The process of moving up in levels will be solely at the discretion of the Staff Action Committee. Students will not have to apply for a level up. Level 2 can be a process that can take on average from 30 to 90 days depending on the character, behavior and actions of the student and how he is responding the next level requirements.

Benefits:

In addition to privileges earned while at Level 1,

- *The student is now invited to make a 5-minute phone call to his parents/legal guardians one time per week.*
- *Students may also be granted discretionary permission to begin participating in team sports with approval of staff members and by invitation only. Please note that this is a case-by-case consideration not given to all students.*
- *Students can purchase level 1 & 2 items only on the Jubilee Economis online store with their Jubilee Bux.*

Level 3:

To achieve this level the student must:

- Make appropriate progress towards his program goals as outlined in his SLCTP.
- Fully refrains from manipulative interactions and communications with staff, peers, family, visitors, etc.
- Have a 75% or higher in every graded course.
- Fully refrain from forming alliances with peers or any other persons that undermine program goals.
- Be able to demonstrate authentic engagement in the program such that staff members are able to discern that behaviors are reflective of genuine change. Because this is a highly subjective criterion that relies heavily upon staff experience, skill, and intuition, staff members will present significant, congruent evidence when acting in reliance upon it.
- **Proactively** participates in Sync Up, SLCTP, Refocus, 1 to 1, Vocational Experience, Physical Activity Requirements, Devotions, **and all other Jubilee activities and functions.**
- *Students will be evaluated and moved up or down in level based on their participation and meeting of the requirements stated above. The process of moving up in levels will be solely at the discretion of the Staff Action Committee. Students will not have to apply for a level up. Level 3 can be a process that can take on average from 30 to 90 days depending on the character, behavior and actions of the student and how he is responding the next level requirements.*

Benefits:

In addition to privileges earned while at Level 2:

- *The student is now participate in off campus trips with Jubilee Staff*
- *Students can use their Jubilee Bux to purchase level three items on the Jubilee Economis online store.*
- *Students may have phone calls up to 10 minutes once a week to his parents/legal guardians only.*
- *Further, a student who attains Level 3 will be given an automatic “wage” increase in the Economis system, increasing the amount of Jubilee Bux he earns on a daily basis.*

STUDENT HANDBOOK

Level 4:

To achieve this level the student must:

- Have mailed no less than 8 Impact Letters (with the assistance of Chaplain, Counselor, and Student Services) to his parents/legal guardian.
- Have an 80% or higher in every graded course or equivalent academic progress stated by the School Administrator.
- Reliably demonstrate a commitment to making positive, healthy, choices for himself such that staff members are able to discern that behaviors are reflective of genuine change. Because this is a highly subjective criterion that relies heavily upon staff experience, skill, and intuition, staff members will present significant, congruent evidence when acting in reliance upon it.
- Student reliably makes himself available for assistance to- and support of- staff members and students and actively promotes positive behavior and choices among other students.
- Student has completed no less than 16 sessions of the Genesis Process for Change program.

Benefits:

In addition to privileges earned while at Level 3:

- *Student may have a 15 minute phone call once a week and may share that time between those that are on an approved level 4 contact sheet.*
- *Students no longer have to do chores outside of keeping their own room clean but will be called upon to supervise chores, monitor hallways and asked to volunteer as areas of need may arise. This gives the level 4 student the opportunity to be a willing participant based on their desire to help.*
- *The student is invited to participate in special, off-campus events, and in our game room where he may use video game consuls and watch selected movies and television programs.*
- *Students may also have opportunities extended that are considered a “special privilege.”*
- *Further, a student who attains Level 4 will be given an automatic “wage” increase in the Economis system, increasing the amount of Jubilee Bux he earns on a daily basis.*
- *Student may purchase level 4 items from the Jubilee Economis online store.*

Transition (T):

Transition can be granted (**always at staff discretion**) during the final month of a student's program. It is expected that the student and his family will participate, to the extent they are able (Jubilee makes accommodations for out-of-state families) in the Transition process to facilitate the 48-hour transition visits (not to exceed four total) where the student will prepare to integrate back into his home. Visits are meant to assist the student and his family with reintegration; they are not meant in any way to coincide with holidays, birthdays, special occasions, etc., as they are strictly for serving the needs of the student as he makes his final step out of Jubilee.

Please note that violation of any Jubilee regulations while on a 48-Hour Transition Visit, or failure to fully participate in the Transition process by either student or parent may result in termination of successive visits.

STUDENT HANDBOOK

BULLYING, INTIMIDATION & HARASSMENT AGREEMENT JUBILEE YOUTH RANCH POLICY

Senate Bill 1444 defines bullying, intimidation, and harassment as any written, verbal or physical act that harms a student, damages the student's property, interfered with the student's education, creates an intimidating or threatening environment or disrupts the orderly operation of the school.

Bullying, intimidation, and harassment are against the law.

Often someone will say, "I was only joking," after they have called another names, told rumors, or hit someone. It is not okay for people to put down, make fun of them or push them around. If the other part does not find it humorous, it is not a joke.

Disagreements among students will occur, but these conflicts must be resolved without the use of fear, intimidation or violence, or encouraging others to become involved. Listed below is Jubilee Youth Ranch policy for assisting students who are being harassed.

1. Recognize
it is important to recognize bullying, intimidation, and harassing behaviors for what they are. Here is a list of behaviors Jubilee Youth Ranch opposes:

Spreading rumors, staring or giving someone the "look", name calling, searing, werbal or written threats, obscene drawing, ridiculing or making fun of, spitting, hooking arms to make a line, pushing, hitting, punching, tripping, kicking, tapping another's body, belongings or desk, entering another's room or personal space, or any other action intended or likely to produce fear, emotional or physical discomfort, or social difficulties

2. Refuse
Tell the person(s) harassing to stop and that their action is unwanted.
3. Report
Report the incident to an adult immediately: a teacher, school counselor, principal, a dorm staff member, an administrator. If the harassing continues, changes or escalates, an informal hearing may be held to gather more information and the harassing student may be punished.

Repeated offenses may lead to expulsion from the program.

**"Play shoving" often leads to hitting and fighting.
Students are to keep their hands and feet to themselves at all times.**

STUDENT SIGNATURE _____ **DATE** _____

PARENT SIGNATURE _____ **DATE** _____

STAFF WITNESS _____ **DATE** _____

PLEASE PLACE A SIGNED COPY IN THE STUDENT FOLDER, STUDENT HANDBOOK, AND THE PARENTS PAPERWORK

STUDENT HANDBOOK

ITEMS TO BRING FOR INTAKE:

Listed here are the items you may bring to Jubilee at Intake. **Do not bring any item other than those listed as they will be sent home.** Before you arrive, have your name or initials on all items using a permanent marker. All clothing/belts must match the student's actual waist size. (Will be sent home if too big)

Please have your hair cut above the ears and neat overall. If upon arrival your hairstyle is deemed unacceptable, a hair cut will be provided at no cost. No facial hair may be worn or be apparent at intake.

Incoming students may wear a school uniform to Intake or change into one upon arrival. Non-uniform clothes will be sent home with guardians at intake.

1. **School Uniform** – (One week supply, limited closet and drawer space)

1 Black Belt	7 Pr. Underwear	7 Pr. Undershirts/No A-Frame
7 Pr. of white socks	2-4 pair of Khaki Pants	Black Shoes
4 Solid Navy Polo Shirts		
2. **Church Uniform – (Optional)**

Dress Socks	Long Sleeve Dress Shirt
Tie	Navy Sweater
3. **Work Crew**

2-4 pair of Jeans (blue or indigo colored, regular fit) No sagging	
2 Solid navy T-Shirts	Work Boots
1 Coat-plain no commercial or team logo	2 Solid Navy crew neck only Sweatshirts
	Baseball Cap-plain
4. **Athletic Clothes**

Gym Shoes	Athletic Socks	1 Pr Swim Trunks
Summer Shorts – plain Blue or Khaki only		
5. **Bedding**

Pillow	Pillow Cases	Twin Fitted Sheet
Blankets/Bedsread	Top Sheet	Pajamas
6. **Toiletries**

Toothpaste/Brush	Comb/brush	Bar Soap
Solid Deodorant only	Mach-3 Razor	Plastic clothes hangers
Bath Robe	Clothes Hamper	Towels/Washcloths
Slippers or Bath Sandals		
7. **School Supplies**

School Back Pack	500 Count Paper	Pens and Pencils
2 inch 3 Ring Binder	Subject Organizer	High Lighters (3 colors)
8. **Christian Bible**
9. **Medical Alert Bracelet or Necklace** (No other jewelry items are allowed)
10. **At the time of intake, a picture Identification Card will be made. If lost a \$5.00 fee will be assessed for a required replacement.**