

**EMMANUEL CHRISTIAN SCHOOL HANDBOOK
129 SOUTHWOOD DRIVE
WABASH, INDIANA 46992
260-563-1677
260-563-3009
(Fax) 563-4569**

**Email Address: ecs@emmanuelchurchwabash.com
School website - emmanuelchurchwabash.com**

**WE ARE A MEMBER OF THE INDIANA ASSOCIATION OF
CHRISTIAN SCHOOLS AND THE AMERICAN
ASSOCIATION OF CHRISTIAN SCHOOLS.**

**EMMANUEL CHRISTIAN SCHOOL IS A MINISTRY OF
EMMANUEL FREE WILL BAPTIST CHURCH.**

Dear Parents and Students:

We are delighted to have your child enrolled in our school. We feel privileged that you have given us the opportunity to share in the spiritual and academic training of your child.

This handbook is intended to give you general information about Emmanuel Christian School. We trust you will find this handbook to be both informative and helpful.

It is our purpose to provide a quality education in a distinctively Christian environment. Patriotism, Christian morals, a conservative philosophy, and personal integrity are stressed. Individual responsibility is emphasized, and fair, firm discipline is practiced. We are confident that the Christian School is the return to Biblical teaching. The education of the child is a sacred trust and a responsibility given by God to the parent and in part to the educator when approved by the parents. We would consider it a joy to share this important task with you.

We are not a perfect school, but we will try to help you fulfill your Biblical responsibility of training your child.

TABLE OF CONTENTS

LETTER TO PARENTS AND STUDENTS	0
TABLE OF CONTENTS	1,2,3
PHILOSOPHY OF EDUCATION	4
STATEMENT OF FAITH	5
PATRIOTISM	5,6
HUMAN SEXUALITY	6
<i>GENERAL INFORMATION</i>	
ADMISSION PROCEDURES	6
OFFICE HOURS	7
SCHOOL TIMES	7
WITHDRAWALS	7
FINANCES	7
REGISTRATION FEES	8
BOOK FEES	8
TUITION FEES & ELEMENTARY & HIGH SCHOOL	
DISCOUNTS FOR FAMILIES	9
CONFERENCES	9
SCHOOL CLOSINGS	9
SCHOOL CAMPUS	9
PARENT/TEACHER FELLOWSHIP	9
ILLNESSES	10
MILK TICKETS	10
SCHOOL PICTURES	10
TRANSPORTATION	10
LUNCHES	11
LOST AND FOUND	11
YEARBOOK	11
SIGNING IN AND OUT	11
<i>PRESCHOOL INFORMATION</i>	
EXTENDED CARE	12
ATTENDANCE	12
SCHOOL DISMISSAL	13
AGE REQUIREMENTS	13
GRADING SCALE	13
DISCIPLINE	13,14
AWARDS AND DRESS CODE	14

HAIR STANDARD FOR BOYS	15
SNACK BREAKS	15
MONEY SENT TO SCHOOL	15
BIRTHDAYS	15
<i>ELEMENTARY INFORMATION</i>	
ATTENDANCE	16
TARDINESS	16
HOMEWORK	17
GRADE AVERAGE	18
EXTRACURRICULAR ACTIVITIES	18
SCHOOL HOURS	18
SNACK BREAKS	18
CHAPEL	18
EXTENDED CARE	18,19
BIRTHDAYS	19
ABSTINENCE	19
TEXTBOOKS AND SUPPLIES	19
DISCIPLINE	19,20
ELEMENTARY GENERAL SCHOOL RULES	20,21
NO UNATTENDED CHILDREN	21
SCHOOL DISMISSAL	21
WEAPONS POLICY	21
AWARDS	22
REMUNERATION & RECOGNITION	23
AWARD SCALE FOR ACADEMICS	23
PROBLEMS BETWEEN PEOPLE	23
DRESS CODE	24
ACTIVITIES DRESS CODE	25,26
CLASSROOM DRESS	25,26,27
CHAPEL DRESS	27,29
HAIR STANDARDS	29
<i>JUNIOR/SENIOR HIGH INFORMATION</i>	
ADMISSION PROCEDURES	30
SCHOOL HOURS	30
ATTENDANCE	31
TARDINESS	30,31
TRANSPORTATION	32
AFTERCARE	32
WITHDRAWALS	32

ATTIRE	32
YOUNG LADIES CLASSROOM DRESS	33,34
YOUNG LADIES CHAPEL DRESS	34,35
YOUNG LADIES ACTIVITY DRESS	35
YOUNG MEN CLASSROOM DRESS	36
YOUNG MEN CHAPEL AND ACTIVITY DRESS	36,37
YOUNG MEN PHYSICAL EDUCATION DRESS	37
HAIR STANDARD FOR YOUNG LADIES	34
HAIR STANDARD FOR YOUNG MEN	35
ACADEMICS	38
TEXTBOOKS AND SUPPLIES	38
GRADE AVERAGE	38
PHILOSOPHY OF HOMEWORK	39
HOMEWORK POLICIES	39
HONOR ROLL	39,40
DIPLOMA REQUIREMENTS	40
REQUIREMENTS FOR GRADUATING	41
ACCOUNTABILITY	41
DISCIPLINE	41
ABSTINENCE	42
DEMERIT PROGRAM	42
WEAPONS POLICY	43
PROBLEMS BETWEEN PEOPLE	43
AWARDS	43
REMUNERATION & RECOGNITION	44
AWARD SCALE FOR ACADEMICS	44
ACADEMIC HALL OF EXCELLENCE	44
VALEDICTORIAN AND SALUTATORIAN	44,45
ATHLETICS	45
ELIGIBILITY	45
DRESS CODE	46
ACTIVITIES	47
FIELD TRIPS	47
HIGH SCHOOL FORMAL	47
SENIOR TRIP	47
MISCELLANEOUS	47
CELL PHONE POLICY	47
GENERAL HIGH SCHOOL RULES	47,48
CHAPEL	49

DATING REGULATIONS	49
DRIVERS	49
IPAD & IMACS	49
LOCKERS	49,50
SCHOOL PROPERTY	50
WORK PERMITS	50
PARENT AND STUDENT AGREEMENT	52

PHILOSOPHY OF EDUCATION

OF EMMANUEL CHRISTIAN SCHOOL

The Philosophy of Education of ECS is taken from the Word of God. The Bible sets forth a very definite philosophy of education, and ECS will follow this philosophy.

Reality and truth is understandable through God's general revelation in creation and through His specific revelation, the Bible; which is the inspired, plenary, infallible, inerrant Word of God. The denial of reality and truth is when one does not account for God. There is no division of sacred and secular. All truth is God's truth.

God created man in His own image, but the image of God in man was marred when man fell through disobedience to his creator. Consequently, all human beings are born essentially evil and inherit the evil nature of the first man. God's grace has provided for the restoration of His image in man through the person and work of Jesus Christ, God's only Son.

Values are not decided upon by man. They must come from God alone in His Word. Man's reasoning cannot determine what is morally right and wrong. God's values, from His Word, will be taught and upheld as absolute truth. ECS attempts to lead every student to a saving knowledge of the Lord Jesus Christ and to teach the fear of the Lord as the beginning of knowledge. Through teaching the precepts of the Word, ECS aims that her students will "love the Lord thy God with all thy might."

ECS believes that a Christian should do everything as unto the Lord. The goal in academics is not mediocrity, but academic excellence. Therefore, every child must be challenged to achieve at the top level of his ability. The curriculum will agree with the school's philosophy. "Christ-centered" curriculums will be integrated with God's truth.

All authority comes from God; and in the school the authority of the parent is delegated to the school, and in turn to the teacher.

This authoritarian philosophy permeates every area of school life. ECS believes strict discipline is basic in a Christian school life and imposed discipline has its aim, self-discipline.

The position of the teacher is one of authority and service, the two being intertwined. In scriptural leadership, he who leads must also serve. This statement of philosophy does not presume to be a theologically exhaustive or a definitive treatment of the issues it raises.

STATEMENT OF FAITH

We believe in and teach these basic principles:

- 1. The verbal, plenary inspiration of the Bible, equally in all parts and without error in its origin.**
- 2. The one God, eternally existent Father, Son, and Holy Spirit, who created man by a direct immediate act.**
- 3. The pre-existence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to Heaven, and the second coming of the Lord Jesus Christ.**
- 4. The fall of man, the need of regeneration by the operation of the Holy Spirit based on grace alone, and the resurrection of all to life or damnation.**
- 5. The spiritual relationship of all believers in the Lord Jesus Christ, living a life of righteous works, separated from the world, witnessing of His saving grace through the ministry of the Holy Spirit.**

PATRIOTISM

"Patriotism is an inner feeling that is difficult to define; for each of us it has a different meaning and each of us meets it with a different emotional reaction - a feeling of pride, gaiety, a lump in the throat and a tear in the eye, a swelling of the chest and a quickened breath, a fierce desire to battle for that which we believe, and even the dedication of one's life to a cause. Where and when these feelings begin, we do not know, but we feel that the school should play an important part in developing patriotism in all its aspects. The small child is just beginning to have feelings of loyalty and pride, and these will grow best in an atmosphere of love and security, in aroused interests and broadened fields of knowledge, in chances to work with others,

and through good examples in everyday living." (Excerpt from Planned Patriotism).

HUMAN SEXUALITY

1. Emmanuel Christian School believes that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, transgenderism and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; 1 Cor. 5:1; 6-9; 1 Thess. 4:1-8; Heb. 13:4)

2. We believe that the term "marriage" has only one legitimate meaning, and that is marriage sanctioned by God, which joins one man and one woman in a single covenant union, as delineated by Scripture.

All students shall be subject to dismissal if they violate this statement of faith on marriage and human sexuality.

GENERAL INFORMATION:

ADMISSION PROCEDURES

- 1. Obtain student registration card and handbook from the school office. Return the registration card and registration fee with required information.**
- 2. An interview with the principal may be scheduled. If so, both parents/guardians should attend the interview with the student.**
- 3. An entrance test may be required for new students.**
- 4. Students will be required to have a current medical record.**
- 5. Orientation will be held at the beginning of school. There will be a \$20 fee if you don't attend. Attendance is expected to acquaint parents with the total school program and procedures.**

OFFICE HOURS

Monday through Friday 7:30am to 3:30pm

Summer Hours 8am-1pm

SCHOOL TIMES

Preschool 3 - Monday through Wednesday 8:00am - 11:30am

Preschool 4- Monday through Thursday 8:00am - 11:45am

K-5 - Monday through Friday 8:00am – 2:50pm (all day)

K-5 Monday through Friday 8:00am – 12:00pm (half day)

1st-12th grades – Monday through Friday 8:00am-3:00pm

WITHDRAWALS

All withdrawals must go through the school office. Students attending one day of any period will owe the full period tuition.

All enrollment fees will be nonrefundable. All books (even workbooks) belong to the school and must not be taken.

FINANCES

The school is dependent upon the tuition of our students and gifts from friends for operating expenses. Gifts are tax deductible.

An annual registration fee must be paid upon admittance. This fee will not be refunded. Books are rented by the parents and are the property of Emmanuel Christian School.

Tuition is divided into ten equal payments, and is due on the first of each month beginning with August. Payment must be received by the 10th of each month or the payment is considered late. If you mail your payment, be sure it is postmarked by the 10th or it will be considered late. A 5% discount will be given if the tuition is paid in full at the beginning of the school year. In order that we can provide the services that your child is entitled to, it is essential that the financial status of the center be stable.

If delinquent accounts have not been brought up to date after a total of 30 days have lapsed from the 1st, the student will be suspended until payment is made in full. Any returned checks carry a \$30.00 charge. If two checks are returned for insufficient funds within one school year, future payments must be made in cash.

Should a student withdraw or be dismissed during the school year, he will be charged the full month fee for the month in which he withdrew or was dismissed. Should a student enter school during any part of the month, the payments will be prorated so that the fair amount of tuition is paid.

No transcript will be forwarded to another school nor will report cards be given out to any student whose account is delinquent. No student will be allowed to graduate whose account is delinquent. Before 7:30a.m. and after 3:30p.m. the extended care worker can receive payments in the extended care area.

REGISTRATION FEES

Registration Fee..... \$60.00

BOOK FEES

Preschool-3..... \$70.00
Preschool-4..... \$90.00
Kindergarten..... \$120.00
Elementary.....\$235.00
Junior High/Senior High.....\$285.00

NOTE: BOOK FEES MUST BE PAID BEFORE THE FIRST DAY OF SCHOOL.

TUITION FEES

Preschool-3.....\$875.00
Preschool-4.....\$975.00
Kindergarten (all day)\$2,400.00
Kindergarten (half day)\$1,400.00
Elementary & High School.....\$2,900.00

**5% DISCOUNT IF TUITION IS PAID IN FULL at the beginning of the school year
ELEMENTARY & HIGH SCHOOL DISCOUNTS FOR FAMILIES**

One Student (Full Price).....\$2,900.00
Two Students (Full Price +40% off).....\$4,640.00
Three Students (Full Price +40% off + 60% off).....\$5,800.00
Four Students (Full +40% off + 60% off + 80% off).....\$6,677.00

NOTES: Tuition fees are yearly fees. They may be paid in a ten-payment plan starting August the first, or paid in full at the beginning of school to receive 5% off.

REFERRAL POLICY

If a current student or family refers a new family to the school and the new family stay past the first semester, the family that

helped ECS get the new family will receive \$250.00 off January's payment up to \$500.00.

CONFERENCES

Parents/guardians that wish to discuss their student's progress or any problems a student is having, may call the school office and leave a message or send a note by their student. At a mutually convenient time our teachers will schedule a meeting.

PARENT-TEACHER FELLOWSHIP

On Tuesday of Report Cards

1st 9 weeks- By appointment only

2nd 9 weeks-By appointment only

3rd 9 weeks-By appointment only

4th 9 weeks-By appointment only

SCHOOL CLOSINGS

On days of heavy snowfall or other hazardous weather conditions, school will be delayed or closed as it is announced on School Cast. Parents' discretion should be used in determining if your child should attend during hazardous weather conditions in your school district. Make up days will follow a schedule prescribed by the Principal. It will also be posted on the ECS Facebook page. ECS will consistently have a cancelation or delay policy the same as Wabash City Schools. If you feel you need to delay because of weather, that decision will not affect your child's attendance.

SCHOOL CAMPUS

No one without special permission is allowed off or on the school's campus. Visitors to the building should first check in

with the school office. In consideration of our students; these school grounds are tobacco, alcohol and drug free. Their use is prohibited on the property. Thank you for helping keep our students healthy and safe.

ILLNESSES

Please do not send your child to school if he or she is vomiting, has pink eye, is running a fever, or if you can tell your child is not feeling well. **Students should be fever free without medication for twelve hours before returning to school.** If they are sick or get sick during school you will be called to pick your child up. Medication will be given to the child only with a signed permission slip from parents, which the office will administer. PLEASE NOTE: Medication can be kept in the school office. However, it is the parents/guardian's responsibility to purchase the medication kept in the office for your child when it is needed.

MILK TICKETS

Milk tickets may be purchased from the office. Money can also be given to the teacher. Chocolate and white milk and orange drinks are \$.50 per carton.

SCHOOL PICTURES

If you choose to purchase pictures of your children through the school, your order and money must be turned in before pictures are taken.

TRANSPORTATION

Parents are responsible to provide transportation to and from school for their children. Please follow the parking lot guidelines when dropping off or picking up your child. If anyone will be picking your child up during the school year other than yourself, we must have a permission slip from you stating this on file.

When picking up or dropping off please pull forward whenever possible.

LUNCHES

Most students bring their own lunches, but you may purchase something from the Snack Shop on Mon-Fri. There will be a hot lunch option on specified days. Students K-5 – 4th grade are not allowed to use the kitchen refrigerator or microwave for their lunches. Teachers are not allowed to use them for the students as well. Lunch and milk money must be turned into the office first thing in the morning. Remember that the Snack Shop has a **NO CHARGE POLICY.**

LOST AND FOUND

Check with the student's teacher for missing items. Lost articles may be picked up by parents before or after school. Lost and Found will be cleared out every two weeks. Jr./Sr. High students may look in the lost and found box in the chair room.

YEARBOOK

K

Yearbooks will be offered at the end of each school year for you and your child to purchase.

SIGNING IN AND OUT

When a student arrives late to school, they or a parent should come to the office for a pass and to sign into the building. When a student must leave early from scheduled class times, they or a parent must come by the office and sign them out of the building. The office will call their classroom so that the teacher can dismiss them to the office. Parents are not to go to the classroom and ask for the student.

PRESCHOOL **INFORMATION:**

EXTENDED CARE

Extended care will be available for \$2.50 per hour. Extended care opens at 7:00 am and closes at 5:15 pm. Extended care will close promptly at 5:15 pm. AFTER 5:15, A \$1.00 PER MINUTE CHARGE WILL BE ISSUED FOR EACH STUDENT. There is a daycare sheet that the daycare worker will have for you to sign your child out before you leave. If your child stays in extended care please send a small blanket and a small pillow in a zipped bag to be kept in the daycare area. The reason for this is for sanitary purposes. This will keep them separated from another child's blanket and pillow. They will be sent home over Christmas to be washed and then you may send them back in January when school starts.

You will also need to purchase a vinyl mat. The mats will be kept in the daycare cabinet and they will be sprayed and wiped off daily. The mats will not need to be sent home until after the school year is ended. Mats should be taken home at the end of the year.

If your child does stay for lunch, they need to have a lunch or money to purchase a lunch card. Lunch cards can be purchased for \$10.00 per card from the office. The teacher will keep track of the lunch card for the student. The Snack Shop and the office has a NO CHARGING POLICY. Please give the money to the office at the start of the day to make ordering easier

ATTENDANCE

We strongly urge parents to have their child in class and on time every day. In order to make the morning transition from parent to teacher go smoothly, please drop your student off in the foyer and allow them to come to their classroom on their own. If you have business at the school office, feel free to stop by. If you need to speak to a teacher, please send a note with the student and the teacher will contact you as soon as possible. For any problems that arise, appointments with teachers may be made through the office. If a student is to be picked up during class time, go to the office and sign the child out. A secretary will get the student. Late arrivals disrupt classroom activities, and absences put children at a disadvantage especially when it comes to Christmas plays and graduation practices. If your child is unable to attend school, you may call and pick up their work. If they are in the hospital, please call so we can send a "get well card." Set a goal of "perfect attendance."

SCHOOL DISMISSAL

Preschoolers will be at the doors with their teachers until you arrive to get them. The departure time is 11:30am, for Preschool-3, 11:45am for Preschool-4 and noon for half day Kindergarten. They will be sent to lunch if the parents are not there to pick them up by noon. Kindergarten will eat lunch at noon, be dismissed at 2:50pm, and go to extended care at 3:00pm, if not picked up. Once your child is in your custody please stay with them. Do not allow them to run or yell in the hallways.

AGE REQUIREMENTS

The age requirement for the following classes are:

Preschool 33 years old by Sept. 1st
Preschool 4.....4 years old by Sept. 1st
Kindergarten.....5 years old by Sept. 1st

*The child must be toilet trained. Toilet trained means no accidents under normal circumstance. Accidents happen less

than once a month. If an accident should occur due to illness etc., you will be called to come in and change your child.

GRADING SCALE

E = Excellent (above average)

S = Satisfactory (average)

N = Needs Improvement

U = Unsatisfactory (below average)

DISCIPLINE

The term "Discipline" means "training especially of the mind and character." Discipline is necessary for the welfare of the student as well as the entire school. Each teacher is given the liberty of making and enforcing classroom regulations in accordance with administrative policies.

ECS expects full cooperation from both students and parents in the education of the student. If at any time the school feels that this cooperation is lacking, the student may be requested to transfer out.

We are going to use the same method of discipline for all three preschool classes. We will be using the color system. Every child will start off with green. After one warning, the child may move to yellow. After two or more warnings, the child will move to red and the parent will be called. The warnings will be determined by the teacher. We hope that this will help the students learn stability and consistency through their years here at ECS.

AWARDS

Perfect Attendance awards will be given out during our Preschool graduation.

DRESS CODE

Proper grooming must be taught along with other rules of behavior and morals. ECS supports the emphasis of the Christian home in matters of modesty of dress.

Our standard dress code for kindergarten & preschool is modesty. Pants, jeans, sweats, capri's or modest shorts without holes may be worn for classroom dress. This is for both boys and girls. The main factor is it must come to the knee when sitting and be loose fitting in accordance with modesty. If shorts are worn and are not modest, parents will be called to bring a change of clothes for the child. Tee shirts and sleeveless tops that come to the edge of the shoulder may be worn. Abstain from any anti-Christian messages on your child's shirt. Sandals and flip flops may be worn. Parents and visitors are expected to dress modestly when on campus. No shorts above the knee should be worn on campus.

Nail polish is allowed for girls, but not for boys.

HAIR STANDARDS FOR BOYS

- **Hair should be neat and styled**
- **No unnatural hair colors**
- **Hair should be kept off the color, off the ears and eyebrows**
- **Sideburns may not extend below the earlobe**
- **No shave marks, bowl cuts, Mohawks, or steps.**
Crew and burr cuts are acceptable.

SNACK BREAKS

Send a nutritious snack. Teachers will schedule breaks. There may be some restrictions because of food allergies.

MONEY SENT TO SCHOOL

Money sent to school for milk, lunches and tuition should be given to the office. A good suggestion is to put the money in an envelope with the child's name and write what the money is for on the front of the envelope. Teachers will handle other monies.

BIRTHDAYS

You may send treats on your child's birthday. Make sure there is enough for the entire class. Check with the teacher for food allergy restrictions of the classroom. Summer birthdays can be scheduled with the teacher.

ELEMENTARY INFORMATION:

ATTENDANCE

Poor attendance practices interfere with one's academic potential and slow the progress of overall classroom achievement and school performance.

Parents are directly responsible for the compliance of their children to the school attendance policy. All absences must be verified by a parent or guardian before, or on the day of the absence. All absences are considered the same if a parent/guardian notifies the office. When parents do not notify the office, the student is considered truant and the authorities may be contacted.

Students who exceed more than 8 absences in a semester will be on academic probation for one semester with a possibility of subject failure. Administration may make an exception for absences that are for extended illnesses, injury, or extenuating circumstances if the student does not have a failing grade.

TARDINESS

Tardies are viewed as a disruption to the classroom environment. Students who are tardy not only miss class time but also disrupt the education of other students. Students arriving after 8am are to report to the office to pick up a tardy slip before going to class. Every three unexcused tardies for a student will result in a missed recess.

- A. A student is considered tardy if he/she is not in class and in his/her seat at the scheduled time. Tardiness will be entered on permanent records.**

- B. Remember, it takes students some time to put their coats, lunch boxes and other school items in their proper places. Just because they are in the building on time does not mean they are in class and ready to begin. We suggest students arrive at least 5 minutes early.**

- C. If a student receives 3 or more tardies and/or half day absence during a school year, they will be unable to receive a perfect attendance award.**

HOMWORK

Believing that homework is an integral part of the school program, each teacher is at liberty to aid the students to advance in their studies. Each student is required to complete their homework assignments.

Homework is given for several reasons:

1. **For Reinforcement:** We believe that most students require solid drilling to master material essential to their educational process.
2. **For Practice:** Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.
3. **For Remedial Activity:** As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
4. **For Special Projects:** Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

We do request parent's full cooperation in seeing that the assignments are completed. Repeated delinquent homework could result in a student's failure.

GRADE AVERAGE

The grading scale is as follows:

100-97 = A+ 4.0 79-77 = C+ 2.3 59-0 = F

96-93	= A	4.0	76-73	= C	2.0
92-90	= A-	3.7	72-70	= C-	1.7
89-87	= B+	3.3	69-67	= D+	1.3
86-83	= B	3.0	66-63	= D	1.0
82-80	= B-	2.7	62-60	= D-	1.0

EXTRACURRICULAR ACTIVITIES

To participate in any extracurricular activity, each student must receive a C average on mid-terms and report cards, without any F's.

SCHOOL HOURS

School begins promptly at 8:00am and ends at 3:00pm. If students are not in classrooms by 8:00am they will be marked tardy. **NO CLASSROOMS WILL BE OPENED UNTIL 7:45am FOR STUDENTS AND WILL BE CLOSED AT 3:10pm EVERYDAY.** Students in elementary must report to extended care if their ride has not arrived.

SNACK BREAKS

Please send a nutritious snack for your child. The Teachers will schedule their snack breaks. Teachers will inform parents of any restrictions because of food allergies.

CHAPEL

Every Wednesday all 1st- 6th graders will meet for Chapel. Parents and Grandparents are always welcome.

EXTENDED CARE

Extended care will be available for an additional cost of \$2.50 per hour. Extended care opens at 7:00am and closes at 5:15pm. Extended care will close promptly at 5:15. After 5:15, a \$1.00 per minute charge will be issued for each student.

BIRTHDAYS

You may send treats on your child's birthday. Make sure there are enough for the entire class. Check with the teacher for any food allergy restrictions. Summer birthdays may be scheduled with the teacher.

ABSTINENCE

Abstinence from pre-marital sex, homosexuality, lesbianism, transgenderism, tobacco, alcoholic beverages, use of narcotics, secular or religious rock music, dancing, swearing, or any other questionable practice is mandatory. (II Thes. 5:22) All students are responsible to maintain a testimony in all areas of life both while in and out of school. These standards also include digital media. Emmanuel Christian School has a no tolerance policy when it comes to weapons and violence in the school, as well as fornication, tobacco, drugs, alcohol, body piercings, and new tattoos. Students who participate in these activities are subject to discipline which could result in suspension or expulsion.

TEXTBOOKS AND SUPPLIES

Each student must furnish his own supplies. 1st -6th grades must have a King James Bible. Some supplies may be purchased in the school bookstore before or after school. Any books lost must be replaced after five days. Any abused books must also be replaced at the teacher's request. Textbooks should be free of all marks, (drawings, highlighting, and note writing). Work books may be written in, but not on the covers.

DISCIPLINE

The term "discipline" means "training especially of the mind and character." Discipline is necessary for the welfare of the student as well as the entire school. Each teacher is given the liberty of making and enforcing classroom regulations in accordance with administrative policies.

ECS expects full cooperation from both students and parents in the education of the student. When a discipline problem becomes serious enough, parents will be called to come and take their child home. If at any time the school feels that this cooperation is

lacking, the student may be requested to transfer out. Suspension may be necessary in more serious matters of misconduct. A student who has been suspended from school for any reason will receive no credit for daily work, but will be allowed to make up any test. The elementary has divided the discipline into two categories Biblical offenses and student offenses. Biblical offenses are offenses that go against the Bible such as lying, cheating, stealing, profanity, disrespect, etc. These offenses will be dealt with in a serious manner. Student offenses are offenses that do not go against the Bible, but are still wrong, such as talking out of turn, fighting, not doing homework, etc. These offenses will also be dealt with in an appropriate way.

GENERAL SCHOOL RULES

- 1. No running in hallway or classrooms.**
- 2. Off Limits:**
 - a. Other student's desks**
 - b. Teacher's desks, chairs, files, lectern, chalkboards**
 - c. All school equipment including piano, except when authorized**
 - d. Church office & school office unless you have important business to take care of**
 - e. Automobiles, motorcycles & bicycles - all students stay out of and off vehicles from arrival time until departure**
- 3. No gum in school.**
- 4. Students are expected to be quiet and attentive in class.**
- 5. No running around in the parking lot before or after school.**
- 6. No "rough housing", or bullying allowed. No touching other students.**
- 7. No name calling or slang talk allowed.**
- 8. Toys may be brought for show-n-tell, but do not send toys to school for children to play with.**
- 9. Cell phones will be kept in the principal's office. They may only be used after school for emergencies with a teacher's**

permission.

10. We have closed lunch times which means that students are not allowed to sign out for lunch unless with their parent/guardian.

NO UNATTENDED CHILDREN

If you have business to take care of in the building, your children will be expected to be with you. It may be helpful to have your child to stay in class or in the car until you have taken care of any business you might have in the office or with a teacher. We cannot have children running the hallways or parking lot after school. We are only trying to secure the safety of your children.

SCHOOL DISMISSAL

All children will be asked to go to their car and get in the car immediately after school. If their ride is not here, they will go back to their teacher. After 3:10pm it will be the parent's responsibility to go to extended care and pick up their child.

WEAPONS POLICY

Any weapons (knives, guns, etc.) will be confiscated immediately and the student will be suspended from school for at least a week.

AWARDS

- A. Perfect attendance- must be at school every day and have no more than 3 tardies or half day absences.
- B. Honor Roll - it is the policy of ECS to recognize students, that have achieved outstanding academic marks. Our Honor Roll program is one of the ways we strive to reward these students, and at the same time, encourage all our students to work up to their full potential. Our procedure is the following:
 - 1. The highest level will be "Straight A's" (Principal's List)
 - 2. The second level will be "All A's & B's"(Honor Roll)
- C. Honor Roll Certificate- honor roll all 4 of the nine weeks.
- D. Certificate of Scholarship: All A's, all year.
- E. Joshua Paul Smith Memorial Scholarship; The annual recipient will be chosen by the Pastor and the Principal using the following criteria:
 - 1. The student must be a born again Christian.
 - 2. The student must have the characteristics of a consistent Christian life.
 - 3. The student must have already attended Emmanuel Christian School for two years.
 - 4. The student must show intentions of continuing his/her education at Emmanuel Christian School.
 - 5. The student must have been on the honor roll at least one-half of the previous school year.
 - 6. The student's financial need will be considered.
 - 7. The student must show signs of "school spirit".
 - 8. The student must have a good attendance record.

REMUNERATION & RECOGNITION

(for the Joshua Paul Smith Memorial Scholarship)

- 1. The student's half tuition will be paid for the next school year.**
- 2. The scholarship will be presented at Kindergarten Graduation each year.**
- 3. The student will receive a plaque and their name will permanently be placed on an award plaque displayed at the school.**

AWARD SCALE FOR ACADEMICS

For 6th - 12th grade students

POINT SCALE:

Honor Roll	1Pt
Principal's List	1.5 Pts.
8 Pts.	Chevron and Numbers
12 Pts.	Letter
16 Pts.	Chevron
24 Pts.	Chevron
30 Pts.	Chevron and Letter

PROBLEMS BETWEEN PEOPLE

Wherever relationships are close there is the potential for problems between people. There is a Godly way to handle these problems. It is found in Matthew 18:15-17. All relationship problems in E.C.S. should follow these guidelines, at the lowest possible level.

We ask that you first take problems to the teacher involved. Then if the problem isn't resolved, take it before the principal.

ATTIRE

At ECS, we believe that the Bible establishes the standards that we live by. This includes the dress standards at the school. Through the Scriptures we find different areas that would affect our dress standards. Modesty (I Timothy 2:9), Distinction (Deuteronomy 22:5, I Corinthians 11:14-15), Identification (I Timothy 4:12, Romans 12:1-2 and I John 2:15-17) and Appropriateness (I Corinthians 10:31, I Thessalonians 5:22). While keeping to these standards, we also recognize the importance of students wearing clothing that is appropriate for the environment they are in. With that in mind, there are three different elements to our dress code required of students while they are on campus or attending school functions: a classroom dress, a chapel dress and an activity dress. We understand that there will always be questions concerning particular apparel, but the guidelines listed below are specific and should answer any questions.

Students out of dress code may be excluded from classes until they are within code. Parents may be called to bring appropriate attire to school. A good rule of thumb would simply be if it is questionable don't wear it.

The Administration and teachers will enforce the dress code; however, it is NOT the sole responsibility of the school. *Parents are expected to cooperate with the school in monitoring their child's daily attire to assure compliance with the dress code.* The Administration reserves the right to further define or clarify the school dress code.

Parents and visitors are expected to dress modestly when on campus. No shorts, dresses or skirts above the knee should be worn on campus.

DRESS CODE

Proper grooming must be taught along with other rules of behavior and morals. ECS supports the emphasis of the Christian home in matters of modesty of dress. There are

basically two areas of concern: testimony and appropriateness. (I Tim. 2:9) God made men and ladies different, therefore we will dress different and look different. (Deut. 22:5)

ECS makes no apology for seeking to use every means, including dress, to encourage students to think and act like ladies and gentlemen. All clothing needs to be modest and loose fitting.

The way we dress should call attention to the character that Jesus is building and has built within us. (I Peter 3:3) Our countenance (face) reveals that character. To encourage the right emphasis on dress the following code has been developed. All students attending school activities, field trips, winter festival, graduation and sports activities will follow the dress code. During school hours 7:00-5:15, or school activities, students should follow these dress codes if on school campus or attending functions. At certain extracurricular events, activity dress may be worn. The teacher will notify students of these days. Parents and visitors are expected to dress modestly when on campus. No shorts, skirts, or dresses above the knee should be worn when on campus. Any parent volunteers helping ECS on any activities will also have to follow the school dress code.

LADIES ACTIVITY DRESS CODE

(During physical activities)

- Knee length shorts, sweat pants, wind pants
- Loose fitting
- Must come to the middle of knee when sitting
- T-shirt - No inappropriate material on the t-shirts
- Tennis shoes are required for gym

LADIES CLASSROOM DRESS

Dresses

- Must come to the middle of knee when sitting or standing

- Must not be tight fitting or sheer
- No low-cut dresses
- No sleeveless or off the shoulder dresses

Skirts

- Must come to the middle of knee when sitting or standing
- Must not be tight fitting
- No slits in the skirts higher than the knee
- Denim is allowed but not frays, rips or holes in the material
- Culottes are allowed

Pants

- Pants must be loose fitting and modest, a full inch of material should be able to be pulled from the pant leg
- No tight-fitting jeans
- Must be worn at the waist or hips
- No low or low-rise pants
- No pants with fraying, tears or holes
- No athletic wear, pajamas or camouflage or sweats

Shirts/Blouses

- No low-cut blouses, only top button undone
- Lace vests and tops should have an appropriate shirt underneath
- Blouses and shirts must go below the waistline as not to show skin when arms are lifted
- No skin-tight shirts
- No tank/sleeveless tops
- No bra straps should be seen

Shoes

- Dress shoes, boots, tennis shoes, sandals and flip-flops are acceptable

- No house slippers
- Shoe strings must be tied at all times

Outerwear

- Sweaters and hoodies are allowed if a regular classroom shirt is underneath, no hoods up in the building

Jewelry

- Girls are permitted to wear jewelry in moderation
- Ears are the only piercings permitted, not over 2 in each ear
- No tattoos permitted
- No questionable signs or symbols are permitted on jewelry

LADIES CHAPEL DRESS

Dresses or skirts

- Dresses or a skirt with dress shirt may be worn
- Skirts and dresses must come to the knee while sitting or standing

YOUNG MEN ACTIVITY DRESS

- Knee length shorts, sweat pants, wind pants
- Loose fitting
- Must come to the middle of knee when sitting
- T-shirt - No inappropriate material on the t-shirts
- Tennis shoes are required for gym

Activity dress will be allowed during P.E. and for certain field trips as determined by administration. P.E. classes will have a required dress during gym classes determined by the Teacher.

The Administration reserves the right to further define or clarify the school dress code

YOUNG MEN CLASSROOM DRESS

Pants

- Dress pants, khakis, corduroy and jeans are allowed
- Must be worn at the waist or hips, no sagging
- No pants with fraying, tears or holes
- Pant length should be to a point they do not drag on the floor
- Shorts, over-sized baggy pants, pajamas, scrubs, camouflage, bib-overalls, and athletic attire such as warm-ups and sweats are NOT permitted as Classroom Dress

Shirts

- T-shirts, polos, button up shirts may be worn
- No tank tops or sleeveless shirts
- Only top button undone

- No inappropriate material on t-shirts

Shoes

- Dress shoes, boots, tennis shoes, sandals and flip flops are acceptable
- No house slippers
- Shoe strings must be tied, always

Outerwear

- Sweaters and hoodies are allowed if a regular classroom shirt is underneath, no hoods or hats on in the building.

Jewelry

- No jewelry, piercings or tattoos

YOUNG MEN CHAPEL DRESS

- A button-up dress shirt with collar or a polo shirt may be worn
- Shirt must be tucked in for the day
- No shirts with writing on them
- Jeans or khaki pants are both permitted

Chapel dress will be required for chapel days at school, and will be worn the entire day. There may also be other special days that require chapel dress. Chapel dress may also be required for certain field trips, programs and competitions. Administration will advise students well ahead of time as to when they will need to be in chapel dress.

HAIR STANDARD FOR GIRLS

- Hair should be neat and styled
- No unnatural (green, blue, pink, etc...) hair colors

HAIR STANDARDS FOR BOYS

- Hair should be neat and styled
- No unnatural hair colors
- Hair should be kept off the collar, off the ears and eyebrows
- Sideburns may not extend below the earlobe
- No shave marks, bowl cuts, Mohawks, or steps. Crew and burr cuts are acceptable

JR./SR. HIGH SCHOOL INFORMATION:

ADMISSION PROCEDURES

1. Obtain a student registration card and handbook from the school office. Return card with required information.
2. An interview with the principal will be scheduled. Both parents should attend the interview with the student.
3. Students will be required to have a current medical record.
4. Orientation will be held at the beginning of school. To acquaint parents with school procedures, attendance is expected. A fee will be charged for not attending.
5. Sometimes an entrance test is required for new students and the parents must pay for the testing.
6. Students cannot be parents or expecting to be parents or married.
7. ECS reserves the right to evaluate transcripts from

transfer students, and to refuse to accept credits from other schools.

8. ECS Jr. High/Sr. High students should be Christians who are faithful to the services at their churches.
9. New students will be on a nine-week probation period.
10. Students and parents must read and sign the handbook agreement page before admission is complete.

SCHOOL HOURS

School begins promptly at 8:00am and ends at 3:00pm No classroom will be opened until 7:45am for students. Rooms will be closed at 3:10pm.

TARDIES

Tardies are viewed as a disruption to the classroom environment. Students who are tardy not only miss class time but also disrupt the education of other students. Students are to be in the classroom and prepared for class by the time class begins. If a student is tardy for first hour classes starting at 8:00am, student is to report to the office to pick up a tardy slip before going to class.

For first hour class, every three unexcused tardies will count as unexcused absence and a demerit. Each semester, six tardies to first hour class will result in an after school detention. After school detention will be from 3:00-4:00pm and will cost \$10. Students will be required to clean and do odd jobs during this time.

For classes after first hour, every 3 tardies will result in a demerit. 3 tardies and/or half day absences during a school year would cause the student not to be eligible for perfect attendance.

ATTENDANCE

Parents are directly responsible for the compliance of their children to the school attendance policy. All absences must be verified by a parent or guardian before, or on the day of the absence. All absences are considered the same if a parent/or

guardian notifies the office on the day of the absence. When parents do not notify the office, the student is considered truant and the authorities may be contacted.

Poor attendance practices interfere with one's academic potential and slows the progress of overall classroom achievement and school performance. Multiple absences will affect a student's grades and hurts a student's performance.

ECS will allow 5 ministry days per year.

The school year is built with academic and a few non-academic days. All these days are important. Because of the way the school year is built, Jr./Sr. High School Retreat, Bowl-a-thon, field trips, Thanksgiving food baskets, Field Day, are important to the ECS schedule, and these days will count as two absences.

Any student who is absent 8 days or more in one semester will be put on academic probation for one semester with the possibility of subject failure. After the 8th absence, a doctor's note must be handed to the office or the student will be truant. Truancy means that the authorities may be contacted.

TRANSPORTATION

If anyone will be picking up your child during the school year other than yourself, the office must have a permission slip from you stating this. We will also need a note if students are leaving with someone other than their parents. If your child is in the 12th grade and has permission to leave before 3:00 p.m., we must have a permanent permission slip in the office. Students waiting for transportation will be required to stay at one of the designated waiting areas. The two designated areas are the benches in front of the school and the tables in the gym.

AFTER CARE

If a Jr/Sr High student is not picked up by 3:10 PM, they must report to the aftercare teacher and sit at the lunch tables. They

must ask permission from the after-care teacher to get up from the lunch tables. If a student has permission to walk to Penguin Point or Subway, they must first report to the after-care worker before leaving. During volleyball and basketball seasons, students may follow the coach's instructions for after school. Failure to follow these procedures will result in a demerit.

WITHDRAWALS

All withdrawals must go through the school office. Students attending one day of any month will owe the full month's tuition. All books (even workbooks) belong to the school and must not be taken.

ATTIRE

At ECS, we believe that the Bible establishes the standards that we live by. This includes the dress standards at the school. Through the Scriptures we find different areas that would affect our dress standards. Modesty (I Timothy 2:9), Distinction (Deuteronomy 22:5, I Corinthians 11:14-15), Identification (I Timothy 4:12, Romans 12:1-2 and I John 2:15-17) and Appropriateness (I Corinthians 10:31, I Thessalonians 5:22). While keeping to these standards, we also recognize the importance of students wearing clothing that is appropriate for the environment they are in. With that in mind, there are three different elements to our dress code required of students while they are on campus or attending school functions: a classroom dress, a chapel dress and an activity dress. We understand that there will always be questions concerning particular apparel, but the guidelines listed below are specific and should answer any questions. Students out of dress code may be excluded from classes until they are within code. Parents may be called to bring appropriate attire to school. If such a step is imposed, the missed classes will be counted as unexcused absences. A good rule of thumb would simply be if it is questionable don't wear it. The Administration and teachers will enforce the dress code; however, it is NOT the sole responsibility of the school. *Parents are expected to cooperate with the school in monitoring their child's daily attire to assure compliance with the dress code.* The

Administration reserves the right to further define or clarify the school dress code.

Parents and visitors are expected to dress modestly when on campus. No shorts, dresses or skirts above the knee should be worn on campus.

LADIES

YOUNG LADIES CLASSROOM DRESS

DRESSES

- Dresses must be loose fitting and modest
- Must come to the top of knee when sitting and standing
- Must not be tight fitting
- No low-cut dresses
- No sleeveless or off the shoulder
- No backless
- No see-through material

SKIRTS

- Skirts must be loose fitting and modest
- Must come to the middle of knee when sitting and standing
- No slits in the skirt higher than the knee
- Denim is allowed but no frays, rips or holes in the material

PANTS

- Pants must be loose fitting and modest and to the ankle
- Dress slacks, khakis, corduroys and jeans are allowed. A full inch of material should be able to be pulled away from the leg.
- No tight-fitting jeans
- Must be worn at the waist or hips
- No pants with fraying, tears or holes in them
- No shorts, pajamas, scrubs, camouflage, bib-overalls, or athletic attire

SHIRTS/BLOUSES

- No low-cut

- Blouses and shirts must go below the waistline as not to show skin when arms are lifted
- No sleeveless tops or off the shoulder
- No see-through material
- No bra straps should ever be seen

SHOES

- Dress shoes, boots, tennis shoes, sandals and flip flops are acceptable.
- No house slippers.
- Shoe strings must always be tied

OUTERWEAR

- Sweaters and hoodies are allowed if a regular classroom shirt is underneath.
- No hoods up in the building

JEWELRY

- Girls are permitted to wear jewelry in moderation
- Ears are the only piercings permitted, not over 2 in each ear
- No questionable signs or symbols are permitted on jewelry

YOUNG LADIES CHAPEL/STAGE

WEAR

- A dress that meets the class dress standard
- A skirt that meets the class dress standard, with a dress blouse
- No shirts/tops with words/graphics
- Dress shoes
- No hoodies can be worn to chapel, coats need to be unzipped

Chapel dress will be required for chapel days at school, and will be worn until lunch. There may also be other special days that require chapel dress. Chapel dress may also be required for certain field trips, programs and competitions. Administration

will advise students well ahead of time as to when they will need to be in chapel dress.

YOUNG LADIES ACTIVITY/PE DRESS

- Knee length shorts, sweat pants, wind pants
- Loose fitting
 - Must come to the middle of knee when sitting or standing
- T-shirt should not have anything inappropriate on it
- No sleeveless shirts
- Tennis shoes are required for gym

HAIR STANDARDS FOR LADIES

- Hair should be neat and combed or styled
- No unnatural hair colors (green, blue, pink, etc.)
- Girls should not have a boy's short haircut (I Cor. 11:15) it should be longer than the boy's hair standard

MEN

YOUNG MEN CLASSROOM DRESS

PANTS

- Pants must be loose and modest

- Must be worn at the waist or hips. Clothing that exposes underwear is unacceptable- no sagging.
- No pants with fraying, tears or holes
- No shorts, over-sized baggy pants, pajamas, scrubs, camouflage, bib-overalls, and athletic attire (such as warm-ups and sweats)

SHIRTS

- T-shirts, polos, button-up shirts may be worn
- No sleeveless shirts
- No low-cut
- No inappropriate material on t-shirts

SHOES

- Dress shoes, boots, tennis shoes, sandals and flip-flops are acceptable
- No house slippers
- Shoe strings must always be tied

OUTERWEAR

- Sweaters and hoodies are allowed if a regular classroom shirt is underneath
- No hoods up in the building
- No hats

JEWELRY

- No jewelry, (except class rings), and no piercings

YOUNG MEN CHAPEL DRESS

- Dress pants or khaki's
- No shirts/tops with words/graphics

- Button up dress shirt with tie
- Shirt must be tucked in and belt must be worn
- Dress shoes
- No hoodies can be worn on chapel days

Chapel dress will be required for chapel days at school, and will be worn until lunch. There may also be other special days that require chapel dress. Chapel dress may also be required for certain field trips, programs and competitions. Administration will advise students well ahead of time as to when they will need to be in chapel dress.

YOUNG MEN ACTIVITY/PE DRESS

- Knee length shorts, sweat pants or wind pants may be worn
- Loose fitting
- T-shirts should not have anything inappropriate on it
- No sleeveless shirts
- Tennis shoes are required for gym

YOUNG MEN HAIR STANDARDS

- Hair should be a standard haircut, tapered on sides and back no bowl cuts, Mohawks, shaved marks, steps or hair accessories. Crew and burr cuts are acceptable.
- Hair must be a natural color (no pink, green, blue, etc.)
- Hair must be cut when it ceases to be neat or when it touches the ear, collar or eyebrows. (I Cor. 11:14)
- Hair must always be clean and combed
- No mustaches or beards are permitted on students. Faces always must be clean shaven.
- Sideburns may not extend below the bottom of the earlobe.
- The school will not get in the habit of telling you when your child needs a haircut.
- If the rules are not followed, the student will be sent home

ACADEMICS

TEXTBOOKS AND SUPPLIES

Each student must furnish his own supplies and King James Bible. Any books lost must be replaced after five days. Any abused books must also be replaced at the principal's request. Textbooks should be free of all marks (drawings, highlighting, and note writing). Work books may be written in, but not on the covers. The books are rented.

Supply List

Binder or folders, regular rule loose leaf paper, spiral notebooks for taking notes, pencils, ink pens (black or blue), extra pencil eraser, 3x5 and 4x6 index cards, metal compass, clear protractor, ruler (metric & English), graph paper, colored pencils, 3 FAMILY SIZE boxes of Kleenex, gym or book bag, Casio fx-115 calculator (9th – 11th), hand sanitizer, Clorox wipes, assignment notebook 7th & 8th grades will be provided with an assignment notebook

GRADE AVERAGE

The grading scale is as follows:

100-97 = A+	4.0	79-77 = C+	2.3
96-93 = A	4.0	76-73 = C	2.0
92-90 = A-	3.7	72-70 = C-	1.7
89-87 = B+	3.3	69-67 = D+	1.3
86-83 = B	3.0	66-63 = D	1.0
82-80 = B-	2.7	62-60 = D-	1.0
		59 and below = F	

The above scale will be used to calculate the GPA for each student's transcript. The above scale is recommended by the College Board.

PHILOSOPHY OF HOMEWORK

Believing that homework is an integral part of the school program, each teacher is at liberty to aid the students to advance

in their studies. Therefore, each student is required to complete their homework assignments.

Homework is given for several reasons:

1. For reinforcement -we believe that most students require solid drilling to master material essential to their educational process.
2. For practice: following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.
3. For remedial activity -as instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
4. For special projects - book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of

homework attention.

HOMEWORK POLICIES

- It will be checked at the beginning of each class. Be prepared to have it on the desk.
- Homework that is incomplete will be graded as is.
- Homework that is not done will be recorded as a zero.
- Homework missed due to absences must be turned in within the same amount of days that were missed. It is the student's responsibility to obtain the homework that was missed.
- Homework that is not acceptable will result in a deduction in points. This might include but is not limited to: using the wrong writing utensil, using spiral notebook paper or not meeting specific requirements for an assignment.

We do request parent's full cooperation in seeing that the assignments are completed. Repeated delinquent homework could result in a student's failure.

HONOR ROLL

It is the policy of ECS to recognize students that have achieved outstanding academic marks. Our honor roll program is one of

the ways we strive to reward these students and at the same time encourage all of our students to work up to their full potential. Our reward system is as follows:

1. There will be two levels of honor roll students. The highest level will be the "Principal's List". The second level will be the "Honor Roll".
2. This program will be based upon the student's grade point average (GPA). Grade points are earned on the following basis:
 - A.....4 Quality Points
 - B.....3 Quality Points
 - C.....2 Quality Points
 - D.....1 Quality Points
 - F.....0 Quality Points
3. The "Principal's List" will be comprised of student maintaining 3.750-4.000 GPA within a grading period.
4. The "Honor Roll" will be comprised of students maintaining a 3.000-3.749 GPA within a grading period.
5. Recognition of these students will be made after each nine week grading period, each ending semester, and the overall yearly averages.
6. No student making any grade lower than a C and still be considered for this honor roll program.

DIPLOMA REQUIREMENTS

CREDITS	SEMESTERS
Bible	8
English	8
History	6
Math	6
Science	6
Physical Ed/Health	3

CORE REQUIREMENTS:	38
CORE EXTRA:	5
TOTAL REQUIREMENTS & EXTRAS	42

HONORS DIPLOMA

Students who plan on furthering their education after graduation should take more than the minimum requirements listed.

REQUIREMENTS FOR GRADUATING SENIORS:

- 1. The students must visit a Christian college before the student graduates at the student's expense. This can be done during the 10th - 12th grades.**
- 2. A copy of the student's SAT/ACT SCORE must be on file.**

ACCOUNTABILITY

DISCIPLINE

Discipline is a major area of concern in the Christian home, the Christian school, and the Christian life. Without proper discipline, a Christian will never achieve God's will in his life. Imposed discipline (outer discipline) helps to build self-discipline (inner discipline).

Discipline of students is a joint responsibility of the parents, teachers, administration, and students. We ask all parents to support the discipline standards of ECS. This will prevent the child from being placed in a position of conflict between the parent and the school.

Most minor discipline problems which occur in the classroom are handled by the teachers. Other problems are referred to the administration, which may impose some form of discipline and/or counseling.

At ECS we implement two specific areas of discipline outside of the teacher's classroom discipline:

- 1. Demerits**
- 2. Lunch time detention**

3. At every three-demerit interval, a student will receive lunch time detention. Students serving lunch time detention will eat their lunch in solitude, with no communication.

ABSTINENCE

Abstinence from fornication, homosexuality, lesbianism, transgenderism, tobacco, alcohol, narcotics, inappropriate music, swearing, pornography, inappropriate websites and any other type of questionable practice is mandatory. (II Thes. 5:22) All students are responsible to maintain a high testimony in all areas of life both while in and out of school. These standards also include digital media, texting, and online postings on any form of social media. Emmanuel Christian School has a no tolerance policy when it comes to weapons and violence in the school, as well as fornication, tobacco, drugs, alcohol, body piercings and new tattoos. Students who participate in these activities are subject to discipline which could result in suspension or expulsion.

DEMERIT PROGRAM

The primary purpose for the demerit system is to have a method of documenting unfavorable behavior patterns or character traits in the students. The demerits, in themselves, are not a form of punishment. The demerit is calling attention to an undisciplined area in the life of the student. Our desire would be for the student to make changes and take steps of growth as a result.

•Every 3- demerit intervals, (3,6,9,12,...) the student will be required to serve a lunch time detention.

•After a student reaches 15 demerits the student will be required to serve an after-school detention. This will be from 3:00-4:00 and will cost \$10. During this time, the student will be doing assigned jobs.

- Students who receive 25 demerits will be suspended for 1 day.
- Those who reach 35 demerits will receive a 3-day suspension.
- Students with 50 or more demerits will be expelled.

Demerits will fall under two distinct categories:

1. Minor Offenses – All minor infractions carry the weight of ONE demerit, such as dress code violations, 3 tardies to any class, talking in class, etc.

2. Major Offenses – These may include bullying, proms & dances, disrespect to teachers, bad attitudes, cheating, lying, plagiarisms, disobedience, stealing, vandalizing, fighting, possession of pornography, smoking, drugs, profanity.

ECS also holds the right to issue demerits for offenses that come up that are not listed in the handbook. Administration reserves the right to suspend students for repeated infractions and for certain situations deemed necessary. Every infraction is different and will be dealt with prayerfully and with Godly wisdom. Students who are in habitual trouble and go over the 25-demerit level, will start the next semester in the same year, with at least 10 demerits on their record.

WEAPONS POLICY

Any weapons (knives, guns, etc.) will be confiscated immediately and the student will be suspended from school for at least a week.

PROBLEMS BETWEEN PEOPLE

Wherever relationships are close there is the potential for problems between people. There is a Godly way to handle these problems. It is found in Matthew 18:15-17. All relationship problems in E.C.S. should follow these guidelines, at the lowest possible level.

- First take the problem to the person it involves.
- Next involve the Principal if the problem remains.

AWARDS

- A. **Perfect attendance:** must be at every class and have no more than three tardies in any class.
- B. **Honor Roll Certificate:** honor roll all four weeks.
- C. **Certificate of Scholarship:** All A's, all year.
- D. **Principal's List:** 3.750-4.000 grade average once during a year.
- E. **Joshua Paul Smith Memorial Scholarship:** The annual recipient will be chosen by the pastor and principal using the following criteria:
 - 1. The student must be a born again Christian.
 - 2. The student must have the characteristics of a consistent Christian life.
 - 3. The student must have already attended Emmanuel Christian School for two years.
 - 4. The student must show intentions of continuing his/her education at Emmanuel Christian School.
 - 5. The student must have been on the honor roll at least one-half of the school year.
 - 6. The student's financial need will be considered.
 - 7. The student must show signs of "school spirit".
 - 8. The student must have a good attendance record.

REMUNERATION & RECOGNITION

(for the Joshua Paul Smith Memorial Scholarship)

- Half of the student's tuition will be paid for the next school year.
- The scholarship will be presented at Kindergarten Graduation each year.
- The student's name will permanently be placed on an award plaque displayed in the school.

AWARD SCALE FOR ACADEMICS

Honor Roll	1Pt.
Principal's List	1.5 Pts.

8 Pts.	Chevron and Numbers
12 Pts.	Letter
16 Pts.	Chevron
24 Pts.	Chevron
30 Pts.	Chevron and Letter

ACADEMIC HALL OF EXCELLENCE

Any senior with 3.750 GPA after six consecutive semesters will be awarded an engraved plaque to match one in the school trophy case.

VALEDICTORIAN AND SALUTATORIAN

Our procedures are the following:

1. There will be two levels of honor for the graduating students. The highest award will be the honor of valedictorian. The second will be the honor of salutatorian.
2. The awards will be based upon the students' grade point averages (GPA).
3. The awards will be given to the students with the highest GPA. The student with the highest GPA will be the Valedictorian and the student with the next highest GPA will be the Salutatorian.
4. Students must have at least a 3.500 GPA to qualify for either honor.
5. If no one should qualify, a Valedictorian and Salutatorian will not be chosen.
6. Students transferring from other schools can receive the honor if they qualify. However, their GPA and subjects previously taken must be compatible with ECS standards. They must have attended ECS a minimum of four semesters.

ATHLETICS

ELIGIBILITY

To participate in the athletic program, the following fees will apply:

- 1st student \$75.00
- 2nd student \$50.00

3rd student \$25.00

To participate in any extracurricular activities, each student must do the following:

1. Agree with and support the aims, goals, and spirit of ECS
2. Maintain good attendance
3. Maintain a "C" average (2.000) using this point system.

A.....	4 points
B.....	3 points
C.....	2 points
D.....	1 point
F.....	0 points

Should a student earn an E for a nine-week period in a class or not maintain 2.0 GPA, the following would occur:

- Notification of eligibility will be on your mid-nine weeks and 9 weeks reports.
- Grades will be re-evaluated two weeks after a student is declared ineligible to see if they are eligible to play.
 - If a student is ineligible, extracurricular activities will not be allowed.
- If a student is too sick to attend school on a game day, they will not be allowed to play in a game later that same day.
- Students must attend ½ of the school day to participate in the game. (8:00-11:30 or 11:30-3.00)
- Students who miss the next day (10:15 for seniors) after game will miss the first quarter or set during the next basketball game or volleyball games.
- People able to ride the bus for athletic events will include players, coaches, staff, current students, and immediate family members of the players, coaches and staff.
- Alumni may ride the bus if approved by the principal.
- Any elementary students not on the team must be supervised.

DRESS CODE

Before and after game dress

Athletes will follow rules of dress as directed by the coach and athletic director.

Award Ceremony

Young Ladies: Chapel dress

Young Men: Chapel dress

ATHLETES

1. Need to be at home games when the coach says to be there
2. Are required to ride the team bus to away games but may go home with parents after receiving permission
3. Students are not to listen to listening devices on the bus
4. Parents of athletes are required to help in the snack shop, clean up after games, and help be line judges during some of the games during the season

ACTIVITIES

FIELD TRIPS

Field trips are a part of the school year and are required school days. If a student fails to attend, it will count as two absences.

HIGH SCHOOL FORMAL

The formal is for grades 9th - 12th. This event requires chapel dress or higher. All the dress code rules are in effect for the High School Formal. Violation of the dress code will be dealt with.

Young Ladies - Dresses or skirts are mandatory. Dresses must be brought in for approval.

Young Men - Chapel dress

If there are any questions about the dress code please ask a high school teacher.

SENIOR TRIP

The trip is planned by the senior class and the class sponsor. It must be approved through the office.

MISCELLANEOUS

CELL PHONE POLICY

Cell phones are not permitted in the school from 8am-3pm. If cell phones come into the building, they must be turned in to the principal's office. If a student is caught with a cell phone, 10 demerits will be issued for the first offense and demerits will increase with each successive offense. Any evidence of phone use during school hours will result in demerits.

GENERAL SCHOOL RULES

1. Students are not to touch any item that belongs to teachers (desk, podium, etc.).
2. No name calling, slang talk or bullying allowed. No touching other students.
3. Do not touch another person's property without permission.
4. Your private property on you, in your car, locker, lunch box, etc... may be checked at any time. Do not have anything, anywhere at school that is not allowed.
5. Everyone leaving school before 3:00 must sign out.
6. Anyone signing out early must have a letter from a parent giving permission for that person to leave.
7. We have closed lunch times which means no students can sign out for lunch unless with a guardian. Also, anyone wanting to visit during lunch, other than guardians, needs to be pre-approval from the principal. If the student is a senior, he/she must have written permission from guardian to leave before lunch. After leaving, the student may not return during class hours except to attend extracurricular activity.
8. Students may not change any of the properties on the school's computers (screen savers, codes, etc.) or use a computer without permission from a teacher.

9. If the student does not drive, and is leaving early, a parent or guardian must sign him/her out.
10. Emmanuel Christian School reserves the right to do a drug test on any student at the school.
11. Off-colored talk and innuendoes will be dealt with severely. (Eph. 5:11-12)
12. No gum during school or school activities
13. Do not mark on desks or chairs.
14. The copier is not to be used by students except with teacher permission.
15. Students are not to use any school phone except with teacher permission.
16. Students are not to write on themselves or others.
17. Lunch tables should always be left neat and clean after use, including five-minute breaks and before and after school.
18. Lockers are to be kept neat and orderly. Nothing should be on top of or hanging out of the locker.
19. Head phones and/or ear buds are not to be worn by students before, during or after school or during school activities unless authorized by a teacher.
20. Students are never to be in the church building unless attending classes there or with teacher's permission.

CHAPEL

Every Wednesday at 9:35am until 10:15am all 7th through 12th graders will meet for chapel. Students must bring a Bible to chapel services and dress in proper chapel attire.

DATING REGULATIONS

The purpose for dating is to unite spiritually not physically. When on school activities, all dates must follow school dress code. The no-touch rule is in effect at school and school activities. The first four seats on the bus will be for couples or any boy sitting with any girl. Your appearance will be that of obvious obedience. Couples are not to be alone at any time.

DRIVERS

- 1. Pedestrians have the right-of-way – NOT CARS!**
- 2. Speed limit in parking lot is 10 MPH or lower.**
- 3. Music from inside cars should not be heard outside.**
- 4. No one is to yell or hang out of their vehicle.**
- 5. Students are not allowed to be in their cars until school is dismissed. Students are not to play or hang out in the parking lot.**
- 6. Follow the driving flow chart in the back of the handbook.**
- 7. Students must park in one of the designated parking spaces.**

IPADS & MACS

Using the iPad or Mac is a privilege. Any abuse of the privilege means that you can lose the privilege.

Emmanuel's internet is not for your own personal device use. Anyone who accidentally or on purpose chooses to get on the Emmanuel internet makes a willful choice to do wrong and will receive 25 demerits, 1 day out of school & 8 lunch detentions.

LOCKERS

Lockers are made available to the students to keep their belongings in during the day. Students are responsible to take care of their locker. Lockers are to remain clean and organized and are subject to inspection at any time. Students are not to put anything on the outside of their locker. Students are also expected to keep the top of the lockers clear. No open drink containers are to be placed in the locker.

Locker doors are not to be slammed shut, but are to be closed without doing damage to the locker. A lock will be available from the principal for a \$5.00 deposit fee for each student's locker. The fee will be returned at the end of the year after final cleaning and inspection. The combination will be on file in the Principal's office.

SCHOOL PROPERTY

No student, without special permission, is allowed off the school's property. Students staying after school to attend after school

activities must have a permission slip signed by a parent on file in the office.

WORK PERMITS

ECS is working with local schools for work permits. Please contact the school office if you are interested.

- a.**
- b.**
- 2.**
- 3.**

PARENT AND STUDENT HANDBOOK AGREEMENT

Please read this handbook thoroughly, sign the spaces below and return this page to the school office.

I have read the 2019-2020 Student Handbook and while enrolled in Emmanuel Christian School agree to cooperate with and abide by these standards. I also understand that issues not specifically addressed in this handbook will be dealt with on an as needed basis. Any decisions made will be solely at the discretion of the administration.

Student

Date

As a parent, I have read the 2019-2020 Student Handbook. I will cooperate with ECS by encouraging my son or daughter to maintain these standards. I also understand that issues not specifically addressed in this handbook will be dealt with on an as needed basis. Any decisions made will be solely at the discretion of the administration. I consent to let my child leave the premises for school functions and agree not to hold ECS responsible for accidents.

Parent

Date