



# Student–Parent Handbook 2018-19

## **I. Introduction**

Emmanuel Christian School is a ministry of Emmanuel Baptist Church and functions as an integrated ancillary thereof.

In 1972 ECS began as the result of a burden to train young people in a Biblical Worldview. ECS exists to aide in the discipleship, outreach, training, and equipping purposes of Emmanuel Baptist Church. ECS operates in the facilities of Emmanuel Baptist Church and provides instruction for grades K3 through twelve. ECS is affiliated with the West Virginia Christian Educators' Association and the American Association of Christian Schools.

ECS is a service organization to both the local church and the Christian home as a partner in discipleship and training young people for effective Christian living. The goal of ECS is to educate in an environment that is academically excellent and passionately Christ-Centered. It is a holistic strategy to train students spiritually, intellectually, socially, culturally, and physically. As a service organization, ECS operates under the authority of Emmanuel Baptist Church represented through the School Board.

The Emmanuel Christian School Board defines various guidelines and rules in this handbook to ensure that the high standards required by ECS are maintained. Should a situation arise that is not addressed in this handbook, the ECS School Board will handle that situation on an individual basis.

## **II. Non-Discrimination**

Emmanuel Christian School does not discriminate on the basis of nationality, ethnicity, denominational preference, or socioeconomic background in the admission of students, privileges, programs, and activities generally accorded or made available to students in the school. The school does not discriminate on the basis of race, color, sex, national or ethnic origin in administration of its educational policies, scholarship and loan programs, and athletic or other school-sponsored programs.

### **III. Doctrinal Commitments**

ECS holds to the following fundamental doctrinal commitments and expects every teacher and staff member to adhere wholeheartedly to each without mental reservation.

- A. The inspiration, inerrancy, and sufficiency of Scripture.**
- B. The fallen sinful condition of all humanity by birth and by choice (depravity of man).**
- C. The virgin birth and deity of Jesus Christ.**
- D. The vicarious penal substitutionary atonement of Jesus Christ for sinners.**
- E. The bodily resurrection of Jesus from the grave.**
- F. Salvation by grace alone, through faith alone, through Christ alone.**

For other specific doctrinal positions, ECS follows the doctrinal standards of Emmanuel Baptist Church. ECS employees are expected to adhere generally to this confessional statement.

### **IV. Mission Statement**

The mission of Emmanuel Christian School is to prepare young people to live a godly and productive life in a sin-cursed world by training them both spiritually and academically with an emphasis on edification, education, and evangelization.

Proverbs 22:6; Matthew 28:19, 20; Acts 1:8; and II Timothy 2:15

### **V. Academics**

#### **A. Pre-K & Kindergarten**

Reading readiness, Bible memorization, and math readiness are some of the skills learned in kindergarten. The reading program is based on a balanced phonics/sight word approach. The whole kindergarten program helps prepare students for first grade.

#### **B. Elementary (1<sup>st</sup>-5<sup>th</sup> grades)**

The academic program for grades 1-5 is designed to develop the foundational learning skills that each child will need in his education. Students in each grade receive instruction in Bible, reading, penmanship, math, science, history, spelling, language, and music.

### C. Upper School (Middle & High School 6<sup>th</sup>-12<sup>th</sup> grades)

Students in grades 6-12 take a prescribed curriculum that includes the core subjects of Bible, English, mathematics, science, and social studies. Additionally, students take other state required courses and electives. Students in grades 9-12 earn credits toward a diploma. 28 credits are required to graduate.

### D. Grading Scale

A+	100%	C+	84%
A	93-99%	C	77-83%
A-	92%	C-	76%
B+	91%	D+	75%
B	86-90%	D	70-74%
B-	85%	D-	69%
		F	68% and below

The following designations may be used for student evaluation in subjects where a quantifiable grade is not issued.

O – outstanding

E – excellent

S – satisfactory

N – needs improvement

U – unsatisfactory

Pass/Fail

### E. Promotion/Retention

Any student in 1<sup>st</sup>-8<sup>th</sup> grades who receives F's in 2 or more core subjects for the year's average will be retained in that grade. Students in 9<sup>th</sup>-12<sup>th</sup> grades earn credits by the semester and must pass each course with a grade no lower than a D- (69%). Any missing credits will have to be recovered by the student through alternative means.

### F. Honor Rolls

Quarterly honor rolls will be published for the following categories based on GPA for the quarter: Perfect (4.0), Superior (3.9-3.6), and Regular (3.5-3.0).

## **G. Homework**

1. Each teacher is permitted to give homework to aid the students in learning. As a general rule, homework is given for completing work started but not completed in class, for extra drill and practice, or for special projects.
2. We encourage students to be active participants in their local church's mid-week services and activities. For this reason, students will have light homework assignments on Wednesday evenings. In keeping with the spirit of this policy, tests generally will not be given on Thursdays. Exceptions to this policy would be unfinished classwork for that day and long-term assignments or routine assessments (such as vocabulary).
3. In grades 6-12, if a student does not complete a homework assignment on time, penalties will be at the discretion of the teacher as approved by the principal.

## **H. Dual Credit**

High School seniors may earn college credit while finishing their high school education through a dual enrollment program with an approved Christian College or University. ECS has approved the acceptance of dual credits from a variety of accredited institutions of Christian higher education.

# **VI. Standardized Testing**

ECS gives the IOWA Test during the spring for students enrolled in kindergarten through eleventh grades. Results of these tests are reported to the West Virginia Department of Education as required under our Exemption K status with the state. Students in the eleventh grade are encouraged to take the American College Test (ACT) during the spring of their junior year so they will have their scores for college applications. They may retake the ACT during their senior year if they wish to improve their scores. Some colleges, however, may require the Scholastic Aptitude Test (SAT) for admission instead of the ACT.

Every other year, the juniors and seniors may take the ASVAB test administered by the military.

# **VII. Admissions**

A student is admitted to ECS on the basis of former behavior and academic records, as well as a personal interview. Because of state regulations regarding Exemption K schools, ECS is not permitted to accept or retain students who have performed below the 40th percentile in basic skills on their most recent standardized tests or who exhibit definite learning or behavioral disabilities.

ECS makes no apology for explicit and upfront Christian approach to education. Students and parents wishing to enroll do so with this understanding in mind.

If the student is entering grade seven or above, that student must express a desire to be at ECS and express a willingness to live in accordance with the spiritual, academic, and behavioral standards of the school. The final decision on admission is the discretion of the school administrator.

## **A. Procedure for Admissions**

1. The application form must be fully completed and returned to the school with the non-refundable application fee.
2. The parents and student applicant must attend an interview with the school administrator.
3. The administration will review the application and inform the family whether the applicant is granted or denied acceptance.
4. If a class has reached its capacity, the applicant's name will be placed on a waiting list and the family will be notified if a spot becomes available.

## **B. Withdrawals**

Withdrawals from ECS must be made in person by the parent through the school office. An official withdrawal form should be completed. Records for students withdrawing from ECS will not be released until the financial account is settled and all textbooks and materials are returned.

# **VIII. Attendance**

Regular attendance is essential for learning. Frequent absences and/or chronic tardiness can seriously interfere with a student's learning experience and cause a student to lag in academics and spiritual growth, thus endangering academic and spiritual progress. Parents should insist on faithful, punctual attendance.

## **A. School Hours**

The school day begins at 8:00 AM for all students. Half-day Pre-K is dismissed at noon. Full-day Pre-K-3-4 and all elementary students are dismissed at 2:45 PM Upper School students (6<sup>th</sup>-12<sup>th</sup>) are dismissed at 2:50 PM We ask that students not be taken from school early unless it is absolutely necessary.

## **B. Excused Absences**

Absences are marked excused if (1) the student is injured or ill, (2) there is a death in the family, (3) the student has a medical appointment which cannot be scheduled outside the school day, or (4) for other reasons considered appropriate by the administrator. A written excuse must be provided the first day the student returns. Absences due to medical/dental appointments and absences of more than three (3) consecutive days due to illness require verification in writing from the doctor. All claims for absence verification must be made within five (5) days of returning to school.

## **C. Unexcused Absences**

An unexcused absence is an absence that is not verified by the parent in writing. Absences for reasons other than those listed above will be marked unexcused. Any unexcused absence forfeits a student's eligibility for any exam exemption.

#### **D. Pre-approved Absences**

Parents may request special permission for students to be absent when such absences are required by the family. Permission should be requested in writing to the administrator in advance of the absence. In such cases, the student should submit in advance any assignments that will be missed. Work that cannot be done in advance must be submitted upon return to school within the number of days equal to the number of days absent.

#### **E. Excessive Absences**

If a student exceeds the number of unexcused absences allowed by the West Virginia State Board of Education, the county board in which the student resides will be notified. Any number beyond ten (10) days per semester is defined as excessive.

Determination of the existence of an excessive illness or other extraordinary circumstance shall be left to the discretion of the administrator. Parents may appeal any decision of the Administrator to the school board.

#### **F. Absences and Make-up Work**

Any student who is absent from school shall be given the opportunity to complete or make up all missed work. The student will be given a day for each day absent to make up assignments. The exception to this would be in the case of long-term assignments (e.g., projects, research papers, exams) for which the due date had been announced before the student's absence. In this case, the student would be expected to fulfill those obligations either on the assigned date or on the day of his return to school.

#### **G. Attendance and Driving**

The State of West Virginia has made regular school attendance a legal condition of licensing for the privilege of operating a motor vehicle. Any student who has more than 10 consecutive absences or 15 unexcused absences will not be granted permission to apply for a license. A student who already has his license and has more than 10 consecutive absences or 15 unexcused absences may have his permission withdrawn.

#### **H. Tardiness**

Any student arriving after 8:00 AM will be considered tardy. Excused tardies will be determined at the discretion of the office and academic penalties at the discretion of the teacher.

Students arriving after 11:00 AM and before noon will be marked as a half-day absent. Students must be in attendance at least three hours during the day to receive credit for half-day attendance.

#### **I. Absences and Extra-Curricular Participation**

Any student who is absent from school on a given day (including half-day absent) is not permitted to participate in any extra-curricular activity that day unless it was an excused absence.

## J. Early Dismissals

1. Early dismissals are defined as those times that a student must leave the school campus during regular school hours. Students who are gone sixty minutes or less will receive no absence penalty. If the student is away more than sixty minutes, but in attendance at least three hours, he will receive a half-day absence penalty.
2. Written notification of early dismissal needs to be presented to the school office in advance of a planned early dismissal.
3. Students are not permitted to leave the school campus during school hours without permission from their parents and the administration.
4. Any student who leaves before regular dismissal time must be signed out in the school office by the person picking up the student. Older students who drive may sign themselves out with parental consent.

## IX. Conduct & Discipline

ECS has a Merit System for encouraging positive behavior and discouraging negative behavior. We do this for the following reasons.

1. **Culture:** Balanced rules and expectations establish the guard rails that show clear boundaries and safeguards on the road to a successful school environment. Any relationship necessitates a certain level of “rules” to cultivate and continue the relationship and our school is no different. We are seeking to create a culture conducive to academic, social, physical and spiritual growth.
2. **Gospel Fruit:** The scriptures teach that there are certain evidences of grace that true believers will exhibit in their actions and attitudes. Those evidences are fruit of the Gospel’s work in an individual. At ECS we want to create a culture that is helpful for believers to demonstrate genuine obedience from the heart, motivated by God’s grace and not a mere outward behavior or conformity motivated by man’s guilt.
3. **Sowing & Reaping:** We also want to teach students through real-life application the biblical law of sowing and reaping. It is for their benefit that they realize that “the way of the transgressor is hard” (Proverbs 13:15) and that there are positive and negative consequences for one’s behavior.
4. **Revealing Depravity:** The scriptures teach that the law functions as a tutor to guide us to Christ. Without the law one would not have a knowledge of sin. We desire to hold standards consistent with biblical conduct that point out sin in the lives of students with a goal of showing them their need of Christ to change their hearts, not merely their external actions.
5. **Positive Reinforcement:** We seek to encourage positive character qualities such as the following that are helpful in both secular and sacred arenas.

### A. Dedication to God:

An unreserved, lifetime commitment to God (Romans 12:1-2)

### B. Devotion to others:

An unselfish, sacrificial love for others (1 Cor.13; Mark 10:44)

**C. Disciplined living:**

A sustained, daily effort to be controlled and directed by the Holy Spirit (1 Timothy 4:7; 1 Cor. 9:25-27)

**D. Dependable spirit:**

Doing what I ought to do (1Cor. 4:2; Proverbs 25:19)

**E. Discerning mind:**

The ability to see people and circumstances as they really are (Hebrews 5:14; 1 Corinthians 2:14)

**F. Discreet lifestyle:**

The ability to avoid words, actions, and attitudes that are not pleasing to God (Psalm 112:5; Romans 13:14; Ephesians 4:29-30)

**G. Discipleship ministry:**

Transferring biblical convictions to others (Matt. 28:19-20; 2 Tim. 2:2)

Biblical discipline should be understood as instruction in righteousness that will produce obedience. The word, “discipline” should not be seen simply as a negative word. It has the same root as the term “disciple.” Biblical discipleship is the goal of the Merit System at ECS. Such teaching begins in the home, and it is our desire to strengthen and enhance that instruction in your child’s life. Discipline at ECS is done “for” the student not “to” the student.

Every organism requires organization. In any organization rules, standards, and procedures are necessary for that organization to function efficiently and effectively. Rules help us to honor God and others; standards allow for the equitable treatment of students, and procedures enable the smooth functioning of the school. Teachers will handle most discipline matters in their classes. As the situation warrants, parents will be contacted for their help. Difficult cases will be referred to the school administrator.

**Disclaimer:** We recognize that no human system can produce the fruit of the Spirit. Institutional standards have a danger of producing pharisaical attitudes, cooperative rebellion, and false assurance. We recognize this tendency and acknowledge that compliance with ECS standards does not equate to spirituality. We desire to create an atmosphere conducive for gospel grace to take root and grow in the lives of our students.

The following categories list various offenses and their consequences. This list is not intended to be all-inclusive. The administration reserves the right to make the final decision concerning the assignment of any punishment for a student’s behavior.



1. **Level 1 (least serious):** These offenses may be handled by a verbal correction at the teacher's discretion.  
Examples: Gum chewing, tardiness, dress code infraction, disruption, food/drink in class/hallway
2. **Level 2 (more serious):** These offenses will be communicated to the parents and may be punished by detention\*.  
Examples: Repeated level 1 infractions, being in an off-limits/unassigned area, horseplay/rowdiness or other unnecessary contact, unauthorized use of electronic devices (device will be confiscated and returned to the parent)
3. **Level 3 (most serious):** These offenses will result in a parent/administrator conference and may be punished by detention, suspension, probation, or expulsion\*.  
Examples: Repeated level 2 offenses, disrespect, inappropriate language or gestures, defacing school property, fighting, skipping class/school, cheating (student will also receive a 0 on the assignment), lying, stealing, inappropriate contact with the opposite gender, use of alcohol, tobacco, or illegal substances, pornography, possession of weapons or prohibited items such as matches, lighters, and any other items deemed inappropriate by the administration

*\*Detentions may be either at lunch or after school depending on the offense. Suspensions may be either in-school or out of school and may be for multiple days. Probation involves the revocation of all extracurricular privileges, with the exception of academic extracurricular activities. Probation also includes a prohibition against attending as a spectator any after-school events.*

## **H. Elementary Discipline:**

A structured environment with a loving attitude is the most effective learning situation. We are seeking to encourage positive attitudes and actions and discourage negative ones. Parents and teachers must work in partnership to make this system work best.

**Pre-K & Kindergarten:** Teachers implement age-appropriate classroom management techniques to promote Christian character training and an orderly classroom. Teachers will creatively craft a system that includes positive and negative consequences for behavior. Yearly plans are submitted to the administration and communicated to the parents.

**Grades 1-5:** Teachers implement age-appropriate classroom management techniques to promote Christian character training and an orderly classroom. Teachers will creatively craft a system that includes positive and negative consequences for behavior. Yearly plans are submitted to the administration and communicated to the parents.

Multiple negative reports may result in a parent/student conference with the administration.

Major offenses will be dealt with by the administration on an individual basis.

## I. Middle & High School Discipline

The merit system is the structure for discipline at ECS. It is our desire to help students learn to discipline themselves so that they may have an effective and productive life. These guidelines are established to develop godly character and a strong Christian testimony in the lives of all students. It is understood that the behavior and standards for our students will be complied with at school, home, and elsewhere.

1. Students begin each semester with a clean slate of 0 demerits.
2. Merits, however, are calculated for the entire year.
3. Demerits for the entire year are considered for student leadership positions and enrollment reviews.

Inappropriate behavior will cause the student to receive demerits, in accordance with his offense.

Likewise, students may earn “merits” for positive behavior and faithful obedience.

The chart below is *not exhaustive* but includes *most* of the offenses covered by our merit system. The administration reserves the right to make the final decision concerning the assignment of any demerits for a student's behavior.

Teachers may or may not give a verbal warning before demerits are assigned.

### J. Probation

There are two types of probationary status that students may be placed on to help improve performance or behavior.

4. Academic Probation
  - a) Students that have either 2 D's or 1 F, on a progress report or report card are immediately classified as being on Academic Probation.
  - b) Academic Probation involves the revocation of all extracurricular privileges other than academic, extracurricular activities. (See Athletic Eligibility guidelines)
  - c) Academic Probation is calculated weekly.
5. Behavioral Probation
  - d) Behavioral Probation involves the revocation of all extracurricular privileges with the exception of academic, extracurricular activities.
  - e) Probation also includes a probation against attending as a spectator any after-school events.

### K. Demerits

**Demerits issued per offense**

The chart below is *not exhaustive* but includes *most* of the offenses covered by our merit system. The administration reserves the right to make the final decision concerning the assignment of any demerits for a student's behavior.

*NOTE: Demerit assessments double the last week of each semester.*

<b>OFFENSE</b>	<b>OFFENSE LEVEL</b>	<b>DEMERITS ISSUED</b>	<b>MULTIPLE OCCURRENCE</b>
<b>TARDINESS (UNEXCUSED, HOMEROOM &amp; INDIVIDUAL CLASS)</b>	1	1	2
<b>CANDY, GUM CHEWING, FOOD IN CLASS/HALLWAY</b>	1	1	2
<b>DRESS CODE VIOLATION</b>	1	5-10	10-15
<b>NON-APPROVED USE OF A CELL PHONE OR P.E.D. DURING CLASS HOURS.</b>	1	5	10
<b>TALKING/ CLASSROOM DISRUPTION</b>	1	5-10	10-15
<b>DISRESPECTFUL (TO TEACHER OR ADULT)</b>	2	10-15	15-20
<b>INAPPROPRIATE LANGUAGE/MUSIC/LITERATURE</b>	2	10-15	15-20
<b>INAPPROPRIATE HORSEPLAY</b>	2	10-15	15-20
<b>DEFACING OR DAMAGE TO SCHOOL PROPERTY*</b>	2	10	15
<b>*PARENTS WILL BE HELD RESPONSIBLE FOR REPLACEMENT/REPAIR COSTS</b>			
<b>FIGHTING</b>	3	25 (5 more for initiator)	50 (5 more for initiator)
<b>SKIPPING CLASS</b>	3	25	50
<b>PORNOGRAPHY</b>	3	25	50
<b>CHEATING OR LYING</b>	3	30-40	50-60
<b>INAPPROPRIATE CONTACT/ IMMORALITY</b>	3	50-75	75-100
<b>SUBSTANCE USAGE: SMOKING, ALCOHOL</b>	3	50	75
<b>ILLEGAL USE OF DRUGS</b>	3	75 & reporting to authorities	100

## Consequences for Demerit Levels.

# OF DEMERITS	CONSEQUENCE	ADDITIONAL CONSEQUENCE
5 DEMERITS	Restitution Assignment (1 assignment for every 10 demerits)	Approved by Principal
10 DEMERITS	Lunch Detention	
25 OR MORE	After School Detention	Letter or phone call to parents and \$5 Fine.
50 OR MORE	In school detention (ISS)	\$60 Fine and Behavioral Probation for the remainder of the semester.
75 OR MORE	3 days out of school suspension	Required parental conference and re-enrollment reviewed.
100 DEMERITS	Dismissal from ECS	May not apply for re-enrollment for two semesters.

### L. Merits

Character Merits may be earned in the following ways based on the discretion of the teachers and review of the discipline committee. *Merits and demerits do not counteract one another and are treated separately.*

ACTION/ATTITUDE	MERITS AWARDED
HELPING A STUDENT OR TEACHER WITHOUT BEING ASKED	1-10
SELF-DETRIMENTAL HONESTY	1-10
TAKING A STAND FOR RIGHT IN THE FACE OF PEER PRESSURE	10-20 Merits

SPIRITUAL LEADERSHIP	5-20
OUTSTANDING SERVANT-HEARTEDNESS	20-30
EVANGELISTIC EFFORT	10-30

### M. Merit Awards

1. Each student completing the semester with zero demerits will be eligible for the “merit award.”
2. Students ending the entire year without any demerits may be recognized.
3. Students with high “merits” may also be recognized for their character conduct.

## X. Dress and Appearance

### A. General Principles

Students and their families are expected to exercise maturity and discernment in their personal appearance. We ask that the following Biblical principles be considered when making clothing choices. **Modesty:** Shamefacedness that comes from the heart.

**Appropriateness:** What is best to wear for the particular occasion?

**Gender Distinction:** God designed genders to be distinct and for that distinction to be reflected in their dress.

### B. School Uniforms

1. ECS uses a uniform system for student dress.
2. Uniforms consist of a school uniform shirt and a khaki/navy bottom.
  - a) Boys = khaki/chino (tan or navy blue) pants or shorts
  - b) Girls = khaki/chino (tan or navy blue) skirts, pants, or shorts
3. All students are to come to school dressed in a complete school uniform unless permitted to dress in other clothes (i.e. spirit day on Friday (unless otherwise announced), field trips, special events). Students who arrive out of uniform will not be permitted to attend class, but will wait in the office until a uniform is brought to school. Students are to leave school dressed according to school standards.
4. Uniforms must be clean and kept in good condition. Shorts for both boys and girls and girls’ skirts are to be knee-length. Please check your child’s uniform periodically to ensure it meets these requirements.
5. Elementary Students are not required to wear belts. Boys 6<sup>th</sup> grade and above are expected to wear their uniform shirt tucked in with a belt.
6. Gym Uniforms: For gym class students should wear modest athletic pants or knee length athletic shorts.

### **C. Spirit Day**

1. Spirit Days take place on Fridays unless otherwise announced.
2. School mascot and spirit wear may be worn in place of uniform shirts.
3. Casual clothing may be worn on Spirit Days.
  - a) For Boys = jeans, cargo pants, and knee-length shorts (no gym shorts or skinny jeans)
  - b) For Girls = modest jeans, skirts, casual pants, and knee-length shorts (no skinny jeans, gym shorts, or yoga pants).

### **D. Shoes**

1. Students should wear appropriate shoes that allow for classroom transitions and activities.
2. Elementary students should wear shoes suitable for recess activities.

### **E. Cold Weather Clothing**

1. During colder weather students may wear appropriate warmer clothing over their school uniform shirts. Additionally, several uniform shirts that are long sleeve and/or sweater are available for purchase and may be worn as a part of the uniform.
2. Students may wear long-sleeved, white undershirts beneath their polo shirts. White turtlenecks may also be worn beneath the school polo shirt.
3. Students may not outerwear inside during the school day.
4. Students may wear cardigan sweaters over their uniform in a color appropriate for the uniform (i.e. white, navy, gray).
5. Hoodies: ECS-branded hoodies are acceptable to be worn on spirit day.
6. Final decisions regarding a particular garment remain at the discretion of the administration.

### **F. Girls' Dress and Hair Standards**

1. Girls' hair must be neatly combed, conservative, and out of the eyes. Extreme hairstyles are to be avoided. Hair should not be dyed an unnatural color.
2. Uniform tops and bottoms should not be form fitting.
3. Earrings (worn in the ear) are the only acceptable pierced jewelry wear.
4. Excessive makeup and jewelry are to be avoided.

### **G. Boys' Dress and Hair Standards**

1. Hair must be neat and well groomed. Hair should be off the collar and with a reasonable degree of taper. Hair should be off the ears. Hair should not be cut in such a way that inappropriate attention is drawn to the wearer. Hair should not be dyed an unnatural color.
2. Uniform tops and bottoms should not be form fitting.
3. Boys should be clean shaven. Sideburns should not extend past the bottom of the ear.
4. Boys may not wear earrings.

## **H. Dress for Athletic Events (Spectators)**

1. Sporting events are another opportunity to represent the Lord and ECS well. Scripture teaches that man is limited to making assessments by only outward appearances. For this reason, we ask that student spectators remember Scriptural modesty when choosing what to wear.
2. Students should follow these basic guidelines in choosing what to wear. Shorts should be knee-length. Shirts should not be tank tops or cut-off (midriff). Clothing should not be tattered (whether through excessive wear or by design). Pants should not have writing across the back. Clothing should not be tight or form fitting.

## **I. Dress for Special Events**

1. Banquets, awards programs, homecoming, etc. are special occasions which call for special attire. Ties and jackets or appropriate dresses are suitable styles for such events.
2. Exceptions will be at the discretion of the event staff.
3. Girls may wear knee-length or longer dresses or skirts. Tops are to be modest, both in front and back and must have straps. We recognize that modest formal dresses may be hard to find and may need to be altered. Adjustments can also be made with appropriate jackets. Dresses must be checked before events by the administration.
4. Students who dress inappropriately may be denied participation in the event.

## **J. Visitors'/Volunteers' Dress**

We respectfully ask anyone who will be chaperoning field trips, volunteering, helping in the classroom, attending school-sponsored events, or visiting our campus to dress in accordance with biblical principles of modesty. Your help in this area is greatly appreciated.

# **XI. Emergencies & Illnesses**

## **A. Cancellations/Delays**

1. If it becomes necessary to cancel or delay school due to inclement weather, ECS will follow the decision of the Harrison County Schools. Announcements concerning the county are made on WBOY-Channel 12. Families traveling from distant counties should use their own discretion to safeguard their children. Absences due to hazardous road conditions will be classified as excused.
2. If Harrison County schools are dismissed early, ECS will normally remain open as usual. However, parents may pick up their children if parents feel the need is warranted.

## **B. OTC and Prescription Medications**

1. All student medications whether prescribed or over-the-counter must be kept in the school office. Students must come to the office to take their medication.
2. When medication is to be taken "as needed," parents should notify the office of the time the medication was last taken.
3. In the case of inhalers, a student may be allowed to keep it with him as long as the office has written permission from the parent or guardian.

## **C. Student Illness or Accident**

1. Any student with a temperature of 100 degrees or more will be sent home.
2. A student who is vomiting or running a fever should not be sent to school.
3. In the event of a medical emergency, the school will call 911 and then the parent.

## **D. Health Records**

1. A record of immunizations, signed by the administering physician, should be filed at the school before school opens or when enrollment occurs.
2. The immunization website may be found at this link:  
<http://www.dhhr.wv.gov/oeps/immunization/Pages/default.aspx>

# **XII. Finances**

## **A. Tuition & Fees Payment**

1. ECS uses FACTS Management to collect tuition payments. Please contact the office or FACTS Parent Hotline if you have any questions regarding your payments.
2. FACTS 24/7 Parent Hotline: 866-441-4637
3. A full schedule of tuition and fees is available in the school office and on the school's website.
4. If an account should become delinquent (45 days past due), ECS has the right to deny the privilege of attendance at ECS until the account is made current.



5. A student in K5 or 12<sup>th</sup> grade may not be permitted to participate in graduation ceremonies or receive their diploma if their account is not current.
6. No transcripts will be released for a student whose account is outstanding.

### **B. Reenrollment**

1. A student will not be permitted to reenroll until the account is current.
2. Unless paid in full, all families are expected to pay their bill through FACTS. All exceptions must be approved by the school board.

## **XIII. Arrivals and Departures**

Please use caution when driving on school property. Vehicles should not be moving more than ten miles per hour. Parents and student drivers should be concerned about student safety as well as our testimony to our neighbors.

### **A. Arrival & Opening Exercises**

Students may enter through the double doors by the office beginning at 7:30 AM K3-K4 students are to go to their classrooms. All other students report to the Activity Room/Cafeteria to await opening exercises.

### **B. Dismissal**

Elementary students are dismissed at 2:45 PM. Upper school students are dismissed at 2:50 PM. Please do not ask the office to dismiss your child early without sufficient cause. When a student leaves early, the class is disrupted.

When coming for afterschool pick-up, please enter the parking lot from either North 16th Street or North 17th street via Barnes Avenue. Form two lines in the school parking lot. Students will be dismissed to go to their cars. Please remain in your car unless you have business to conduct inside. Exit the parking lot via Pride Avenue.

If you are picking up elementary and secondary students, please come at the upper school pickup time (2:50).

Any student who has not been picked up by 3PM will go to after-school care in the lunchroom. The charge for after-school care is \$2 per 30 minutes or any part thereof. After-school care is available until 5:00 and is provided primarily to help those parents who are not able to pick up their child at the dismissal time. After 5PM the charge is \$10 per 10 minutes.

### **C. Visitors**

All school visitors must stop by the school office upon entering the building. The doors will be locked during regular school hours. Please ring the doorbell at the main entrance, and a staff member will let you in.

## **XIV. Parent-School Communications**

### **A. Renweb**

Frequent communication between the home and the school is both expected and essential. Renweb and email are the primary means of the school to keep you updated on school events, news, and, of course, your child's academic progress.

Parents may access their student's information through "Parent Web." It is the parent's responsibility to keep their contact information current including email address and phone numbers.

### **B. Class Folders**

Students in K-3 through 5<sup>th</sup> grade will take home a weekly folder containing important information from your child's teacher regarding classwork and other announcements.

## **XV. Parent-Teacher Fellowship**

The Parent-Teacher Fellowship (PTF) is composed of the parents/guardians whose children are enrolled in ECS.

The Parent-Teacher Fellowship (PTF) exists to promote fellowship among parents/guardians and the teachers. PTF supports the school community through volunteering and helping to raise funds for various school needs.

## **XVI. Parent-Teacher Conferences**

Parent-Teacher conferences are scheduled during the year.

Additional Parent-Teacher conferences may be scheduled at the request of the teacher or the parent. As a general rule, teachers are not available to talk during school hours. You may call the school office to arrange a meeting or contact the teacher directly. We ask that you do not engage a teacher in unscheduled meetings before school or at other times when the teacher is in charge of students.

## **XVII. Student Activities**

### **C. Athletics**

1. ECS participates in several sports for both girls and boys throughout the year. Students who wish to participate must remain academically eligible and not be on disciplinary probation.
2. Participants must be full-time students in good standing at ECS. Students who have a delinquent account (45 days or more) will not be allowed to participate. ECS will conform to the age qualifications and restrictions as governed by the West Virginia Christian Educators Association (WVCEA) for conference games.
3. Homeschool families may participate in accordance with our homeschool partnership program. For conference games, we will conform to the limitations set for homeschool students by WVCEA.
4. Academic eligibility begins after the first progress report is issued. Students must have at least a 2.0 GPA to be eligible for athletic participation. If ineligible, a weekly review will be made until they become eligible.
5. While a student is ineligible, he may not participate in practices or games. Teachers will submit an eligibility report each week after the initial progress report. If a student's grades improve, he may become eligible again. Eligibility will be calculated weekly and is cumulative for the entire semester. A student's eligibility will start over at the beginning of the second semester, except in cases where a student is failing two or more courses at the end of the first semester.

### **D. Fine Arts**

ECS participates in the fine arts activities of the WVCEA. Participation is open to all students in fourth through twelfth grades. The fine arts festivals offer an opportunity for students to participate in the areas of Bible Quizzing, Bible teaching, preaching, science project, academic testing, music, speech, instrumental, chess, debate, photography, writing, poetry, acting, art, and more.

### **E. School Trips**

1. Off-Campus trips need to be approved by the Administrator.
2. Overnight trips must be approved by the School Board.

### **F. Senior Trips:**

Senior trips should have a twofold function of enjoyment and ministry. Trips should include a ministry component as well as a recreation aspect.

## **XVIII. Miscellaneous Policies**

### **A. Visitors**

1. In an effort to maintain the appropriate academic and professional atmosphere at Emmanuel Christian School, we ask that all visitors, including alumni and family members of students or staff, routinely come on campus only when they have specific school-related business.
2. All visitors to the school must stop by the school office upon entering the building. Doors will be locked during regular school hours. Please ring the doorbell at the main entrance, and a staff member will let you in.
3. Visitors should not go to classrooms without permission from the office.
4. No student is permitted to bring relatives, friends, or students from another school to visit or to attend classes except with administrative approval or during special events, i.e. Friend Day.
5. Loitering in the building or on campus is not permitted.

### **B. Cell Phones and Personal Electronic Devices**

1. Students are not permitted to use a cell phone in the school building during class hours. This applies to other personal electronic devices (PED) as well. Students are encouraged to use electronics for educational purposes at the teacher's discretion.
2. Cell phones and PEDs should be labeled and turned in to the school office and retrieved after dismissal.
3. The responsibility for the safety of personal devices belongs to the student and not the school or teachers.
4. Likewise, headphone or earbud use is not permitted during school hours unless permitted by the supervising teacher.
5. ECS reserves the right to confiscate phones and PED's for violating these guidelines. Confiscated phones must be picked up in the office by the parents at the school's convenience.

### **C. Lost and Found**

1. Items lost by students, if found, should be turned into the school office. Items found will be maintained in lost and found.
2. Students seeking lost items should inquire at the school office for the item.
3. School families will be notified at various times during the year about unclaimed items. Parents will be given the opportunity to examine the items at that time in hopes of locating items that may have been lost.
4. Students are encouraged to accept responsibility for items brought to school. The student is responsible for items that are lost. Items of considerable value, such as jewelry, should not be brought to school.
5. Upper school students will need to pay 50 cents to redeem lost items.
6. The school is not responsible for items lost or stolen.

### **D. Lunchroom**

1. Students may not leave the lunchroom area before the end of the lunch period without permission from the lunchroom monitors.
2. Students may bring microwaveable items for lunch. Elementary students in grades 1-3 may not use the microwaves, so they should drop off their heat-ups in the lunchroom before school. Their food will be ready when they come to lunch. Students in grades 4-12 may use the microwaves.
3. Meal Deals will be available on select days and advertised accordingly.

### **E. School Office**

The school office is a place of business. In order to protect confidentiality and maintain efficiency, we ask that you not loiter in or near the school office and hallways.

## **F. Student Drivers**

1. Once a vehicle is parked in the morning, a student is not permitted to return to it until school is dismissed without administrative permission.
2. Loitering in or around vehicles is not permitted.
3. Student drivers will lose their privilege if poor driving habits are observed on or near the school property.
4. Students are not permitted to use their vehicle for school-related business unless the parents or guardian of the driver gives written permission.
5. Students must have written permission from their parents to leave campus at times other than the regular dismissal time.
6. Student drivers may leave at 2:50 PM. Only students riding with a student driver should accompany that student to his vehicle. Once the student driver goes to his car, he should leave.
7. Students are to obey all traffic laws. Reports from neighbors indicating any reckless driving will be investigated, and if proven true, the student driver will be subject to school discipline.
8. The following guidelines will govern official school response to traffic violations:
  - a) First offense = One-week suspension of driving privileges
  - b) Second offense = Suspended privileges for the remainder of the school year.
9. When reasonable suspicion exists that a student has brought to the school property prohibited items, school administration reserves the right to search the automobile. The following guidelines will be observed:
  - a) The search will be conducted by two designated school personnel
  - b) The student will be asked to open vehicle doors, hood, trunk, glove box, and any other locked container or compartment in the vehicle. A parent/guardian will be notified of the search.
  - c) In the event the student refuses to comply with the school request to open the vehicle, the student's parent/guardian will be notified, and the student put on in-school suspension until the parent/guardian arrives on school grounds. At the discretion of school administration, the student may face the additional penalty of suspension or expulsion.

## **G. Fire Drills**

1. Fire drills will be conducted on a regular basis.
2. Faculty will ensure that an evacuation plan is properly posted in each classroom.
3. Rooms should be evacuated quickly and orderly. Students are expected to stay in line and refrain from talking for the entire drill.
4. Students should go to the designated area for their class and are to turn to face the building just evacuated.
5. All doors and windows should be closed during the drill. Teachers will ensure that windows and doors are closed.

6. Teachers and students may return to the classroom once the all-clear signal has been given.

## **H. Lockers**

1. Lockers should be kept neat and clean at all times.
2. No student should tamper with another student's belongings.
3. A student may provide his own lock, but the administration must have a key or the combination.
4. Locker doors should never be forced shut or slammed.
5. Tape and stickers should not be placed on the outside of the locker.
6. Magnets may be used, but shall not have off-color or suggestive phrases or pictures on them. Pictures, cartoons, etc. may be hung in lockers as long as they do not convey attitudes or standards contrary to those of the school.
7. ECS retains the complete control of its facilities and equipment. This includes lockers, which are provided as a service to students to store their personal belongings. Students use these lockers at their own risk.
8. ECS reserves the right to inspect lockers unannounced at any time it deems appropriate. This means assigned school personnel may open lockers for the purpose of enforcing school policy, to inspect a locker and its contents for any items considered to be contraband by the administration. Random locker inspections will be conducted throughout the year to ensure safety and compliance with school standards.

## **I. Solicitations**

Only ECS and EBC fundraisers are permitted on campus.

## **J. Guest Speakers, Musicians, and Music**

Persons seeking to bring special speakers or musicians to school for any reason must first seek approval from the administration. Performed and recorded music are subject to approval.