

Emmanuel Christian School Parent/Student Handbook



4607 Laskey Road
Toledo, Ohio 43623
www.ecstoledo.org
419-885-3558

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Christian Education

Our Vision

Our vision is to **Make disciples of Jesus Christ** and to have every student walking in the truth. III John 1:4 summarizes our desire for our students long after they have left Emmanuel Christian; *I have no greater joy than to hear that my children are walking in the truth.*

The **EC** Mission

To assist the family by providing students with godly, loving training that discipled them to exemplify Christ, make Biblically-based decisions, and attain academic excellence.

Our Goals

The goal of Christian education is to develop the ability to see all areas of life from a biblical world-and-life view. Our desire at ECS is to assist young people to acquire an internal moral code of behavior based upon the Bible, which is our sole and final authority for faith and practice, and to develop a Christian life in society. All areas of curriculum are consistent with the inerrant Word of God and are designed to train the whole child.

Spiritually- *Philippians 3:10; Romans 8:29*

- To become mature in Christian living through fellowship with God, prayer, devotion to God's word, and witnessing

Mentally - *II Timothy 2:15; Proverbs 4:7*

- To realize the potential of God-given aptitudes and abilities

Emotionally - *Ephesians 5:12; Galatians 5:22-23*

- To practice Spirit-controlled living

Socially– *I John 1:7*

- To know that God, through the Holy Spirit, places in every believer the inner resources and attributes to minister to others through supportive relationships

Physically– *I Corinthians 6:19-20*

- To yield the body to God as an instrument for His use

Relationships and Responsibilities

Living in daily fellowship with other Christians at ECS is a privilege and an expression of God's grace. In recognition of this privilege, great value is placed on the quality of relationships within the school community. We acknowledge that we are living in a fellowship where we are dependent on and accountable to one another. (*I John 3:11b, 16, 18; 4:11, 21*)

Parent Pledge

1. We pledge our support and agreement with the Christian education philosophy and purposes of Emmanuel Christian School with the goal of transformation which results in a fully devoted, life-long disciple of Jesus Christ through their spiritual, intellectual, physical, and social development.
2. We pledge our support and understanding that the tenets of faith as stated in Emmanuel Christian School's doctrinal statement are the tenets taught in the school.
3. We pledge to support Emmanuel Christian School by modeling and training our child(ren) in the truth and standards of Emmanuel Christian School in order to establish harmony between the home and school.
4. We pledge to be personally involved in our child(ren)'s education by supervising homework, helping study for quizzes and tests, providing guidance for projects and reports, as well as being an encouragement to both the student and teachers by maintaining the partnership with the school.
5. We understand that tuition and fees do not cover the full cost of education. Therefore we pledge to contribute to Emmanuel Christian School as we are able.
6. We pledge our support and cooperation for the standards, policies, procedures, and practices of Emmanuel Christian School as presented in its publications and communications such as the Parent Student Handbook, the Academic Handbook, Admissions information, financial agreement, website documents and communications, and Code of Conduct.
7. We pledge that if our child(ren) does/do not respond favorably to Emmanuel Christian School, and if after discussion with the administration and/or teacher(s) we find that unsolvable differences exist, we will withdraw them quietly and without delay.
8. We pledge our permission for our child(ren) to attend and/or participate in Emmanuel Christian School sponsored activities and programs including but not limited field trips, athletic events, tours, and trips.

Admissions

Non-Discriminatory Policy

The Emmanuel Christian Schools, Elementary (K-5) and Secondary (6-12), 4607 Laskey Rd., recruit and admit students of any race, color, gender, National origin, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the schools will not discriminate on the basis of race, color, gender, or activities. Furthermore, the schools are not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation. The Emmanuel Christian Schools will not discriminate on the basis of race, color, gender, National origin, or ethnic origin in the hiring of its certified or non-certified personnel.

The school's biblical role is to work in conjunction with the home to mold students to be Christ-like through application of biblical principles. Therefore, it is required that all those involved with Emmanuel Christian School honor God by having lifestyles that are based on these biblical standards. This includes (but is not necessarily limited to) board members, staff members, parents/guardians, students, and regular volunteers.

Of necessity this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the parents/guardians or student are counter to or are in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, participating in, supporting, or condoning sexual immorality (heterosexual activity outside of marriage), homosexual activity or bisexual activity, gender identity and/or transgender activity, promoting such practices, or being unable to support the moral principles of the school. (See Leviticus 20:13 and Romans 1:27)

General Admissions Procedures

A student is admitted to Emmanuel Christian School on the basis of former records, entrance testing, a family interview, and a signed *Parent Pledge*.

Conditions to Maintain Enrollment

Attendance at Emmanuel Christian School is a privilege. With this privilege comes the responsibility to maintain respect for authority and conform to the procedures, policies, practices, and philosophy of the school.

Emmanuel Christian School's biblical role is to work in conjunction with the parents to mold students to be Christ-like. Should the atmosphere or conduct within a particular home be counter to or in opposition to a biblical life-style, Emmanuel Christian School reserves the right within its sole discretion to refuse admission of an applicant or discontinue enrollment of a student. This includes but is not limited to sexual immorality, homosexual orientation, or the lack of support of the moral principles of the school.

Incoming Student Probation

All incoming students are admitted on a probationary basis for their first semester of the school year. Parents and students will be notified of change to their status at the end of the first semester.

Immunization Policy

All immunizations must be current according to the most recent Ohio Revised Code. Please consult your physician, local health department, or the school office for specific current requirements. The immunization program must be completed with dates on file in the school office no later than the 15th day of school, or the student may be excluded from attendance until the program is completed.

Student Withdrawal

Students withdrawn during the school year will be assessed charges through the date of withdrawal. If your student is withdrawn during the school year, Emmanuel Christian School has an official withdrawal form. The withdrawal form instructs ECS on where to send school records and indicates the official withdrawal date.

Office Procedures

Visitors

Visitors are welcome on campus and in the classroom per administrative approval. All visitors must sign-in at the school office for instructions and to receive a visitors badge to be worn while on campus. Visitors attending classes are asked to make their request at least three days in advance. The administration reserves the right to ask visitors to leave the premises.

Closed Campus

Emmanuel Christian maintains a closed campus to help ensure the safety of students and provide an atmosphere conducive to learning. Individuals who come on campus must have administrative approval and a valid reason or they will be asked to leave. Students are not permitted to leave campus on their own for lunch except for seniors participating in the senior lunch privilege. Outside visitors are not allowed to attend lunch at school unless they are:

- Parent, grandparent, or sibling
- Alumni
- Pastor or youth pastor

School Attendance Policy

Regular attendance is required by law and is essential to successful school work. All partial days and activity days are considered compulsory attendance days. Attendance is recorded as a part of the student's school record.

A student who misses five (5) class periods per semester at the high school level of any one (1) subject may not receive credit for that subject. With the exception of scheduled school activities, if the total of excused, unexcused, permitted and truant absences exceeds ten (10) days each semester, no credit may be received for that subject. An elementary or junior high student who misses twenty (20) days within a school year may not be promoted to the next grade level.

This standard may be appealed by submitting in writing to the school administration and/or school counselor the reasons why the student was absent. If the reasons were medical, a doctor's statement must be included.

*In certain cases students may need to apply to homeschool (Independent Study Program).

Absences

• Excused

The excused category includes illness and emergencies. There may be times when verification of medical, dental, or health-related appointments will be required. Daily work (work done during class) will need to be made up as determined by the teacher. All tests, quizzes, and homework missed must be completed within a day-for-a-day time allowance (number of days absent plus one day). It is the student's responsibility to make arrangements with the teachers upon his/her return to school. In the case of emergencies, a note may be submitted after the absence.

• Unexcused

Absences which are not excused or permitted are considered unexcused.

• Permitted

The permitted category includes family vacations, college tours, seminars, youth retreats, funerals, and other absences that commensurate with the goals and purposes of Emmanuel Christian School. It is generally expected that a parent be a part of any activity qualifying as a family activity. Daily work (work done during class) will need to be made up as determined by the teacher. All tests, quizzes, and homework missed must be completed within a day-for-a-day time allowance (number of days absent plus one day). Major papers and projects are to be submitted before leaving or immediately upon returning after the permitted absence.

Before a Permitted Absence is granted, the following procedures must be followed:

- A written request from the parent/guardian of the student must be submitted to the school office in advance of the absence.
- The specific purpose and dates of the absence must be given.

Truancy

Absence from school and classes without parental permission is truancy, which is illegal. The student may be suspended from school with the length of suspension being determined by the administration.

Reporting an Absence

When a student must be absent, the parent is asked to call the middle/high school office at 419-885-3558 or the elementary school office at 419-885-7030 to notify us of the absence.

When do absences become a problem?

While students sometimes get sick or have medical appointments, missing any amount of school can be harmful to their learning.

- Excessive Absence = missing 38 or more hours of school in one month OR 65 or more hours in one school year with or without an excuse
- Habitual Truancy = 30 or more consecutive hours OR 42 hours in a month OR 72 or more hours in a year without an excuse
- Chronic Absence = missing 10 percent of the school year with or without an excuse

Notes from Parents

Notes must precede or follow student absences. Notes must include a specific reason for the absence or tardiness, the date of the absence, and the parent's/guardian's signature.

If parents are out of town and leave their children in the care of someone else, it is important that the school office has information on file concerning proper contact persons in their absence in the case of an emergency.

Early Departures

Students may not leave the school grounds without permission. **Parent must** notify the school office prior to any early departures or time away from school for appointments. Failure to notify the school office may result in an unexcused absence. Students who become ill while at school must check out through the school office before leaving the school premises.

Arrival to School

School begins at 8:10 a.m. Being on campus at the start time does not constitute being on time. Students are expected to be in their seat when the bell rings.

Being on time teaches respect for your student's teacher and classmates by eliminating interruptions when classroom routines and instructions have already begun. [Students who are tardy *must* report to the Welcome desk in the main lobby. The parent/student must sign in and obtain a tardy pass which is necessary for the student to enter their classroom. *Tardies will generally be considered unexcused.*] The only excused tardies are for medical appointments. Please communicate any extenuating circumstances in writing to the principal for consideration.

- At the third unexcused tardy to school within a quarter, a letter will be sent home informing the parent of the accumulated tardies to school and informing them of the consequences.
- **At the fourth unexcused tardy to school, the student will receive a Before School Detention to be served in the school office from 7:15 a.m. – 8:05a.m.**

- For every second additional unexcused tardy to school within a quarter, a student will receive an additional Before School Detention.

Elementary students should go directly to their classroom upon arrival. High School students who arrive before school begins should wait quietly in the halls.

Dismissal from School

After school is dismissed, all students should leave school property unless they are involved in supervised school activities or responsibilities. Students registered in our Extended Care Program will need to report directly to the designated location.

Dismissal will begin at 2:40 p.m. for all students in TK – 6th grade. All other students (7th – 12th) will be dismissed at 3:00pm. After 3:15 p.m., parents must park and come inside to get their child and sign the late pick-up log. There will be a \$10 charge applied to the family's FACTS account for each student in grades TK – 12th who is picked up after 3:30 p.m. An additional \$10.00 fee will be charged for every fifteen minutes, or any increment thereof, until the student is signed out. We ask that you please respect the needs of our teachers to be back in their classrooms no later than 3:30p.m. so that they can begin working on grading and preparation for the next day.

Extended Care (Before/After Care)

Extended Care is available for our kindergarten through 6th grade students. Before care will begin at 7:00 a.m. Students will join their peers in the Dunbar gym at 7:45am. Supervision will begin promptly at the 3:00p.m. dismissal through 6:00 p.m. Extended Care will not be available on early dismissal days, holidays, or any day that school is not in session. **Please be aware that in the case of school closing early due to inclement weather, after-school care will not be available. You will need to pick your student up at the stated time of the dismissal.**

Extended Care Daily Rates	First hour (3:00-4:00pm)	Each Add'l 1/2 hour (4:00-6:00pm)
	1st student	\$6.00
each add'l student	\$3.00	\$2.00

Students will be signed in by the Extended Care supervisor and sign-out will require the signature of the parent (or other authorized person) before the child will be permitted to leave. Students must be picked up promptly by 6:00p.m. There will be a late fee of \$5.00 assessed for each 5 minute increment that a student(s) is picked up after 6:00p.m.

The ECS business office will handle the billing of all Extended Care charges. Billing for all Extended Care charges will be done monthly through our FACTs accounting system. If you have any questions about your Extended Care charges, please speak directly to the EC Business Office.

Family accounts that are overdue may result in suspension of Extended Care privileges.

If you have not registered for this program and would like to do so or if you have questions, please contact the school office.

Health of Student/Contact Information

Accidents at School

While precaution is taken for proper supervision of students and the prevention of accidents at ECS, accidents do happen. Help will be provided by faculty or staff and from the school office. Accidents are reported to the parents or guardian, and accident forms and records will be completed. It is imperative that students report all accidents to the supervising teacher or the school office. ECS does not carry medical health insurance on students. Parents should carry medical health insurance coverage for their children.

Illness

If during the school day, a student becomes too ill to remain in class, he/she must report to the school office. School personnel will contact the parents/guardians to come and pick up the student. Emmanuel Christian School does have a sick room available for students to stay. Arrangements should be made for someone (who can arrive within 20-30 minutes) to pick up the student right away. Emergency contacts are critical for this reason. Parents/guardians should keep the emergency contacts up-to-date on the FACTs Family Portal.

If your student is sick, please keep them home. After going through a global pandemic, we want to continue to minimize the risk and/or spread of illness of any kind as much as possible. When a student develops a temperature of 100 degrees or higher, is vomiting, has diarrhea, or has symptoms of a contagious nature (e.g. pink eye), he/she will be sent home. Your child needs to be *free of the above symptoms for 24 hours* before returning to school. If he/she is being treated with antibiotics, medication must be taken 24 hours before returning to school. Your child needs to be without a fever (without the help of medicine) for 24 hours before returning.

Immunizations

We are required by Ohio law to have immunization records and a copy of the birth certificate on file for each student that is attending Emmanuel Christian School. Make sure the school has a copy of your child's immunization records. The EC office must see his/her original birth certificate and a copy must be kept in the student's file. If the required records are not submitted by the first **Friday** of each current school year, please do not send your child to school unless you have made specific arrangements with the office.

Medication

Prescription

Medication must be sent in its *original container* so that it is properly identified with your student's name, type of medication, dosage, and time to be given. Please request your pharmacy to dispense two containers in order to have one for home and one for school if needed. The policy guiding the dispensing of medication is the same as in previous years. A General Medication Form (MAR) with the physician's signature is required for all *prescription medications* administered at school.

The only exception to this policy is short-term prescription medications (i.e. antibiotics) prescribed for ten days or less. The parent should complete the Medication Permission Form, but the school does not require a physician's signature for prescription medications prescribed for ten days or less. These medications, like all others, must be in the original container from the pharmacy. Additional General Medication Forms are available on the ECS App and website.

Over the Counter

Students may receive over-the-counter pain relievers after their parents or guardian have given written permission to the school and have provided the medication.

Student/Family Information

Please help us serve you better by keeping your contact information (address, phone numbers, email addresses) up to date throughout the year. At the beginning of each school year, we ask all families to review their Family Demographic Form (located in the RenWeb Parent Portal under "Web Forms") to verify their information, and update it as needed. In addition to general contact information, you can also specify your directory and alert preferences, update emergency contacts and pick up information. If your information or preferences change during the school year, simply access the Family Demographic Form again and make the changes.

The information in RenWeb is used to help us communicate important information, contact you in an emergency, and notify you of unexpected closings and delays. Please help us provide you with complete and timely information by keeping your profile current. If you have any questions, please stop by or contact either school office, and someone will be happy to assist you.

Phones/Emergency Calls

If an emergency arises in the elementary school, the elementary school office will contact the parent or guardian immediately. Elementary school students will not be able to use the school office phones.

Elementary students may not have a phone or communication device during the school day. If an elementary student brings a phone or communication device to school, it must be turned into the elementary office for safekeeping when the student arrives in the morning. The phone or device can be retrieved when the student is leaving campus for the day.

An office phone is provided for our middle/high school students' in the high school office. The office phone may only be used once permission has been granted.

Student Records

Ohio law requires that *"no teacher, guidance officer, school executive or other professional person engaged in character building... including clerical worker... who maintains records of students' behavior... shall disclose any information obtained by him/her from such records or such communications... without the consent of the person so confiding or to whom such records relate, if such person is a minor, with the consent of his or her parent or legal guardian."*

Information on permanent student records will be given out under the following conditions:

Parents and Students

ECS students and their parents will have access to their records. Psychological reports will be a part of the student's records. The person qualified to interpret the psychological report will review it with the parent or legal guardian and the student.

Other Schools, Colleges and Universities

A student's complete transcript will be provided to other schools, colleges, universities or military services upon request from the before mentioned institution. Records including the student transcript will be forward once all financial obligations are met and account is current.

Police and Other Authorities

Student permission, if the student is 18 years of age or older, or parent permission for minors will be required before student records will be released to police or other authorities. A warrant requesting information will be honored, and the parent or guardian and student will be notified.

Work Permits

Students under the age of 18 are required by state law to have a work permit if he/she wishes to have regular employment. Yard work, newspaper routes, and baby-sitting jobs are not subject to this requirement. Applications for Work Permits and Age Certificates may be obtained from the high school office. Laws for employment of minors in Ohio and Michigan vary and it is the responsibility of the student and parent to be familiar with them. The Work Permit application is to be completed by the student's parent or guardian as well as his/her employer and returned to the school office for completion and verification.

A work permit may be denied or cancelled if a student's school work becomes unsatisfactory.

Spiritual Life

Emmanuel Christian School believes the greatest success can be accomplished when the school, church and family work together. ECS encourages families to attend a local Bible-believing church and actively participate in its functions on a regular basis. If you do not currently have a home church where you regularly attend, speak with an administrator for more information on a church close to you.

Discipleship is the focus of ECS

Discipleship occurs through the transforming power of God's spirit and the intellectual sharpening of our minds. In the discipleship process it is our desire that every student first knows Jesus Christ as their personal Savior and then grows towards spiritual maturity. We communicate this process through our discipleship model.

- Teaching for understanding
- Cultivating for transformation
- Mentoring for growth

Our intellect is engaged through teaching for understanding, our character is developed by cultivating for transformation, and our service to God and others is instilled through mentoring for growth. To implement this model ECS provides strong academic training, creates a school culture for transformation, and incorporates ministry opportunities within the school and into the community.

Bible

Bible classes help train our students in biblical truth and the knowledge of God. This instruction includes learning the stories in the Old and New Testaments, memorizing verses, studying doctrine and specific books of the Bible, learning themes of the Bible, and of hearing the Gospel message of the Bible. The articulation and defense of the Bible (apologetics) is taught in the upper grades along with an emphasis on a biblical worldview. In most cases, ECS will use the English Standard Version or the New International Version of the Scriptures.

Chapels

The chapels will highlight the biblical avenues of grace (gospel adoration, prayer, solitude, praise, Bible meditation, fasting, etc.) to train students on how to grow. Our entire student body meets together weekly to sing and learn from the Word of God in weekly chapel assemblies. We have speakers from our own faculty, from the pastoral staff of Emmanuel Baptist Church, other pastors from the area, and even occasional videos. Chapel is

conducted separately for elementary and secondary students so that the content is age-appropriate.

Counseling

Biblical counseling is available for all of the students and families of Emmanuel Christian School. Information regarding Biblical Counseling is available from Emmanuel Baptist Church. For more information, please contact the EBC office at 419-473-3280.

Service

All EC students are encouraged to participate in acts of service at their local church or community group. Students have served at Mosaic Ministries, VBS programs and youth sports leagues, community programs, as well as other area ministries. All High School (9th-12th) grade students are required to do 20 hours of **Community Service** each year for a total of 80 hours by graduation. Service opportunities through Emmanuel Christian School will be communicated so that students can participate, however students may serve through their local church or other community groups. When students participate in community service, a form should be signed by the organization and turned in to the EC Bible teacher in order to receive credit for those hours. Specific guidelines are given to students through their Bible classes.

Academic Information

Grade Report

- Grades K-12 have four, nine-week grading periods.
- Report cards are issued at the end of each grading period. Report cards can be viewed and printed through the FACTs Family Portal.
- For grades:
 - 9-12, the semester grade is based upon an average of the two nine-week grades. Teachers may give final exams in their discipline that may count as much as double a regular test.
 - 6-8, the semester grade is the average of the two nine-week marking periods.
 - 1-5, the final grade is determined by the average of all four nine-week marking periods.

End of Semester

Teachers may determine, with the input of administration, whether to administer end of semester assessments. End of semester assessments may consist of paper and pencil tests or projects as determined by the teacher.

Homework

Homework is a necessary part of education. All work is to be turned in on time and properly labeled as directed by the teacher. Penmanship, neatness, completion of the assignment in a timely manner, and general high quality are expected. Unexcused late work will be penalized at the discretion of the teacher. If work is assigned before a planned absence, it should be turned in as directed by the teacher, i.e., before the student leaves or immediately upon their return. *Students will be encouraged to do their homework the day it is assigned. Students will be encouraged to get any missed assignments the day they return and not wait until the next time they have the class.*

In order to emphasize the importance of punctuality, a student who is absent from school should complete and submit all missed assignments promptly. (a maximum of one (1) day is allowed for each day missed.) Students should keep up with classroom work and even complete work ahead of time for anticipated absences.

Long-term projects or term papers that have a due date previously announced must be completed by that due date regardless of absence. The student will receive a 0 on a project or term paper that is turned in after the due date unless prior arrangements have been made with the teacher. *Faculty will follow written procedures of an IEP where one is in place.*

Students that are enrolled in an AP and/or Honors course may be held to different—more stringent—requirements and expectations as it relates to the homework/project policy.

Retention/Promotion

The academic success of students at ECS is carefully monitored by school faculty and administration. Student mastery and overall achievement are measured by many factors including grades, achievement test scores, and overall maturity. When a student's progress is in question, a conference with the parents, teacher(s), and principal will be called in order to coordinate a plan to help the student improve. It is important that students gain mastery of each subject every year in order to be successful the following year. When a student has not achieved mastery of material according to the school's standards, it may be necessary to retain the student and have him/her repeat a year of school or class. Retained students will be carefully monitored during the year of retention to ensure that appropriate progress is being made and to direct parents toward additional resources to help their student be successful. Support of the parents is critical to success when making this decision; however, *the final decision regarding placement of the student must be made by the school.*

High School

State/ECS Class Guidelines

Status	Minimum Requirements
Freshmen	Satisfactory completion of 8 th Grade
Sophomore	6 high school credits
Junior	12 high school credits
Senior	18.5 high school credits
Graduate	26 high school credits

Students in grades 9-12 who have a failing grade at the end of a semester will not receive credit for that course. In some situations, ECS may provide credit recovery options at an additional cost to students who need them. If it is a required course, the semester will have to be repeated at Emmanuel before graduation in order to earn credit.

Graduation Procedures

A student who fails to meet the graduation requirements for ECS will not be able to walk at graduation. An exception may be made if a student is within one credit and a plan is in place to complete that credit within 9 weeks. An ECS diploma will not be issued if a student does not complete the necessary credits or requirements within 9 weeks of graduation. Students whose accounts are not current will not be permitted to walk at graduation.

Elementary/Middle School

1. Middle school students who accumulate two (2) failing grades in core subjects from the average of the two semesters or the year end average may not be promoted to the next

grade level at ECS. Students who have one (1) failing grade or two (2) D's from their four quarter average may be required to attend summer school.

- If a student fails a single subject, he/she may be required to attend a summer school program and receive tutoring.

Grading/GPA Scale

- A grading scale will be used by all grades and all graded courses
- Kindergarten students will receive a Kindergarten Report Card to indicate progress and areas that need growth.
- Students that are enrolled in an ECS Honors course will receive an additional 0.5 quality point. Students who are enrolled in an AP class will receive an additional 1.0 quality point.

Grade	Percent	GPA	Honors	AP
A+	100 – 98%	4.0	4.5	5.0
A	97 – 93%	4.0	4.5	5.0
A-	92 – 90%	3.7	4.2	4.7
B+	89 – 87%	3.3	3.8	4.3
B	86 – 83%	3.0	3.5	4.0
B-	82 – 80%	2.7	3.2	3.7
C+	79 – 77%	2.3	2.8	3.3
C	76 – 73%	2.0	2.5	3.0
C-	72 – 70%	1.7	2.2	2.7
D+	69 – 67%	1.3	1.8	2.3
D	66 – 63%	1.0	1.5	2.0
D-	62 – 60%	0.7	1.2	1.7
F	59 – 0%	0.0	0.0	0.0

Principal's List and Honor Roll

Holding academics in high esteem, the following achievements are recognized:

Principal's List	GPA of 3.76 – 5.00
Honor Roll	GPA of 3.26 – 3.75
Honorable Mention	GPA of 3.00 – 3.25

GPA and Class Rank

A high school student's rank within his/her class will be determined by his/her cumulative GPA using the semester grade he/she has earned in all subjects. Please note: For graduation requirements and class status guidelines, see the high school section.

Graduation and Course Requirements

Minimum credits for graduation at ECS must total 26 if entering as a freshman and be earned as follows:

Emmanuel Christian School's graduation requirement of 26 credits exceeds the 21 units of credit required by the Ohio Department of Education.

**Beginning with the graduating class of 2022 two successive (Spanish 1 and Spanish 2, or online offerings) years of foreign language will be required and two years of Physical Education and Health*

Course/Core	Credit
Bible (1/2 credit per semester of attendance at ECS)	4
English and Communication	4
Math	4
Social Studies	3
Science	3
Physical Education and Health	2
Foreign Language*	2
Fine Arts	1
Technology	1
Seminar	1
Electives	2

Academic Deficiencies – Students may not receive a diploma and may not participate in commencement exercises until any deficiencies are corrected.

Changes in Student Schedule

Class schedules may be changed during the first ten days of each semester with the combined approval of the parents or guardian, teachers, registrar, and principal. An Add/Drop form is available from the guidance counselor for use by students who wish to change their schedules. Every attempt will be made to meet the request. However, in some instances a request may not be granted due to class size, academic status, and/or a scheduling conflict.

Advanced Placement and Dual (College) Credit Programs

Advanced Placement Courses (AP)

AP is a program of college level courses that gives qualifying high school students the opportunity to receive college credit while still in high school. An additional fee of \$100 is applied to the tuition for each AP course. AP options and additional information is available through the Registrar's office.

The following criteria will be used toward consideration for admission into an AP course

- 3.0 Overall GPA
- Score of 60% or better on PSAT/SAT/ACT in related areas
- Approval from AP instructor, registrar, and principal
- Commitment to take the AP national exam in the spring

College Credit Plus (CCP)

The State of Ohio sponsors the College Credit Plus program for 7-12th grade secondary students. This program enables approved students to take dual credit courses which apply for both college and high school credits. Additionally, the courses for this program are paid for by the State of Ohio. More information and details can be obtained from the Registrar's office and/or the following link.

https://www.ohiohighered.org/content/college_credit_plus_info_students_families

ACADEMIC ELIGIBILITY

Eligibility evaluations are made after 3 weeks of grades have been accumulated in a quarter. Anyone who has an F at the end of 3 weeks will be ineligible. Students with D's will go on the warning list. Eligibility will start the 4th week and the Athletic Director will run a report each week of the quarter. Eligibility is based on the academic performance at the time of the report.

Students will become academically ineligible if any of the following occur:

- Student receives less than a C- (1.8 GPA) average in all of his/her subjects.
- Student receives an F in any class during the evaluation period.
- Student receives 2 or more D's in all subjects.

Academic evaluations are based on work done or due during a given evaluation period. Incomplete work counts against the student until it is made up, at which time the student may be eligible.

Ineligibility lasts for one week. Each weekly period begins on the Tuesday following the reports generated on the previous Friday. Grades will be checked each week on all ineligible students to determine if they have raised their grade to become eligible. If they still do not meet the eligibility standards, students will remain ineligible until the next grading period. Eligibility starts over each quarter. Students who are ineligible will not be allowed to practice or play from Tuesday until the following Tuesday.

Formal Assessments

Admissions Testing

Prospective Transitional Kindergarten, Traditional Kindergarten, and 1st grade students will be tested by lower elementary faculty using Gesell Institute GDO-R testing. Prospective students entering 2nd through 12th grade will complete admissions testing using STAR Reading and STAR Math.

Formative Testing

EC is committed to closely monitoring student progress in order to assist each student in achieving grade level work and to improve our curriculum and instruction.

The following tests are administered annually:

STAR Testing

The STAR assessment is an online test administered through our subscription to Renaissance Learning. The reading test is administered to all students in grades K-2 at the beginning, middle, and end of the year to monitor a student's acquisition of literacy skills. The STAR reading and math tests can also be given as needed to monitor an individual's progress in other grades.

Ohio Third Grade Reading Guarantee – required for all 3rd grade students and is administered in the fall of each school year. Students must pass the Third Grade Reading Guarantee or accepted alternate testing in order to be promoted to the 4th grade.

PreACT

All sophomores will take the PreACT in January. This is a practice test designed to give students an approximation of their potential ACT score. It provides students with experience in taking a high stakes test. A detailed scoring analysis will give students and parents guidance as to which academic areas students may want to focus extra studying in order to acquire more knowledge before taking the ACT.

PSAT (Pre-SAT)

The Pre-SAT will be offered as an option (not required) for students in the 10th and 11th grades. Parents will be notified when the test will be administered in order to sign up interested students. The PSAT's primary function is to prepare for the SAT. It is also used to determine eligibility for the National Merit Scholarship program.

State-funded ACT

The State of Ohio provides all juniors with an opportunity to take the ACT one time free of charge. This test will be administered at the school in late February. All juniors will attend test prep sessions prior to taking the state funded ACT; this specialized training is included in the matriculation fee. Since the ACT score is important to college admissions and scholarship opportunities, students will want to take the test at least one more time. This can be done by registering directly with act.org, paying the testing fee and selecting a testing date. (Additional ACT tests are taken independent of the school and its personnel.) Students can use the results of the state funded ACT to determine what content areas they should study in order to obtain a higher score on subsequent tests. Many websites, including act.org, offer free test prep.

Ohio Academic Assessments

All students in grades 3-8 will be tested in the spring following the Ohio Department of Education's testing schedule which includes an English Language Arts test and a math test. Students in grades 5 and 8 will also take a science test. Test results will be made available to the school during the summer, and score reports will be given to parents/guardians at the beginning of the next school year.

Ohio End of Course Tests

In addition to completing the course credits required for graduation, high school students will take End of Course Tests in the spring. All students will be required to pass the Algebra I and English II tests. Students may also be required to take additional tests in math, science or history according to the guidelines of their individual state-required diploma seals. These seals give students a chance to demonstrate academic, technical and professional skills in their areas of highest aptitude. The seal program has 12 options, and a student must complete two of them for graduation. The registrar's office will provide guidance on this process.

Students who do not pass a required End of Course Test on their first attempt will be assigned to retake the test the following December.

ASVAB (Armed Services Vocational Aptitude Battery)

The ASVAB test is administered to juniors in early February. It is a career evaluation test that assesses a student's skill level in English, math, science and technical skills. It also includes an occupation interest inventory. Approximately one month after the test, an ASVAB specialist will meet with all juniors to assist them in interpreting the testing data and understanding their particular career aptitudes.

Note: This test is no longer used as a military recruitment tool. The US Armed Services will not contact your student as a result of taking this test. However, should a student choose to

enlist in the military, the ASVAB score, taken in high school, can be used as the military placement test.

General Policies and Procedures

Field Trips

We recognize the great learning experience that is made possible through field trips. Field trips are encouraged within the following guidelines:

- School wardrobe to be observed unless the nature of the field trip would warrant otherwise, in which case the teacher will give instructions for appropriate dress.
- Field trips are paid for by parents through the annual Matriculation fee.
- Parental permission slips will be issued for each trip and need to be returned at the stated time in order for a child to attend.
- Drivers for field trips are required to have a copy of their driver's license and proof of insurance on file in the school office and must be updated annually. The vehicles must be equipped with seat belts for each passenger being transported, and the driver must have a clean driving record.
- Each child and driver must be properly buckled up at all times (according to the Ohio Department of Transportation guidelines) during transportation.

Textbook Care

Teachers will insure that the following student responsibilities are fulfilled:

- All textbooks must be properly covered. Fines may be assessed for damaged textbooks at the end of the school year.
- Textbooks are the property of ECS, and the students are required to return them back to the teacher at the conclusion of the course. Failure to return the issued book back to the teacher(s) will result in the student needing to pay for a replacement book.
- Students should not write in textbooks.

Age of Majority

Although students reach the "age of majority" or legal adulthood on their 18th birthday, they are still regarded by law as enrolled students and are to obey the rules and regulations established by the Emmanuel Christian School Board and school administration.

Fire Drills

Fire drills are held at various times during the school year to make sure that faculty, staff, and students know what to do in the event of a fire. Directions for evacuation are posted in each room. ECS will review the proper routes from each room with the students.

During a fire drill, the following procedures should be followed:

- Quietness and orderliness are most important. Talking is not permitted.

- Students should walk in single file along the sides of the hall on which their classroom is located.
- The doors to all rooms and hallways should be closed and the lights should be turned off.
- Students should move away from the buildings to the designated safe zones in the parking lots and remain with their classmates and teacher.
- While waiting for the all-clear signal, students should remain quiet, in line.
- Fire drills begin with the alarm and end when the students are called back to their classrooms.

Lock Down

- Students are to follow posted classroom procedures.
- Students are not allowed to use their phones during a lock down scenario.

Tornado Drills

Tornado drills are conducted during the school to make sure that faculty, staff, and students know what to do in the event of a tornado warning. The tornado warning signal is announced through the intercom system and/or a special bell tone.

During the drills, these procedures should be followed:

- When the alarm sounds, students will be directed to the designated safety areas.
- Students should face the wall, kneeling with their arms and hands protecting their heads.
- Each room or safety area should have the directions posted. Teachers are responsible to instruct students on procedures for their room.

Hallways

The WARRIOR Way is to:

- Keep the hallways clean
- Respect others
- Use controlled voices
- All bookbags, gym bags, musical instruments, etc. should be taken home nightly

Library

Students should conduct themselves in a studious manner while in the library. Library books are to be checked out by the librarian or an appointed aide and are to be returned by the due date in the box marked for book returns.

The library is available for students' use daily during school hours. Elementary students will attend the library as an entire class. All students must obtain permission before going to the library. The librarian must sign the students pass before the student may return to the classroom. The purpose of the library is for students to:

- spend time in research of subject material for a class.
- select a book for reading.
- return a book checked-out from the library.
- Fiction books may be checked out for two weeks and may be renewed for another two weeks. Up to two books may be checked out by any student at one time.
- Articles located in the vertical file and magazines which are not current may be checked out for up to two weeks.
- Reference materials are to remain in the library at all times.
- Library fees:
 - Overdue books - \$.10 per day
 - Lost books – replacement cost

Lockers

Lockers are the property of Emmanuel Christian School and are provided for student use. Emmanuel reserves the right of locker checks which may be made at the discretion of the administration. The contents within a locker, coats, backpacks, book bags, lunch boxes, etc., may also be searched. A locker is to be used for books, lunches, coats and other items brought to school for the student's use. Students may place a lock on their locker. A copy of the lock key and/or combination is to be given to the office. The school reserves the right to remove the lock from the locker for any/all reasonable purposes.

Students may decorate and organize the inside of their lockers as long as it is appropriate and not in objection to biblical values and beliefs. Magnetic clips rather than adhesive materials should be used. The exterior of the lockers should remain clean and free from any decorations.

Broken, loose or malfunctioning handles, hinges, doors, etc. should be brought to the attention of the school office.

Students are not to switch lockers with another student without permission from the school office. Additionally, students are not to share locker, tamper with, or enter anyone's locker but their own.

ECS administration reserves the right to inspect student lockers at any time even if there is a lock on the door.

Lost and Found

Belongings that are left in the halls, gym, locker room, etc. will be placed in the ECS Lost and Found. At the conclusion of each quarter all items left in the Lost and Found will become the property of ECS and donated to a local charity or shelter.

EC Eats School Lunch Program

Emmanuel Christian School is concerned about the health and wellness of our students and staff. Implementing the EC Eats School Lunch program will allow ECS to offer healthy lunches and snacks to our students in accordance with the National School Lunch guidelines.

Meals or food being delivered by parents, individuals, restaurants, or meal delivery services will not be accepted. If a student does not have a lunch, one will be provided for them.

Parents will be able to order lunch through the FACTs Family Portal on the day(s) they designate. Some students may be eligible for free or reduced lunch.

Please refer to the EC Eats School Lunch Program guidelines for additional, more detailed information.

Elementary Lunchroom Guidelines

Lunchroom aides will be available to help students at lunchtime. Students are to remain in the lunchroom at all times during their designated lunch period.

Parents may come to eat with their students. Parents should sign in and get a guest badge from the school office before proceeding to the lunchroom. Other guests must get approval from school administration before coming to visit students at lunch.

- Provide your own utensils, paper products, and condiments.
- Refrain from the use of glass containers.
- Microwaveable items will be limited to ninety (90) seconds or less. Include a paper plate or towel for items that are not packaged in a microwave-ready container.

Parents may be able to eat with their children at the student's regularly scheduled lunch time. Please check-in with the elementary office in advance. Parents should sign in through the office and get a visitor's badge before proceeding to meet up with your child.

Middle/High School Lunchroom Guidelines

Students are to remain in the lunchroom at all times during their designated lunch period. Parents should sign in and get a guest badge from the school office before proceeding to the lunchroom. Other guests must get approval from school administration before coming to visit students at lunch.

Students are to bring their lunch to school or purchase lunch through the EC Eats School Lunch Program. Lunch deliveries by a parent, restaurant, or other meal delivery service will not be accepted. Students will not be permitted to leave the campus to purchase lunch or make a call from school to order a lunch and have it delivered.

Seniors, at the discretion of the principal, may be permitted to leave campus for lunch during their second semester. If approved, parents must acknowledge and sign a permission slip before a student will be permitted to leave campus.

Solicitation/Distribution

Unauthorized promotional or solicitation materials are not permitted on school property. The distribution of political material with content that reflects the special interest of a political candidate or political organization is prohibited unless the distribution is part of an organized school educational activity.

Announcements, Posters, Publications, Newspapers and Communications

Students are entitled to write their own personal opinions; however, such written expressions must be signed by the author or authors and approved by school administration. Administration will sign and date the promotional flyer, poster or other informational piece before being posted to indicate approval. Students who edit, publish, or distribute written material to fellow students within the school are responsible for the content of such publications. Distribution will be done at a time and place that is determined by school administration. Libel material, profanity, and personal attacks are prohibited in all publications. **All posters and publications must be signed and dated by administration to indicate approval.**

Student Driving/Parking

Students who drive automobiles are to realize that this is a privilege. Students must demonstrate responsibility in the following areas:

- Park in designated parking areas. Students should not remove their car from the parking lot while school is in session without signing out and proper permission.
- Permission from the school office must be obtained for students to be in the parking lot during the school day. This includes before and after the lunch period. (Students are expected to enter and remain in the building when they arrive at school.)
- Students are to drive carefully and exercise caution while driving at all times.

Transportation

Public school bus transportation policies depend upon the school district in which a student resides. Parents should check with their local school district's transportation office for details regarding busing your child to Emmanuel Christian School.

Transportation information provided to Emmanuel Christian School by area school districts will be available through the EC App or website under *EC Resources*.

Wardrobe

These standards of dress and grooming are for school days and events. While we recognize that it is not morally wrong to have variations of hair style or clothing that are different than the items allowed in the dress code, ECS's dress and appearance standards are designed to create an atmosphere in which students are able to focus on honoring the Lord in pursuit of their education. **If there is a question or appeal, the ECS administration will make the final decision.**

Emmanuel Christian School has carefully considered and applied the following biblical principles in the establishment of the Dress Code Policy for all ECS students. Everything we do is an expression of our relationship with God, and in His Word, God makes it clear that we are to be modest and treat our bodies with the utmost respect. Student's attire and appearance should reflect the Christian value of encouraging the focus on the inner self, not the outer self.

It is also important to note that what is "in style" may not always be in accordance with the standards we seek to reflect, so ECS may make future adjustments to these guidelines. In the enforcement of these policies, building principals have the discretion to interpret and apply these policies as appropriate.

A. Dress Code Principles:

- Student attire should be God honoring - 1 Corinthians 10:31 "So whether you eat or drink or whatever you do, do it all for the glory of God".
- Student attire should be modest - 1 Corinthians 6:19-20 "Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body."
- Student attire should take student safety into account - 1 Corinthians 13:7a "It (Love) always protects..."
- Student attire should be non-distracting in the classroom, and promote higher level of learning excellence - Romans 14:19 & 21 "Let us therefore make every effort to do what leads to peace and to mutual edification...It is better not to eat meat or drink wine or to do anything else that will cause your brother to fall."
- Student attire should reflect a level of "professionalism" when required

B. Partnership with Parents:

- Parents should work with and guide their children to make good choices in the area of appropriate clothing and good grooming. We expect clothing and appearance decisions to be handled at home to insure compliance with ECS standards
- Parents should review and familiarize themselves with the Dress Code Policy on a regular basis
- Should your student's attire be deemed inappropriate, parents should expect to receive a call from the school and be prepared to bring or facilitate a change of clothing.
- Proverbs 6:20 "My son, keep your father's commands and do not forsake your mother's teaching."
- Ephesians 6:4 "And you fathers, do not provoke your children to wrath, but bring them up in the training and admonition of the Lord."

- The following guidelines apply:
- ECS desires that its students dress in a manner that is pleasing to God and others.

Special events such as the Jr./Sr. Banquet and Homecoming are times where our students dress in formal wear. The attire for such events will have a separate set of guidelines and expectations as to what will be appropriate and acceptable. Students and parents should make certain to review the guidelines before investing time and money on an outfit that will not meet the prescribed attire. If the expectations and requirements are not met the student will not be allowed to participate in the event. Dresses to be worn by female students will be checked by female administration/staff for approval.

Men

- **Hair** – Must be clean and well kept. **Facial Hair** – Is allowed, but should be neatly groomed at all **times**.
- **Jewelry** – If worn, jewelry must be conservative and in good taste. Body piercing is limited to the ears. The school reserves the right to have a student remove their jewelry and/or place it on the inside of their clothing.

Women

- **Skirt length**– Skirts must be modest. The length should be no shorter than 4 inches from the top of the knee.
- **Dresses** – Dress length should be no shorter than 4 inches from the top of the knee. Sundresses and/or jumpers with appropriate blouse/jacket.
- **Leggings** – May be worn with appropriate length skirts and dresses.
- **Hair** – Must be clean and well kept.
- **Jewelry**– If worn, jewelry must be conservative and in good taste. The school reserves the right to have a student remove their jewelry and/or place it on the inside of their clothing.

EL/MS/HS Wardrobe Descriptions

All EC logoed wear is acceptable. EC items can be purchased through the EC Spirit Store. WARRIOR Bucks can also be redeemed for WARRIOR merchandise.

Footwear:

Acceptable Styles:

- Dress, casual, athletic shoes
- Sandals (Girls only)
- Socks/nylons (optional for 6th – 12th, required for K–5th)

Unacceptable Styles:

- Slippers
- Open-toe shoes, flip flops, slides

Tops:

Acceptable Styles:

- Shirts, blouses, jean shirts, long sleeve pullovers, shirts with ECS logo
 - Sweaters, cardigans, sweatshirts (plain or with EC logo), fleece sweaters or vests, blazers, sport coats
 - Shirts must cover midriff (front and back) at all times, and are to be properly sized. Midriff (front and back)
 - should not be exposed when sitting, bending, or standing.
 - Shirts promoting ECS sponsored organizations, events and activities.
-
- Unacceptable Styles:
 - Shirts with low necklines or low backs, or that show cleavage
 - Halter tops, tube tops, bare midriffs
 - Sleeveless shirts or shirts with cutout shoulders.
 - Shirts, sweatshirts, fleece, ¼ zip or any other clothing item with large logo or graphic (other than EC)

Pants

Acceptable Styles:

- Khaki pants, dress slacks
- Capri pants (Girls only)
- The garment must be in good repair (i.e. no holes or tears regardless if it is a current fashion trend)

Unacceptable Styles:

- Yoga pants, jeans, sweatpants, athletic warm up pants, snap-on pants, pajama pants, flannel pants, athletic shorts, leggings/jeggings or other pants of this style
- Bold writing on pants
- Tight fitting pants
- Exposed undergarments

Dress Down Days

Emmanuel Christian School offers an ANNUAL DRESS DOWN DAY PASS as a fundraiser for student programs and events. The funds raised through the sale of the ANNUAL DRESS DOWN DAY PASS will be distributed among the designated student programs.

Students who have purchased the ANNUAL DRESS DOWN DAY PASS can participate in the dress down days as indicated on the annual school calendar.

Everyone:

- May wear sweatpants or jeans; jeans may not be form-fitting or have any rips
- Students may wear knee length shorts (weather permitting) when specifically announced
- Must wear shirts with a modest neckline.

Wardrobe Corrections

Students may be asked to call home for a change of clothing or wear a change of clothing provided by the office. Parents will be notified of repeated student wardrobe violations. Parents should see that the clothing in question or necessary haircut meets the dress code. Serious and/or continual violations may result in suspension or dismissal. If questions arise, please contact the school office for clarification. For middle/high school students see p. 28 for wardrobe violation information.

School Activities

The general principles of modesty apply for school activities outside of the school day. As always, it is our desire that our students exemplify Christian values and modesty and a clear Christian testimony in their appearance.

Code of Conduct

Biblical Principles & Expectations

We understand that not all students at ECS are Christ-followers. Thus, all students are asked to remember that this is a Christian School. The standards outlined in the Bible provide the guardrails for peaceful and healthy living. It is the standards outlined in scripture that we point to students to uphold. These standards are applicable 24/7/365 and apply to students on and off campus activity and behavior. The Code of Conduct is not an exhaustive list provided as a checklist. Rather the Code of Conduct provides examples that are related to biblical standards that help define the "Warrior Way." Enrollment and attendance at Emmanuel Christian School is a student's acknowledgement to support and abide by the Code of Conduct.

Scripture teaches that certain attributes are available to individuals through the Holy Spirit. These attributes include... "love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law" (Galatians 5:22-23 ESV). These "fruits of the Spirit" are to be sought, encouraged, and demonstrated in our relationships.

In contrast, Scripture condemns attitudes such as greed, jealousy, pride, lust, and hatred (Galatians 5:19-21). These attitudes can hinder relationships with God and others and lead to unacceptable behavior. Certain behaviors are expressly prohibited in Scripture; therefore they should not be practiced by members of the ECS community. Some examples include but are not limited to theft, lying, dishonesty, gossip, slander or libel, backbiting, divisiveness, profanity, vulgarity (including crude language), sexual promiscuity (including adultery, homosexual behavior and pre-marital sex), lust (pornography), drunkenness, immodesty of dress, and occult practices.

As a function of our commitment to spiritual discipleship we desire to train our students in the principles of God's Word and share the Gospel that they might believe and desire to follow Christ. We desire to avoid teaching only conformity to a list of do's and don'ts. The standards for student conduct are based on principles in God's Word. The following six points are examples of these principles.

Warrior Way

The Warrior Way is to...

- Honor God – 1 Corinthians 6:19-20
- Develop Christ-like Character – Philippians 2:1-5
- Pursue Greatness – Ecclesiastes 9:10, 1 Corinthians 10:31, Colossians 3:23

Standards of Behavior

In addition to subscribing to Biblical expectations students commit themselves to Emmanuel Christian School's standards of behavior. These standards of behavior flow out of biblical principles. These standards are not set forth as an index of Christian spirituality. These expectations result from the conviction that these standards serve the good of the individual as well as the institution.

1. Because of our concern for the worth and dignity of every person and since everyone is created in the image of God, each member of the school is expected to act in love toward others and be sensitive to others. Discrimination against others is not acceptable.
2. Respect should be shown to fellow students, teachers, administrators, staff members, coaches, bus drivers, and visitors at all times.
3. Demeaning gestures, threat of violence, or physical attack toward another person are not acceptable.
4. Emmanuel Christian School recognizes the danger to one's physical and psychological well-being in the use of certain products. Members of the school are not to use tobacco in any form, alcoholic beverages, and illegal drugs.
5. Addictive substances, knives, guns, Airsoft or paintball guns, fireworks, matches, or other dangerous items may not be brought to school and may result in automatic suspension or expulsion.
6. Inappropriate, immodest or pornographic materials in any form are not to be brought to school, displayed, viewed, possessed, or distributed by anyone at Emmanuel Christian School. Pictures and posters that are immodest according to our school standards are not to be displayed.
7. Students should walk while in the building and should not engage in rowdy, excessively loud, or disruptive behavior.
8. Students should demonstrate academic integrity and should strive to meet or exceed academic standards.

9. Emmanuel Christian School urges members of the school to be selective in their choices of entertainment and recreation. Activities and entertainment that are of questionable value diminish a person's moral sensitivity and should be avoided.
10. Gambling (exchange of money and goods by betting or wagering) is not acceptable in any form.
11. Sexual misconduct and harassment, including sexual innuendoes will not be tolerated. Such behavior will be subject to immediate expulsion.
12. Social relationships should manifest good taste. Public displays of affection at school or at school activities are not acceptable. There should be no physical contact (hugging, hand-holding, kissing, etc.) between students on campus or at school-sponsored activities.
13. Sexual promiscuity is not acceptable.
14. Emmanuel asks that students share the responsibility for keeping the building and surrounding grounds as neat as possible. Proper care must also be taken for all school equipment and furniture. Defacing property will not be tolerated, and students may be required to repair or replace damaged items.
15. Students leaving the classroom for any reason during class must use the hall pass located in their school planners. The pass must be signed by the teacher before leaving the classroom.

Reconciliation: Matthew 5 and 18

Emmanuel Christian School believes strongly in the biblical principles of communication as taught in Matthew 5 and 18. Remember to always think the best of a person rather than jumping to conclusions that are unsubstantiated or based on rumor. We are convinced that when one has been offended, has offended another, or has a concern of any kind, he/she should go immediately to the person involved to discuss the matter in love. For example, when a difficulty arises concerning a classroom-related issue, peer relationship or other potentially contentious situation; please talk with your child's teacher without discussing it with other parents and before approaching the principal. Should a situation arise that may apply to the school community in general, please feel free to come directly to the principal. We have seen relationships restored and new relationships develop when these precious principles are practiced between staff members, parents, and students. Our desire is that as a school family we would be committed to building up one another and confronting one another with a loving spirit (Galatians 6).

If, after consulting together and praying for mutual understanding, there is no reconciliation, both parties should agree to go together to counsel with a school administrator. If, after consulting with a school administrator, there is no reconciliation, they may appeal to the ECS Board of Trustees.

Cell Phones and All Electronic Communication Devices

Students are permitted to have personal cell phones , Apple watches, or other electronic devices on campus which they may use **before and after school**, however these devices are to be **turned off during school hours**.

Phone Caddies

Middle/High School Students

- Students should have their phones powered off during the school day.
- Students should place their cell phone in the caddy upon entering the classroom.
- Students can pick up their phone on the way out of the classroom at the end of class.

Elementary

- All cell phones or devices should be turned into the Elementary Office when students arrive each day.
- All devices will be held in safekeeping and will be returned to the student at the end of the school day at dismissal.

If a student has a cell phone or electronic device out without permission, the phone or device will be taken to the office.

1st Offense – The student will be sent to the main office. The phone will remain in the office and the student will retrieve it at the end of the day.

2nd Offense – The student will be sent to the main office. The phone will remain in the office until a parent comes in to pick it up.

3rd Offense –The student will be sent to the office, and the parent may retrieve the phone. The student will then need to check their cell phone in at the office at the beginning of each day and retrieve it at the end of the day for four weeks from the time of the offense. Repeat offenders may receive more severe consequences.

Emmanuel Christian School expects that students use their cell phones and electronic devices responsibly in a manner that is fitting to biblical principles and the standards of the school. As a private institution, Emmanuel Christian School reserves the right to access and search the content of a student's cell phone or electronic devices if such a search is related to the situation at hand. Content is considered to be any type of text, photograph, video, or verbal data stored or accessed on or through the cell phone or electronic device.

Examples of inappropriate use would be unkind texts, threatening texts, sexting, and photos or videos which embarrass, demean, or belittle others.

Social Media

Emmanuel Christian School recognizes the privilege and opportunities for students who want to participate in online social networking and any other form of communication through electronic media (hereafter referred to as social media). Our guidelines are designed to create an atmosphere of good will, honesty, kindness, love, edification, and to train students

in individual responsibility and accountability which are consistent with biblical principles. Emmanuel Christian students should always keep in mind that information produced, shared, and retrieved by them is a reflection on themselves, the school community, and their relationship with Jesus Christ, and it is subject to Emmanuel's policies. When accessing, creating, or contributing to any blogs, wikis, podcasts, or other social media for classroom or, in most cases, for personal use when away from school, we expect you to keep these guidelines in mind. Failure to meet or follow these guidelines may result in disciplinary action.

In accordance with our Code of Conduct, ECS students are to set and maintain high ethical standards in their use of social media. Since social media reaches audiences far beyond the community, students must use social sites responsibly and be accountable for their actions. If a student sees anything in violation of these guidelines related to a fellow Emmanuel student's social networking, they should contact a school administrator, faculty member, or another adult within Emmanuel's community.

1. In the online environment, students must follow the Parent Student Handbook and specifically its Code of Conduct and conduct themselves online as in school.
2. Think before you post. Emmanuel asks students to use discretion when posting to the internet.
3. Emmanuel allows school-related images or content to be posted with permission. Emmanuel reserves the right to request removal from social media of school-related images or content if posted without permission.
4. Do not misrepresent yourself by using someone else's identity.
5. Social media venues are public and information can be shared beyond your control. Be conscious of what you post online as you may leave a long-lasting impression on many different audiences.
6. Do not post or link anything (photos, videos, web pages, audio files, forums, groups, fan pages, etc.) to your social networking sites that you would not want friends, peers, parents, teachers, college admissions officers, or future employers to access. What you present on social media represents you forever.
7. When responding to others, do so in kindness and love. Encourage them and build them up. Remember to be respectful. Do not use profane, obscene, or threatening language.
8. Only accept invitations to share information from people you know. Utilize privacy settings to control access to your network, web pages, profile, posts, blogs, wikis, podcasts, digital media, forums, groups, fan pages, etc.
9. Online stalkers and identity thieves are a real threat. Never share personal information, including, but not limited to, Social Security numbers, phone numbers, addresses, exact birthdates, and pictures with parties you do not know or on unsecure sites.
10. Students should keep their passwords secure and never share passwords with others. If someone tampers with your blog, email, or social networking account without you knowing about it, you could be held accountable.

11. Students and parents should be aware of and abide by the terms and conditions of social media sites on which they are signed up.
12. Cyberbullying is considered an act of harassment.
13. Use of Emmanuel logos or images on your personal social networking sites is prohibited. If you wish to promote a specific Emmanuel activity or event, you may do so by means of a link(s) to the official Emmanuel accounts, Facebook, YouTube channel, etc.

Resources: socialmediaguidelines.pbworks.com

Bullying - (Harassment, Intimidation, and Bullying {HIB})

Definition

Harassment, intimidation or bullying behavior by any student/school personnel in the Emmanuel Christian School is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying, in accordance with ORC 3313.666, means any intentional written, verbal, graphic or physical acts including electronically transmitted acts (i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device), either overt or covert, by a student or group of students toward another student(s) with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop.



Emmanuel Christian School will not condone nor tolerate harassment of one member of the school community by another, including physical or sexual harassment, racial or ethnic innuendoes and derogatory remarks, or any other such activity which intends to defame, ridicule, demean, intimidate or embarrass another person. We believe that every person is made in the image of God, has inherent worth, and must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31)

Functional Content Areas That May Apply

Emergency Communication
Mental Health Services
Rapid Assessment

Anti-HIB Procedures

School personnel must report prohibited incidents of which they are aware to the school principal or other administrator designated by the principal;

Custodial parent or guardian of any student involved in a prohibited incident must be notified in accordance with the "Family Educational Rights and Privacy Act of 1974," and have access to any written reports pertaining to the incident;

RenWeb is the EC procedure for documenting any incident that is reported

School officials are notified as the procedure for responding to and investigating any reported incident;

School officials report to the staff for protecting a victim or other person from new or additional harassment, intimidation, or bullying, and from retaliation following a report,

Note to the office is the anonymous reporting system

The Redemptive Discipline system is used as the disciplinary procedure for any student guilty of harassment, intimidation, or bullying, which shall not infringe on any student's rights under the first amendment to the Constitution of the United States

The Redemptive Discipline system is used prohibiting students from deliberately making false reports of harassment, intimidation, or bullying and a disciplinary procedure for any student responsible for deliberately making a false report of that nature

The EC Head of School semiannually provides the president of the district board a written summary of all reported incidents and post the summary on its web site, if the district has a web site, to the extent permitted by section 3319.321 of the Revised Code and the "Family Educational Rights and Privacy Act of 1974,"

Emmanuel Christian School will not condone nor tolerate harassment of one member of the school community by another, including physical or sexual harassment, racial or ethnic innuendoes and derogatory remarks, or any other such activity which intends to defame, ridicule, demean, intimidate, or embarrass another person. We believe that every person is made in the image of God, has inherent worth, and must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31)

Jesus replied "'Love the Lord your God with all your heart and with all your soul and with all your mind.' This is the first and greatest commandment. And the second is like it: 'Love your neighbor as yourself.' All the Law and the Prophets hang on these two commandments.'" (Matthew 22:37-40).

"Love your neighbor as yourself." If we begin with and live by this biblical principle bullying should never occur. Emmanuel's emphasis on discipleship focuses on training our students to do what is right. Our desire is that we preclude unloving conduct towards others. Nonetheless, sometimes students do not treat each other with love. When this happens we desire to instruct and mentor our students through love and discipline.

Most mistreatments of others though wrong, do not rise to the level of bullying. In Ohio law, bullying has a specific definition and is defined as any intentional written, verbal, graphic or physical act that a student or group of students exhibits toward another particular student more than once, and that behavior both:

- Causes mental or physical harm to the other student; and
- Is sufficiently severe, persistent, repetitive, or pervasive that it creates an intimidating, harassing, threatening, or abusive educational environment for the other student.

Emmanuel expects that mistreatment of others, including bullying, to be brought to our attention so that it may be addressed and stopped.

Discipline

Scripture tells us, “Train a child in the way he should go, and when he is old he will not turn from it” (Proverbs 22:6). As in all matters of discipline, God is referring to the heart, not simply the outward behaviors. But we are also told in Scripture that “The heart is deceitful above all things and beyond cure. Who can understand it?”, and goes on to say, “I the Lord search the heart and examine the mind to reward a man according to his conduct, according to what his deeds deserve.” (Jeremiah) Interestingly enough the verses previous to this one talk about the differences in trusting in man or trusting in God. When we address the heart issues, teach to obey God from a heart that loves Him, and work toward sanctification, not behavior modification, we demonstrate trust in God’s ways. When we simply address outward behavior without addressing the heart, we are trusting in our own abilities. In all discipline it is our desire to partner with parents in helping reinforce a biblical standard for each child.

Instruction – This is the teaching of expectations and limits or boundaries. Instruction is the greatest part of discipline; most people adhere to instruction. The publication of this handbook provides instruction.

Warning – This step is for the individual who is overstepping set boundaries. The warning informs the student that the teacher or authority is aware of the infraction and that the next violation may result in corrective action.

Consequences – This action is taken to be consistent with the instruction and warning. We emphasize the four “Rs” and ask if the consequence “Related”, “Respectful”, “Reasonable”, or “Related” in an attempt to provide meaningful correction that reaches the heart of the student. Correction might include, but may not be limited to, a phone call to parents, a loss of recess time, a change in classroom seating assignment, assigning tasks for the purpose of restitution, before/after-school detention, suspension, withdrawal or expulsion.

Elementary

As with any discipline system, there will be different levels of discipline. Most are taken care of at the classroom level, but at times the principal may need to be involved. Discipline may be as simple as missing a free time activity all the way to an out of school suspension. We will involve the parents in the discipline process through clear and open lines of communication and partnership in the discipline itself (when possible).

EMMANUEL CHRISTIAN SCHOOL

Were you a **WARRIOR** Today?

Aim to be like Jesus
1 Peter 2:21

Respect others with words & actions
Romans 12:10

Make wise choices
Romans 12:2

Obey right away
Hebrews 13:17

Respond with responsibility & self control
2 Timothy 1:7



Middle and High School

The **WARRIOR WAY** is used to visually instruct students on the two choices they have to make many times throughout a given day. If inappropriate behavior is persistent the reminder of inappropriate behavior may need to become corrective. This correction may include demerits, a time away from the class, detention after school, or possibly a suspension. Teachers may use notes, phone calls, emails, RenWeb, etc. to communicate student behavior with the home. In all discipline, it is our desire to partner with parents to help their child grow into who God wants.



ECS'S Upper School Redemptive Discipline Procedures

The following system is intended to provide guidance for ECS parents and students to understand the procedures faculty will use when working with students in discipline situations for the upper school (grades 7-12).

Remember some situations may require immediate and more severe consequences due to the nature of the infraction. We provide this document to parents and students to better understand our desire is to help students reflect on the heart attitude that may be causing the conflict.

*Please note, students in leadership positions like those with NHS, student council, teams, etc. should expect to be asked to step down from those positions, at least for a season or relinquish them completely, if the infraction is serious or represents a breakdown of understanding in what it means to be a leader at ECS. The Spiritual Life Coordinator and administration will consult to make a determination in each case individually.

4R Training

- 4R Training is designed to help the teacher with the process of Redemptive Discipline.
- 4R Training is held each Monday, Tuesday, and Thursday after school from 3:00-3:45pm.
- The student will complete the 4R Training sheet.
- The staff member who issued the 4R Training will personally meet with the student at some point during the 4R Training to help bring about restoration to the student.
- 3-4R Training sessions in a quarter will result in Saturday School.

Saturday School

- Saturday School is a part of the Redemptive Discipline System.
- A student can be assigned Saturday School for missing school work, 3-4R Training sessions in a quarter, or directly by the Upper School Principal.

1stPhase – Teaching Team

If a student violates a biblical standard in the classroom, the teacher should gather the appropriate parties (offender, offended students, etc.), give a scriptural response, issue a WARNING or a CONSEQUENCE, contact the parents, and document the event in Renweb.

Responsibility	Actions
Teacher	Document the initial warning(s) in Renweb/FACTs Family Portal.
Teacher	Issue a 4R Training Sessions that is respectful, redemptive, reasonable, and related ¹ . The teacher should communicate to both the student and parent.
Teacher	Encourage the student spiritually during the 4R Training Session.
Teacher	Ensure that reconciliation has occurred between the involved parties

¹ Explanation of the 4 R's of discipline:

1. Respectful – The teacher issuing the correction needs to first investigate his or her own heart before engaging the student. The manner and mood in which discipline is issued ought to glorify God (Galatians 6:1).
2. Redemptive – According to the Bible, actions reflect the condition of the heart (Matthew 7:18; Luke 6:45); teachers are encouraged to that include “heart” conversations with the student under discipline.
3. Reasonable – The teacher must hold students responsible; however, these consequences need to be reasonable.
4. Related – The consequence that is given to the student ought to be connected to the violation.

<i>Teacher</i>	Record all consequences in Renweb (tardy consequence reset quarterly)

2ndPhase – Administrative Team

If the same student continues to reject the classroom expectations, the teacher will schedule the student an appointment with an administrative member. Before this meeting can take place, the teacher must submit a Redemptive Discipline Form to the office.

Responsibility	Actions
<i>Teacher</i>	Document the situation in Renweb/FACTs Family Portal
<i>Teacher</i>	Inform the Principal that the situation has reached this point. (4R Training and Saturday School options have been exhausted).
<i>Administrative Team</i>	Inform the parents of the situation
<i>Administrative Team</i>	If necessary, support the teacher/student reconciliation process
<i>Administrative Team</i>	Offer a respectful, redemptive, reasonable, and related consequence
<i>Administrative Team</i>	Inform the teacher of the response
<i>Administrative Team</i>	Determine whether or not to include pastoral help from the student's local church
<i>Counselor</i>	If necessary, assess the student's mental health and threat level
<i>Administrative Team</i>	Document the situation in Renweb
<i>Administrative Team</i>	If necessary, assess whether ECS is the best place for the student

Exceptions and Clarifying Statements:

1. Some violations may immediately require the involvement of the administrative team and/or the police (drug use, physical abuse, threats, sexual activity, etc.).
2. Some violations may merit immediate consequences by the teacher; for example, the student would not receive a warning for improper usage of cell phones, plagiarism, etc.
3. The word phase is used instead of step. This gives the teacher a degree of flexibility on how fast to move into the 2nd phase.
4. Certain violations are not classroom specific: cell phone usage, dress code, hallway/chapel expectations, and tardiness. These situations will be taken care of by the administrative team.

<p>Cell Phone Policy</p>	<p>If a student has a cell phone out without permission, take the phone to the office.</p> <p>1st Offense – The student will be sent to the main office. The phone will remain in the office and the student will retrieve it at the end of the day.</p> <p>2nd Offense – The student will be sent to the main office. The phone will remain in the office until a parent comes in to pick it up.</p> <p>3rd Offense –The student will be sent to the office the parent may retrieve the phone. The student will then need to check their cell phone in at the office at the beginning of each day and retrieve it at the end of the day for four weeks from the time of the offense. Repeat offenders may receive more severe consequences.</p>
<p>Dress Code Policy</p>	<p>If a student violates the dress code policy, send him/her to the office.</p> <p>1st Offense – Warning. The violation will be recorded in RenWeb so that parents are notified.</p> <p>2nd Offense – The student will be sent to the main office and will wait to meet with the Principal. The student will be given an article of clothing to change into for the day. The violation will also be recorded in RenWeb so that parents are notified.</p> <p>3rd Offense –The student will be sent to the main office to meet with administration and be given an article of clothing to change into for the rest of the day. The student must wear khakis and collared shirts for a four week probationary period. Administration will determine if removal from probationary status is warranted. Each successive infraction may result in more serious consequences.</p>
<p>Tardy to School</p>	<p>If a student is tardy for school, record this in Renweb.</p> <p>1st Offense - Warning</p> <p>2nd Offense- Parent Notification</p> <p>3rd Offense- Parent Notification and 4R Training Session</p> <p>4th Offense- Parent Notification and 4R Training Session or Saturday School</p>

Suspensions

Suspensions are a serious step in school discipline. The length of the suspension- ½ day, one day, two days, or three days-will be at the discretion of the administration up to ten days.

An immediate suspension may be given for violations such as:

- Fighting, threatening, or mistreatment of other students
- Flagrant disrespect

In the event of a suspension, parent(s) may be required to meet with the principal for a conference. The student may be required to sit in on all or part of this conference. During the suspension day(s) the student is responsible for all class material covered. A student will need to complete all assigned work and will only receive 50% credit for the assignments, tests and quizzes. Athletes and students involved in extracurricular activities will miss practice and/or games for the duration of suspension.

If a student is serving an out of school suspension his/she is *not* permitted to be on school property for any reason or present at any school sponsored activities.

Withdrawal

A family may be asked to withdraw their student from ECS for serious disciplinary reasons. The way for a student to be restored may be presented by ECS administration if warranted.

Expulsion

Expulsion is the most serious disciplinary step and has serious implications for a student and his/her family. Some examples of activities that could result in expulsions are as follows:

- The sale, possession, use, distribution or pretense of drugs, alcohol, tobacco, or inhalant (on or off campus) or look-alike products.
- Bringing explosives, weapons, firearms or replicas of weapons to school or school events
- Major or habitual discipline problems
- Sexual immorality (including adultery, homosexual behavior, premarital sex)
- Falsely reporting bombs, fires, or other emergencies
- Making a threat to the safety or welfare of students, staff, faculty or facility
- Inappropriate physical contact, sexual harassment

It is the responsibility of the lead administrator to make the final decision regarding the expulsion of any student. If a student's conduct is serious enough to merit a recommendation of expulsion by the administration, the following procedures will be followed:

1. The administration will communicate with the student and parent(s) to summarize the reason(s) for a recommendation of expulsion.
2. A date and time will be established a hearing with the lead administrator. The parent(s) and student will be notified as to the date and time of the meeting.
3. If the parents or student believe proper procedures have been followed an appeal may be made to The Board of Trustees who will then consider the policy violation at the next regularly scheduled board meeting unless the meeting is to be held within ten business days of the appeal. Then consideration will be made at the following months regularly scheduled meeting.
4. The Board of Trustees may choose to hear from the teacher(s), parent(s) and the student after which they will be excused as the Board of Trustees meet in executive session to discuss and prepare the final decision for the student.
5. In some cases it may be appropriate for administration and or the Board of Trustees to establish a restoration plan.

Major Offenses

In a school environment there are some temptations which tend to be more common than others. These tend to be stealing, cheating, damage of property, alcohol usage, substance abuse, and immorality.

1. **Stealing** – A simple definition for stealing is “the possession of anything that does not belong to you and that you do not have the owner's permission to use.” Stealing is defined in its broadest terms and includes personal property, athletic equipment, library books, locker (the unauthorized entrance into another student's locker, book bag, etc. for any reason) or school property.
2. **Cheating** - Incidents of cheating are a serious breach of school policy and biblical principles and will be addressed as such. Cheating in reality is a combination of stealing and lying. Stealing because an individual is taking another's work, and lying because the individual is presenting it to someone else as their own. The following are types of cheating as defined by ECS policy:
 - a. **Assignments** – The giving or copying of answers regarding an assignment. This could include anything from daily homework to major research papers. Students are not to copy other's work and submit it as their own work when completing an assignment. Students are not to give their completed work to other students. Both “givers” and “takers” may be disciplined. Unless specified differently by the teacher, it is assumed that all work is to be completed independently.
 - b. **Quizzes, Tests, or Exams** – Soliciting help during a classroom quizzing or testing situation. This would include information during class or the sharing of information about the quiz or test with students who have not yet taken the test or quiz.
 - c. **Plagiarism** – The use of information from a source (text, encyclopedia, research information, online services, etc.) without documentation or attribution

(footnoting). Plagiarism of reports is considered cheating and will be treated the same as lying or stealing.

3. **Damage of Property** – The willful defacement/destruction of school property by graffiti, breakage, tampering, etc. is an offense against Emmanuel Christian School. Students involved in defacement/destruction of school property may be subject to dismissal from ECS. Defacing/destroying school property may also become a matter for the local police.
4. **Alcohol Usage** – ECS fully supports the laws and a no-use policy in regard to alcohol. Students who drink any form of alcoholic beverages, on or off campus during school hours or non-school hours, may be subject to dismissal from ECS.
5. **Substance Abuse** – Students involved in the possession, use, distribution, or sale of tobacco, illegal drugs, inhalants, or product look-alikes may be subject to dismissal from ECS.
6. **Immorality** – ECS adheres to the biblical principle of abstinence until God brings a lifelong partner in a biblically based marriage between one man and one woman. Fornication, pornographic involvement, or homosexual behavior are all violations of the Biblical standard, and may be subject to withdrawal or dismissal from ECS.

Students' Opportunities in Disciplinary Actions

A student has the following opportunities when disciplinary action is taken by a teacher or administrator:

1. To be informed of the reason for the disciplinary action.
2. To present the teacher or school administration with any fact(s) that will support his/her defense against the accusation.
3. To appeal the disciplinary action, to appeal the facts leading to the disciplinary action or to appeal the appropriateness of the disciplinary action.

National Honor Society

To be elected to the National Honor Society is one of the highest recognitions which can come to a secondary student. The regular attainment of the Honor Roll does not automatically guarantee a student election to the National Honor Society. National Honor Society students are academically high achievers, but additionally, they have distinguished themselves in the areas of leadership and service to the school and community. They have also consistently displayed high biblical character. Students are nominated for membership by members of the faculty, and are elected by a committee of faculty members chosen by the faculty sponsor of the National Honor Society. A major function of the National Honor Society is to promote the academic development of students at ECS.

Athletic Practices and Contests

Students who do not attend school for health or fatigue reasons by 9:30 a.m. should not be present at the athletic practices on that day. Exceptions to this rule may be made by the athletic director. General practice rules and procedures are available in printed form from the individual coach or athletic director. See the **Athletic Handbook** for further information.

Gymnasium

Students involved in activities in the gymnasium must be under the direct supervision of an ECS employee and/or an ECS approved adult. Only approved athletic shoes will be permitted on the gym floor. The gymnasium typically is not open to students outside of physical education classes during the school day. Permission to use the gymnasium must be obtained through the principal for special activities. Care should be taken at all times to protect our bleachers and gym floor.

Study Hall Guidelines

- Quiet, individual study time
- No sleeping
- Hall, locker, restroom, phone, office or library passes will be issued by the administration or teacher

Student Planner

The planner is intended to help students (and parents) stay organized and provide them with the guidelines and expectations regarding grades, behavior, and overall expectations while attending ECS. This planner is to be carried with the student to every class and used to document important information including homework, class work, and assessment dates.

Hall passes are included inside the planner to allow students to access to their locker, library, office, and restrooms during class time.

Students are not to share planners for any reason. Students who lose their planner will need to purchase a replacement through the main office for \$5.

Restrooms

A pass must be obtained to use the restrooms. Every effort is to be made to keep the restroom areas clean. Students' voices should be at a normal speaking volume when they are in the restroom.

STUDY HALL SCHEDULE

Do you have...

Your homework? (& everything you need to do it)

A book to read?

Your assignment book? (to keep you on track & passes)

NORMAL SCHEDULE

Work for 30 minutes

Break (5 minutes)

Work for 25 minutes

Break (5 minutes)

Work for 25 minutes

EXPECTATIONS

- Work time begins at the bell.
- You should be in your **assigned seat, working quietly** during work time
- **No passes or talking** during work time.

WHAT IF I DON'T HAVE ANYTHING TO DO?

★ **Get a book or read the Bible!**

★ **Help the Teacher!** -

Come see me - I appreciate all the help I can get!

★ **Make someone a card!**

Write a random note of encouragement to a friend/family/teacher.



School Office

Students should only enter the office from the door in the school lobby. When coming into the office they are to wait at the counter quietly until school personnel is available to help them. Students are not to use the office as a place to visit or hang out. The office is also not to be used as a hallway or cut through to get through the building.

Teachers' Lounge/Custodial Closet/Maintenance Room

No students should go into these rooms without permission by an ECS employee.

Senior Trip Policy

The senior trip is a tradition at Emmanuel Christian School that is intended to provide a time of meaningful and extended fellowship among seniors prior to their graduation. The senior trip typically has been to Alpine Adventures, located in Beckley, West Virginia. The trip is up to five school days (Monday-Friday). The cost of Senior Trip is paid by the family through the annual Matriculation fee.

All seniors are expected to participate in the senior trip. Questions regarding the senior trip should be directed to the senior class advisors.

Unexpected Closings and Delays

Please be aware that we do not necessarily follow the closing/delay schedule of other schools in the area. Since we have many students who live a considerable distance from our campus, we must consider the weather in multiple locations when making the decision to close, delay, or dismiss early. Please also remember that snow and ice are not the only occurrences that can affect our school schedule. Storms, power outages, and lockdowns are just a few examples of events that can occur at any time. Please do not wait until snow season to set your RenWeb parent alert preferences.

In the event of an unscheduled early dismissal, delayed opening, delayed dismissal, or school closing, parents will be notified via a system-wide parent alert. **Since RenWeb/FACTs Family Portal is the primary means used to convey important school information, it is vital for all school families to keep their profiles up to date.** To verify and/or update your contact and alert preferences, log in to the RenWeb Parent Portal and access the Family Demographic Form located in "Web Forms."

Additionally, the following television stations may be notified in the event of a school delay or closure:

- WTOL – TV Channel 11
- WTVG – TV Channel 13
- WNWO – TV Channel 24

EC Documents and Handbook

Emmanuel Christian School considers the documents posted on its website to be the most current, up-to-date version of that document. The website version of a document will be referenced for its standards, policies, procedures, practices, etc. Emmanuel Christian School reserves the right to change, edit, alter, add to, or delete document's content at any time and without prior notice. This Parent Student Handbook contains many guidelines, standards, expectations, and procedures; however, other school documents or communications may also apply to Emmanuel's standards, procedures and practices whether written or verbal, now or in the future.

Acceptable Use Policy

Computer usage at Emmanuel is a privilege not a right. All users should adhere to the following guidelines.

Educational Use

- The computers at Emmanuel are intended for educational use only. They are not available for games or trivial purposes.
- Users will keep the original settings (background, screensaver, etc.) in all school accounts (network, Google, iPads, Chromebooks, etc.) and not open the control panel.

Printer Use

- Users will conserve the school's printing resources by:
 - Asking permission before printing.
 - Choosing the correct printer.
 - Printing only one copy (no multiple copies).
 - Printing only school-related material.
 - Previewing the document before printing.

Copyright/Privacy/Downloading

- Emmanuel uses licensed software. Users are not permitted to bring software from home or install software on school computers unless it has been approved ahead of time by the technology staff. Users will not use school computers to make copies or backup copies of software or copy the school's software.
- In addition, users will not download or open any files from the internet without the teacher's permission. User will be careful to preserve bandwidth by not viewing or listening to streamed content (such as videos and music).
- User will acknowledge and cite sources of information and images obtained from the internet and abide by copyright and fair use laws. Users will not use recording devices or cameras to record or take pictures of anyone without prior permission.

Privacy/Hacking

- User accounts are intended to be private. Passwords are kept private. Users should not attempt to enter, change, add, delete, or modify other users' files (even if you

have “permission” from that user). Although accounts are deemed private, the school will monitor all accounts.

Respect of School Property

- Any user vandalizing the equipment, including introducing viruses, attempting to circumvent any system security or filter, or acting in a way that can be interpreted as having this intention, attempting to harm or destroy school equipment or the data of any other user shall lose his/her computer privileges. Users will not attempt to repair or make adjustments to any equipment. User will report problems to the teacher.

Internet Guidelines/Cyberbullying

- When using electronic media at school, students will communicate under the supervision of school staff, and at home students should be under the supervision of their parents in a Christ-honoring way. He/she will not make any personal attacks in such a way as to harass or humiliate.
- Internet access is available to students at Emmanuel. Emmanuel will take the necessary precautions to restrict access to controversial and inappropriate materials. Specific Internet Guidelines and Precautions:
 - Emmanuel's internet provider filters all material.
 - Users will be under the direct supervision of a faculty member.
 - Users will use the internet for specific school related assignments.
 - Users will never give out personal information such as their full name, home address, or phone number.
 - Users will avoid inappropriate materials. Users will avoid social networking sites such as Facebook, Twitter, etc. unless under supervision of teacher for a school-related assignment.
 - Users will avoid commerce sites.

BYOD (Bring Your Own Device) - Phones, tablets, and other electronic devices

- Student's personal cell phones should be turned off during school hours (including lunch). If a cell phone is seen or heard during school hours (this includes texting), it will be taken and given to the principal. A parent will need to pick up the cell phone from the principal.
- Other personal electronic devices such as MP3 players, tablets (iPads), Kindles, Nooks, netbooks, and laptops are not to be used during school hours.
- Teachers may permit student use of personal electronic devices in their classrooms as they deem appropriate only for academic assignments. The student must receive prior approval from the teacher before bringing the device to school and must be used only with that teacher's supervision. The school shall not be responsible for any damages to the device.
- Wireless access for students' personal devices requires the student and the parent reading and signing the BYOD/Wireless Network Policy form.
- Student wireless network access requires administration approval.

Consequences

- Consequences of ignoring the guidelines in the acceptable use policy of Emmanuel Christian School can consist of any of the following:
 - warning

- loss of computer privileges
- zero for an assignment
- possible suspension

Finally, the user will strive to act in all situations with honesty, integrity, and respect for others and to help others behave in a similar fashion.

My child and I have read and agree to abide by Emmanuel's Acceptable Use Policy. We understand that any violation of the terms and conditions set forth in this policy and these guidelines is inappropriate and may constitute a criminal offense. As a user of Emmanuel's computers, network, and internet, my child agrees to communicate in an appropriate manner, honoring all relevant laws, restrictions and guidelines. I give consent for my child to use the internet at school.

NOTICE AND RELEASE



Emmanuel Christian School ("ECS") is hereby providing notice to me/us that it currently intends to open its educational and school program for the 2020-21 school year. I/we understand that Emmanuel Christian School cannot protect my child/student and/or me from risks which may be encountered as a result of my child attending Emmanuel Christian School. I/we realize there are natural, mechanical, and environmental conditions and hazards which independently or in combination with any activities engaged in while participating in this program may result in the exposure to certain risks including exposure to coronavirus (COVID-19), or other biological agents, virus or similar bacteriological agents, and the risk of being quarantined, or illness that may result in medical care, hospitalization or death.

I/we hereby state that I, on behalf of my child/student and myself, am an adult, over the age of 18, and legally competent to sign this form. I/we understand these inherent risks and dangers involved with participation in the school providing its educational program and acknowledge the existence of risks which are not obvious or predictable, and hereby intend this release to extend to injury or loss which results from both obvious or predictable risks, as well as risks that are unpredictable and not obvious and to extend to myself and my child/student, as applicable.

In consideration of myself and my/our child/student participating Emmanuel Christian School's educational and school program, I/we, and any legal representatives, heirs and assigns, hereby release, waive, and discharge Emmanuel Christian School, its officers, directors, employees, agents, and representatives from any and all liability for any and all loss or damage, and any claim or damages resulting therefrom, on account of any injury, illness or exposure to and/or contracting the corona virus (COVID-19) or other biological agents, virus or similar bacteriological agent by me or my/our child/student's attendance at and participation in Emmanuel Christian School's educational program, including any medical expenses, injury and/or death.

I/we agree to indemnify Emmanuel Christian School, its officers, directors, employees, agents, and representatives from any loss, liability, damage, or cost that may be incurred due to my child/student's participation in the aforementioned program, whether caused by negligence of Emmanuel Christian School, or otherwise. I fully understand, on my own behalf and on behalf of my child/student the risks associated with the aforementioned participation and assume any risk associated therewith.

This notice, release and indemnity agreement contains the entire agreement between and among the parties hereto, and the terms of this release are contractual and not a mere recital.

The parties to this agreement hereby agree that the interpretation and enforceability of this release shall be governed by the laws of the State of Ohio.

I/we expressly agree that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by applicable laws, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I/we understand that by signing this agreement I am giving up on behalf of my child/student and myself certain legal rights and remedies including the right for my child/student and/or myself to recover damages in the event of death, personal and/or bodily injury of any kind, property loss or damage, expenses of any nature whatsoever including attorney's fees, and other losses that my student(s) or that I may sustain in association with my child's participation in Emmanuel Christian School's educational program.

I/WE HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW AND UNDERSTAND THE CONTENTS THEREOF. I/WE SIGN THIS RELEASE VOLUNTARILY AS MY OWN FREE ACT WITH FULL KNOWLEDGE OF ITS SIGNIFICANCE, INTENDING TO BE LEGALLY BOUND THEREBY.

EMMANUEL CHRISTIAN SCHOOL
Parent Student Handbook Signature Form

Emmanuel Christian School offers an education with a distinctive purpose. Our goal is to not only impart knowledge, but also reveal God’s love through biblical values and living. Our handbook is your source of information regarding our standards and guidelines. There are four major principles behind our policies:

1. *BIBLICAL ABSOLUTES*: We believe God’s laws are an aspect of God’s love. The direct commands of God in the Bible are to be part of the student lifestyle. These commands are absolute and do not vary with time, culture, or interpretations. For example, stealing, dishonesty, cheating, and transgender, bisexual, or homosexual behaviors are forbidden, and the promotion of any of these activities is prohibited. Attitudes such as hatred, rebelliousness, and jealousy also displease God. Although our handbook deals primarily with behavior, we are also very concerned about attitudes and motivation.
2. *BIBLICAL PRINCIPLES*: God’s Word teaches us principles, the application of which can vary with time, culture, and interpretations. It is our responsibility to decide on a lifestyle that will be moderate in our culture and supportive of biblical principles. For example, we have established a moderate dress code, applying principles of modesty and appropriateness (1 Timothy 2:9).
3. *ADMINISTRATIVE POLICIES*: In cases where Scripture does not provide specific instruction, the administration establishes common sense policies to ensure fairness, maintain order, uphold academic standards, and promote the general welfare and safety of our students and staff, and aid in effective administration. These guidelines in no way represent a standard of spirituality.
4. *PERSONAL RESPONSIBILITY*: We believe each student should take responsibility for the decisions they make both on and off campus and strive to conduct themselves with integrity at all times. Students are expected to respect their classmates, families, and above all to honor our Lord Jesus Christ.

I have read and understand the Parent/Student Handbook, including the Acceptable Use Policy, and I agree to abide by the rules of Emmanuel Christian School.

*****Must be signed and submitted electronically by August 27, 2021*****

Student’s Name (Printed)

Date

Student’s Name (Signature)

Parent’s name (Printed)

Date

Parent’s Name (Signature)