

Emmanuel Christian School



**Celebrating 30 Years of Educating with
Eternal Purpose!**

**Student & Parent Lower School Handbook
2009 – 2010**

Table of Contents

I. Emmanuel Overview	3
1.1 School Philosophy.....	3
1.2 Mission Statement.....	3
1.3 Statement of Faith	4
1.4 Basic Beliefs.....	6
1.5 Nondiscriminatory Policy	6
II. School Hours/Schedules	7
2.1 Hours and Schedules	7
2.2 Lower School Schedule.....	7
3.1 Student Emergency Information	8
3.2 Emergency and Inclement Weather Closings	8
3.3 Emergency Drills	8
3.4 Emergency Care	9
3.5 Health Room Policies.....	9
3.6 Care of School Facilities	10
3.7 Lost & Found	10
4.1 School Office	11
4.2 Telephone - usage of school phones	11
4.3 Contacting Teachers.....	11
4.4 Classroom Visitation.....	11
4.5 Conferences.....	11
4.6 Conflict Resolution	11
4.7 Friday Folders	12
4.8 RenWeb.....	12
4.9 Headmaster Communications	12
V. Attendance Policies	13
5.1 Attendance.....	13
5.2 Absence from School	13
5.3 Truancy	13
5.4 Pre-Arranged Absences.....	13
5.5 Late Arrival/Tardiness	14
5.6 Early Departure	14
VI. School Policies	15
6.1 School Dress Code	15
6.2 Transportation	21
6.3 Parking Lot Regulations.....	21
6.4 Visitors	21
6.5 Lunch	21
6.6 Field Trips	22
6.7 Co-curricular Activities.....	22
6.8 Extended, Before and After Care	22
6.9 Chapel	22
6.10 Fundraisers and Sales.....	23
6.11 Computers and Internet.....	23
VII. Classroom Policies	25
7.1 School Supplies.....	25
7.2 Textbooks.....	25
7.3 Grading Scale.....	25

7.4 Homework.....	25
7.5 Late Work.....	26
7.6 Make-up Work	26
7.7 Test and Quiz Policy	26
7.7 Report Cards	26
7.8 Progress Reports	26
7.9 Academic Probation.....	26
7.10 Student Records	27
7.11 Transfers and Withdrawals	27
VIII. Student Conduct & Discipline.....	28
8.1 General Guidelines.....	28
8.2 Lunchroom Conduct.....	29
8.3 Outside and Playground Safety.....	29
8.4 Substance Abuse Policy	29
8.5 Discipline Philosophy:	30
8.6 Discipline Policy:	30
8.6.2 Discipline Procedure:	31
8.7 Definitions of Disciplinary Actions:	33
8.8 Appeals, Readmission and Restoration.....	33
XI. Admissions Office	36
11.1 Re-enrollment.....	36
11.2 International Student Policies	36
X. Athletic Department.....	38
10.1 Philosophy.....	38
10.2 Statement of Spectator Sportsmanship	38
XI. Business Office	39
12.1 Re-enrollment.....	39
12.2 Tuition	39
12.3 Report Card and Record Withholding.....	39
12.4 Financial Assistance.....	40
12.5 Tuition Insurance	40
12.6 Fines	40
12.7 Fees	40

I. Emmanuel Overview

1.1 School Philosophy

Our culture today, and indeed that of the world, has succumbed to the belief that there are no absolutes, and because there are no absolutes, people are free to live and act according to their own standards. This philosophy has led to a state of tolerance and moral relativism that pervades society and particularly the public educational system. At Emmanuel Christian Lower School (ECLS) our philosophy of education is quite different. Our philosophy is based on the knowledge that there *is* absolute truth, there *is* right and wrong, and *the Bible is the standard of truth*.

ECLS believes that each student is a unique and precious creation of a loving God, created with gifts and with a purpose. We do not believe this because it is fashionable, comforting or politically correct; rather, we believe it because *the Bible teaches it*. This provides us a loftier goal for our academic endeavors - it is one with its foundation firmly planted in the everlasting truth of the Word of God. These are the truths we teach, the agenda we espouse and the philosophy that guides our every endeavor. Relativism is an idea that ECLS unashamedly rejects as incompatible with the truth revealed by the Almighty and Sovereign God.

Furthermore, ECLS believes that the primary responsibility of each child's education lies not with the state, but with the parents - again, because *the Bible teaches it!* It is our goal and commitment as professional educators and dedicated Christians to come alongside and partner with families in achieving their biblical mandate in the educational process. A child's education is most successful when home, church and school are steadfast and actively engaged in the learning process, sharing and reinforcing common goals.

ECLS recognizes that students flourish in a safe, loving, disciplined atmosphere. Discipline is an important part of life and learning. It is an imperative for the school setting to maintain order, bring correction, provide a safe environment, teach accountability and responsibility and promote moral development. We are committed to be a school that teaches mutual respect and an appreciation for each other, guided by the Golden Rule, *because the Bible teaches it*.

Finally, ECLS acknowledges that learning is more than just the acquisition of facts. Education guides students to discover talents, to acquire and hone skills, to learn to think critically, to express themselves creatively, and to develop a love for learning. Beyond that, a vital component of their education involves moral and character development, which occurs when the home, church and school model loving godly behavior and when the student is presented with the choice for a relationship with a loving God. This relationship is the key to success in life and eternity. ECLS knows this *because the Bible teaches it!* Therefore, *the centrality of Christ in the curriculum is the distinguishing feature of our philosophy of education, and of Emmanuel Christian School.*

1.2 Mission Statement

Emmanuel Christian School, a discipleship ministry of Emmanuel Baptist Church, partners with parents/ guardians in preparing their children for life as Christian servant-leaders, who choose character before career, wisdom beyond scholarship, service above self, and a lifestyle of participation over apathy, in order for them to impact the world for Christ for eternity.

1.3 Statement of Faith

Emmanuel Christian School fully ascribes to the Statement of Faith of Emmanuel Baptist Church. Accordingly, ECLS uncompromisingly holds to the following truths:

•**THE SCRIPTURES:** The scriptures of the Old and New Testaments were given by the inspiration of God, and are the only sufficient, certain, and authoritative rule of all saving knowledge, faith and obedience.

•**GOD:** There is but one God, the Maker, Preserver, and Ruler of all things; having in and of Himself all perfection, and being infinite in them all; and to Him all creatures owe the highest love, reverence, and obedience.

•**TRINITY:** God is revealed to us as Father, Son, and Holy Spirit, each being with distinct personal attributes, but without division of nature, essence, or being.

•**PROVIDENCE:** God from eternity decrees or permits all things that come to pass, and perpetually upholds, directs, and governs all creatures and all events, yet so as not in any wise to be the author or approver of sin nor to destroy the free will and responsibility of intelligent creatures.

•**ELECTION:** Election is God's eternal choice of some persons unto everlasting life--not because of foreseen merit in them, but because of His mere mercy in Christ--in consequence of which choice they are called, justified, and glorified.

•**THE FALL OF MAN:** God originally created man in His own image, and free from sin; but through the temptation of Satan, man transgressed the command of God, and fell from his original holiness and righteousness; whereby his posterity inherits a nature corrupt and wholly opposed to God and His law, are under condemnation, and as soon as they are capable of moral action, become actual transgressors.

•**THE MEDIATOR:** Jesus Christ, the only begotten Son of God, is the divinely appointed mediator between God and man. Having taken upon Himself human nature, yet without sin, He perfectly fulfilled the law, suffered, and died upon the cross for the salvation of sinners. He was buried, and rose again the third day, and ascended to His Father, at whose right hand He ever liveth to make intercession for His people. He is the only Mediator, the Prophet, Priest, and King of the Church, and Sovereign of the universe.

•**REGENERATION:** Regeneration is a change of heart, wrought by the Holy Spirit, who quickeneth the dead in trespasses and sins, enlightening their minds spiritually and savingly to understand the Word of God, and renewing their whole nature, so that they love and practice holiness. It is a work of God's free and special grace alone.

•**REPENTANCE:** Repentance is an evangelical grace, wherein a person being, by the Holy Spirit, made sensible of the manifold evil of his sin, humbleth himself for it, with godly sorrow, detestation of it, and self abhorrence, with a purpose and endeavor to walk with God so as to please Him in all things.

•**FAITH:** Saving faith is the belief, on God's authority, of whatsoever is revealed in His Word concerning Christ; accepting and resting upon Him alone for justification, sanctification, and eternal life. It is wrought in the heart by the Holy Spirit, and is accompanied by all other saving graces, and leads to a life of holiness.

•**JUSTIFICATION:** Justification is God's gracious and full acquittal of sinners, who believe in Christ, from all sin, through the satisfaction that Christ has made; not for anything wrought in them or done by them; but on account of the obedience and satisfaction of Christ, receiving and resting on Him and His righteousness by faith.

•**SANCTIFICATION:** Those who have been regenerated are also sanctified, by God's Word and Spirit dwelling in them. This sanctification is progressive through the supply of Divine strength, which all the saints seek to obtain, pressing after a heavenly life in cordial obedience to all Christ's commands.

•**PERSEVERANCE OF THE SAINTS:** Those whom God hath accepted in the Beloved, and sanctified by His Spirit, will never totally nor finally fall away from the state of grace, but shall certainly persevere to the end; and though they may fall, through neglect and temptation, into sin, whereby they grieve the Spirit, impair their graces and comforts, bring reproach on the Church, and temporal judgments on themselves, yet they shall be renewed again unto repentance, and be kept by the power of God through faith unto salvation.

•**THE CHURCH:** The Lord Jesus is the Head of the church, which is composed of all His true disciples, and in Him is invested supremely all power for its government. According to His commandments, Christians are to unite with local churches; and to each of these churches He hath given needful authority for administering that order, discipline and worship which He hath appointed. The regular officers of a church are Pastors and Deacons.

•**BAPTISM:** Baptism is an ordinance of the Lord Jesus, obligatory upon every believer wherein he is immersed in water in the name of the Father, and of the Son, and of the Holy Spirit, as a sign of his fellowship with the death and resurrection of Christ, of remission of sins, and of giving himself up to God, to live and walk in newness of life. It is a prerequisite to church membership and to participation in the Lord's Supper.

•**THE LORD'S SUPPER:** The Lord's Supper is an ordinance of Jesus Christ, to be administered with the elements of bread and the cup, and to be observed by His churches till the end of the world. It is in no sense a sacrifice, but is designed to commemorate His death, to confirm the faith and other graces of Christians, and to be a bond, pledge, and renewal of their communion with Him and of their church fellowship.

•**THE LORD'S DAY:** The Lord's Day is a Christian institution for regular observance, and should be employed in exercises of worship and spiritual devotion, both public and private, resting from worldly employments, works of necessity and mercy only accepted.

•**LIBERTY OF CONSCIENCE:** God alone is Lord of the conscience; and He hath left it free from the doctrines and commandments of men, which are in anything contrary to His Word, or not contained in it. Civil magistrates being ordained of God, subjection in all lawful things commanded by them ought to be yielded by us in the Lord, not only for wrath, but also for conscience sake.

•**THE RESURRECTION:** The bodies of men after death return to dust, but their spirits return immediately to God; the righteous to rest with Him; the wicked, to be reserved under darkness to the judgment. At the last day, the bodies of all the dead, both just and unjust, will be raised.

•**THE JUDGMENT:** God hath appointed a day, wherein He will judge the whole world by Jesus Christ, when every one shall receive according to his deeds; the wicked shall go away into everlasting punishment; the righteous into everlasting life.

It is understood that this brief statement of faith is in general agreement with the Baptist Faith and Message adopted by the Southern Baptist Convention on May 9, 1963.

1.4 Basic Beliefs

In accordance with the foundations laid by our Philosophy and Statement of Faith, WE BELIEVE THAT:

- every student is unique intellectually, emotionally, socially and spiritually.
- every student can be successful within the framework of individual needs.
- every student should have the opportunity to explore areas of interest.
- every student should utilize a variety of methods and teaching styles.
- every student should emphasize basic skills as well as exploratory study in academics and fine arts.
- every student can be successful in evangelism, discipleship, ministry, worship and fellowship.
- the development of self-discipline should be the shared responsibility of school, home and the student.

1.5 Nondiscriminatory Policy

Emmanuel Christian School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or available to students at the school. It does not discriminate on the basis of race, color national ethnic origin, or gender in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs. All admitted and qualified applicants will be granted all the rights and privileges to school programs and activities that are available to other qualified students enrolled in the school. Emmanuel will not admit any applicant whose educational needs cannot be adequately met, as determined by the school, and its existing educational program and/or its facilities. Additionally, Emanuel Christian School reserves the right to deny admittance to students or families who do not comply with or meet the necessary Christian pre-requisites for admission on the basis of Emmanuel Christian Lower School's distinctly discipleship ministry.

II. School Hours/Schedules

2.1 Hours and Schedules

Lower School Class hours are: 8:00 AM – 2:50 PM

School Office hours are: 7:45 AM – 4:00 PM

2.2 Lower School Schedule

For students who must be dropped off before 7:30, a Before Care option is available for an additional charge. Students arriving at 7:30 must report directly to the gym through the security doors and wait to be escorted to class by the student's teacher. Students arriving after 8:00 must enter through the main entrance and sign in at the School Office.

Administration retains the right to modify schedules to meet school, student and state requirements.

2.2.1 Normal School Day Schedule

6:30 AM – 7:30 AM	Before Care
7:30 AM – 7:50 AM	Normal Morning Drop-off
7:50 AM	Students escorted to classrooms
8:00 AM – 2:50 PM	Classes
2:50 PM	Dismissal
3:15 PM	Students off campus for the day
3:15-6:00 PM	After Care

2.2.2 Half Day Schedule

Classes will begin at 8:00 AM and end at 12:00 PM (noon). This means there will be no second session for Pre-K3, Pre-K4 and there will be no After Care.

2.2.3 Two Hour Delay Schedule

Elementary School classes begin at 10:00 AM. Students must be in the gym at 9:50 AM. For Pre-K3-K5, a two hour delay will cause classes to begin at 10:00 and end at 12:00 for the morning classes. Afternoon classes for Pre-K3 and Pre-K4 will be delayed to 12:30 and end at the regularly scheduled time.

III. Regulations for Health, Safety, and Welfare

3.1 Student Emergency Information

It is important that parents inform the Lower School Office of any of the following information changes by filling out a "Database Information Form" available in the Lower School Office and on the ECLS website. It is imperative that the following information is always current:

- Home address
- Home telephone number
- Cell phone numbers
- Employment telephone numbers for parents or guardian
- Email addresses
- Persons to notify in the event of an emergency when parent(s)/ guardian(s) cannot be reached

3.2 Emergency and Inclement Weather Closings

Emmanuel Christian Lower School (ECLS) generally follows the Prince William County Public School procedures for delays and school closings due to weather emergencies. Please note the following:

- If Prince William County Public Schools open late, Emmanuel follows the County's late opening.
- If Prince William County Public Schools have a delayed opening when ECLS has a scheduled half day, ECLS will be closed.
- If Prince William County Public School System is closing early due to inclement weather conditions, ECLS, Emmanuel Christian Extended Care (ECEC) and Emmanuel Christian After Care (ECAC) will close early as well. Parents are required to pick up students in order to release the staff as early as possible.
- Late arrival due to hazardous driving conditions will be treated appropriately.
- In the event of a school evacuation students will need to be picked up at Emmanuel Christian School's Upper School building located across the parking lot at 8302 Spruce Street., unless another location is announced.
- Closings will be announced. Check the school's website, www.ecsflames.org, NBC4.com, NBC 4 (TV) and WTOP 103.5 (radio) as sources of information. ECLS is also listed with a closing notification service, School's Out: www.schoolsout.com. You can receive free emails for closings after enrolling with them, or for a small fee receive expanded notifications. (ECLS receives no fees or kickbacks from your enrollment)

3.3 Emergency Drills

Fire drills are scheduled throughout the year, signaled by a continuous ringing of the bell. When this bell signal sounds, teachers and students are to walk out quickly and quietly and wait for the

signal to return to class. The faculty will give instructions during the first days of school concerning fire drills. Disaster drills are held twice a year and follow Prince William County guidelines. Guidelines are posted in individual classrooms.

3.4 Emergency Care

•Clinic: A clinic is available for students who are not feeling well and for those who need minor first aid. When it is determined that a student has a fever above 100 degrees Fahrenheit, or is not otherwise able to return to class, the parents/guardians, or designated alternates, will be called by the school office and requested to transport the child home. School employees, not students, must make the telephone call to the parents/guardians/alternates. Parents/guardians must identify to the school, and make arrangements with, a relative, friend, or neighbor as an alternate(s) to transport ill students home or otherwise when students must leave school early.

•Serious Injury/Illnesses: If a student is injured in a manner that requires more than minor first aid or if illness symptoms are severe in nature (chest pains, difficulty breathing, unconsciousness, etc.), the school nurse, Administration, or designated senior faculty member will call 911 to obtain professional emergency services. The parents/guardians will be notified immediately. At all times the safety and well-being of the child will take first priority.

•Health Insurance: Emmanuel Christian School *does not* provide health/accident insurance for its students. Parents/guardians are responsible for any health expenses incurred by their child(ren), including doctor's office visits, emergency room and/or other hospital services, and emergency transportation. Parents/guardians must inform, and keep current, the school regarding their health insurance and primary physicians in case of health emergencies.

3.5 Health Room Policies

•Health Records: Emmanuel Christian School students must have a health record on file in the appropriate school office showing proof of immunization. All K5 students must submit, as a prerequisite for enrollment in K5, updated immunization records that document completion of those immunizations required after their 4th birthday. All students entering K5, and all new students entering grades 1-5, must furnish Emmanuel with a report of a comprehensive physical exam by a licensed physician that was conducted within the twelve months prior to the date of the student's enrollment in Emmanuel.

•Communicable Diseases: Emmanuel Christian School desires to maintain a healthy school environment by instituting alerts that are designed to prevent the spread of communicable diseases. The term "communicable disease" means an illness that arises as a result of a specific infectious agent, which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons. A teacher or school official that has reason to suspect that a student or school employee has a communicable disease will immediately notify the School Office of the suspicion.

School officials will follow guidelines established by the Virginia Department of Health, Office of Epidemiology, in defining communicable diseases, identifying symptoms, reporting occurrences, and determining when exclusion from school attendance is necessary. A school official will report immediately to the local Department of Health the presence or suspected presence in Emmanuel of students or school employees who have common symptoms suggesting an epidemic or outbreak possibility.

Any student or school employee with a communicable disease for which immunization is required by law or is otherwise available, will be temporarily excluded from school while ill and during recognized periods of communicability. Students and school employees with a communicable disease for which immunization is not available will be excluded from school until a physician certifies that they can safely return to school. If the nature of the disease and circumstances warrant, Emmanuel may require an independent physician's examination of the student or school employee to verify the diagnosis of a communicable disease and/or cure from such disease. Emmanuel reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to limit the spread of communicable diseases within the school.

•**Medications:** Prescription medications are to be administered by the classroom teacher in Kindergarten through the 5th grade. The original medication containers must be clearly marked with the student's name, doctor's name, and name of medication, dosage, and time of dosage. A form must be filled out by a parent/guardian in the School Office before medication can be administered to his/her student. Neither the School Office nor the school staff provides non-prescription medications such as aspirin, Tylenol, etc.

3.6 Care of School Facilities

Students are expected to be good stewards concerning our school facilities. Students who notice that something is broken or in need of repair are expected to report the issue to their teacher or the School Secretary. Littering is prohibited. All trash should be disposed of in garbage cans. **Chewing gum is not permitted on campus at any time, including before or after school** (\$15.00 fine).

3.7 Lost & Found

The school is not responsible for any personal property left in the buildings or on the premises. All sweaters, coats, hats, etc. should be well marked with the name and grade of the student. A Lost and Found area will be maintained. Unclaimed articles are to be brought to the School Office. Items are kept for a period of approximately 30 days. Items left after this time will be donated to charities.

IV. Home/School Communication

4.1 School Office

The Lower School Office is located off the main Emmanuel Baptist Church entrance through the door to the left. While visitors are always welcome, appointments with Administration should be made in advance through the School Secretary at: (703) 369-3950.

4.2 Telephone - usage of school phones

The school phones are business phones and may be used only for emergency calls. Students requesting to use the phone must present a valid reason and have a signed note from their teacher.

4.3 Contacting Teachers

Teachers may be contacted through RenWeb, e-mail or by telephone. Should an emergency arise, staff will assist parents in reaching a teacher. In addition, parents may contact a teacher by sending in a note. We request that you do not contact teachers at home unless given permission by the individual teacher. Additionally, please respect the teacher's morning and evening time per item 4.5.

4.4 Classroom Visitation

Parents are welcome to visit classes at any time. Please report to the School Office off the main EBC entrance through the door to the left to sign in and receive your visitor's pass. For security reasons, any unescorted visitors in the hallways without a visible visitor's pass will be escorted to the main office.

4.5 Conferences

ECLS encourages the active participation of parents in the educational lives of their students. However, we do request that prior arrangements be made to obtain time to speak with teachers. In particular, please refrain from initiating impromptu meetings with teachers before or after school in order to allow teachers to prepare for class or perform other assigned duties. Attempts to meet unannounced may disrupt the teacher's attention from both your child and others, creating undesirable results.

4.6 Conflict Resolution

Parents or students wishing to express a concern or complaint should go first to the person directly involved. This process is in accordance with the principles of restoration found in Matthew 18, which says: "If your brother sins against you, go and show him his fault, just between the two of you." (Mt 18:15)

If the problem is not resolved at this level, a conference should be arranged with the appropriate teacher and administrator.

4.7 Friday Folders

Students will bring home a folder each Friday with the work from the previous week. Teachers will also include information about upcoming class and school events in this folder. Parents should take the time to go over the work with their young people. Contact individual teachers concerning the updating of class grades and assignments.

4.8 RenWeb

The primary means of communication between teachers and parents is RenWeb. This system provides virtual real time information that may be of value to you. Student's grades are available on RenWeb and teachers are expected to update this resource weekly, no later than 4 PM on Fridays. Information and instructions on how to use this ECS system will be provided by separate communication and at Back-to-School Night. Contact individual teachers concerning the updating of class grades and assignments.

4.9 Headmaster Communications

It is the intent of Administration to communicate clearly and often to the community. There is little more harmful to an organization the size of ECLS than rumor. Additionally, the all-too-human “rumor mill” too often creates an inaccurate picture of actual events. In an attempt to limit this tendency, Administration will attempt to over-communicate rather than under-communicate. Accordingly, throughout the year the Headmaster will communicate to the parent community at large and in specific groups. These will be conducted through one or more of the following means:

- RenWeb “blast” e-mails
- Traditional mailings
- Newsletters
- ECS webpage postings (www.ecsflames.org)
- Grade level “Coffees”
- Town Hall meetings.

For more individualized needs, parents may contact the School Secretary at (703) 369-3950 to coordinate private meetings with the Headmaster. Please be patient in scheduling these, as there is only one Administrator, which means the schedule has few routine openings and appointments may be overcome by emergency or pressing school business. Regrettably, walk-in appointments cannot normally be accommodated.

V. Attendance Policies

5.1 Attendance

Students are expected to attend school each day and be on time for classes, except in cases of emergency. Effective learning requires class attendance. Accordingly, the following parameters are established to ensure the student is prepared for subsequent academic challenges:

5.2 Absence from School

Follow these procedures if an absence occurs:

- A note from the parent/guardian is necessary for any absence. The note is required the day the student returns to school.
- A physician's note is required for any absence of three (3) or more consecutive days due to illness.
- Notes for absences must be presented to the School Office.
- The School Secretary will verify notes documenting absences, tardiness, and early departures. All notes must include the following information: student name, grade, date(s) of absence, reason for absence, parent/guardian work and home numbers, parent/guardian signature.
- There are five (5) reasons for school absences which are recognized: personal illness/quarantine, death in the family, professional services in connection with student health and welfare, family emergency, and necessary absences approved in advance by Administration. Absences for vacations are not recognized as a valid reason and are *strongly discouraged* and could impact student grades.
- If a student is absent twenty (20) days in the school year, automatic retention in grade will be recommended for the next school year due to the loss of academic knowledge.

5.3 Truancy

A student who is absent from school without lawful cause is considered truant. Truancy (illegal absence from school) and cutting class are serious infractions and will result in immediate disciplinary actions.

5.4 Pre-Arranged Absences

If parents plan for a student to be absent in advance, the parent/guardian is expected to ***notify the School Secretary at least five (5) days in advance***. Notification should include the reason for the absence (i.e.: doctor's visit, etc.). Every effort should be made to schedule appointments before or after the school day.

It is then the parent/student's responsibility to approach their teachers concerning missed work and submit the assignments or make necessary arrangements for missed quizzes and tests *before* the day of absence.

Prolonged pre-arranged absences require permission from Administration.

5.5 Late Arrival/Tardiness

It is crucial for parents to get their child to school on time. When a student misses the beginning activities and lessons it disrupts learning. The student is expected to be in the classroom and seated, so as not to be counted tardy.

If the student arrives late (after 8:15), they are to go directly to the School Office at the EBC main entrance to sign in. If your child is coming to school late, please have your child bring a note giving the reason for being tardy, though there is no differentiation of excused versus unexcused.

Upon checking in at the School Office, the student will receive a pass. The student is responsible to show the pass to the teacher and turn in any homework.

The number of tardies/absences will be reviewed at each progress point. Four (4) tardies equal one (1) absence. Remember that twenty (20) absences or equivalent will result in recommendation for retention in grade.

5.6 Early Departure

For security and safety reasons, students may not be excused without a note written and signed by the parent/guardian. In case of emergency, when three days notice cannot be given, notes for early departure from school must be received in the School Office by 8:30 AM that morning. Upon leaving and returning, the parent must sign in at the receptionist desk. Students must enter and exit through the main entrance.

VI. School Policies

All policies are subject to change by actions of the Board of Education and/or Administration. Any changes, additions or deletions will be promulgated as required. It is the responsibility of the students and parents to annotate published changes to ensure the policies delineated within their copy of the *Student & Parent Handbook* are the most current.

6.1 School Dress Code

It is the desire of Emmanuel Christian School to do all things in a manner that will please and honor the Lord. We recognize that true Christianity is a matter of the heart, and not the outward appearance. However, it is true that the appearance is important. Peter correctly identifies the Christian perspective on attire when he states that beauty should not be based on what we wear, but on “the hidden man of the heart...even the ornament of a meek and quiet spirit.” By our dress and actions we represent the feelings and thoughts of our hearts, therefore our clothing and the way we wear it should represent our desire to please God and honor Him. As with other school rules, the Administration expects students to comply with a spirit of cheerful obedience as Peter describes in I Peter 2:13-15: “Submit yourselves to every ordinance of man for the Lord's sake: whether it be to the king, as supreme; or unto governors, as unto them that are sent by him for the punishment of evildoers, and for the praise of them that do well. For so is the will of God, that with well doing ye may put to silence the ignorance of foolish men.”

All students will follow the school dress code unless otherwise specified by the Administration. Teachers are to check their students' clothing each morning. The teacher that identifies the dress code violation will discipline the student who is not dressed appropriately. The first time a student is not within the dress code guidelines, the parents will be notified explaining the nature of the violations. In the event a student comes to school without proper attire, but with a note of explanation from a parent, the student will be sent to the office with the note before attending classes. **Final authority for judgment calls rests with Administration.**

Student clothing must meet the following standards: it must be conservative, neat, clean, pressed, and modest. Clothes that are severely faded, dirty, torn, immodest, or in any other way present a disheveled appearance are not permitted. Shoes must be clean. For Lower School students, when weather calls for outer garments, each garment must be labeled with the student's name. When dressed for school, a student is to wear it properly at all times, including before and after the academic day. Students are required to be in school dress until given permission to change, unless other attire has been approved in advance. The Administration will designate proper dress for special event and activity days.

As for all functions, Emmanuel Christian School Administration reserves the right to determine the appropriateness of all attire at school and any school sponsored or endorsed functions.

School Dress Code (continued)

CLOTHING

PK3 – 6th Grade: Students are to enter school in dress code and remain in dress code until given permission to change. Only all-white long or short sleeved t-shirts or turtlenecks without ornamentation may be worn under dress code shirts. Note that the intent of this rule is not to allow long sleeve shirts under short sleeve dress code shirts, but to allow the student the option to wear long sleeve shirts under long sleeve dress code shirts.

6.1.1 NON-CHAPEL DRESS

6.1.1.1 GIRLS PK3 – 6th Grade:

Shirt: Collared shirt tucked in at all times and buttoned no lower than 3 fingers below the collarbone. Polo shirts are acceptable. No sleeveless shirts. Only very small logos are permitted on shirts. No screen prints are permitted. All-white long or short sleeved t-shirts or turtlenecks without ornamentation may be worn under dress code shirts. Again, note that the intent of this rule is not to allow long sleeve shirts under short sleeve dress code shirts, but to allow the student the option to wear long sleeve shirts under long sleeve dress code shirts.

Sweatshirt: Only ECS sweatshirt (available through ECLS store) may be worn over collared shirt. No hooded (hoodie) sweatshirts.

Sweater: Must be worn over collared shirt. No screen prints or text permitted on sweaters. Sweaters may not have hoods, and must come down to at least the beltline.

Jumpers: Lands End or Dress Code Store navy, khaki or ECLS plaid jumper. ECLS plaid is only available at the Dress Code Store. The plaid order number is 42. The length for jumpers shall be no shorter than the top of the knee, and MUST brush the floor when kneeling. Jumpers are available in tall if needed. It is mandatory that navy or black bike shorts be worn under the jumper (unless wearing leggings).

Skirts: Dress Code Store box-pleated navy skirt for 4th and 5th grade only. The skirt MUST brush the floor when kneeling. Skirts are available in tall if needed. It is mandatory that navy or black bike shorts be worn under the skirts.

Slacks: Navy or khaki pants. No cargo style or carpenter style pants or any pants with patch pockets. No denim. Corduroy is acceptable. Pants must be of conservative fit. No tight or baggy pants.

Shorts: Khaki or navy knee-length, Bermuda style shorts may be worn in August through October and April through June. Shorts with belt loops must be worn with a belt. No cargo style or carpenter style shorts. No denim. Shorts must be of conservative fit. No tight or baggy shorts.

Capris: Khaki or navy capris may be worn in August through October and April through June. Capris with belt loops must be worn with a belt. No cargo style or carpenter style capris. No jeans style grommets or patch pockets. No denim. Capris must be of conservative fit. No tight

or baggy capris.

Skorts: Navy or khaki skorts. The length for skorts shall be no shorter than the top of the knee, and MUST brush the floor when kneeling.

Belts: Plain canvas or leather belts are required when clothing has belt loops. No text on belts, and no symbols or text on belt buckles.

Hosiery: Tights or socks must be worn with shoes at all times. Socks must come past the top of the shoe line so that they are clearly visible. Leggings may be worn under jumpers.

Shoes: No clogs, open toed shoes, flip-flops, sports sandals or boots. Heels may not exceed 1-inch in height. No heellies. No slip-on style shoes for K3-3rd Grade.

6.1.1.2 BOYS PK3-6th Grade:

Shirts: Collared shirt tucked in at all times and buttoned no lower than 3 fingers below the collarbone. Polo shirts are acceptable. No sleeveless shirts. Only very small logos are permitted on shirts. No screen prints are permitted. All-white long or short sleeved t-shirts or turtlenecks without ornamentation may be worn under dress code shirts. Again, note that the intent of this rule is not to allow long sleeve shirts under short sleeve dress code shirts, but to allow the student the option to wear long sleeve shirts under long sleeve dress code shirts.

Sweater: Must be worn over collared shirt. No screen prints or text permitted on sweaters.

Sweatshirt: Only ECS sweatshirt (available through ECLS store) may be worn over collared shirt. No hooded (hoodie) sweatshirts.

Slacks: Navy or khaki pants. No cargo style or carpenter style pants. No jeans style grommets or patch pockets. No denim. Corduroys are acceptable. Pants must be of conservative fit. No tight or baggy pants. No undergarments showing.

Shorts: Navy or khaki knee-length, Bermuda style shorts may be worn in August through October and April through June. Shorts with belt loops must be worn with a belt. No cargo style or carpenter style shorts. No jeans style grommets or patch pockets. No denim. Shorts must be of conservative fit. No tight or baggy shorts. No undergarments showing.

Belts: Canvas or leather belts are required when clothing has belt loops. No text on belts. No symbols or text on belt buckles. No chains, metal studs, or other ornamentation on belts.

Socks: Socks must be worn with shoes at all times. Socks must be visible past the top of the shoe line.

Shoes: No clogs, open toed shoes, flip-flops, sports sandals or boots. No heellies. No slip-on style shoes for K3-3rd Grade.

6.1.2 CHAPEL DRESS

6.1.2.1 GIRLS PK3 – 3rd Grade:

Shirt: Emmanuel Christian School logo blue polo shirt.

Jumper: Normal dress code slacks and skirts in navy blue or khaki. If wearing skirts, Lands End or Dress Code Store navy “uniform chino jumper”. It is mandatory that navy or black bike shorts be worn under the skirt (except when leggings are worn).

Hosiery: Knee-hi socks or tights in navy or white, or navy or white leggings.

Shoes: Black, navy, or brown dress shoes cut below the anklebone. Heels may not exceed 1 inch in height. No open toed or slip-on style shoes. No boots, flip-flops, sports sandals, or heeled shoes. Navy, black, or brown athletic shoes may be worn.

Cardigan: Lands End or Dress Code Store navy or white crew neck or button-up cardigan may be worn over shirt on chapel days but is not required.

6.1.2.2 GIRLS 4th – 6th Grades:

Shirt: Emmanuel Christian School logo blue polo shirt.

Skirt: Normal dress code slacks and skirts in navy blue or khaki. If wearing skirts, Lands End or Dress Code Store navy “uniform chino jumper”. It is mandatory that navy or black bike shorts be worn under the skirt (except when leggings are worn). Skirts MUST brush the floor when kneeling. Skirts are available in tall if needed. It is mandatory that navy or black bike shorts be worn under the skirt (except when leggings are worn).

Hosiery: Knee-hi socks or tights in navy or white, or navy or white leggings.

Shoes: Black, navy or brown dress shoes cut below the anklebone. Heels may not exceed 1 inch in height. No clogs or open toed shoes. No boots, flip-flops or sports sandals. Navy, black, or brown athletic shoes may be worn.

Cardigan: Plain navy or white sweater vest, or navy or white crew neck or button-up cardigan may be worn over shirt on chapel days but is not required.

6.1.2.3 BOYS PK3 – 6th Grade

Shirt: Emmanuel Christian School logo blue polo shirt.

Slacks: Lands End or Dress Code Store khaki chino pleated or flat front.

Belt: Black or brown dress belt.

Socks: Dress black or brown. Socks must come past top of the shoe line so that they are clearly visible.

Shoes: Dress black or brown cut below the anklebone. Brown or black athletic shoes may be worn. No boots, flip-flops or sports sandals.

Cardigan: Lands End or Dress Code Store navy blue sweater vest may be worn over oxford on chapel days but is not required.

6.1.3 JEWELRY

Heavy, large jewelry is not to be worn. Jewelry with Christian symbols may be worn. No tattoos.

6.1.3.1 GIRLS:

Girls may wear watches, finger rings, bracelets, ankle bracelets, necklaces, and earrings (no more than one per ear, earring must be in the earlobe). No other visible body piercing is allowed. PK3-6th Grade – the only earrings accepted are small posts.

6.1.3.2 BOYS:

Boys may wear watches, bracelets, finger rings, and necklaces only. Jewelry that requires piercing is not to be worn.

6.1.4 COSMETICS:

6.1.4.1 GIRLS PK3 – 6th Grade

Wearing makeup is not allowed. Neutral tone lip-gloss and neutral tone fingernail polish is permitted.

6.1.4.2 BOYS (ALL GRADES):

Cosmetics are not allowed. Elementary boys are encouraged to wear deodorant.

6.1.4. HAIR AND HATS

Students will keep their hair neat and clean and well-groomed, and in traditional styles. Hats are not to be worn while in school attire.

6.1.4.1 GIRLS:

Hair must be well-maintained and in traditional colors. Length in front should not hamper vision.

6.1.4.2 BOYS:

The minimum acceptable standard for haircuts is as follows: The length of hair, when combed down, is off the collar in back and off the eyebrows in front with the bottom of the ear plainly showing. Sideburns are not to extend below the bottom of the ear. No facial hair is allowed –

boys must always be clean-shaven. Dying of hair is not acceptable.

6.1.5 COLD-WEATHER WEAR

No screen-prints or text permitted on any outerwear, including sweaters, sweatshirts, hoodies, jackets, coats, pullovers, and windbreakers. Athletes may wear warm-ups when approved by the Administration. Outerwear may not be worn in the classroom - or in the hallways after the first academic period. Outerwear must not be torn or dirty. Only ECLS sweatshirts may be worn over collared shirts on appropriate days.

6.1.6. DRESS-DOWN OR NON-UNIFORM DAYS

On Administration approved dress-down days, clothing other than the approved ECS clothing is permitted, but all other dress code guidelines related to hats, hair, cosmetics, jewelry, footwear and cold-weather wear will remain in force. Clothing must remain modest and fit without being overly loose or tight. Clothing must not be torn, dirty, or be sleeveless, backless or expose the stomach in any way. As always, final authority for judgment calls rests with Administration.

6.1.7. SPECIAL EVENT ACTIVITIES

Administration will designate proper dress for special events and activity days. All guidelines related to hats, hair, cosmetics, jewelry, footwear, and cold-weather wear, unless otherwise stated, will remain in force.

6.1.8. DRESS CODE FOR AFTER SCHOOL EVENTS

It is important that school sponsored and sanctioned events that take place after normal school hours reflect the mission of the school. Dress code compliance at these events helps reflect our desire at Emmanuel Christian School to do all things in a manner that will please and honor the Lord. Dress code compliance at after school events is on the honor system. The students' parents are to exercise good judgment in what their child wears and how they wear it. In case of any gross violations of dress code at an after school event (such as immodest, tight, overly loose or revealing clothing, or inappropriate logos or printing) the student will be asked to leave the event.

6.1.8.1. GIRLS:

Dresses, skirts, slacks, jeans, capris or fingertip-length shorts may be worn. Dress and skirt lengths must brush the floor when kneeling. Jeans or slacks should have a neat, clean, well-fitting appearance. No pants should be frayed, have holes, or be split at the bottom of the leg. Neither should they sag, bag, or drag on the floor. Shirts must be loose fitting and stay within modest dress standards. No shirt should be form-fitting to the young lady. Low necklines, exposed backs, exposed shoulders (no tank tops or spaghetti straps), and exposed midriffs are not allowed. Shirts should not advertise any offensive brands or products. Shoes must be worn at all times, should be clean, and laces should be tied. Sandals may be worn, but no flip-flops (aka "shower shoes").

6.1.8.2. BOYS:

Boys should wear slacks, straight, narrow-legged, or relaxed fit jeans, or fingertip length Bermuda style or athletic shorts. No pants should be frayed, have holes, or be split at the bottom of the leg. Pants should not sag, bag, nor drag on the floor. Shirts are to present a well-groomed appearance at all times. Sleeve length must be such that the whole hand is visible. Shirts should not advertise any offensive brands or products. Shoes must be worn at all times, should be clean, and laces should be tied. Sandals may be worn, but no flip-flops (aka “shower shoes”).

*****PLEASE NOTE: The Emmanuel Christian School Board of Education is reviewing the Dress Code Policy as delineated above and will most likely make significant changes for the 2010-2011 school year in an attempt to streamline the policy for all concerned. Do not make decisions for the 2010-2011 school year based upon this 2009-2010 policy.***

6.2 Transportation

Parents are responsible for the transportation of their children to and from ECS. Parents are encouraged to form carpools with other families. The office will provide a listing of families by zip code. Parents are responsible for transportation.

6.3 Parking Lot Regulations

For the safety of students, faculty and staff that must move from building to building, parking lot safety is of paramount importance. Accordingly, Prince William County Police have been requested to routinely monitor driving in and around the church and school property and its adjacent roads. The message to every one driving in the vicinity of the school is: drive cautiously, alertly and within the strictest interpretation of traffic laws.

6.4 Visitors

All family members and visitors must obtain a pass from the School Office (EBC main entrance) upon entering the school. Students may **NOT** bring friends to school. Student visitors are only allowed through the Admissions Office in conjunction with the admissions process.

6.5 Lunch

A hot lunch program is available that offers two entrée choices as well as several side dishes, fruits, desserts and snacks each day. The menu choices will be published and provided separately. Parents are requested to place money into student lunch accounts to speed the service process. Students will be provided a code key which will be used to charge their selections against the pre-paid account.

Alternatively, students may bring sack lunches during their lunch period. Microwaves are available for student use.

As determined and approved by the Headmaster and approved by applicable parents, members of the Senior Class may receive permission for off-campus lunch periods. In general, Senior “off-campus lunch” will be allowed on Fridays, but may be made available more often to honor the Senior Class for displaying admirable character and leadership for the Student Body.

6.6 Field Trips

Field trips are taken periodically in conjunction with different classes. Advance notice is sent home with the student and permission slips must be signed and returned to the teacher. Students who do not bring permission slips will **not** be permitted to attend school that day. Parents may be asked to help chaperone field trips.

6.7 Co-curricular Activities

Students must be in school by 10:00 AM and through the remainder of the scheduled day to participate in school-sponsored activities scheduled for that day or evening unless the Administrator grants prior permission.

6.8 Extended, Before and After Care

Additional supervised care opportunities are made available as consideration for the convenience of parents. Before Care service is available from 6:30 AM to 7:45 AM. Extended Care is available either before or after PK or K5 during normal school hours. After Care is available for students between the hours of 3:15 PM and 6 PM who can not be picked up immediately after school, those who have completed an after school activity before 6 PM or those waiting to attend an after school event scheduled after 6 PM. Charges for these services may be addressed through tuition payments of hourly charges. This is a supervised service that helps ECLS know the whereabouts of any child in the building after hours and is designed to help ensure your child's safety! **Because this is a safety issue, full compliance is expected.**

As an additional safety precaution for your child, parents must come into the building to pick up the student. Students will not be released alone to meet a parent at the door. No student will be released to any other individual unless prior written permission of the parent or guardian is submitted to the School Office in advance. Students can not be released in response to a phone request.

It is extremely important that parents adhere to posted hours so care-givers may begin preparations for the next school day. To encourage the timely pickup of students, a late charge will be added to the student's account if they are still in After Care after 6:05 PM (includes a 5 minute grace period). After 6:05 the late fee is one (\$1) dollar per minute or any fraction thereof.

6.9 Chapel

Chapel services are held weekly. Chapels are a special time to praise the Lord through song, Scripture, and drama. Attendance is required. Students are expected to be reverent, attentive and respectful. During the year, each class will take part in presenting a chapel service.

Emmanuel Christian School views the Chapel experience as a vital part of its mission to teach and reinforce values that prepare children for life as Christian servant-leaders, build Christian character, instill biblical wisdom, develop ideals of service above self, and prepare students for a lifestyle that honors God, in order to impact the world for Christ for eternity. In other words, it is a cornerstone of ECLS' efforts to educate for eternal purposes. Parents are invited to attend.

6.10 Fundraisers and Sales

Fundraising activities are conducted throughout the year to supplement the academic, athletic and co-curricular programs of ECS. These events are extremely important, as tuition and fees increasingly fall short of covering the actual expenses incurred in providing students the widest range of opportunities and activities for a liberal arts education. Parents and students are urged to support these events with their time as well as financial wherewithal.

Students are only permitted to sell items at school which are directly related to school sponsored activities and approved by Administration. Students and parents are encouraged to join in and support school sponsored fundraisers.

6.11 Computers and Internet

Access to computer, network, Internet equipment and software at Emmanuel Christian School offers students an almost unlimited source of resources and information to support their educational development. Under staff supervision and in designated locations, students will have the privilege of searching the Internet for expert resources and participating in various distance-learning activities. But with the use of these powerful tools comes great responsibility. **Access to these resources is a privilege, not a right.**

Students are advised that some Internet sites may contain offensive or inappropriate information, messages, and pictures for an educational setting. Emmanuel Christian School does not condone or permit the use of such material. ECS has filters and firewalls in place to provide protection, unfortunately purveyors of inappropriate material are constantly developing ways to thwart reasonable filters. We are highly proactive, but some materials can slip through. Therefore, access to the Internet is granted only on the condition that a student agrees to be accountable for appropriate use of these resources. In addition to all information and technology security policies, guidelines, and procedures that govern computer and network use at ECS, the following statements guide acceptable use of Internet resources by all lower school students:

- Computer use at ECS is for bona fide faculty and student academic or school related activities ONLY, as determined by the IT Director.
- Students may not use equipment or facilities in a way that is inconsistent with the general rules of conduct that govern student behavior at Emmanuel Christian School.
- Students may not damage or mistreat equipment or facilities under any circumstances.
- No student is to use ECS computers before or after school unless under the direct supervision of the appropriate supervisor (e.g., network technician, technology instructor/teacher, or librarian). Any exceptions must be approved in writing by the IT Director.
- Students may not intentionally waste computer resources.
- Students may not bring food and/or drink into any computer systems area (e.g., computer lab or library). Any damages incurred to computer systems due to such actions may result in ECS seeking restitution from the student.
- Students may not employ the network for personal financial gain or commercial purposes.
- Use of any computer game, except those legally licensed to and authorized by ECS for educational purposes, is strictly forbidden.
- Students may not use ECS resources to access and/or bid on any Internet auction site (i.e., e-bay, etc.).
- Students may not access, use, upload or download, or otherwise connect to any site such as myspace.com, YouTube, FaceBook, or any other social networking or blog sites, or use instant

messaging on ECS computers.

- Students may not violate regulations prescribed by the network provider.
- Students may not engage in practices that threaten the integrity of the network (e.g., knowingly download files that contain a virus).
- Students may not write, use, send, download, or display obscene, threatening, harassing, or otherwise offensive messages or pictures, including pornography.
- Students may not use the equipment or network for any illegal activities, including the violation of copyright laws and/or software piracy.
- Students may not load or copy any software or other programs to or from organizational equipment other than required for a computer class and with the guidance of the technology teacher.
- Students may not use anyone else's password, nor may they share their password with others.
- Students may not stream audio or video using ECS computers unless in conjunction with the authorized technology curriculum.
- Students may not share or trespass into or in any way alter anyone else's folders, documents, or files.
- Students may not disclose anyone's personal information (e.g., address, phone number, or confidential information), including their own or that belonging to a fellow student, community members and families, or staff member.

Students are advised that in an effort to maintain system integrity and to ensure responsible use, files and communications can and will be monitored. Students should not under any circumstances expect that messages or files that are created, modified, transmitted, received, or stored on organizational equipment are private. Indeed, there is no offer or implication of privacy on ECS computers – therefore, any expectation of privacy is void. Students who violate any of the above conditions will be subject to the suspension or termination of their Internet and computing privileges, as well as other disciplinary action as determined appropriate by school officials.

VII. Classroom Policies

7.1 School Supplies

Students are responsible for obtaining supplies. Students should come prepared to class with notebook, paper, pens, pencils, and other items specified on the school supply list. During the school year additional items and replacement items may be necessary.

7.2 Textbooks

The school supplies students with all necessary textbooks.

7.3 Grading Scale

A+	100+	C	74-76
A	94-99	C-	70-73
A-	90-93	D+	67-69
B+	87-89	D	64-66
B	84-86	D-	60-63
B-	80-83	F	0-59
C+	77-79		

Some subjects and the enrichment classes use the **O, G, S, N, and U** scale. These letters correspond with A,B,C,D, or F. This scale is as follows:

O = Outstanding

G = Good (Above the norm)

S = Satisfactory (The student is right on grade level)

N = Needs improvement (Student could use extra work on this subject)

U = Unsatisfactory (Student does not meet minimum requirements)

7.4 Homework

Homework is given in order that the student's learning experiences at school may be carried to the home environment. Additionally, research suggests that assigning homework on a regular basis supports academic endeavors. Parents are encouraged to be involved with the student's learning but should not do homework for their child. Students are expected to turn in their homework on time to avoid grading penalties.

Students excused early from school for appointments must submit assignments to their teachers before they leave school. Students are also responsible for obtaining and completing assignments for the next class.

7.5 Late Work

Due dates on assignments are very important. **Full credit will not be given for late assignments.** The grade on late assignments will be reduced by the teacher as appropriate. “Per school day” is to be clearly viewed as **consecutive** school days regardless of what specific days a particular course meets. Small assignments such as daily homework will receive **half credit** if they are late. The first three late homework assignments will be given “grace” and be reduced by 10%. Students are expected to complete all assignments even though they may be late.

7.6 Make-up Work

When a student is absent due to illness or other excused absences, all work due on the day of absence must be submitted on the day of return. The student is responsible for obtaining any assignments missed and submitting them to the teacher; the general guideline is for every day absent, one day is granted to make up the work. Students are expected to maintain the pace of the class.

For absences other than for illness, arrangements must be made **beforehand** with the teacher to make up work that will be missed. The student will be expected to submit make-up work on the day they return and to pick up with the class where it is, including the taking of tests or quizzes. Students who miss assignments or evaluations due to disciplinary reasons must complete these responsibilities however they will receive only half credit for the work.

7.7 Test and Quiz Policy

Students who miss a test due to an excusable absence must reschedule a time to make-up the test with that particular teacher within five school days. Failure to show up for a make-up test can result in a zero.

7.7 Report Cards

Report cards are issued four times a year - every 9 weeks- via RenWeb. The final Report Card will be mailed home.

7.8 Progress Reports

Progress reports will be emailed via RenWeb halfway through the quarter.

7.9 Academic Probation

The purpose of Academic probation is:

- To give the student in academic difficulty an opportunity to improve.
- To give a strong warning that the student is in academic difficulty, and in danger of not continuing at ECS.

Parents of students on academic probation will be contacted by Administration through the mail.

Academic probation continues until the end of the quarter, at which time the student’s progress is reviewed. If significant achievement has been attained then the student may be removed from probation. A student on probation who is failing more than one subject after two successive grade

reports may be recommended for dismissal from the school.

7.10 Student Records

The School Office will not release the records of a student without the written consent of a parent/guardian. The disclosure of information from a student's record is limited to the student with the consent of a parent or guardian, unless the student is 18 or older, the parent or guardian of a student, and employees of Emmanuel Christian Lower School who have a specific need for information. Those desiring to review a student record must contact Administration.

The following is maintained for each student in a file in the main office:

- Student application
- Permission from parents for the school to seek medical help in case of an emergency
- Copy of Birth Certificate
- Immunizations
- Cumulative grades
- Records from previous schools
- Letters of recommendation from pastor and/or teacher
- Placement tests
- Standardized test results
- Parent commitment form
- Disciplinary record

Lower School students requesting student records must make arrangements through the School Office. Student records, transcripts, and recommendations are sent directly from School Office to School Office only; they may not be conveyed by parents.

In order for ECS to release student records to another school, an official records request form from that school must be submitted to the School Secretary. The request must be signed by the parent/guardian. Provided that all financial obligations have been met, ECS will forward the student's records directly to the other school within 48 hours (unless teacher recommendations are required).

7.11 Transfers and Withdrawals

At the discretion of Administration, exit grades may be issued for students who leave before the conclusion of the year. In the event of withdrawal from Emmanuel, first notify the School Office. A clearance sheet will be given to take to all teachers to verify the return of school materials. After completion, return the clearance sheet to the Business Office. No transcripts will be released until all fines and tuition payments have been fully paid.

VIII. Student Conduct & Discipline

8.1 General Guidelines

We believe that all things should be done according to the Scriptures. At Emmanuel Christian School, discipline is firm and consistent, tempered with love. The teachers maintain standards of behavior in the classroom through kindness, love, and a genuine regard for their students. However, when disobedience occurs and disciplinary action becomes necessary, it is firmly carried out. Every student is expected to be respectful and obedient toward adults. The following additional expectations apply to all students attending ECLS:

- Good manners and common courtesy are to be used by all students.
- Students will cease talking when adults speak.
- A student carrying a message to another classroom should knock before entering and then enter the room quietly.
- Talking in the halls should be in a conversational tone.
- Students are not to interrupt people by talking to or by walking between the individuals engaged in conversation.
- Students going through doorways should hold the door for people behind them or people coming from the opposite direction.
- Gentlemen should hold the door for the ladies.
- Students should remain focused on the teacher at all times regardless of who enters the room.
- All students are expected to speak, answer and act with respect toward other students and adults.
- Students are to follow the classroom rules.
- Chewing gum is not allowed in the building or on the school grounds *at any time*.
- Students should respect the use of the buildings. Property and equipment are to be treated with care.
- Students must walk inside the building and be mindful and courteous of traffic flow.
- Profanity is unacceptable and will result in immediate, decisive discipline.
- Fighting is unacceptable and will result in immediate, decisive discipline.
- Use and/or possession of tobacco, drugs, or alcohol are strictly prohibited at all times.
- Insubordination and threatening behavior are not tolerated.
- Students must be ready to begin each class with supplies and assignments at the bell.
- Students may not use the name of God in a disrespectful manner.
- Students will complete their own work on all school assignments. Plagiarism and cheating will not be tolerated. Copying work or giving and receiving help during quizzes and tests violates this principle. This applies equally to homework assignments.
- No stealing.
- No lying.
- Do not possess or distribute obscene literature.
- Do not possess or distribute anti-Christian literature.
- Any printed material to be distributed must be cleared by Administration.
- Truancy is unacceptable.
- Students are not to show physical affection in school, on school grounds, or while attending school activities.
- Students may not leave campus without written permission.
- Students must have a hall pass in order to be in the halls during class time or after 3:20 PM.
- Students may not be on the campus or in the buildings before or after school hours unless they are under the direct supervision of a faculty or staff member.

- Eating is permitted only in designated areas during lunch and during designated break times. Bottled water is permitted.
- Students are responsible to keep classrooms, lockers and hallways free of litter and graffiti.
- Electronic equipment such as laser pointers, pagers, cell phones, radios, personal audio and video equipment, etc. are not allowed during the school day.
- Students are not permitted to throw snowballs, use water pistols, or ride skateboards/scooters on campus. Students are expected to respect the rules and privacy of neighboring properties.
- Possession and/or use of weapons or other potentially dangerous objects is strictly prohibited.

8.2 Lunchroom Conduct

- Talking should be at a low volume.
- Appropriate behavior and attitude must be maintained while in cafeteria line.
- Students must remain in the cafeteria at all times and stay seated until dismissed by a teacher.
- Students will be dismissed from the cafeteria by table only after all students have placed all trash and uneaten food in the garbage cans.
- Tables and chairs must be properly stored before students are dismissed to their next class.
- The floors should be left in clean condition.
- Teachers will dispense supplies to students to clean designated areas.

8.3 Outside and Playground Safety

We want students to play safely during recess and other outdoor times. We also want the students to exit safely during afternoon dismissal. Once outside, students may not re-enter the building, unless given permission by the teacher.

- Students must stay within visibility of the supervising teacher at all times.
- Students should play actively without pushing, shoving, punching, pulling, or hitting other children.
- Students may not participate in contact sports, including martial arts.
- Students must stay away from dangerous areas such as drains and trash receptacles.
- Students may not throw wood chips, sand, rocks, etc.
- Students may not climb trees or fences.
- Students must sit on swings in an appropriate manner, and not twirl or jump off the swing, while it is in motion.
- Students must go down slides one at a time without loitering at the top or bottom. They may not go up the slide.

8.4 Substance Abuse Policy

It is extremely unfortunate that the level of moral accountability has sunk so low that we need to speak about drugs and other illegal substances at the Lower School. Such is the state of our society, however.

ECLS maintains a **ZERO TOLERANCE** policy toward the use of illicit drugs. Specifically, this means that if a student is discovered with illicit substances on their person or within their sphere of control, they will be deemed in direct and purposeful violation of this policy and therefore present a significant threat to self, students and staff.

The severe repercussions of possession of illicit or misuse of drugs/alcohol, either for personal

use or for sale/distribution, are clearly delineated in the disciplinary policy. Application of punishment in this arena is **NON-DISCRETIONARY**. Furthermore, the school will in most cases immediately contact the Prince William County Police Department in compliance with state and federal law.

HOWEVER, any student who **voluntarily** seeks assistance with an admitted drug use issue will be dealt with in Christian love and given assistance in the process of finding rehabilitation support. In seeking assistance, the student will be perceived as exhibiting a repentant heart. Discipline may be less severe pending recommendations and results from the appropriate treatment facility.

ECLS reserves the right to conduct random or sweep drug testing for all students in 6th -12th grades in accordance with federal and state law.

*In summary: **DON'T DO DRUGS.***

8.5 Discipline Philosophy:

The application of rules and regulations are necessary for the efficient, orderly functioning of any organization. At ECLS, we believe the Bible establishes the best framework for social interaction ever provided in the form of what has become known almost universally as the Golden Rule of Matthew 7:12, "Do unto others as you would have them do unto you."

This is the foundation for the rules at ECLS. They are established with the respect, safety and well being of each individual at the forefront of their purpose, as well as to build character in each student. The administration is committed to these tenants and will undertake every effort to ensure the manifestation of these God-glorifying goals.

8.6 Discipline Policy:

Discipline at Emmanuel Christian Lower School is designed to be firm, just and consistent. It will be administered in the context of Christian love, with its goal of returning the offender to his/her former state of grace whenever possible. ***Discipline is administered to maintain order, bring correction and build godly character.***

Please note that ECLS does not condone the infliction of severe, unusual or unjust punishment upon children. ECLS will not, therefore, impose corporal punishment. This does not mean that the school does not believe in the biblical instruction on use of such methods, but we do believe this form of disciplinary action can not be properly delegated to the school to receive the desired effect.

Additionally, derogatory remarks shall not be made in the presence of children about family members of a child or about the children themselves. No child or group of children shall be allowed to discipline another child. When a child is removed from the group for disciplinary reasons, they will never be out of sight of a staff member. No child shall be deprived of meals or any part of meals for disciplinary reasons.

8.6.1 Discipline System:

Key to the discipline policy is the empowerment of classroom teachers to effect a change in action and attitude of the student. Setting and communicating classroom rules is the first step in avoiding disciplinary concerns. Immediate action on the part of the teacher will normally be sufficient for the correction of lesser offences.

Therefore, parents and Administration are positioned to support the teacher in instilling an understanding in students of the necessity for taking responsibility for their own actions as well as to correct errant behavior before an unhealthy pattern of undesirable conduct becomes established. If the student seizes the opportunity to correct his/her behavior, the teacher has accomplished the desired purpose by way of a mere warning or minor disciplinary action.

Should the student fail to respond appropriately, however, increasing levels of disciplinary intervention will ensue. Please note that teachers are empowered to impose corrective discipline in lieu of involving Administration should they believe such actions most effective in meeting the goals of ECLS' disciplinary policy.

Even so, repeated teacher disciplinary actions may result in involvement of Administration even on lesser infractions due to the repetitive nature of the student's misbehavior. Cumulative misbehavior, though minor, will result in escalating consequences. Upon report from a teacher that usual means of addressing behavioral issues has been unsuccessful, Administration will become involved.

Please note that while progressive consequences will be the norm, every circumstance may not follow such a pattern. Administration may invoke harsher penalties immediately if, in Administration's sole discretion the best interest of the school or other students would benefit from such actions. **Nothing in this policy should be construed as limiting Administration's disciplinary authority.**

8.6.2 Discipline Procedure:

The discipline policy of the Lower School is intended to establish a classroom environment conducive to learning. Discipline is training that develops self-control and character, as well as the attitude of submission to authority. Students need to realize that obedience to authority in the classroom ultimately will result in obedience to God.

Each classroom teacher will use the following procedure, but can personalize it to meet the needs of his/her own grade/class so that the expectations for appropriate behavior are fine tuned for each age group but within a standardized framework. A flip chart, pocket chart or other means may be used to accomplish the over-riding goal which incorporates a color-coded system of escalating consequences. The use of verbal and colored measures allows reinforcement for learning purposes and also addresses differing learning styles in developing an appreciation for proper behavior. In order of use, these colors are: green, yellow, red and blue. Parents may find this approach useful in teaching discipline in the home as well.

In practice, the procedure takes shape as follows:

- Each student begins the day on the color **green**, indicating proper behavior.
- For the first infraction of a classroom rule a warning is given, and the student's color is changed to **yellow**. There may or may not be a consequence for this change.
- The second infraction of a rule, even if it is not the same rule violated, the child's color is changed to **orange**. The consequence will be 5-10 minutes subtracted from the child's recess where he/she will sit out or run laps etc.
- The third infraction of a rule, even if it is not the same rule violated, the child's color is changed to **red**. The consequence will be 10-15 minutes subtracted from the child's recess where he/she will sit out or run laps etc. An e-mail will be sent to the parent explaining the infraction.
- The fourth infraction will bring the **blue** color, and will result in a visit to the Headmaster's office. If the child responds to his counseling, there may be no further consequence. Regardless, the child may be required to call his/her parents to tell them they are with the Headmaster and why. In all cases, the child will write a note to his/her parents on a form provided and explain what the infraction was that brought him/her to this pointing the disciplinary process. The teacher signs the form and the child takes it home and brings it back the next day signed. The teacher puts it in a file for record-keeping purposes.

Rules for the classroom will be posted and explained to the students and reinforced regularly, especially at the beginning of the year. A letter from the teacher may go home explaining the policy in that particular classroom.

Beyond this, increased consequences may only be employed by Administration. Measures beyond counseling and warnings are indicated in paragraphs 8.7.2, 8.7.3 and 8.7.4 below.

While unfortunate, even Lower School age children on occasion commit offenses that carry penalties under federal/state law. These are considered gross misconduct. Accordingly, these incur the harshest penalties available to ECLS and assignment of these penalties prescriptive and NON-DISCRETIONARY. Involvement of civil authorities will also result.

These egregious offenses include:

- Possession of any gun or device which will expel a projectile by action of an explosive.
- Possession of any explosive device or look-alike; any verbal, written or implied threat of an explosive device.
- Setting fires, tampering/activating alarms, use of any firecracker, threats, or false information.
- Use or threat of use of any implement to cause bodily harm/injury.
- Aggressive attack against another.
- The use or intent to sell or give away any dangerous substances on school property or during a school event.

8.7 Definitions of Disciplinary Actions:

8.7.1 Classroom Level Discipline

The most commonly used and normally effective form of behavioral and attitudinal discipline used at ECLS, students are reminded of their responsibilities, warned regarding their behavior and incur increasing levels of consequences to discourage poor behavior while encouraging desired qualities. Included in the progression are warnings from the teacher, incremental loss of privileges, counseling and at its highest level discussions between the student and Administration. This involves the color-coded procedures described in paragraph 8.6.2.

8.7.2 Suspension

Students breaking class rules after clear warnings or a violation of the rules stated in this Handbook involving respect to teachers and students has been committed may be suspended from school for a number of days -that is, sent home.. If, in the judgment of Administration a student needs to be removed from school, the parent will be contacted and asked to come pickup his son or daughter as soon as possible.

8.7.3 Behavioral Probation

A student is given a chance to correct identified problems when placed on probation. If there is not satisfactory improvement, the student will be dismissed or asked to withdraw from the school. Probationary student's activities will be limited and all positions of responsibility may be relinquished for the rest of the year. At the end of the probation period, Administration and faculty will reconsider the student and recommend removal from probation or withdrawal from school. Students placed on probation for two consecutive semesters may result in dismissal or withdraw from the school.

8.7.4 Expulsion

The student will lose the privilege of attending Emmanuel if their conduct is determined to be disruptive or in violation of the major rules of the school.

8.8 Appeals, Readmission and Restoration

There is no appeal process for classroom level discipline. Parents/guardians may request an audience with Administration and an individual teacher to discuss that teacher's disciplinary action, but the purpose of such a meeting will be to increase communication, understanding and find an acceptable solution for the areas of conflict. Administration will not schedule such a meeting until the parents/guardian has attempted resolution directly with the teacher in question unless requested by the teacher (Matthew 18).

Appeals for reconsideration of disciplinary decisions may be made in writing to Administration within forty-eight (48) hours of the action taken for suspensions and within ninety-six (96) hours for expulsions *only*. These must follow the requirements of paragraph 8.8.1 below. From time of receipt in the proper format, Administration will have twenty-four (24) hours to make a recommendation with regard to the appeal and submit the package to the Board of Education for review.

8.8.1 Appeals

Only suspensions or expulsions shall be considered for appeal by the Board of Education. The appeal must be made in writing and delivered to the School Office by hand, post or FAX (email is not acceptable). Administration will forward the appeal to the Board of Education, along with appropriate supporting materials, comments and recommendations. Upon review of the package, the Board of Education, in its sole discretion, will determine whether or not to consider the appeal. The Board is under no obligation to consider any appeal for any reason and will make any such decisions entirely at its own discretion.

Elements that must appear in the letter of appeal include:

- Name of appellate
- Date of disciplinary action
- Nature of disciplinary action
- Alleged cause of disciplinary action
- Substantive grounds for the appeal
- Biblical basis for the appeal
- Recommended alternative action
- Detailed description of parental/guardian action to correct alleged incident
- Signatures of appellate and name/relationship/signature of parent/guardian

Note that the appeal requires “substantive grounds.” A relative discussion of *fairness* or *opinion* of the disciplinary action will not suffice. “Substantive grounds” is meant to include substantial facts that may not have been available to Administration at the time of the decision, but may not include hearsay or third party information.

There are several possible outcomes in the appeal process. The Board may refuse to consider the appeal. If it decides to consider the appeal, it may do so with a request for additional information, personal appearances, or unilateral decision to overturn Administration’s decision and expunge the student’s record or uphold the disciplinary action in part or in whole. NOTE: Should the Board decide that Administration was too gracious in its decision, it is possible that the Board may grant the process of appeal but impose a more stringent consequence. Under all circumstances the decision of the Board of Education is final.

8.8.2 Readmission/Restoration

Students desiring to return to Emmanuel Christian School after an expulsion or dismissal (no consideration for unlawful acts) will not be readmitted until there is evidence of repentance and a genuine desire for restoration. Prior to submitting application for restoration, the student must perform a period of intense discipleship with a youth pastor or director from a Bible-based church and present evidence that the specific criteria enumerated at the time of expulsion/dismissal has been satisfied. Additionally, no consideration will be given to readmission during the school year in which the student was expelled or dismissed.

After meeting the conditions stated above and any others mandated at the time of expulsion/dismissal, the student may petition for readmission and reconciliation. A board of administrators and faculty will be convened to review and act on the application. This process will also most likely include the requirement that the student appear before this board to personally present their case for readmission. *The decision of the administrative board is not subject to higher appeal.*

XI. Admissions Office

11.1 Re-enrollment

Re-enrollment begins in January of each school year and ends mid-February. Preference is given to returning students and their siblings. Specific information will be mailed home during Christmas break about the re-enrollment process. A re-enrollment form and fee must be submitted before the student is officially accepted back for the next school year.

Academic and behavioral probation will be considered at the time of re-enrollment (see section for probation for specific guidelines). All students will be re-evaluated during the 4th quarter of the school year before final acceptance is given. An administrative interview may be required for some students prior to final acceptance.

By April 1st each student will be required to pay a one month security deposit to hold his/her spot at the requested grade level. This security deposit will be applied to the total tuition balance, but is non-refundable.

Any current student not re-enrolled by April 1st may be in jeopardy of losing a seat for the upcoming school year. Additionally, financial advantages of re-enrolling students may be withdrawn if a student does not re-enroll until after May 31st. Students re-enrolling on and after July 1st will be subject to full enrollment fees and requirements.

Students re-enrolling within two weeks of the beginning of the school year may be assessed an additional two-hundred and fifty dollar (\$250) fee to expedite processing. ECS encourages families to lock in their re-enrollment early.

11.2 International Student Policies

Emmanuel Christian School has been granted permission by the Department of Homeland Security (DHS) to issue I-20's to F-1 Visa students who qualify through the admissions process. The school must uphold the policies set forth by the DHS according to the Student and Exchange Visitor Program (SEVP). These policies are necessary for the security of our students and our country.

All I-20 International Students must have in their student files:

- a. An Affidavit of Support with financial documentation from a bank or financial institution in their home country
- b. A signed Letter of Guardianship signed by a person or persons who are 21 years or older and responsible for the student, regardless of the student's age, for the entire time they are enrolled at ECS
- c. A copy of the I-94 card and information page of their F-1 Visa
- d. A signed copy of the original I-20
- e. Proof of up-to-date immunizations and a current Tuberculin test
- f. Proof of Health Insurance that is accepted within the United States

It is imperative that whenever any personal information changes for our International students that the Admissions Office is notified immediately so this information can be updated with the Student and Exchange Visitor Information Service (SEVIS). This includes changes of address in

the US and in the home country, changes in guardianship or health insurance. It is also a requirement of SEVIS for the school to be notified when International students acquire a Social Security number or a US Driver's License.

If International students hold a valid F-1 Visa issued in their home country and wish to travel outside the United States for any reason during the time that Emmanuel Christian School holds their I-20, they are required to see the Primary Designated School Official (PDSO) or the Designated School Official (DSO) to obtain a letter of travel prior to leaving the US. Failure to acquire this letter may prohibit the student from reentering the US upon their return. ECS will not be responsible for students who do not follow this process.

X. Athletic Department

10.1 Philosophy

Emmanuel Christian Lower School and Emmanuel Christian School provide opportunities for athletics, which honor God and develop the talents He has given individual students. Acknowledging that we practice, compete, and live before God and as an example before others, we encourage maximum participation.

However, it is also our belief that athletics is only a part of a student's overall development. Therefore, we encourage students to develop their gifts outside of sports and to honor the Lord in every area of their lives. We seek to develop character traits such as leadership, teamwork, determination, and sportsmanship, realizing their importance in athletics and in all of life.

10.2 Statement of Spectator Sportsmanship

Spectators are expected to:

- Focus on encouraging our own team and to refrain from any degree of critical, sarcastic or negative spirit.
- Demonstrate an appreciation of the skillful play of opponents.
- Support their own cheerleaders' efforts and to respect the efforts of the cheerleaders of opposing teams.
- Refrain from booing any player, coaches or referee.
- Urge others to cooperate with loudspeaker instructions given by the home team management.
- Serve as positive examples of Christian behavior.
- Parents, family members, and their guests will be asked to leave an event when violating the standard of conduct.

XI. Business Office

12.1 Re-enrollment

The re-enrollment period begins each January. Re-enrollment is held for returning students prior to the enrolling of new students to ensure a space in the grade. Refer to paragraph 11.1 for additional information.

12.2 Tuition

School tuition is an ANNUAL charge that may be paid on a monthly payment plan, and families with students enrolled in the school prior to the beginning of the school year are responsible for the *entire tuition for that school year*. This is not a change, rather a reinforcement of the terminology found in the Parent Statement of Agreement/Commitment. A NON-REFUNDABLE security deposit equal to 1/10 of the annual tuition is due on April 1st prior to the beginning of the school year. The balance of the tuition may be paid in one of three ways:

1. You may pay the balance in full on or before June 1st prior to the start of the school year.
2. You may pay the balance in two equal payments due on June 1st and due on December 1st. See below for REQUIRED Tuition Insurance and Late Payment Fees if this option is chosen.
3. You may pay the balance in ten (10) equal monthly payments, beginning on July 1st and due on the 5th or 20th (onetime choice of which date) of each successive month thereafter. See below for REQUIRED Tuition Insurance and Late Payment Fees if this option is chosen.
4. You may petition the Board of Education to allow payment of the balance in twelve (12) equal installments beginning July 1st and due on the 5th or 20th (onetime choice of which date) of each successive month thereafter. This will require the addition of twenty-five (\$25) dollars per month extension fee as well as Tuition Insurance and Late Payment Fees per item 3 above. See below for REQUIRED Tuition Insurance and Late Payment Fees if this option is chosen.

Students who do not withdraw by JULY 1st (and those students who enroll after July 1st) are financially responsible for ALL tuition and student fees for the entire school year. This includes a student withdrawn during the course of the school year, whether voluntarily or involuntarily. Based on enrollment, the school incurs staffing and materials costs that are unrecoverable whether the student is in school or not. This policy is in accordance with the long-established Parent Statement of Agreement/Commitment form. Voluntary withdrawals must notify the Admissions and Business Offices a minimum of thirty (30) days in advance. Procedures for the check out process are as delineated in paragraph 9.20.

12.3 Report Card and Record Withholding

Tuition payments are expected on time according to the selected payment schedule. All fines and fees are due immediately upon notification. Any outstanding charges on the monthly billing statement will result in the withholding of report cards, transcripts, transfer records and graduation diplomas. There are NO EXCEPTIONS to this policy.

12.4 Financial Assistance

Emmanuel Christian School is pleased to offer financial assistance in certain situations. You must reapply EVERY year for financial assistance using the School and Student Services for Financial Aid application. Applications are available online at www.nais.org/financialaid/sss. The code for Emmanuel Christian School is available from the Business Office.

12.5 Tuition Insurance

If you do not pay the tuition in full prior to the first day of school, you ***must*** purchase tuition insurance. The tuition insurance coverage is underwritten by an outside company and covers only a portion of the annual tuition fee should a student withdraw. This insurance will ensure Emmanuel Christian School against default or non-payment of tuition. You are still responsible for any portion of tuition or fees that the insurance proceeds do not cover. ***There will be no refund of any fees or tuition payments at any point in the year.*** Tuition insurance is a one time charge per year. The tuition insurance charge for the 2009-2010 school year is 2.9%. It is due in full on or before the first day of school.

12.6 Fines

Fines are assessed for a variety of disciplinary offenses. Students are expected to pay these fines as soon as possible. Any fine not paid by a student will appear on the monthly billing statement. Such fines include, but are not limited to, the following:

- Electronic Devices: Any cell phone, pager, CD, I Pod or mp3 player, etc. seen during school hours will be confiscated. The student will be charged a \$25.00 fine to retrieve the item, in accordance with the disciplinary policy.
- Gum: Any student caught chewing gum on school property ***ANYTIME*** will be fined \$15.00.

Please make no mistake in regard to assessment of these fines. They are in place to discourage unwanted or ill-advised actions that are either detrimental to good disciplinary practices or to protect valuable property. It is a well recognized fact that poor behavior can be discouraged with a monetary penalty where other consequences fail. The goal here is to not have to suffer the consequences of these offenses, ***not*** to collect fines!

12.7 Fees

Fees may be assessed for the following reasons:

- Library Fees**: The school librarian will notify the business office of any charges for lost or damaged books. These charges will appear on the monthly billing statement. Any questions regarding library fees should be addressed to the librarian.
- Damaged or lost textbooks**: Each student is required to check out with each teacher at the end of the school year, or upon withdrawal. The school reserves the right to charge for any lost or damaged textbooks.

•Proctor fees: Proctoring examinations that are not an integral part of the ECS curriculum or that is required to make-up for lost credit will be subject to a fee if proctoring occurs outside of normal school hours. This fee will be assessed at the rate of \$35 per hour, rounded to the closest hour.

•Late Payment Fees and Non-Payment of Tuition: Tuition payments are due on the 5th or 20th day of each month as selected by the family under the monthly payment plan. Accounts are considered late after the 10th day past either date. Late payments are subject to a \$50 late fee. An account that remains unpaid after 30 days may result in the dismissal of the student(s). No student records will be released until full payment is received.

•Returned Check Fee: All checks are subject to a \$35 returned check fee if returned by the banking institution. If an account incurs two returned checks, the account will be restricted to cash, credit card, or money order payment. Post-dated checks will not be accepted.

Please detach this page and return it to homeroom. The signatures of both parties are required. In so doing, please note that the rules, policy and procedures delineated in the ECLS Student Handbook are subject to periodic administrative evaluation and subsequent change based upon the needs of the school. Any changes or modifications will be communicated to the student body and the parents as they are released.

PARENT/STUDENT ACKNOWLEDGEMENT

I verify that I have read the Student Handbook in its entirety. I understand and agree to uphold the standards established by Emmanuel Christian Lower School.

This form must be signed by the student and a parent/guardian and returned to the classroom teacher by Friday, September 4, 2009.

Student's Signature

Date

Parent/Guardian Signature

Date