

Emmanuel Christian School



**Celebrating 30 years of Education with
Eternal Purpose!**

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

Table of Contents

I. Emmanuel Overview	1
1.1 School Philosophy.....	1
1.2 Mission Statement.....	1
1.3 Statement of Faith	2
1.4 Basic Beliefs.....	4
1.5 Nondiscriminatory Policy	4
II. School Hours/Schedules	5
2.1 Hours and Schedules	5
2.2 Upper School Schedule	5
2.3 High School Class Schedule	5
3.1 Student Emergency Information	6
3.2 Emergency and Inclement Weather Closings	6
3.3 Emergency Drills	6
3.4 Emergency Care	7
3.5 Health Room Policies.....	7
3.6 Care of School Facilities	8
3.7 Lost & Found	9
3.8 Lockers	9
4.1 School Office	10
4.2 Telephone - usage of school phones	10
4.3 Contacting Teachers.....	10
4.4 Classroom Visitation.....	10
4.5 Conferences.....	10
4.6 Conflict Resolution	10
4.7 RenWeb.....	11
4.8 Headmaster Communications	11
V. Attendance Policies	12
5.1 Attendance.....	12
5.2 Absence from School	12
5.3 Truancy	13
5.4 Pre-Arranged Absences.....	13
5.5 Late Arrival/Tardiness	13
5.6 Early Departure	13
VI. School Policies	14
6.1 School Dress Code	14
6.2 Transportation	19
6.3 Parking Lot Regulations/Student Drivers	19
6.4 Visitors	20
6.5 Lunch	20
6.6 Co-curricular Activities.....	20
6.7 After School Study Hall.....	20
6.8 Chapel	21
6.9 Heart Ministries.....	21
6.10 Fundraisers and Sales.....	22
6.11 Summer Reading.....	22
6.12 Computers and Internet	22

VII. Classroom Policies	25
7.1 School Supplies.....	25
7.2 Textbooks.....	25
7.3 Homework.....	25
7.4 Late Work.....	25
7.6 Test and Quiz Policy	26
7.7 Exams.....	26
7.8 Field Trips	27
VIII. Student Conduct & Discipline	28
8.1 General Guidelines.....	28
8.2 Substance Abuse Policy	29
8.3 Lunchroom Conduct.....	29
8.4 Special Events	30
8.5 Discipline Philosophy:	30
8.6 Discipline Policy:	31
8.6.2 Discipline Categories	32
8.7 Definitions of Disciplinary Actions:	36
8.8 Appeals, Readmission and Restoration.....	36
IX. Guidance Office	39
9.1 Guidance Appointments.....	39
9.2 Definition of a Unit of Credit.....	39
9.3 Graduation Requirements.....	39
9.4 Junior High School Courses Counted as High School Credit.....	39
9.5 Sports and Fine Arts Credits	39
9.6 Report Cards	39
9.7 Progress Reports	40
9.8 Grading Scale.....	40
9.9 Advanced Placement.....	40
9.10 Dual Enrollment.....	40
9.11 Valedictorian and Salutatorian.....	41
9.12 National Honor Society.....	41
9.13 Student Government	42
9.14 Academic Probation.....	42
9.15 Eligibility	43
9.16 Course Drop/Add	43
9.17 Incompletes/Grade Changes.....	44
9.18 Make-up of Required Course.....	44
9.19 Acceleration of Courses	45
9.20 Transfers and Withdrawals	45
9.21 Request for Transcripts for College Applications/Scholarships	45
9.22 Request for Student Records.....	45
9.23 Work Permits	46
9.24 Teacher Assistants.....	46
X. Athletic Department	47
10.1 Philosophy.....	47
10.2 Eligibility Requirements	47
10.3 Statement of Spectator Sportsmanship	47
XI. Admissions Office	48
11.1 Re-enrollment.....	48
11.2 International Student Policies	48

XII. Business Office	50
12.1 Re-enrollment.....	50
12.2 Tuition.....	50
12.3 Report Card and Record Withholding.....	50
12.4 Financial Assistance.....	51
12.5 Tuition Insurance.....	51
12.6 Fines.....	Error! Bookmark not defined.
12.7 Fees.....	51

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 School (ECS) 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*.

ECS 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 ECS unashamedly rejects as incompatible with the truth revealed by the Almighty and Sovereign God.

Furthermore, ECS 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.

ECS 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, ECS 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. ECS 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, ECS *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 School's distinctly discipleship ministry.

II. School Hours/Schedules

2.1 Hours and Schedules

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

Class hours are: 8:00 AM – 3:00 PM

2.2 Upper School Schedule

For students who must be dropped off before 7:30, a Before Care option is available in the elementary building for an additional charge. Students arriving at 7:30 must report directly to the gym through the gym door and wait to be released to classes. Students arriving after 8:00 must enter through the main entrance doors and sign in at the School Office.

6:30 AM – 7:30AM	Before Care
7:30 AM - 7:50 AM	Normal Morning Drop-off
7:50 AM	Students released to classroom
8:00 AM -3:00 PM	Classes
3:00 PM	Dismissal
3:20 PM	Students off campus for the day
3:20-6:00 PM	After School Study Hall, Co-Curricular Activities

2.3 High School Class Schedule

Schedules will be published separately at the beginning of each school year, with modifications as situations dictate. The Administration maintains the right to modify schedules to meet school, student and state requirements.

All students are expected to take a full class load. This will require them to remain on campus for the entire day, ending at 3:00 PM. Administration may consider a senior (12th grade) leaving campus early, but only under two situations. First is to attend college classes (not distance learning). Second would be to undertake a bona-fide apprenticeship which would specifically support their chosen career path. Further information may be found in the guidance section of this handbook.

III. Regulations for Health, Safety, and Welfare

3.1 Student Emergency Information

It is important that parents inform the School Office of any of the following information changes by filling out a "Database Information Form" available in the School Office and on the ECS 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 School 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 ECS has a scheduled half day, ECS will be closed.
- If Prince William County Public School System is closing early due to inclement weather conditions, ECS, 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 Baptist Church located across the parking lot at 8006 Centreville Rd., 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. ECS 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. (ECS 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 a minimum of 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 in consultation with the Administrator will call 911 to obtain professional emergency services. If an injury or serious illness arises during a practice or sports event, determination to call for emergency support lies in the purview of the Athletic Director and/or the appropriate coach. 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 the school, and keep current, information 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 students in grades 6-12 who participate in competitive sports, other than intramural sports, must have a pre-participation physical examination. A separate examination is required for each year of participation; such examinations are valid May 1 of one the current year through June 30 of the following year.

•**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 main 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 through the main office for grades 7-12. The original medication containers must be clearly marked with the student's name, doctor's name, 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.

Students in grades 7-12 will be allowed to carry and self-administer over-the-counter medications and inhalers to treat conditions such as headache, earache, sinus congestion, sore throat, cough, cramps, nausea and other GI disorders, and asthma if the following guidelines are met:

- a. Medications requiring refrigeration or security are not included under this policy. They will continue to be stored and administered by the school office staff.
- b. There must be written parental/guardian consent for medication self-administration.
- c. Medication must be labeled in the original container with directions for dosage and frequency of administration.
- d. Student must have a "Medication Pass" for each medication he/she will have in his/her possession. The School Office will issue such passes when the parental consent is received. The student should carry the pass(es) at all times when on campus.
- e. Prescription medications, with the exception of inhalers, will continue to be kept in the School Office by the administrative staff.
- f. Students can have inhalers in their possession; however, they are strongly encouraged to inform the teacher when they use it. (This practice informs the teacher when the student is having respiratory difficulty and enables the teacher to monitor the student's respiratory status.)

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 Administration. 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.

3.8 Lockers

Hall lockers are provided by the school for junior high and high school students and are to be used only for the storage of coats and jackets, footwear, and school materials. Lockers are to be kept neat and orderly at all times. Outside of lockers are not to be decorated. Inside decorations should be appropriate. Students are prohibited from disclosing their locker combination to another student. Students will be charged for damage done to any lockers. Lockers are subject to random inspection at the discretion of Administration. **Backpacks are to be left in or on top of the locker or placed in the hallway shelves and not brought to class.**

IV. Home/School Communication

4.1 School Office

The School Office is located off the main Family Life Center 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 Family Life Center entrance through the door to the left to sign in and receive your visitor's pass. For security reasons, any unescorted visitors in the hallway without a visible visitor's pass will be escorted to the School Office.

4.5 Conferences

ECS 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.

There are days set aside for parent/teacher conferences during the school year. Sign-up will be held at Back to School Night. Conferences at other times may be made by prior arrangement with individual teachers. If a team conference is desired, please contact the Guidance Department.

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 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.

4.8 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 ECS than rumor. Additionally, the all-to-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"

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 this year, 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 documented emergency. Effective learning requires class attendance. Accordingly, the following parameters are established to ensure the student is prepared for subsequent academic challenges:

HIGH SCHOOL - In general, a student who is absent six (6) times in a class within a semester will not receive credit for the class. Appeals made in cases of documented chronic medical conditions, emergency medical treatments, or family crisis will be reviewed on a case basis. It is the responsibility of parents to maintain records and documentation of the reasons for days missed in order to present their case to a committee of appeal.

JUNIOR HIGH SCHOOL - A student who has accumulated twenty (20) absences may not be promoted to the next grade. Appeals made in cases of documented chronic medical conditions, emergency medical treatments, or family crisis will be reviewed on a case basis. It is the responsibility of parents to maintain records and documentation of the reasons for days missed in order to present their case to a committee of appeal.

Please note that four (4) tardies of less than twenty (20) minutes constitutes an absence. Tardiness of twenty (20) minutes or more automatically counts as an absence. (see para 5.5)

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, *strongly discouraged* and could impact student grades.

5.3 Truancy

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

5.4 Pre-Arranged Absences

Appointments should be scheduled before or after the school day. Students are responsible to communicate with teachers and make arrangements to complete missed work. Prolonged pre-arranged absences require permission from Administration and coordination with the Guidance Department.

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 homeroom and seated, so as not to be counted tardy.

If the student arrives late (after 8:00), they are to go directly to the School Office at the 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 of each class that was missed, and turn in any homework.

The number of tardies/absences will be reviewed at each progress point. Tardiness will be addressed through the discipline policy. A chronic tardy problem will be interpreted as insubordination and can lead to an increase in the severity of consequences and ultimately lead to loss of credit in a class.

Arriving to school or classes after the bell has sounded carries consequences. Four (4) tardies of less than twenty (20) minutes constitutes an absence. Tardiness of twenty (20) minutes or more automatically counts as an absence. Paragraph 5.1 discusses the seriousness of multiple absences. Parents will be notified if a pattern of student tardiness is detected.

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 8:00 AM that morning. Upon leaving and returning, the parent must sign in at the receptionist desk, unless the student is a registered driver on campus. 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.

Upper School Dress Code for 2009-2010

Upper School Dress Code for 2009-2010

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, 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 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, 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. 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.

CLOTHING

7th – 12th 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 7th – 12th 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 other than the ECS logo. 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 ECS store) may be worn over collared shirt. No hooded (hoodie) sweatshirts are allowed within the building.

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.

Skirts: Dress Code Store khaki, navy or ECS plaid box or kick pleated skirt. The plaid order number is 42. 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 skirt.

Slacks: Navy or khaki pants. No cargo style or carpenter style pants. No jeans style grommets or patch pockets. No denim. Corduroy is acceptable. No tight or baggy pants.

Capris: Khaki 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.

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

Hosiery: Tights, hose, 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.

Shoes: No clogs, open toed shoes, or boots. Heels may not exceed 2 inches in height. No heeled, flip-flops or sport sandals.

6.1.1.2 BOYS 7th Grade – 12th 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 except for ECS logo. 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 ECS 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.

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

Belts: Canvas or leather belts are required when clothing has belt loops. No text on belts. No symbols or text on 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.

6.1.2 CHAPEL DRESS

6.1.2.1 GIRLS 7th Grade – 12th Grade

Shirt: Emmanuel Christian School logo blue polo shirt.

Skirt: Normal dress code slacks and skirts in navy blue or khaki. If wearing skirts, those from the Dress Code Store navy blue, box-pleated or ECS plaid skirt. The plaid order number is 42. 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 skirt.

Hosiery: Knee-hi socks or tights in navy or white, or flesh colored hose. Hosiery must be worn.

Shoes: Black, navy or brown dress shoes cut below the anklebone. Heels are not to exceed 2 inches in height. No clogs, flip-flops or open toed shoes. Athletic shoes are allowed.

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

6.1.2.2 BOYS 7th Grade – 12th Grade

Shirt: Emmanuel Christian School logo blue polo shirt

Slacks: Khaki or navy slacks (chino or twill pleated or flat front). No jeans style grommets or patch pockets.

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

Shoes: Dress black or brown cut below the anklebone. Athletic shoes are allowed, but no flip-flops or boots.

Belt: Black or brown dress belt.

Cardigan: Navy crew or v-neck sweater, or sweater vest, may be worn over chapel shirt 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.

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 7th Grade – 12th Grade

Foundation, blush, powder and lipstick in traditional conservative colors is allowed in moderation. Eye shadow may be worn, but it should enhance the natural skin tones. Mascara may be worn, but false eyelashes may not be worn. Nail polish is allowed in traditional conservative colors.

6.1.4.2 BOYS (ALL GRADES):

Cosmetics are not allowed. Elementary boys are encouraged to wear deodorant. Junior high and high school boys must wear deodorant. JH/HS may also wear conservative amounts of after shave or cologne.

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 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 ECS 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 the Administration.

6.1.7. SPECIAL EVENT ACTIVITIES

The 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.

Formal attire must also conform to ECS standards: it must be conservative, neat, clean, pressed, and modest. Formal dresses must be cut no lower than three finger-widths below the collarbone, and must fit appropriately so that movement will not cause the dress to become immodest. Dress straps must be at least one (1) inch wide. No strapless or spaghetti strap dresses, or backless dresses are allowed. Under garments must be worn with formal dresses, and no undergarments may be showing.

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 are to exercise good judgment in what they wear 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 or sports sandals.

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 or sports sandals.

*****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 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/Student Drivers

All students driving to school must register their cars with the School Office. Before driving to school, the following information must be on file in the office: car description (make, model and color), license plate number, insurance carrier and parent signature. Students must obtain a parking permit from the School Office. The permit must be displayed on the rear view mirror. Cost of the initial permit for 2008-2009 is fifteen dollars (\$15.00); replacement permits are twenty-five dollars (\$25.00).

Students must park so as to demonstrate respect for faculty and staff. Also, as student drivers are less experienced, it is the school's desire that student drivers avoid moving their vehicles in areas where other students are moving to and from buildings or other vehicles. Therefore, student drivers should park in the spaces facing Wells Rd or in the next strip of spaces to Wells Rd but under the second parking lot lamp.

Students may not sit in their cars and wait for classes to start. Cars are off limits all day. Safe driving practices are required at all times. Violators will be subject to disciplinary action, loss of on-campus driving/parking privileges; and/or towing at the expense of the student.

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 (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 and/or purchase items from the vending machines 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 to order food for delivery. This 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. Guidance with regard to expectations for such privilege will be developed along with the Senior Class.

All lunches will be eaten in designated areas. Clean up is the responsibility of the student.

6.6 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.

6.7 After School Study Hall

After school study hall is available for students between the hours of 3:15 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. Any student not actively engaged in a sports event or fine arts production **MUST** go to after school study hall BEFORE meeting with any other teachers or going anyplace else. This is a supervised service that helps ECS 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.**

The cost for this service is five (\$5) dollars per hour. This is because afternoon study hall requires retaining the services of a contracted employee in the form of an upper school faculty member, not an hourly child-care provider. Attendance will be reported to the business office and the fee charged to the student's account. The goal is for every student to be safely accounted for under adult supervision.

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.

Members of the faculty and staff provide this service. It is extremely important that parents adhere to posted hours so these individuals 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 school study hall 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.*

6.8 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.

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 a 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 ECS' efforts to educate for eternal purposes.

6.9 Heart Ministries

Heart Ministries is the moniker for ECS' community service program. It is designed to involve students in meaningful work in the community in order to be living testimonies of the principle presented in Acts 20:35, which says, "It is more blessed to give than to receive." High school students are required to perform twenty (20) hours per year, with five (5) hours performed each quarter. Hours are submitted to the Bible teacher who serves as Heart Ministries Coordinator. Hours are recorded and tracked to assure the required hours per year at Emmanuel have been completed.

Opportunities for foreign mission trips are available which serve to complete ten (10) hours of the community service requirement. There is typically one trip per year, occurring during the summer or spring breaks. Information regarding these trips is made available well in advance.

For other opportunities, students may avail themselves of opportunities listed on the PWCPS website. Information concerning other possible service opportunities and any additional requirements are available through the Heart Ministries Coordinator and the Guidance Counselor. While non-school sponsored opportunities must be pre-approved, service on the part of students for their individual churches will be favorably considered if accompanied by a letter from a church pastor as long as all requirements are met.

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 Summer Reading

Students are required to complete a summer reading program. Assignments vary by grade and are available on the ECS website. New students obtain the summer reading requirements through the Admissions Office or online.

Students enrolling in Advance Placement (AP) courses for the upcoming school year will also be required to complete summer study. Requirements for summer AP assignments vary by course. Books and assignments will be made available prior to summer break. Summer AP assignments are also available online.

6.12 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 upper school students:

- Computer use at ECS is for bona fide faculty and student academic or school related activities ONLY, as determined by the Director of Technology.
- 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 Director of Technology.
- 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.

In addition to the regulations above, please note that students are expected to accomplish homework assignments at home. While ECS computers may be available for this purpose, there is no guarantee of such. Students should not assume that school computers and peripherals will be available in sufficient numbers to use them for routine assignments.

Further, because of associated security risks, students will not be allowed to bring a disk or other peripheral drive from home to print or transfer files on to school computers. Teachers are instructed to say “no” to any request of this nature.

Finally, printing resources at ECS are for staff and faculty needs. If students must print research information from school computers, this activity is to be confined to the library or the computer lab. Students will be assessed a nominal charge to cover toner and paper for any printed copy.

VII. Classroom Policies

7.1 School Supplies

Students are responsible for obtaining supplies necessary for their class work. Students should come prepared to class with notebook, paper, pens, pencils, and other items specified on the school supply list.

7.2 Textbooks

The school supplies students with all necessary textbooks with the exception of consumable laboratory manuals. Most high school science and technology courses require laboratory manuals. The cost for these is the responsibility of the students. *The appropriate manuals will be ordered by ECS and the student account will be charged.* The cost for these varies by course. Refer to the Curriculum Handbook for more information.

All hardcover books are to be kept covered throughout the year. This requirement is intended to extend the life of the book and keep curriculum fees under control. Any damages incurred to hardcover textbooks are the responsibility of the student and will be billed to their accounts. Administration will make the appropriate determination for these charges, up to the full cost of the book.

7.3 Homework

Homework is given on a regular basis to support 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 sports, other activities, or appointments must submit assignments to their teachers before they leave school. Students are also responsible for obtaining and completing assignments for the next class.

7.4 Late Work

Due dates on assignments are very important. Full credit will not be given for late assignments. Students are expected to complete all assignments even though they may be late.

High School

- Late homework will receive a fifty (50) percent reduction per day.
- Late assignments such as reports and projects will be reduced by ten (10) percent per school day.

Junior High School

- Late homework will receive a fifty (50) percent reduction per day.
- Late assignments such as reports and projects will be reduced by five (5) percent per school day.

.7.5 Make-up Work

When a student is absent due to illness or other excused absences, the student is responsible for obtaining any assignments missed and submitting them to the teachers; 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 of return and to pick up with the class where it is, including the taking of tests or quizzes.

Skipping class will result in a zero on any tests.

Students who miss assignments or evaluations due to disciplinary reasons must make up the work; however they will only receive 75% of the earned grade.

7.6 Test and Quiz Policy

Assessment of student learning is vital to effective education. None-the-less, ECS recognizes the school's responsibility to ensure students are provided an appropriate time for study before being examined on materials. Therefore, the following self-imposed constraints govern the number and type of routine assessments used.

A quiz is a brief snap-shot of a student's retention of recent material that lasts approximately ten to fifteen (10-15) minutes or less and is weighted less than a test. As a general rule, quizzes will consist of ten (10) objective questions or less. There are no constraints on the number of quizzes given during a day, and these may be announced or unannounced ("pop" quizzes).

Tests are a measurement of a student's grasp of a larger body of material and may encompass a chapter or chapters of material, or a full book in some courses. Tests will be given in all classes and will routinely consist of both objective and subjective measures. Students are not expected to take more than two full period tests in any school day.

Tests, quizzes and projects will be scheduled by each teacher on a Master Test schedule to preclude over-loading students with assessments. See Administration if issues arise.

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 unless previously approved by the teacher or an administrator.

7.7 Exams

All high school students *must* take final exams in all classes at the end of the first semester regardless of their GPA. At the end of the second semester, students may be exempted from exams (based on their grade in the class). Semester exams will test the students on the curriculum for the prior two quarters. Use of semester exams provides a better measure of the level of learning, allows for remediation where appropriate, and allows the student to acclimate themselves to college exams. Exams will count for twenty percent (20%) of the student's final semester grade.

In addition, students in AP classes are strongly encouraged to take the AP exam at the end of the year. If a student chooses not to take the AP exam, the class level will be lowered on the transcript from AP to Honors level.

7.8 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. In most cases fees for the trip will be paid through the Student Activity Fund. Students who do not bring permission slips will not be permitted to attend. Parents may be asked to help chaperone field trips.

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 ECS:

- 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 Substance Abuse Policy

ECS 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. Sphere of control for this purpose means within easy reach.

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 self-professed 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.

ECS reserves the right to conduct random or sweep drug testing for all students in 7th -12th grades in accordance with federal and state law.

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

8.3 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.
- Only seniors may eat lunch in a place other than the cafeteria.

8.4 Special Events

There are many Scriptural principles that guide Emmanuel in its ministry. Certainly at the heart of all of these principles is a desire to set godly standards for its activities. Therefore, the school supports those activities which promote unity and avoid unnecessary offense. The school also recognizes that parents are responsible for their own families' rules of conduct and they may come to a different conclusion on many social issues and activities. It is out of this mutual respect of the school for the home and the home for the school that the following policy is adopted:

- ECS will *NOT* sponsor a dance or endorse/support any event sponsored by others that includes dancing. However, ECS will not consider any such event as deleterious to the testimony of ECS as long as ECS' name is not attached to the event in any means and the event is conducted in an appropriate Christian manner with suitable adult supervision. Members of ECS faculty and staff will not act as chaperones.
- Regardless of the sponsor of any special event or activity when ECS students are in attendance, public or private, all school regulations on conduct, drinking, smoking and drugs will be strictly enforced.
- Dress: Students are expected to dress appropriately for special events, such as homecoming, sports awards programs, baccalaureate, and graduation. The general principle here is modesty. Male students should wear dress slacks and shirts. Jackets and ties are suggested but not required. Female students must maintain at least a knee-length hemline for skirts and dresses. Slits in skirts and dresses may not be higher than the knee. Shoulder straps are required and appropriate undergarments must be worn. Bare midriffs are not acceptable. Necklines and scoop backs should be conservative.
- Dates: An ECS student who wishes to bring a date from outside of the school must set up an interview through the School Secretary with the date and the Administration. Non-ECS students who attend a special event or function must agree to comply with all school rules with regard to conduct. Non-ECS students are subject to the special event ticket price.
- For all ECS sponsored events, students will remain for the *entire* event unless prior written arrangements are made by the parent with Administration.
- Senior end-of-the-year traditions: Class activities should be coordinated by the senior class president, and all actions must be approved by the Senior Class Coordinator with concurrence of Administration.

8.5 Discipline Philosophy:

The application of rules and regulations are necessary for the efficient, orderly functioning of any organization. At ECS, 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 ECS. 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. 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 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.*

ECS' policy deals primarily with four categories of disciplinary concerns, the description and a minimum logical consequence for each. Please note that this minimum is established to justly deal with the most common occurrences of the noted infraction. Therefore, the maximum consequence may be much higher, based upon the egregiousness or simultaneous number of infractions, and the disciplinary record of the student.

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 classroom detention and other forms of corrective discipline (assigning of papers, etc.) in lieu of involving Administration should they believe such actions most effective in meeting the goals of ECS' 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 three (3) unsuccessful corrections have been assigned, the offending student will be assigned a one hour and forty-five minute (1:45) Wednesday afternoon detention and assessment of a fifteen (\$15) dollar supervisory fee. This is *not* a study hall opportunity, rather a time to contemplate the reason(s) for the disciplinary action and incur a submissive and repentant heart.

Parents will be notified of the date of the afternoon detention. Two afternoon detentions may require a parent/teacher conference with Administration and possible in-school suspension (ISS). A third afternoon detention will most likely result in an out-of-school suspension (OOS). The point is not the disciplinary action, but the desire to bring a change in attitude and action.

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 Categories

8.6.2.1 Category 1:

Category 1 offenses are considered lesser infractions that require immediate correction, normally assessed by the teacher. Each incident will result in the student receiving teacher assigned consequences, and in some cases will also result in a fine and/or written assignment. Escalation in the assignment of logical consequences as described in the paragraphs above may also apply.

These lesser offenses include, but are not limited to:

INFRACTION	DESCRIPTION	MINIMUM CONSEQUENCE
Tardy	Arriving to school or class late	To School: See para. 5.5 To Class: Teacher action.
Dress Code	Improper attire, shirt not tucked, not wearing belt, unauthorized outer garment, high hemline, etc.	Immediate resolution & teacher action.
Gum	Chewing gum on school property before, during or after school.	Teacher action
Loitering	In the hall during class without a pass or signed agenda, or on campus after 3:20PM without direct teacher supervision.	<u>During school</u> : Teacher action. <u>After school</u> : Escort to after school study hall. Charge of a \$5.00/hr study hall fee.
Textbook	No protecting cover on textbook.	Teacher action.
Electronic Device	Possession and/or use of cell phones, pagers, radio, CD, tape, I pod or MP3 players, translators, PDAs, or other personal entertainment devices on school property. <u>Cell phones (only) may be stored in lockers if turned off and may be used only after school hours.</u>	Confiscation of property. 1 st offense returned at the end of nine (9) weeks. 2nd offense will be returned at the end of the school year.
Disobedience of Class Rules	Refusal through attitude or forgetfulness to obey any rules established and communicated by the classroom teacher as well as failure to adhere to student expectations delineated in paragraph 8.1.	Teacher action (Could be behavioral or academic penalty)

8.6.2.2 Category 2:

Category 2 offenses are still considered lesser infractions that require immediate correction, but represent a higher level of offense. Each incident will result in the student receiving afternoon detention.

These offenses include:

INFRACTION	DESCRIPTION	MINIMUM CONSEQUENCE
Vehicle	Student driving to school in car not registered at School Office. Parking in unauthorized areas.	Detention
Noncompliance	Failure to follow directions or accomplish tasks assigned by a staff member (other than routine classroom/homework assignments).	Detention
Disrespect	Inappropriate comments or gestures toward others.	Detention
Disruption/Disturbance	Behavior which interferes with the learning of others including the orderly environment of the classroom, school, or its activities.	Detention
Inappropriate Physical Contact	Physical contact such as holding hands, hugging, kissing, etc.	Detention
Computer abuse	Use of any ECS computer for any non-academic purpose (see 6.12)	Detention

8.6.2.3 Category 3:

Category 3 offenses are considered major infractions that require immediate correction involving actions of Administration. Students will be sent to the office for disciplinary determination. Detention, parent contact and Behavioral Probation are the least of all logical consequences for offenses within this category. Additional or more egregious infractions will incur more severe consequences.

These offenses include:

INFRACTION	DESCRIPTION	MINIMUM CONSEQUENCE
Academic Dishonesty	Cheating. Plagiarism.	Zero on Work. Detention, Behavioral Probation Administrative Counseling and Parent Contact
Attendance	Truancy. "Skipping" school or a class.	Zero on day's work, Detention, Administrative Counseling and Parent Contact

INFRACTION	DESCRIPTION	MINIMUM CONSEQUENCE
Bullying	Harassing, hurting, frightening or otherwise tyrannizing another student whether verbally, mentally or physically.	1 st Occurrence: Detention, Behavioral Probation Administrative Counseling and Parent Contact 2 nd : See Refusal to Obey Policies
Computer Abuse	Use of any ECS computer for any purpose which involves obscene or offensive material. Actions which threaten network or information security. Intentional damage to equipment or networks. Installation of unauthorized software or any violation of copyright law.	Loss of computer privileges Detention Behavioral Probation Administrative Counseling and Parent Contact
Dishonesty	Lying, knowingly misrepresenting facts, prevarication, or otherwise obscuring truth for any reason.	Detention Behavioral Probation Administrative Counseling and Parent Contact
Insubordination/ Disobedience	Deliberate refusal to follow reasonable requests of any staff member, including where to report, request for name, second uniform violation on same day, etc..	Detention Behavioral Probation Administrative Counseling and Parent Contact
Profanity	Use of God's name in a disrespectful manner and/or use of vulgar or obscene language.	Detention Parent Contact
Tobacco	Possession or use of tobacco or tobacco products on school property or within school buildings.	Detention Behavioral Probation Administrative Counseling and Parent Contact
Fighting	A physical confrontation involving two or more persons.	Suspension Behavioral Probation Parent Conference
Leaving School Grounds	Unauthorized departure from school property. (Once the student arrives on school grounds, in the morning until after 6PM in the evening.)	Suspension Behavioral Probation Parent Conference
Refusal to Obey School Policies (i.e., 3rd Consecutive afternoon Detention)	An established pattern of failing to comply with school rules, regulations, policies, procedures, defined in or not otherwise defined in the discipline code.	Suspension/Expulsion Behavioral Probation Parent Conference
Sexual Harassment	Unwelcome sexual advances, requests, and/or other inappropriate verbal, written, or physical conduct of a sexual nature, directed toward others.	Suspension/Expulsion Behavioral Probation Parent Conference

INFRACTION	DESCRIPTION	MINIMUM CONSEQUENCE
Sexual Misconduct Conduct	Promiscuity and overtly sexual conduct or sexual activity not identified as sexual harassment.	Suspension/Expulsion Behavioral Probation Parent Conference
Theft	Taking or obtaining property of another without permission and/or knowledge of the owner.	Suspension/Expulsion Restitution Behavioral Probation Parent Conference
Unbecoming Conduct	Misconduct of such a nature that could negatively impact the reputation of ECS within the community. Examples include but are not limited to: disparaging remarks in public regarding the school, inappropriate posting to the internet, activities which lead to police involvement, etc.	Suspension/Expulsion Behavioral Probation Parent Conference (More stringent consequences probable)

8.6.2.4 Category 4:

Category 4 offenses are considered gross misconduct. Accordingly, the minimum consequences assigned are the harshest punishment available to ECS and are NON-DISCRETIONARY. If the circumstances warrant, involvement of civil authorities may also result.

These egregious offenses include:

INFRACTION	DESCRIPTION	MINIMUM CONSEQUENCE
Firearms	Possession of any gun or device which will expel a projectile by action of an explosive.	Expulsion
Bomb or Facsimile Bomb Threat	Any explosive device or look-alike; any verbal, written or implied threat of an explosive device.	Expulsion
Arson, False Alarms, Firecrackers	Setting fires, tampering/activating alarms, use of any firecracker, threats, or false information.	Expulsion
Weapons	Use or threat of use of any implement to cause bodily harm/injury.	Expulsion
Violent Physical Attack	Aggressive attack against another.	Expulsion
Alcohol and/or Drugs; Intoxication	The use or intent to sell or give away any dangerous substances on school property or during a school event.	Expulsion

8.7 Definitions of Disciplinary Actions:

8.7.1 Detention:

This is a period for retrospection and reconciliation under the direct supervision of Administration or an appointed representative. The detention will normally be served in silence and in a disciplined posture to allow for introspection, but on occasion may involve manual labor. *It is NOT a study hall opportunity*, but is rather an opportunity for personal correction. Detentions are served on a designated day for a period of one hour and forty-five minutes (1:45). A supervisory fee will be assessed of fifteen (\$15) dollars. If the student must remain after 5PM awaiting pick-up, they will be placed in study hall until the party assigned to pick them up arrives. Normal study hall fees will apply.

8.7.2 Suspension:

Students breaking class rules after clear warnings have been issued, or in violation of certain Category 3 offenses, will be removed from school activities for an assigned period of time. Suspension will normally result in an in-school setting separate from classes, including supervised work details. If, in the judgment of Administration, a student needs to be removed from school, the parent will be contacted and required to pick-up the student immediately. In all cases of suspension, students will be required to make up all missed work, but for reduced credit of 75%. (see 7.5).

8.7.3 Academic and 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 most severe disciplinary action, expulsion results in the student losing the privilege of attending Emmanuel Christian School. This action may be taken for egregious offenses or refusal to comply with school rules. It will unequivocally result from violation of a Category 4 offense. In all cases with the exception of Category 4 violations, concurrence of the School Board is required. Should School Board action reverse Administration's decision to expel, the student will serve a minimum of five (5) days out-of-school suspension, with time served awaiting School Board action counted as part of this total.

8.8 Appeals, Readmission and Restoration

There is no appeal process for detentions or below. 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. Board decisions regarding appeals are final.*

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 Category 4 Offenses) 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 to personally present their case for readmission. *The decision of the administrative board is not subject to higher appeal.*

IX. Guidance Office

9.1 Guidance Appointments

Counseling is available to junior high and high school students using an open door policy. All conversations are confidential. Appointments are recommended for high school students. Signup sheets for appointments are available on the guidance door. All returning high school students and rising eighth graders are required to have a spring scheduling appointment to arrange their schedule for the upcoming year. Junior High school students will be accommodated during lunch with prior notification.

9.2 Definition of a Unit of Credit

A standard unit of credit, as defined by the Virginia Department of Education and adopted by Emmanuel, is the credit “awarded for a course in which the student successfully completes the objectives of the course and the equivalent of 140 clock hours of instruction.”

9.3 Graduation Requirements

**Currently Under Review

9.4 Junior High School Courses Counted as High School Credit

Junior High school placement in mathematics is based upon several criteria: performance on the Stanford Achievement Test, past academic history in the subject and teacher recommendations. If a student is assessed as eligible for accelerated placement, he/she may take Algebra I in eighth grade for high school credit if the student earns a C or better in each semester.

In Spanish, a student must take Spanish in both 7th (IA) and 8th grade (I B) and pass an assessment test at the conclusion of 8th grade with a “C” or better in order to be equivalent to Spanish I at the high school level. Then, a student will be able to take Spanish II as a freshman and complete the two year foreign language requirement. Spanish III/IV can then be taken as an elective, if available.

9.5 Sports and Fine Arts Credits

Students who participate in a JV or Varsity sport for a complete season are eligible to receive a half credit toward an elective credit in physical education. Students who participate as an actor/actress/stage manager in a school drama production are eligible to receive a half credit towards the fine arts credit requirement.

Coaches/directors assign grades based upon the student's attendance and dedication level. If a student is placed on academic/behavioral probation, grades will be affected. If a student quits an athletic team or drama production after the first two weeks of the season or play practice, the student receives a failing grade. Credits will be added at the conclusion of the season/production. Team managers who meet criterion established by the Athletic Director may also receive an elective credit in physical education.

9.6 Report Cards

Report cards are issued four times a year - every 9 weeks through RenWeb.

9.7 Progress Reports

Progress reports are available throughout the year on RenWeb. Parents and students are encouraged to track progress by routinely viewing this “real-time” view of the classroom teacher’s grade book. School policy mandates grades be entered/updated a minimum of once per week, at the latest by close of business each Friday. If issues arise, contact the individual teacher. If issues persist, notify the School Office.

9.8 Grading Scale

Letter Grade	Percentage	Quality Points		
		Regular	Honors	AP
A+	100+	4.10	4.60	5.10
A	94-99	4.00	4.50	5.00
A-	90-93	3.75	4.25	4.75
B+	87-89	3.25	3.75	4.25
B	84-86	3.00	3.50	4.00
B-	80-83	2.75	3.25	3.75
C+	77-79	2.25	2.75	3.25
C	74-76	2.00	2.50	3.00
C-	70-73	1.75	2.25	2.25
D+	67-69	1.25	1.25	1.25
D	64-66	1.00	1.00	1.00
D-	60-63	0.75	0.75	0.75
F	0-59	0.00	0.00	0.00

9.9 Advanced Placement

A number of Advanced Placement courses are offered at ECS. These are college level and are therefore extremely challenging in academic rigor. Students should not take them lightly or merely in an attempt to boost their GPA. With the exception of AP classes undertaken by seniors, failure to take or pass the AP exam for an AP course will result in quality points being reduced to honors level, regardless of class GPA. Only students seriously seeking resulting college credit should attempt an Advanced Placement course.

Depending on the results on the AP exam, students may be granted college credit. Normally this is a score of “3” or higher.

Students participating in AP classes who choose to take the exam will be required to sign an AP Exam Contract which specifies additional requirements. A student who chooses not to take the AP exam in May will only receive honors credit for the course. Students may not add an AP course at the second semester. There is a charge for the AP exam, which is at the student’s expense.

9.10 Dual Enrollment

Dual enrollment courses are college courses that qualified students can take while in high

school. They are fully college courses, so these have college level content and include college level discussions. Students must apply for enrollment in the college (consult the Guidance Counselor for available schools), take a placement exam, obtain a recommendation from ECS Administration, pay the appropriate college tuition, and complete the class.

ECS is pleased to offer the opportunity for students to enroll in a number of dual enrollment courses. Most of these will be available during the school day remotely through on-line courses. A monitoring teacher will be available to assist students in connectivity issues and in general explanations, but no assistance will be given on actual course requirements. These courses incur additional fees.

When a student takes a dual enrollment course, they will have a college transcript that documents the course taken and the grade received in it. The grade received from the college transcript will also be applied to the ECS transcript for that course. For more information, see the Guidance Counselor.

9.11 Valedictorian and Salutatorian

The students who rank academically at the top of the senior class will receive special honors. The valedictorian, that is, the student ranking highest in the graduating class, will deliver the valedictory address. The salutatorian, that is, the student ranking second highest in the graduating class, will deliver the salutatory address. The valedictorian and salutatorian will be selected based on the following criteria:

- Cumulative GPA.
- Honors and AP courses successfully completed (weighted extra quality points).
- Must have attended ECS for a minimum of two years of high school.
- In the rare event of identical academic achievement, Heart Ministry points will be used as the first tie breaker.

9.12 National Honor Society

The National Honor Society of Emmanuel Christian School is one of 21,000 chapters belonging to the national organization. Membership is an honor conferred upon sophomores, juniors and seniors by the faculty in recognition of outstanding accomplishments in the four areas of scholarship, leadership, service and character.

The following criteria have been established for selection into the ECS National Honor Society:

A. Academic

1. 3.5 cumulative grade point average
2. The student must be in attendance for a full semester before they can be considered for this honor.

B. Character

1. Demonstrate desirable qualities of personality such as humility, respect for others, courtesy, stability, cheerfulness, friendliness, and industry.
2. Maintain highest standards of honesty in all areas.
3. Show independence and initiative by performing and completing a job without continuous supervision by a teacher.
4. Is dependable in such things as school attendance and promptness.

5. Is responsible; completes assignments (both curricular and extra-curricular) on time.

C. Leadership

1. Exercise influence on peers in upholding Christian ideals.
2. Inspire positive behaviors in others by example.
3. Is thoroughly dependable in any responsibility.

D. Service to Emmanuel Christian School

1. Volunteer dependable, self-sacrificing assistance to others at Emmanuel.
2. Work well with others and is willing to take on difficult or inconspicuous responsibilities.
3. Is willing to render cheerfully and enthusiastically requested service to the school.

9.13 Student Government

A President and Vice-President are elected by each grade as class officers. An overseeing President, Vice-President, Secretary, Treasurer and Chaplain are also elected as Student Body Officers. All officers together comprise the Student Council.

Candidates must have demonstrated the highest levels of character prior to pursuing office. Three teacher recommendations and approval of Administration is required prior to being placed on the ballot. All candidates are required to give a speech. Elected officers are required to maintain a 2.5 grade point average. All officers serve their terms under the approval of Administration.

Any vacancies that arise post-election will be filled by the candidate receiving the next highest number of votes provided all other criteria are met. Further details concerning purpose, officers, qualifications, duties, and meetings are presented at the beginning of the school year and will be available through the Student Council Sponsor.

9.14 Academic Probation

The purpose of Academic Probation is to:

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

The criterion for Academic Probation involves:

- A student who fails two or more subjects in a grading period
- A grade point average of below 2.5 for the quarter

Academic Probation on a PROGRESS CHECKPOINT:

- Students will receive a notification form stating that they have been placed on academic probation and must attend a mandatory study hall the following week. The notification form must be signed by both the student and parent and returned to the Guidance Office.
- Study hall will be from 3:10 - 5:00 PM.
- Each day that is missed, the student will be issued a detention.
- Students are not allowed to dress for any games during that week. They are still allowed to practice, but not until after study hall (5 PM).
- Students preparing for a fine arts production are allowed to rehearse, but not until after

- study hall (5 PM). They may not participate in the actual production if on probation.
- At the end of the mandatory study hall week, students' grades will be re-evaluated. If they still meet the criteria for academic probation, they will be placed on it for a second consecutive week.
 - During the second week, there will not be a study hall. Instead, students will be ineligible for both practices/rehearsals and games/productions. A student can resume activities as soon as they prove to be eligible by providing the Guidance Department with appropriate grade information.

Academic Probation on a REPORT CARD:

- Students will receive a notification form stating that they have been placed on academic probation. This form must be signed by both the student and parent and returned to the Guidance Office.
- These students will be ineligible for practices/rehearsals and games/productions for the full week following report cards.

A student on probation (be it Academic or Behavioral) after two successive grade reports will be subject to increasing levels of consequences. This may entail parent conferences, or even more stringent actions including dismissal from the school.

9.15 Eligibility

Student athletes must be in good academic standing. The student may not accumulate three or more penalty points. Grades are based on D = 1 point, F = 2 points. Student grades are checked at interim time and at the end of the marking period. Students are not allowed to have an F at the end of a marking period. An F at the marking period automatically makes the student ineligible to play. Students will be placed on probation for three weeks for accumulating three or more points at the interim check (one F allowed) or three or more points at the marking period with no failing grades(unless certain circumstances arise). Students may practice and play while on probation. If the student does not raise their grades sufficiently during the three weeks, they will become ineligible to play. At the discretion of the Athletic Administrator and principal, a student can be placed on academic probation on a weekly basis. The student who becomes ineligible may practice with the team three times a week. The ineligible student athlete may not dress in his/her uniform, travel with the team or participate in games until he/she are no longer academically ineligible.

Students participating in drama or other co-curricular activities are required to maintain a 2.0 grade point average. Student Council representatives must also maintain a 2.0. Students who do not maintain this minimum average and/or are receiving failing grades in two subjects become ineligible for participation in co-curricular activities on the Monday following the Friday that progress checks are made or report cards released. See athletic eligibility requirements.

9.16 Course Drop/Add

Any course may be dropped without penalty within the first two weeks of the semester. Classes may not be dropped after this deadline.

To drop/add a course a student must secure a course Drop/Add form from the Guidance Office and fill out the appropriate sections. This form is taken to the teacher(s) involved and parents for

concurrence. The form is then returned to the Guidance Office. Students must remain in the course they are dropping until they have received a new course schedule that reflects the specific course additions and/or deletions.

9.17 Incompletes/Grade Changes

Students who are granted an incomplete for any reason (whether due to absence near the end of a quarter, or an extension granted by the teacher, etc.) are allowed two weeks to complete the course work. At that time the teachers are required to submit a final grade. If the work has not been completed by that time, incomplete work will be recorded as a zero and the resulting grade will be assigned. Grade changes, made for whatever reason, will be submitted by the teacher no later than two weeks after the end of a quarter. New report cards will then be made available on RenWeb.

9.18 Make-up of Required Course

When a student fails a semester course that is required for graduation, that subject must be taken in summer school, night school, distance learning, or online classes. All make-up courses must be pre-approved by Administration through the Guidance Office. Normally courses offered in the summer in the public schools will NOT meet requirements for make-up work.

Generally, schedule conflicts prevent a student from making up the course at ECS during the following year. Once a make-up course is completed, records must be sent to Emmanuel to verify completed credit. The failing grade will remain on the transcript, but the new grade will also be added. All required courses and credits must be completed prior to graduation in order to walk and receive a diploma.

If make-up work requires the local proctoring of distance learning or other examinations, arrangements must be made with the Guidance Office. A fee in the amount of \$25 per hour, rounded to the next hour (i.e., 1 hour 8 minutes equals 2 hours), will be assessed for proctoring services required after normal school hours.

9.19 Acceleration of Courses

All students are required to take a full course load each year in attendance at Emmanuel. If a student wishes to take summer courses for acceleration to allow them to take more demanding courses during the upcoming school year, approval must be granted by Administration through the Guidance Office in advance. Only courses from ECS' online courses or a school of higher education will be considered. Public school summer offerings will not be accepted.

ECS provides a number of advanced courses in its four year program to meet the requirements of a college preparatory school. It is in the student's best interest to pursue these options to become well-equipped for early acceptance and successful performance into the collegiate environment. Accordingly, ECS will not graduate students early.

9.20 Transfers and Withdrawals

Students may transfer previously earned credits to our school. Discretion is given to Administration in determining which credits are applicable for graduation. Students who withdraw from school before the end of a semester will forfeit the credits that were attempted during that semester.

At the discretion of Administration, exit grades may be issued for students who leave before the conclusion of the semester. In the event of withdrawal from Emmanuel, first notify the Admissions Office. A clearance sheet will be given to take to all teachers to verify the return of textbooks. After completion, return the clearance sheet to the business office. No transcripts will be released until all textbooks are returned/replaced, fines and tuition payments have been fully paid.

9.21 Request for Transcripts for College Applications/Scholarships

Seniors wanting a transcript sent for a college/scholarship application must secure a Request for Transcript form from the Guidance Office. The form must be completed and returned to that office. Requests take approximately two days to process. Requests will not be released unless the student is in proper standing with the business office. The school CEEB code necessary for completing college applications is 471337.

9.22 Request for Student Records

For Upper School students requesting student records, please see the Guidance 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 to release information, all financial obligations must be met in order for ECS to release information to another school.

In order for ECS to release student records to another school, an official records request form from that school must be submitted to the Guidance Office/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).

9.23 Work Permits

Students wishing to work in the State of Virginia may pick up a work permit from the Guidance Office. The form should be completed by the minor, employer, and then returned to the issuing officer (Guidance Counselor) to be signed.

9.24 Teacher Assistants

Students may serve as a teacher's assistant (TA) as an elective; however, no credit is earned. Assignments of TAs to individual teachers will be administered through the Guidance Counselor and School Secretary. Students are required to log their hours and will be evaluated weekly by the teacher.

X. Athletic Department

The following is provided as highlights. For more detail, refer to the Emmanuel Christian School Athletic Handbook promulgated separately. Should there be any differences found in the two documents, information in this *Student & Parent Handbook* takes precedence.

10.1 Philosophy

Emmanuel Christian School provides 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 Eligibility Requirements

- All players must be currently enrolled at ECS.
- Eligibility will be determined according to policy and administered by the Athletic Director and Guidance Counselor. (the official policy is spelled out in section 9.15 of this handbook)
- The Athletic Director will notify coaches of ineligible athletes.
- Players may not be nineteen (19) years old before the start of the school year.
- In order to participate in a practice, game or event, the student must be in school by 10:00 AM, unless the student receives approval by the Administration.

10.3 Statement of Spectator Sportsmanship

Spectators are expected to:

- Focus on encouraging our own team and to refrain from any critical or negative spirit.
- Demonstrate an appreciation of the skillful play of opponents.
- Support their own cheerleaders' efforts and to respect the efforts of the opposition's.
- Refrain from booing any player, coach 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 guests will be asked to leave an event when violating these standards of conduct.
- Dress appropriately.

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.

XII. 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 Fees

Fees may be assessed for the following reasons:

•**Lab/Course Manuals**: Certain classes, including high school sciences and technology courses, require the use of individual lab manuals. Other classes, such as AP Government, AP History or certain Social Science courses may require the use of disposable workbooks or manuals.

A fee equal to ECS' cost plus shipping and handling will be charged students for these materials and the materials will remain the property of the student upon completion of the course. The exact cost of these manuals varies by subject and is published as an addendum to the Curriculum Handbook.

•**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.

•**Study Hall**: After-school study hall is held for junior high and high school students who are unable to leave the campus within 20 minutes of the end of the school day (generally by 3:20PM on a regular full day). Parents must pick up their students from the study hall room. There is an hourly charge of \$5.00 for this service. The study hall fee will appear on the monthly billing statement. All students **MUST** be picked up by 6:00 PM to avoid assessment of a \$1 ***per minute*** late fee!

•Advanced Placement Test: ECS pays the College Board for all AP examinations administered at ECS. If a student sits for any AP test, but is observed not making an honest effort or sleeping through the Administration of the test, the student's account will be billed for the cost of the AP examination.

•Detention: Students assigned an after school detention for disciplinary reasons will be assessed a \$15 supervision fee. If the student is not picked up immediately after detention, they will be placed in Study Hall and assessed the \$5/hr Study Hall fee.

•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 ECS 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 School.

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

Student's Signature

Date

Parent/Guardian Signature

Date