

EMMANUEL CHRISTIAN SCHOOL

“Teaching the Mind, Training the Heart”



PARENT-STUDENT HANDBOOK 2010-2011

1001 North Marquis Highway • Hartsville, South Carolina 29550
(843) 332-0164 • www.ecscrusaders.com

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TABLE OF CONTENTS

I.	UNDERSTANDING EMMANUEL CHRISTIAN SCHOOL	
A.	Statement of Faith	1
B.	History	2
C.	Mission	2
D.	Purpose	2
E.	Philosophy	2
F.	Governance	2
G.	Affiliations and Accreditation	2
H.	Objectives	2
I.	Character	2
II.	GENERAL POLICIES	
A.	Admissions	3
B.	School Hours	4
C.	Attendance	4
D.	Tardy Policy	5
E.	Lunches	5
F.	School Office	6
G.	Reporting and Report Cards	6
H.	Curriculum and Promotion	6
I.	Homework	7
J.	Parent-Teacher Conferences.....	8
K.	Parent Opportunities	8
L.	Visitors	8
M.	School Closings	8
N.	Lost and Found	8
O.	Withdrawal and Dismissal	8
P.	Library	8
Q.	Automobiles	8
III.	SOCIAL POLICIES	
A.	Student Conduct	9
B.	Computer / Social Networks	10
C.	Dress / Appearance Code	10
D.	Hair	12
E.	School Discipline	12
IV.	FINANCIAL INFORMATION	
A.	Payment of Tuition and Fees	15
B.	Late Fees	15
C.	Discounts	16
D.	Tuition Credit Program	16
E.	Fundraising	16
V.	STUDENT ACTIVITIES	
A.	Class Officers	17
B.	Miss Crusader and Court	17
C.	Student Government Association	18
D.	Eligibility Policy for Extra-Curricular Activities	18
E.	Outings and Field Trips	18
F.	Class Parties	18
G.	Sporting Events	18
H.	Cheerleading	18
I.	Beta Club	19
J.	Class Sponsors	19
K.	Senior Class Trip	19
L.	Class Dues	19
VI.	MISCELLANEOUS	
A.	Proper Protocol for Communication	20
B.	Cumulative Folders	20
C.	Dual Enrollment	21
D.	Pledges	21
E.	School Verse	21
F.	School Colors	21
G.	School Mascot	21
H.	You and Your School	21
APPENDIX		
A.	Visitor Policy	22
B.	Traffic Flow Diagram	23
C.	Layout of EBC-ECS Campus	24
D.	Student Pledge To Treat Others Properly	25
E.	Family Handbook Agreement Form	26



EMMANUEL CHRISTIAN SCHOOL

Dear Parents,

Welcome to Emmanuel Christian School. We are excited about your desire to partner with us in the education of your child. We live in a society that makes it increasingly difficult to impart traditional Christian values of godliness, integrity, and moral responsibility to our children. By working in fellowship with devoted parents like you and with the local church, we believe with God's help we can raise a generation of young adults who will impact their culture for Christ.

Our commitment to your child's education involves more than teaching for mastery in math, science, reading, history, and language arts. Our curricular and co-curricular activities are designed to shape a child socially, physically, mentally, and most importantly, spiritually. Our goal is to produce well-educated disciples of Jesus Christ. Therefore, we are committed to an educational process that is integrated with the principles found in God's infallible Word.

As parents, we know your investment in your child's life is great. We are praying for you as well, knowing you are the most important part of your child's development. We value your input and prayer for the teachers, staff, and administration as we walk through this school year together.

This handbook contains the philosophies, rules and procedures of ECS. Please take time to read through and familiarize yourself with this book so you will understand the guidelines that have been prayerfully put in place for families at ECS.

The year ahead of us will be filled with news of things learned, discoveries made, and challenges conquered. We look forward to serving with you!

Sincerely,

Headmaster & School Committee

NON-DISCRIMINATION POLICY

Emmanuel Christian School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, scholarship programs, athletic and other school administered programs.

ECS retains the right to change any policy or procedure at any time at its sole discretion.



PART I
UNDERSTANDING
EMMANUEL
CHRISTIAN SCHOOL

A. STATEMENT OF FAITH

What we believe about the Bible

We believe the Bible is God's Holy Word. It does not merely contain God's Word, but it is God's Word. The original writings were received through the inspiration of God as godly prophets wrote what they were led to write by the Holy Spirit. The Bible is complete, true and without error. (2 Timothy 3:16-17; 2 Peter 1:20-21)

What we believe about God

We believe in one and only one true God, eternally existent in three distinct persons - God the Father, God the Son, and God the Holy Spirit - each having the same divine essence, glorious attributes and eternal purpose; but executing distinct, yet harmonious offices in the work of redemption. Each Person is wholly and fully God, yet there is only one God. (Matthew 28:19-20; 2 Corinthians 13:14; Revelation 1:4-6)

What we believe about Jesus Christ

We believe that Jesus Christ is God, and the one and only Son of God the Father. He is without beginning and without end. To become a man, He was conceived of the Holy Spirit and born of a virgin. He led a sinless life, was crucified as the payment for our sins, and was resurrected bodily after three days. We believe in His personal, future return in power and glory. (John 1:1-2; Isaiah 7:14; Matthew 1:20-21; 1 Corinthians 15:3; Acts 1:9,11)

What we believe about Mankind

Adam and Eve were created sinless in God's image, but chose to disobey their Creator and Father. As a consequence of their willful sin, all mankind has inherited a sinful nature and falls under God's judgment. (Ephesians 2:1-3; Romans 1:28, 5:12; Galatians 3:22)

What we believe about Salvation

Salvation is obtained freely and solely by God's grace (no works involved) through faith in the shed blood of Jesus Christ Who died in our place and paid our sin-debt in full, once and for all. Without the shedding of Jesus' blood, there is no forgiveness for sin. A person is saved by realizing his sinful condition, repenting of his sin, and calling on the name of Jesus Christ. (John 3:16-18; Ephesians 2:8-9; Romans 10:9-10, 13; Acts 4:12)

What we believe about The Church

Every believer is part of Christ's church (1 Corinthians 12:12-15). The local church was ordained by God as His chosen organization to carry out His great commission and great commandment. The local church is a body of born-again believers who unites together for the purposes of exalting the Lord, encouraging believers and evangelizing the lost. It is also designed as a place to serve one another with spiritual gifts, to be accountable to one another, to love one another, and to carry out the ordinances of baptism and the Lord's Supper. (Acts 2:41-42; Ephesians 4:11; 1 Thessalonians 5:11; Philipians 2:4; John 3:34; 1 Corinthians 11:26)

Emmanuel Christian School is a ministry of Emmanuel Baptist Church and adheres to the Baptist doctrines abbreviated above and addressed fully in The Baptist Faith and Message found at <http://www.sbc.net/bfm/bfm2000.asp>

B. HISTORY

Emmanuel Christian School has been a ministry of Emmanuel Baptist Church since it opened in the fall of 1963, with just a kindergarten and first grade. In the fall of 1964, second and third grades were added and the school grew steadily. In March 1968, only six weeks after a two story, beautiful building was opened, a devastating fire leveled the facilities. In 1972 another fire destroyed the rebuilt school buildings on Home Avenue. This temporary setback was used by the Lord to open the door for relocation to our current 260 acre facility. ECS was founded and continues for the primary purpose of providing a Christian education for all who desire it

C. MISSION

Our mission is to serve in partnership with parents and the local churches to provide students with an excellent education taught with Biblical truths. Our desire is that students completing their training at Emmanuel Christian School will be authentic and mature disciples of Jesus Christ, possessing a wide range of knowledge, experiences, and skills that will enrich their lives and provide a good foundation upon which to develop a life of maximum service toward God and man.

D. PURPOSE

The purpose of Christian education is to prepare students to fulfill God's purpose for their life both vocationally and personally. ECS strives to educate our students in the essentials of culture and in the arts of communication, living, solving, investigating, developing skills and using leisure time in accordance with biblical principles.

E. PHILOSOPHY

Emmanuel Christian School is an academic institution, founded for the purpose of educating students from a Christian worldview and committed to maintaining and delivering a strong academic program.

F. GOVERNANCE

The Headmaster works closely with the School Committee to operate and oversee the daily ministry of the school. The President (EBC Pastor) and School Board (EBC Deacons) are ultimately responsible for ensuring that the vision, philosophy, objectives, and financial stability of the school are maintained.

G. AFFILIATIONS AND ACCREDITATION

Emmanuel Christian School is a member of the American Association of Christian Schools (AACCS) and the South Carolina Association of Christian Schools (SCACS), and is accredited by that organization.

H. OBJECTIVES

1. **Academic Excellence** - "Striving for mastery" (I Corinthians 9:25) includes preparing students for any post graduate technical school, college, or university.
2. **Lifelong Learning** - Because we believe learning is a lifetime pursuit, Emmanuel Christian School encourages all students to pursue further education. (II Timothy 2:15)
3. **Evangelism** (Matthew 28:19-20) - To teach that Jesus Christ is the Son of God, and that through belief in Jesus' death and resurrection, forgiveness of sins and new life through faith is found in Him.
4. **Discipleship** - We teach that following Christ, regardless of the cost, is the goal for life. Our desire is to train students who will live out the victorious Christian life (Luke 9:23) through submission, dependence upon and obedience to His will as revealed in the Bible.
5. **Doctrinal Integrity** - To teach that the Bible is the Word of God (2 Timothy 3:16-17) and help the student to appreciate and accept its practical use and importance. To teach the student the fundamentals of God's creation, involving a well-rounded and broad curriculum with a Christ-centered worldview, so that he will develop to the glory of God spiritually, socially, mentally, and physically, through their growing knowledge of Christ.
6. **Biblical Discipline** - We apply spiritual principles in the correction and discipline of students.
7. **Christian Citizenship** - To promote the application of Christian principles to daily life by placing the pupils in a Christian school environment where they will learn how to work independently and cooperatively, think critically, and act responsibly (Colossians 4:5) in and outside of school.

I. CHARACTER

Emmanuel Christian School believes that part of the educational process for its students is the development of Christian character. Throughout the year activities and special emphases will be placed on objectives that teach these character traits:

Diligence (1 Tim. 4:15)
Obedience (Eph. 6:5-9)
Honesty (2 Cor. 13:8)
Self-discipline (2 Tim. 1:7)
Humility (Mk. 9:33-35)
Generosity (Phil. 4:15-18)
Patience (James 1:19)
Commitment (Mt. 13:18-23)
Compassion (Luke 10:25-27)
Cooperation (1 Tim. 6:18)
Respect (Rom. 12:16-19)
Responsibility (Matt. 25:14-30)



PART II GENERAL POLICIES

A. ADMISSIONS

1. ADMISSION POLICIES

- a. Students are admitted to ECS on the basis of standardized test scores, their former school record, personal evaluation (see 1e) and the approval of the ECS School Committee. Acceptance into any grade does not mean automatic acceptance into the next grade the following year. Each student is reviewed annually for reenrollment and may be accepted or denied at will by ECS.
- b. K2-K5 students must be appropriate age on or before September 1. First grade students must be six on or before September 1. Dates may change according to State law. Preschool exceptions may be made, but such child should expect to repeat a preschool grade prior to entering K5.
- c. All students Kindergarten through 12th grade must present a completed Certificate of Immunization and a Birth Certificate.
- d. In filling positions for each new year, priority is given to:
 - (1) Present ECS students
 - (2) Children of Emmanuel Baptist Church members
 - (3) Other children of ECS parents who already have students enrolled
 - (4) The general publicWithin these guidelines, **applications are accepted in order of the date of receipt.**
- e. All new students in grades K-12 may be asked to take an evaluative math, reading, and/ or writing test to establish readiness for the grade for which application is made.
- f. Acceptance of all new students shall be on a nine-week trial/probation basis.
- g. Final decisions regarding acceptance will be determined by the ECS School Committee, which reserves the right to refuse admission to any student who is determined not to be in the best interest of the school.
- h. ECS has an open admissions policy; no discrimination is permitted against any student on the basis of natural gender or ethnic background.
- i. ECS will not accept a student who is currently suspended or expelled from another school.
- j. ECS only accepts new students entering grades 11-12 under two conditions: (1) They are a new move-in to our community or (2) They are coming out of homeschooling.
- k. ECS is not equipped to handle children with special learning disabilities or health issues.

2. ADMISSION PROCEDURES

- a. Parents will need to submit a completed application with the non-refundable application fee.
- b. An interview will be arranged with the parents of new students, and the prospective student(s). Both the parent(s) and all prospective student(s) must attend the interview.
- c. Parents should bring copies of any recent achievement tests and the last report card to the interview.

3. PART-TIME ENROLLMENT

Home-schooled students may apply for admission to ECS to enroll in one to four courses at the middle and high school levels. Academic opportunities for students enrolled in other public or private schools are not available at ECS. The Upper School Principal and Headmaster determine which courses have spaces available for part-time students. Part-time students and their parents will follow all guidelines in the Parent/Student Handbook.

Enrollment into the selected course(s) will be confirmed by payment of registration fee, book/supply fee, and tuition. The tuition and book/supply fee will be 1/6 of the annual total, per class taken. Tuition will be paid in full at the start of the school year, or in ten equal monthly installments beginning in August and ending in May. No discounts apply.

Part-time students are eligible to participate in athletic and other extracurricular activities offered at ECS. Part-time students are also eligible for ECS honor rolls and for participation in ECS graduation activities, but may not hold positions as class officers, serve on the Homecoming court, or be crowned Miss Crusader.

B. SCHOOL HOURS

- | | |
|----------------------------|--|
| 1. Office Hours | 7:45 A.M. - 4:15 P.M. |
| 2. Half Day K2 - K5 | 8:00 A.M. - 12:00 Noon |
| 3. Morning Bells | 7:55 A.M.- First Bell
8:00 A.M.- Tardy Bell |
| 4. SCHOOL DAY | |
| Grades K2 - 3 | 8:00 A.M. - 2:45 P.M. |
| Grades 4 - 5 | 8:00 A.M. - 2:50 P.M. |
| Grades 6 - 12 | 8:00 A.M. - 3:05 P.M. |
| 5. After School Care (ASC) | 3:15 P.M. - 6:00 P.M. |

NOTE: A \$1.00 per minute late fee will be added for each minute a child is not picked up after 6:00 P.M.

- MORNING ENTRANCE TIME:** All doors will remain locked until 7:30am. All students 3 yrs - 3rd grade arriving before 7:45 A.M. must report to the 100 Bldg lobby. All students 4th-12th grades arriving before 7:45am must report to Room 200. Students will be released to go to their classrooms at 7:45am.
- AFTER SCHOOL CARE (ASC):** Students in grades K2 -12 must be picked up by 3:15 p.m. or report to the designated After School Care. Parents will be charged the daily "drop-in" rate of \$10 for the ASC service. For liability and safety reasons, no student (of any age) may be left unattended while on school grounds after school.

C. ATTENDANCE

- Regular attendance is essential to successful school work and for training for the workplace. Absences are classified as either **excused** or **unexcused**. Under South Carolina State law, students are only allowed **ten (10) unexcused absences** for the entire school year. This includes all students in grades K-12. An **absence** is defined as not attending school, not attending a class,

or both. Any student in grades K-5th accumulating more than 10 **unexcused** absences will be retained in that grade. In grades 6-12, any student accumulating more than 10 **unexcused** absences in a class will be denied credit for that class. After ten unexcused absences, a medical note is required and arrangements must be made immediately with the school office to excuse any further absence.

A written note from the parent or physician is required within three (3) days after a student returns to school in order for the absence to be marked excused. Phone calls to the teacher, telling the teacher, phone calls to the office, or talking to the nurse do NOT replace the written note. This is the parent's responsibility. Absences are classified either as excused or unexcused.

Excused Absences:

- 1) Illness of the student
- 2) Death in the immediate family
- 3) Court-required appearance
- 4) Inclement weather determined to be dangerous to the health and safety of students as determined by the Administration
- 5) Religious observance
- 6) Emergency conditions as determined by the President and/or Headmaster
- 7) Medical excuse from a physician
- 8) Prior permission of the Administration with request from the parent/guardian. Parent/guardian should complete the "Extended Absence Information Form" (obtained from the school office) which must be signed by the principal before the absence takes place.

Other absences to be excused must be reviewed by the School Administration or School Committee. Failure to get approval in advance will result in the absence being unexcused.

Unexcused Absences:

- 1) Truancy
 - 2) Missing a ride to school
 - 3) Suspension
 - 4) Trips unauthorized by the Principal / Headmaster
 - 5) Birthdays or other celebrations
 - 6) Any absence for which a written excuse was not provided within three (3) days
 - 7) All classes missed due to dress code or hair cut violations
2. Students are responsible to arrange with their teachers to make up work promptly. Students will be permitted one day for each day absent to complete make-up work. In grades 6-12 it is the student's responsibility to make arrangements with the teacher concerning make-up work. If a test is scheduled the day a student is absent, the student will be expected to take the test the following day he/she is present.
 3. Work missed for an unexcused absence may not be made up and will result in a zero.

4. Unexcused absentees may not attend a school function in the afternoon or evening without the respective principal's permission. A student attending without this permission will be asked to leave and may face a one-day suspension.
 5. Missing more than 10 days, **excused or unexcused**, shall make a student ineligible to exempt final exams or be the class salutatorian or valedictorian.
 6. A student must be present until **11:30 a.m.** to be counted present for the day. Students must sign out in the school office when leaving early and the school authorities must have written parental permission. Students are responsible for the next day's work when leaving early. Any student involved in extracurricular activities must be present at school before **9:00 a.m.** and remain for the entire school day to remain eligible to participate in any extracurricular activities that day.
 7. Students are required to attend school on activity days (field days, films, senior trip, etc.) If a student is excused from the event by the administration, he is still expected to be at school and work will be assigned.
 8. Students in grades 1-5 who are absent **more than 16 days**, (excused and/or unexcused) no matter what the reason, shall not be promoted without specific authorization of the School Committee. For students in grades 6-12, the 16 days will be for each class period. Any absence will be unexcused without a doctor or parent note. Special consideration will be given when absences have been due to prolonged illness, and the student has shown sufficient proficiency and achievement so as not to be substantially behind in class work.
 9. No refunds are made for absences. A student having excessive absences will be reviewed by the administration and may be expelled from school.
5. ECS views student punctuality as a parental responsibility. For students in grades K5 - 12, the following policy applies:
 - a. After the **third cumulative unexcused tardy per family in each semester** the student's parents will be assessed a **\$5 fee per tardy** which will be added directly to their school bill.
 - b. Beginning with the **sixth cumulative unexcused tardy per family in one semester**, that student's family will be charged **\$10** per tardy for each successive tardy.
 - c. Beginning with the **ninth cumulative unexcused tardy by family in a semester** the student in grades 6-12 will serve an in-school suspension. For all students, a parent conference will also be required to discuss a plan to correct the problem. Repeated tardies after this meeting may result in the removal of the student from school. The **\$10** fine per tardy will still be enforced per tardy.
 6. Student athletes must arrive on-time for school on the morning following an athletic competition or receive an unexcused tardy. Being tired is no excuse and late nights should be considered when deciding whether or not to participate in a team sport. Exceptions will be made with a signed and dated medical excuse.

E. LUNCHES

Students may bring their lunch or purchase a hot lunch from the ECS cafeteria. At the end of the scheduled lunch period, no food is to be carried out of the cafeteria. (*Note: All meals served in the ECS cafeteria meet DHEC guidelines for nutrition and portion sizes.*)

A parent or legal guardian is welcome to take their student off-campus for lunch or bring a lunch to share with their child. At the discretion of the School Administration and with the parent/guardian's permission, other immediate family members (i.e.- grandparents) may also eat and visit with their student. For the sake of safety and security, ECS students may not leave campus for lunch, may not have food delivered from local restaurants, and may not have anyone other than immediate family members deliver meals.

A parent/guardian may choose to take their student off-campus for lunch at any time. In addition, ECS seniors also have the privilege of leaving campus for lunch, provided that their parent/guardian has submitted advance written permission to the school office (no phone calls). Any student leaving early will be marked absent unexcused and given zeros for all class work missed, and those returning late will receive an unexcused tardy/absence and receive zeros for all class work missed. Exceptions will be made only if the student presents a signed and dated medical excuse upon returning. Any senior who leaves early or returns late, or a combination of both (for ANY reason); will have their privilege of leaving campus revoked on the third offense for the remainder of the school year.

D. TARDY POLICY

1. One of the character traits ECS attempts to teach to each student is **respect**. Being punctual is a demonstration of respect for the teacher and the other students in the classroom. Repeated tardiness is a sign of lack of respect to the teacher, for fellow students, and it detracts from the learning process.
2. The warning bell rings at 7:55 a.m. Students are expected to be in their seats when the final bell rings at 8:00 a.m. When a student in grades 6-12 is tardy to school the tardy will be considered unexcused unless an acceptable note or parental contact is received.
3. Examples of excused tardiness would be car problems (flat, accident) en route to school or an emergency determined by the administration (rainstorm, icy roads, etc.)
4. Examples of unexcused tardiness would be the alarm not working correctly, oversleeping, getting a late start, or taking too much time at your locker.

F. SCHOOL OFFICE

1. The school office is open from 7:45 A.M. - 4:15 P.M. on school days. Summer hours are 9:00 A.M. - 1:00 P.M. on weekdays.
2. Parents may contact the school office to schedule an appointment with their child's teacher. Please respect the teacher's class preparation time and do not try to meet with them in the mornings. In addition, please respect the teacher's personal time at home and do not call them at home. Communication with teachers should be after school, via the office, or via e-mail. E-mail addresses for our ECS faculty are available on the school's website at www.ecscrusaders.com.
3. Lunches, homework, books, etc., MUST be left in the school office to be delivered. Please do not go directly to the classrooms.
4. School phones are for school business use only. Students may use the school phones with permission of the office staff, but will be charged \$.50 for non-emergency calls.
5. All school visitors must report to the school office. (See appendix on visitors for specific details.)

G. REPORTING AND REPORT CARDS

1. The purpose of reporting is to give parents and students an indication of the progress being made. Each student's ability and application are taken into account in grading. Parents are encouraged to ask for after-school conferences at any time.
2. Report cards will not be issued to any student whose account is not current, unless prior arrangements have been made with the office.
3. The "A" and "A-B" Honor Rolls will be published at the end of each nine weeks to recognize students in grades 1-12 who have demonstrated high academic performance. The following guidelines will apply:
 - a. Any student who makes all "A's" on his report card for the nine week period qualifies for the "A-Honor Roll."
 - b. Any student who makes all "A-B's" qualifies for the "A-B Honor Roll."
 - c. Honor Roll determinations are based on actual letter grades, not on cumulative averages.
4. EXEMPTIONS: High school students in grades 9-12 who have achieved a 93% overall average for the year in any given subject will be eligible to exempt the final exam in that subject. Averages are not rounded up for the purpose of exemption. Students are not exempted from mid-term exams for any reason.
5. Reporting to parents is done officially in three stages:
 - a. Folders are sent home with K5-5th grade students every Monday. They are to be signed and returned by a parent or guardian the next school day.

- b. At the midpoint, (**four and a half weeks**) of each **nine-week quarter** progress sheets are sent home to be signed by a parent/guardian and returned.
- c. Report cards are sent home every nine weeks to be signed by a parent/guardian and returned.

6. ECS GRADING SCALE:

A	93-100	Plus and minus grades are for those
B	85-92	grades bordering the letter grade.
C	77-84	
D	70-76	
F	0-69	

H. CURRICULUM AND PROMOTION

1. Emmanuel Christian School uses the New King James Version of the Bible in all curricula.
2. Elementary students must pass 3/4 of all courses taken in order to be eligible for promotion to the next grade, including math, language, and reading.
3. PROMOTIONAL POLICY FOR GRADES 6 - 8:
Students must pass all five core subjects (Bible, English, Science, Math, and History) in order to be eligible for promotion to the next grade.
4. PROMOTIONAL POLICIES FOR GRADES 9-12:
 - a. A 9th grade student must pass Bible, English, and at least four additional academic courses to be eligible for promotion to the 10th grade (6 units).
 - b. A 10th grade student must pass Bible, have two credits in English and at least eight additional credits to be eligible for promotion to the 11th grade (12 units).
 - c. A student must pass Bible, have at least three units in English, and twelve additional units before being eligible to enter the 12th grade (18 units).
5. ACADEMIC POLICIES FOR GRADES 9-12:
 - a. A student with a failure in a required subject may receive credit for that subject by going to summer school (if approved in advance by ECS), taking a correspondence course (approved by ECS), or by repeating the course. In any case, the student may be required to pass a make-up examination prepared by ECS. No credit will be given to a student who fails the make-up examination. Repeating the course will then be necessary. Failing grades in any subject required for graduation must be made up.
 - b. A failure in English must be made up before promotion to the next grade.
6. GRADUATION REQUIREMENTS:
In order to receive a diploma from ECS and participate in commencement exercises, a student must have completed a minimum of four regular nine month sessions of high school. A student, regardless of the curriculum pursued, must attend ECS during the year immediately preceding graduation, must pass all

academic classes, including Senior Bible, and must have earned at least 24 units. Any student who successfully completes and passes the summer school classes necessary for graduation will have the option of picking up their diploma at the school office or returning the following year and participating in the graduation ceremony.

If a student is within one class of passing, they may participate in commencement exercises, but will not receive their diploma until successfully completing the course.

7. SUMMER SCHOOL:

A student who fails no more than (2) subjects may repeat the subject(s) in summer school, and must make at least a 70% average between the report card grade and the summer school grade in order to receive credit. A student must make at least a 60% average on the report card grade to be eligible for summer school.

I. HOMEWORK

1. MATERIALS

- a. An assignment notebook must be purchased from the school office for students in grades 2-8 and are optional for students in grades 9-12. Each student is responsible for taking this notebook home each night and completing all assignments. The assignment book must be signed daily by a parent/guardian and returned to avoid a classroom penalty (stay-in, work detail, detention, etc.)
- b. Pencil is to be used exclusively for grades K-3rd, pen (blue or black) in grades 4 and up, and pencil for math homework in all grades. (Typing is acceptable in all classes except math in grades 4-12.)
- c. All students in grades 3-12 are required to have a three-ring notebook with dividers and notebook paper (college-ruled paper for grades 7-12).

2. LATE WORK: Each student is expected to complete homework assignments and to turn them in on time. Work that is turned in late is subject to be penalized in the grading process.

3. GENERAL TEST SCHEDULE:

Monday - English/Phonics
Tuesday - Social Studies/Math
Wednesday - Science/Elective
Friday - Spelling/Vocabulary/Bible/Foreign Language

* Test schedule is generally followed, but subject to change.

Since we are a Christian school, no assignments (with the exception of math) will be given on Wednesday nights so that students may attend the Wednesday night services of their church. Those not attending church services may be given homework. Math tests may be given on Thursday in grades 1-5. Students in grades 1-5, who have not completed seat work during class, may still be required to bring work home to complete each night (including Wednesday).

4. WAYS PARENTS CAN HELP

ECS believes strongly in the part parents play in the partnership of their child's education. Parents who are actively involved in their child's early learning will help them achieve great success in the future. Following are some general guidelines to help your child toward learning success:

- a. Homework assignments will be written on the board daily. Please check your student's assignment pad daily to see what work has been assigned.
- b. Bible memory is a major factor in the Bible curriculum (Deuteronomy 6:5-7). Verses will be practiced as a class, but will be tested individually. Parents can help by listening to their children as they practice their memorization (Psalm 119:11) and correcting students as they quote these.
- c. Please ensure that students use the proper homework materials.
- d. Check your child's homework daily for completion and neatness.
- e. Monitor your child's Internet activity. Web blog and journal sites such as Facebook and MySpace can create a danger for your child. Placing the computer in an open space with security controls will help your child from accessing potentially harmful websites and protect your child from internet predators.

5. STUDY HELPS FOR STUDENTS

Studies show that when regular study habits are developed early, they continue through later years. The following are some ways to prepare for success as a student at ECS and for life:

- a. Schedule a regular time and quiet place for study, away from distractions. Have all your materials handy before you start. (i.e. - Assignment notebook)
- b. Before beginning your work, commit your study time to God in prayer.
- c. Prioritize your work in order of importance and due dates, and then budget your time to cover all of your studies.
- d. Skim over the whole assignment to get the main points, then read it again to catch the main details and sequence of events or steps. Jot down questions to yourself regarding what you have just read.
- e. Outline, write topic sentences, make notes, design practice tests, and even rewrite your notes if necessary. The more you see something, the easier it is to recall it.
- f. Keep a dictionary nearby.
- g. Review what you have studied. A study buddy can be helpful in review.
- h. Do some independent research on topics that are related to your class assignments.
- i. Make your work your own. If you find yourself unable to understand an assignment, ask for help, but be sure that the finished product is yours.
- j. Always give your best to everything, because it is the Lord Christ we are serving! (Colossians 3:23-24)

J. PARENT-TEACHER CONFERENCES

Parent-Teacher conferences will be held periodically throughout the school year. These are extremely important and valuable for the parent to meet with the child's teacher(s) to discuss the progress, needs and achievements of their student. We ask our parents to pledge their loyalty to the aims and ideals of ECS. Any questions, concerns or criticisms should be brought to the administration to be properly considered by those in authority (Rom. 13:1-2). Talking to those who are not directly involved in the problem or as part of the solution is unbiblical (Matt. 18:15-17).

K. PARENT OPPORTUNITIES

There are many ways for parents to get involved at ECS and the Parent-Teacher Organization is a great place to start. Being in a partnership with parents, we want parents to be involved! Parents may volunteer to work in the library, correct papers, plan parties, attend field trips, assist in the office, help with fundraisers, substitute teach (requires background check), and more. Call the office for specific opportunities. Parents can also support our athletic teams by bringing the entire family out to cheer them on. This promotes school spirit and unity.

Donations of office supplies, school equipment, books, games, toys, desks, art supplies, instruments, computers, software, sports equipment, science objects, math tools, library books, etc. are a great way to help the school.

L. VISITORS

See "Visitor Policy" Appendix at the end of this handbook.

M. SCHOOL CLOSINGS

School may have to be closed due to poor weather conditions or some other unusual factor. When this happens, please refer to the "school-closing" listings on these media sites:

- a. Websites: www.ecscrusaders.com, www.snow.com, www.wmhc.com
- b. Television: WMBF-TV Channel 10, WBTW-TV Channel 13, and WPDE-TV Channel 15
- c. Radio: WMHC 89.7 FM
- d. Phone: School Office at 332-0164

While ECS reserves the right to make our own determinations regarding school closings, we generally follow the decisions of the Darlington County School District. When bad weather strikes, DCSD school officials assess road conditions by fanning out across the county in the wee hours of the morning, they check reports from the National Oceanic & Atmospheric Administration (NOAA), and they also consult the highway patrol and local law enforcement. Decisions will usually be made by 5:30am.

If it appears that school may be closed or students dismissed early because of bad weather, parents/guardians will be called by the school. Local television and radio stations will also broadcast the information. The ECS website www.ecscrusaders.com will always

have the most up-to-date information about school closings or delays.

Parents are asked NOT to call the radio or television stations because it ties up the telephone lines and prevents school officials from getting through with the information. If Emmanuel Christian School or Darlington County Schools are not mentioned among the schools that are affected by bad weather, parents should assume that school will operate as usual.

In the event that the Darlington County Emergency Services issues a mandatory evacuation during the school day (i.e. - trouble at the Robinson Nuclear Plant), parents should NOT come to ECS to pick up their students. ECS has worked in conjunction with DCES and FEMA to develop a disaster management plan that includes bussing all of our staff, faculty, and students to the Florence Civic Center. Students will be released to their parents at the Florence Civic Center.

N. LOST AND FOUND

Please help keep track of your child's belongings by writing your student's first and last name on all personal items for identification. Lost items may be redeemed from the school office for a charge of \$.50 per item. A lost and found sale will be held each semester, and any remaining items will be donated to needy families.

O. WITHDRAWAL AND DISMISSAL

Withdrawal from school must be made through the school office. Payment must be made through the end of the calendar month. All fees are non-refundable. Records will not be released until all textbooks are turned in, fees paid, and accounts closed out. When a student withdraws or is dismissed, any offices held as well as opportunities to participate in any school function are forfeited.

P. LIBRARY

Students may check out two books per week for a one week period. Book fines are \$.25 per day. Food or drinks are not permitted in the library.

Q. AUTOMOBILES

1. Students wishing to drive to school must complete the Student Driver Permission Form and register their vehicle with the school office.
2. All cars parked on the ECS campus during school hours must display a current parking sticker at the bottom left corner of the rear window.
3. Student drivers should park only in the area designated for student parking.
4. Upon arrival at school, students are to immediately leave their cars and are not to return to them until school is dismissed. Students driving recklessly or misusing their cars will lose the privilege of driving their vehicle to ECS. Speed limit on school and church property is 15 miles per hour. (For traffic flow, see Appendix B.)



PART III SOCIAL POLICIES

A. STUDENT CONDUCT

1 Timothy 4:12 exhorts young believers to be an example to other believers in “speech, life, love, faith, and moral purity.” Good behavior must come from the heart in love and obedience to Jesus Christ and to those He has placed in authority over us. In this spirit of obedience to authority and to Christ, the following conduct should be observed:

1. Respect for others and those in authority are virtues we appreciate seeing in our students. Respect for the authority of the administration, faculty, and all school and church staff is expected. Addressing adults by “yes ma’am” or “no sir” is proper and expected. (1 Peter 5:5-6).
2. Positive, honest, encouraging, and affirming speech are virtues we strive for at ECS. Vulgarity, profanity, gossip, crude and demeaning comments, and lying have no place in a Christian school and will not be tolerated at ECS. The use of slang is improper and will be corrected (Colossians 3:8-9; Ephesians 4:29).
3. Since self-control and humility are character traits we want to practice at ECS, boisterous action or talk, bullying, fighting, or picking on another student shall not be tolerated. Hands and feet should be kept to one’s self (Galatians 5:22-23).
4. As stewards of the property God has given us, willful destruction of property that belongs to the church, a fellow student, or a staff member will not be tolerated. Damaged property must be repaired or paid for by the student or parent. If a student causes damage to campus property, that expense will be added to the school bill.
5. Honorable respect and conduct with one another is emphasized at ECS. In relation to the opposite sex, students should avoid any situation that might compromise the integrity of boy-girl relationships (1 Thess. 5:22). Therefore, these basic guidelines exist to protect students from unnecessary problems. Couples should refrain from holding hands, embracing, being alone or sitting in cars together anywhere on campus, or touching in such a way as to bring question to purity of motive.
6. In keeping with the mandate from Christ to honor God with our bodies as the temple of the Holy Spirit, students are to refrain from tobacco products, alcoholic beverages, drugs, sex, cheating, and wearing objectionable clothing (1 Corinthians 6:19-20; 1 Thessalonians 5:22).
7. ECS students are expected to be loyal to their local church (Hebrews 10:25). We encourage them to attend their church’s regularly scheduled services and activities applicable to them.

8. Every attempt will be made by the ECS faculty, staff, and administration to encourage students to honor God with their conduct. Any acts of willful defiance and/or disrespect will be addressed by the policies outlined in this Handbook. It is understood that ECS will take the appropriate action in dealing with any student concerning conduct and/or attitude.

B. COMPUTER / SOCIAL NETWORKING SITE POLICY

There is currently no prohibition on students having personal web sites, but there are rules when it comes to the school. It is up to parents to decide whether their student can have a personal / social networking site; however, because the Internet is a public forum with unrestricted access, Emmanuel Christian School must restrict permission for the posting of information related to the school, our staff/faculty, and any of our students on the Internet. Anything posted on a personal website that mentions ECS, its staff/faculty, or students places our entire school and its members at risk from predators.

In taking the safety of the child into consideration first, ECS has instituted policies that will protect its staff and students from Internet predators and the like. We also desire to eliminate unhealthy competition among young students who use it to compare the number of “friends” in their network. Accumulating “friends” opens the door to the possibility of people with malevolent intent acquiring access to personal and school information.

The posting of any information related to the school on any website, bulletin board, chat room, e-mail or other messaging system that is deemed threatening or impugning to the character of another person is subject to disciplinary action.

Any inappropriate photos posted, blog entries about extracurricular activities, and/or questionable personal information that violate the spirit of the ECS Handbook will face disciplinary action ranging from detention to expulsion.

As a term of acceptance into ECS, students who choose to maintain a Facebook, MySpace, Blogger, Xanga, Friendster or similar personal web account agree to include the school administration as “friends,” and to register all personal accounts and passwords with the school office. Refusal to do so will result in dismissal from ECS.

C. STUDENT DRESS / APPEARANCE CODE

At ECS, we believe that the way one dresses can have a significant effect upon the attitude of the student and the atmosphere of the classroom. Scripture teaches that our bodies are temples of the Holy Spirit (1 Cor. 6:19-20). In applying this truth to appropriate student attire, the following principles are emphasized: modesty and decency (1 Tim. 2:9), distinguishing between male and female (Deut. 22:5), and comfort. Clothing for younger children should lend itself to their active lifestyle both in the classroom and on the playground. The dress code applies to all school functions except when specifically changed for an activity and approved by the Headmaster. The general theme of our dress code is to avoid dress that distracts from the learning environment, to look sharp, and be modest. A dress

code violation will require a student to change to appropriate clothing before attending class.

The Administration reserves the right to make all final decisions on current clothing fads as deemed necessary to protect the learning environment and Christian testimony of ECS.

PRESCHOOL - KINDERGARTEN (2, 3, 4, 5 year olds)

- a. Loose fitting long pants are acceptable for both boys and girls.
- b. Knee length shorts are acceptable for both boys and girls.
- c. All shirts, blouses, and dresses must extend out to the shoulder joint, be modest enough not to reveal undergarments, and be long enough to tuck in.
- d. T-shirts are acceptable, but must be free of inappropriate advertising.
- e. All K2-K5 students will be required to purchase at least one ECS T-shirt to be worn during off-campus outings for safety and identification purposes.
- f. For safety reasons, all shoes must have a back strap. No shoe that resembles flip-flops or beach sandals will be allowed.

GRADES 1-12 BOYS:

SHIRTS

- a. All shirts must have collars. The only exception is when a student wears an official ECS T-shirt, sweatshirt, or hoodie purchased from the School.
- b. All shirts must be loose-fitting, and must be tucked in at all times.
- c. Shirts may have a small manufacturer’s logo, but must be free of additional advertising.
- d. Turtlenecks and mock turtleneck shirts are acceptable.
- e. Sweaters may be worn with a collared shirt or ECS approved t-shirt underneath.
- f. ECS team jerseys are permitted on game days.
- g. For safety and identification purposes, all preschool-8th grade students will be required to purchase at least one green ECS T-shirt that will be worn on field trips and merit trips.

HOODIES

- a. In grades 1-12, the only type of hoodies permitted to be worn from arrival until 3:15pm, are the official ECS hoodies that can be purchased from the School office.
- b. ECS hoodies are considered as a collared shirt.

PANTS

Proper fitting, long dress pants or loose-fitting jeans may be worn. (No skinny jeans; cargo, painter, sweats, warm up pants, knit styles, etc.) All pants must be worn at the waist, one solid color, and free of rips, tears, holes and frays.

SHORTS

- a. Black, Navy, and Khaki colored dress shorts may be worn. (Solid colors only. No plaid or jean shorts.)
- b. All shorts must be worn at the waist, one solid color, and free of rips, tears, holes and frays.
- c. Shorts must come at least to the top of the knee.

BELTS

A solid color, dress style belt must be worn with all pants that have or are designed to have belt loops.

SHOES

- a. Dress shoes, casual shoes, Crocs or tennis shoes may be worn.
- b. For safety reasons, neither shoes with wheels, flip-flops, nor sandals are permitted.
- c. Shoes must be properly worn as designed by the manufacturer.
- d. For health reasons, shoes must be worn at all times.

OTHER

- a. Body piercing, disks, studs, ear rings, bling, chains, and tattoos are prohibited.
- b. Ball caps are not to be seen during school hours.
- c. No clothing or accessories that can be associated with dark or questionable fads/fashions such as Skater, Gothic, or similar are permitted on our campus. (This includes, studs, checkered styles, black nail polish, etc.) In applying the biblical principle of the weaker brother, we are trying to teach our students to remove issues that might cause others to stumble. (1 Cor 8:9)
- d. Any clothing item or accessory that the teacher or administration deems distracting to the learning environment may be confiscated, or result in the student being sent home to change.

P.E. UNIFORMS are required for those taking 6th –12th grade Physical Education classes and are available through the school office.

GRADE 1-12 GIRLS

SHIRTS

- a. Shirts, blouses, or tops must have collars. The only exception is when a student wears an official ECS T-shirt, sweatshirt, or hoodie purchased from the School.
- b. All shirts and blouses must be loose-fitting, extend out to the shoulder joint, be modest enough not to reveal undergarments, and must be long enough to tuck in.
- c. Shirts may have a small manufacturer's logo, but must be free of additional advertising.
- d. Turtleneck shirts are acceptable.
- e. Sweaters may be worn with a collared shirt or ECS approved t-shirt underneath.
- f. ECS team jerseys are permitted on game days.
- g. For safety and identification purposes, all preschool-8th grade students will be required to purchase at least one green ECS T-shirt that will be worn on field trips and merit trips.

DRESSES/SKIRTS

- a. Dresses and/or skirts must fit properly (not too tight or loose), be free of rips, frays, holes, be worn at the waist, and come to at least the top of the knee.
- b. Any slits in dresses/skirts may not come above the knee.
- c. Dress sleeves must extend out to the shoulder joint, and be modest enough not to reveal undergarments.

- d. If there is any question as to whether or not the dress/skirt is long enough or the slit is too high, please ask before wearing it to school. With regard to any issue pertaining to clothing length, ECS reserves the right of discretion.

HOODIES

- a. In grades 1-12, the only type of hoodies permitted to be worn from arrival until 3:15pm, are the official ECS hoodies that can be purchased from the School office.
- b. ECS hoodies are considered as a collared shirt.

PANTS

- a. Proper fitting, long dress pants or loose-fitting jeans may be worn. (No skinny jeans; cargo, painter, sweats, warm up pants, knit styles, etc.)
- b. All pants must be worn at the waist, one solid color, and free of rips, tears, holes and frays.

SHORTS

- a. Black, Navy, and Khaki colored dress shorts may be worn. (Solid colors only. No plaid or jean shorts.)
- b. All shorts must be worn at the waist, one solid color, and free of rips, tears, holes and frays.
- c. Shorts must come at least to the top of the knee.

BELTS

A solid color, dress style belt must be worn with all pants and skirts that have or are designed to have belt loops.

SHOES

- a. Dress shoes, casual shoes, Crocs or tennis shoes may be worn.
- b. For safety reasons, neither shoes with wheels, flip-flops, nor sandals are permitted.
- c. Shoes must be properly worn as designed by the manufacturer.
- d. For health reasons, shoes must be worn at all times.

OTHER

- a. Body piercing, disks, studs, excessive ear rings, bling, chains, and tattoos are prohibited.
- b. Ball caps are not to be seen during school hours.
- c. No clothing or accessories that can be associated with dark or questionable fads/fashions such as Skater, Gothic, or similar are permitted on our campus. (This includes, studs, checkered styles, black nail polish, etc.) In applying the biblical principle of the weaker brother, we are trying to teach our students to remove issues that might cause others to stumble. (1 Cor 8:9)
- d. Any clothing item or accessory the teacher or administration deems distracting to the learning environment may be confiscated, or result in the student being sent home to change.

P.E. UNIFORMS are required for students taking 6th –12th grade Physical Education classes and are available through the school office.

DRESS CODE FOR MISS CRUSADER, JUNIOR/SENIOR BANQUET, AND SENIOR CLASS PICTURES

Pictures: the designated administrative representative must check and approve dresses at least one week prior to the event. They will be checked for modest appearance and length. While halter style dresses are permitted; strapless and cleavage revealing attire will not be permitted. The same dress standards will also apply to non-ECS students attending any ECS events, including our Junior-Senior Banquet.

NOTE TO PARENTS AND VISITORS:

We appreciate the cooperation of parents in dressing appropriately when on campus or attending school functions. Your modest attire helps to set a good example for our students.

D. HAIR

- a. All hair colors must be natural for both boys and girls, with no extremes in cut or style.
- b. Boys' hair should be clean, neatly groomed and trimmed, above the collar, the ears, and the eyebrows (*preferred, but not required for 2, 3, & 4 year olds*).
- c. Facial hair is not permitted for students and sideburns may not extend below the earlobe.
- d. Any student whose hair is not in compliance with the dress code (cut and/or color) will be required to leave school and have it corrected immediately. Students will not be permitted to attend class and will be given an unexcused absence and zero's for all classes and class work missed (including tests & quizzes). Students being sent home for hair violations will also be prohibited from participating in ANY extra-curricular activities (including banquet, field trip, sports, and graduation), until they are in compliance.

E. SCHOOL DISCIPLINE

Discipline is necessary for the welfare of the student, as well as, the entire school. Proverbs 12:1 tells us that if we *"love discipline we love knowledge."* Learning does not take place in a classroom where there is no discipline. Students are reminded to adhere to a code of good conduct not only for their own benefit, but for the benefit of others as well (Phil. 2:3-5). As partners in Christian education, ECS expects cooperation from both students and parents. In keeping with the spirit of Matthew 18:15-17, any parent or student suggestion or complaint must be exercised through the proper chain of authority (Teacher, Principal, Headmaster, Chairman of the School Committee Chairman) in a biblical, respectful manner. Attendance at ECS is a privilege. Any parent, family member or student who does not conform to the standards and regulations of the institution may forfeit this privilege. This guideline is shared with a spirit of love. At Emmanuel Christian School there is a great sense of commitment and love toward the students and families we serve. There is, however, an additional commitment to the total school family and to the testimony of the Lord Jesus Christ.

DISCIPLINE PROCESS AT ECS

1. LOWER SCHOOL (Grades preK-5th)

Individual teachers will administer discipline according to the ECS Classroom Management Plan. Expectations will be distributed to each child and sent home for a parent's signature. In Lower School classes, a teacher's discipline might include a verbal reprimand, missing a recess, helping clean a room, writing assignment, or a detention. A note is sent home with the child for a parent's signature. When the teacher's corrective measures have not achieved the desired outcome, the parent's cooperation and assistance will be sought to achieve acceptable behavior.

If the child's behavior does not change after these actions, the Headmaster may deem it necessary to send the child home until the school is assured the student will comply with class and school guidelines. The school reserves the right to suspend or expel any student for repeated violations of classroom or school rules.

2. UPPER SCHOOL (Grades 6-12)

Individual teachers will administer discipline according to the ECS Classroom Management Plan. Expectations will be distributed to each child and sent home for a parent's signature. Teachers are instructed to handle discipline in a fair, consistent and biblical manner. The process of classroom discipline centers on showing the student the principle violated, seeking an agreement of violation of the rule, a change of attitude, and restitution and/or reconciliation from the student. The core of discipline is to teach a child through his/her actions to be one who respects authority and a lover of God (Hebrews 12:5-6).

Classroom punishments may involve staying after school, work projects, writing an essay, a detention, or as deemed appropriate by the Headmaster.

The following are examples of reasonable classroom expectations:

1. Be in your seat promptly with materials before class begins.
2. Speak with respect to everyone – classmates, teachers, staff, and administration.
3. Keep hands and feet to yourself.
4. Respect other people's property.
5. Show consideration of others' opinions.

The basic steps used in the discipline process for a violation of class or school rules will usually be as follows:

1. A verbal warning
2. A note is sent home to be signed and returned and a phone call is made to the parent.
3. An after or before school detention is served with a note and phone call to parent. Detentions will not be served the same day issued so transportation can be arranged.

4. After the 3rd detention, an in-school suspension with parent notification (at the discretion of the administration, the suspension may be changed to out-of-school). Students receiving a suspension risk losing any and all financial assistance received for the year. The Administration and School Committee will determine each case and will notify the family.
5. A minimum one day out-of-school suspension with parent-student-principal meeting
6. Meeting with student, parent, teacher, and principal or Headmaster to determine the future status of student

6. Bringing dangerous objects, matches, lighters, etc. to school.

Supporting Scriptures: Titus 3:1-2, Romans 13:10

DETENTION

Detentions will be served from 3:15 p.m. to 4:00 p.m. as assigned by the Headmaster, Staff, or Faculty. Any student who fails to report to detention (for any reason) will be required to serve two detentions. Any student who misses one of those two detentions will receive a minimum in-school suspension or other consequence as determined by the principal.

Any student in grades K-12 who has received a suspension during the school year may be considered for re-admittance on a probationary status the following year. Any student receiving a suspension may also lose any and all financial assistance received for the year. The School Committee will determine each case, and their decision will be final.

SUSPENSION/EXPULSION

Emmanuel Christian School is an “at-will” organization and reserves the right to suspend or expel any student whose conduct at or outside of school is **interpreted as detrimental to the health and well-being of the school**. The list of offenses for which a student may be suspended or expelled includes, but is not limited to, the following:

1. Accumulation of three detentions
2. Bringing a weapon to school or anything that can be deemed a weapon.
3. Possessing or using any form of tobacco
4. Possessing, using, or attending “parties” where alcohol is present.
5. Bullying, fighting, striking, or otherwise endangering another person
6. Vulgarity, profane actions or speech, intimidation, bullying, or conveying threats
7. Inappropriate sexual conversation or activity
8. Destroying or defacing property
9. Pulling fire alarm
10. Stealing, lying, cheating, forging, and plagiarism.
11. Inappropriate or malicious Internet issues (i.e. – pornography, bullying, etc.)
12. Skipping school, skipping class, or leaving school grounds without permission or signing out
13. Harassment or any form of disrespect verbally, in writing, attitude, or body language to faculty and/or responsible adult or to another student
14. Chronic and/or deliberate disobedience to faculty, or repetitive violation of any school rule

The list of offenses for which a student **will be automatically expelled** includes, but is not limited to:

1. Pregnancy or fathering a child
2. Possession, use, or distribution of illegal drugs
3. Committing a criminal offense
4. Threatening or assaulting an ECS/EBC employee
5. Parental threats, bullying, misconduct or disregard for school policies and/or authority

TOYS / ELECTRONIC DEVICES

Skateboards, Heely skate shoes, roller blades, etc. are not permitted on our campus at ANY time. Cell phones, iPods, CD players, MP3 players, video games, hand-held games, etc. are also prohibited and should not be seen or heard from the time a student arrives on campus in the morning, until the end of the school day (i.e. - 3:05pm). If seen or heard the items mentioned above will be confiscated immediately and a parent will be required to come to the school office during regular school hours and sign for their release. A detention will be issued per offense and with the third offense; a student will receive an In-School-Suspension (ISS). If there is a fourth offense, the student’s behavior will be considered defiant and the student may be dismissed from Emmanuel Christian School.

CHEWING GUM OR CANDY IN CLASS

In order to protect our carpeted areas, floors, and furnishings; all candy and gum is prohibited on our campus during the school day. A detention will be issued per offense and with the third offense; a student will receive an In-School-Suspension (ISS). If there is a fourth offense, the student’s behavior will be considered defiant and the student may be dismissed from Emmanuel Christian School.

The only exception to this rule is for candy distributed by teachers for teaching purposes. In such cases, the candy may be consumed in that classroom only at the teacher’s discretion.

SAFETY PRECAUTIONS

Behavior that puts one’s self or others at risk, or could result in damage to the property is prohibited. Such behavior includes, but is not limited to:

1. Reckless driving or speeding on campus (May result in loss of driving privileges.)
2. Rough play, throwing rocks, sand or pine cones, climbing trees, or fences on the grounds; inappropriate behavior on the grounds.
3. Dangerous behavior around vehicles or while crossing the roads.
4. Sliding or running in the hallways, swinging on doors, holding doors shut.
5. Playing with electrical equipment, classroom equipment, defacing property.

There may be other offenses deemed worthy of expulsion or suspension that are not listed here. The Headmaster, School Committee, and/or its Chairman will determine the severity of any action not listed.

SUSPENSION

1. With an in-school suspension, the student will do assigned work in a designated area. An Upper School student will either eat lunch with the elementary school or in a designated area.
2. With an off-campus suspension, the student may not be seen on the ECS campus. (Cannot drop off or pickup a sibling, stop by the office, attend a sporting event, etc.)
3. With any suspension, the highest grade received will be 70%.
4. The suspended student will not be allowed to make-up any class work, quizzes, and/or tests.
5. All assigned work must be completed.
6. No suspended student may participate in any extra-curricular activity on the day of suspension.

EXPULSION

In the case of expulsion, the following procedures will be followed:

1. The Headmaster will consult with the School Committee and/or its Chairman.
2. The Headmaster will confer with the parents.
3. The parents may appeal the decision to the School Committee, but the decision of the School Committee is final.
4. Parents and students need to remember that is a privilege, not a right to attend ECS.

Any student who has been expelled from ECS will be ineligible for readmission for a minimum of six months. After six months, the expelled student may apply for readmission, but there is no guarantee he/she will be accepted. The application will be reviewed and an interview conducted by the Administration and School Committee to determine if the student may return to ECS.

Expelled students may not attend any ECS functions or visit the campus for a minimum of 12 months, or until they are accepted back into ECS. This includes sporting events, banquets, programs, graduation, etc.

POLICY LIMITS

The discipline policies mentioned above apply to students while they are on campus, on ECS field trips, or at recognized school functions. ECS reserves the right to search a student's personal items back packs, lockers, desks, computers, and vehicles if deemed necessary by the administration. While behavior away from school is an individual and parental responsibility, behavior that impacts the school or the testimony of the school cannot be ignored. Therefore, behavioral offenses that occur outside the limits established in this policy will be considered as to their severity and impact. If any student's conduct away from school conflicts significantly with the spirit of these guidelines, the school may question whether or not the student(s) should continue to be enrolled at ECS. This handbook does not define or address every type and aspect of student behavior; however, ECS has the right and responsibility to set forth policies, rules, codes, regulations, and procedures.



PART IV FINANCIAL INFORMATION

A. PAYMENT OF TUITION AND FEES

1. Prospective students must complete an application and return it to the office with the nonrefundable application fee. Once a student is accepted to ECS, the student's parent(s)/ guardian must come to the office to make financial arrangements to pay the tuition and fees necessary for the student to attend ECS.
2. NO REFUNDS will be made on application fees, or any portion of the book and supply fees, activity fee, other fees, any prepaid deposits (yearbook, trips, etc.); unless the applicant is not accepted by ECS.
3. NO REFUNDS or financial adjustments will be made for absences.
4. In the event of withdrawals from school, all charges will apply through the end of the calendar month.
5. Payments may be made online via our website at www.ecscrusaders.com, in the school office, or by mail. Payments delivered by mail must be received at the school office by the 10th of the month. Postmark dates are not considered the delivery date. As a convenience, there is an after hours drop box located on the outside of the Administration Building. All financial information listed in our printed materials reflects a discounted price for cash payments. ECS does accept online and credit card payments, but the 4% cash discount does not apply.
6. Parents should expect a tuition increase of between 2%-5% annually to cover rising costs in accreditation fees, student accident insurance, textbooks, utilities, teacher salaries/benefits, etc.

B. LATE FEES

1. Late fees of \$25 per account will be charged if monthly payments are not paid and received on or before the 10th of the month. If the tenth of the month falls on a weekend, then be sure to have the payment in before the weekend.
2. There will be a \$25 charge for any check returned for insufficient funds. On the 2nd offense there will be a \$25 charge and the check must be redeemed in the office by cash within 5 days. All payments thereafter must be made by cash, money order, or credit card.
3. If a family's account falls behind:
 - a. At 31 days past due, an account is considered delinquent.
 - b. Between 31-44 days past due, payment arrangements MUST be made in writing and have both the signatures of the parent(s)/guardian and the Business Office and/or School Finance Committee.
 - c. This arrangement must be made prior to the 45th day.
 - d. At 45 days past due, the student(s) in the family will no longer be permitted to attend classes or school activities until the account has been brought current or financial arrangements have been made

with the Business Office and approved by the School Finance Committee.

- e. On the eleventh day of the second month (60 days), the student(s) will be dismissed and not allowed to continue at ECS.

Note: Financial emergencies are understandable, so please do not wait until the last minute to discuss your situation with the School Finance Committee for special consideration.

4. Report cards and academic records (transcripts) will NOT be released to other schools until the family's financial account at ECS has a zero balance. Emmanuel Christian School will withhold the diploma and transcript of any graduating senior who has failed to completely satisfy his/her financial account at ECS, until such time as it is paid in full.

C. DISCOUNTS

Discounts are not cumulative. Each family receives the best discount for their circumstances. Contact the Business Office for more information.

1. **LUMP SUM DISCOUNT:** A 3% discount is given to those families who choose to pay tuition in one lump sum payment on or before September 1.
2. **MULTI-STUDENT DISCOUNT:** The school recognizes that tuition for families with more than one student could create a financial hardship. The multi-student discount was created to make Christian education at ECS more affordable for these families. This discount applies only to immediate family members, and does not apply to nieces, nephews, cousins, grandchildren, etc.
3. **MINISTERS DISCOUNT:** Full-time pastors and missionaries (those working 40 hours plus) are awarded a discount if their only compensation comes from their ministry service.
4. **ASSISTANCE:** Occasionally, through the generosity of businesses and individuals, funds are donated to ECS for the purpose of offering tuition assistance to new students enrolling at ECS. This assistance is determined annually on a first-come, first-serve "need" basis. Those applying for assistance will be required to complete a financial questionnaire disclosing family income and expenses. If a family is awarded assistance, it will be for one year only and may be revoked if the family's financial position changes. (I.e. - Due to marriage, finding employment, etc.)

NOTE: Any student receiving a suspension or dropping below a 2.0 GPA is subject to losing all discounts and/or financial assistance.

D. TUITION CREDIT PROGRAM:

ECS enjoys having many students who have been recommended by current families. The guidelines for the Tuition Credit program are as follows:

1. A parent recommends ECS to a new family, not presently enrolled at ECS.
2. They report the recommending family's name with their application.
3. The new child enrolls and remains at ECS for at least one semester.
4. At the end of the semester, the referring family receives an account credit equivalent to the amount of one month's tuition for their oldest child. (*This gives them the largest discount.*)
5. All tuition and fees must be current by the end of the first semester for both your family and the referred family in order to receive the discount.

E. FUNDRAISING

1. As a Christian school, ECS attempts to help keep tuition down by seeking to obtain tax-deductible donations from individuals, businesses, and other churches called to support this ministry financially. Donations may be made by cash, check, or credit card.
2. ECS will host two school-wide fundraisers during the year that are planned into our budget and directly help to offset the cost of tuition. These will usually occur in the fall and in the spring.
3. ECS families are also encouraged to participate in various "Everyday Life Fundraising" programs that help bring additional funds into our school. Little things you can do each day really add up to big benefits for the school. These include, but are not limited to:
 - a. Bi-Lo Booster card
 - b. Staples Rewards card
 - c. Register your Target Visa card or Target Red Card online at Target.com
 - d. School pictures - LifeTouch donates a portion of their proceeds back to ECS
 - e. Campbell's Labels for Education
 - f. General Mills Box Tops for Education
 - g. Recycle your old cell phones, PDA's, and printer cartridges.
4. Throughout the school year, there will be other classes and groups raising funds. Your participation in these fundraisers is always optional and these fundraisers benefit specific groups such as the 5th grade Washington DC trip, Senior missions trip, Athletic Booster Club, etc.



PART V STUDENT ACTIVITIES

A. CLASS OFFICERS

1. Class officers will be elected annually for both the Junior and Senior classes; and will consist of a president, vice-president, secretary, and chaplain.
2. Nominations will be made by secret ballot.
3. The ECS administrative team will review each nominee BEFORE the nominees are announced publicly to ensure they meet the criteria listed below, and it reserves the right to make the final decision regarding any and all names to be listed on the ballots.
4. Nominees MUST meet the following criteria:
 - a. Minimum eligibility requirement of 2.0 GPA
 - b. Demonstrate a clear salvation testimony and a strong Christian-life testimony
 - c. Demonstrate morality, responsibility, dependability, and spirituality
 - d. Must be an active participant in a local church of a mainline evangelical denomination and its youth program for a minimum of 6 months. (ECS will verify with pastor and/or youth pastor)
5. Disqualification of position can result for the following reasons:
 - a. Student withdrawing from ECS
 - b. Any act that would result in suspension or expulsion
 - c. Failure to meet academic, moral or spiritual requirements as stated above

B. MISS CRUSADER AND COURT

1. Miss Crusader (annual homecoming queen) candidates will consist of all senior girls who meet the requirements for eligibility, plus the two Junior girls who have the highest activity point totals and meet the requirements for eligibility.
2. Miss Crusader will be selected on the basis of most activity points earned. Point system will be explained to the candidates by the Headmaster.
3. Miss Crusader court will consist of all senior girls, plus the two junior class candidates.
4. Nominees MUST meet the following criteria:
 - a. Minimum eligibility requirement of 2.0 GPA
 - b. Demonstrate a clear salvation testimony and a strong Christian-life testimony
 - c. Demonstrate morality, responsibility, dependability, and spirituality
 - d. Must be an active participant in a local church of a mainline evangelical denomination and its youth program for a minimum of 6 months. (ECS will verify with pastor and/or youth pastor)
5. Disqualification of position can result for the following reasons:
 - a. Student withdrawing from ECS
 - b. Any act that would result in suspension or expulsion
 - c. Failure to meet academic, moral or spiritual requirements as stated above

C. STUDENT GOVERNMENT ASSOCIATION (SGA)

The SGA mission is to serve the ECS student body, EBC, and the community. Class officers are the members of the SGA.

D. ELIGIBILITY POLICY FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES:

While extra-curricular activities are a vital part of a young person's life, we believe that academics are the most important part of student life at ECS. With the high academic standards that we have, it is necessary for us to have an academic eligibility requirement for extra-curricular activities.

1. Elementary students may not participate in extra-curricular activities if any subject area is lower than 70% on progress reports or report cards. After two (2) weeks of probation, the elementary athletic director will consult with the teacher and determine the student's eligibility.
2. Upper School students participating in extra-curricular activities must have at least a 2.0 GPA ("C" average) with no failures on progress reports or report cards. Grades will be checked on a 4 ½ week basis (progress reports and report cards). After two weeks, the student may become eligible if their grades are raised to the qualifying level.
3. **ACADEMIC PROBATION:** A student who does not have a GPA of 2.00 ("C" average) in all academic subjects, or has one failing grade, will be placed on academic probation for two weeks. The student is still part of the team or organization but cannot attend practice sessions and meetings. The probation will be reviewed at the end of the two-week period by the administration.
4. Once on probation, the student must raise their GPA to 2.0 ("C" average) with no "F" grades before the end of the 4 ½ week grading period. Otherwise, the student becomes ineligible for the remainder of the season.

E. OUTINGS AND FIELD TRIPS

Field trips are encouraged and will be planned by the teacher after clearing it with the administration. Trips will be educational in nature, planned in advance and well chaperoned.

F. CLASS PARTIES

Two or three special class parties may be held during school hours. These are usually scheduled during the last hour of the day, the last day of school before a holiday, and are held on the school grounds.

Birthday parties in elementary grades may be celebrated with permission from the teacher. Parents may provide cupcakes or desserts for their child's entire class during their child's lunch hour. Please remember to sign-in upon arrival.

G. SPORTING EVENTS

For the sake of protecting the health and study time of our student athletes, the School Committee adopted the policy that no student athlete may play on both an ECS JV and Varsity team during the same season.

Students shall not be permitted to participate in sporting events unless counted present in school on the day of a game. Illness is not a satisfactory excuse. The Principal must approve any exception in advance. (See II C 4)(II C 6)

Athletic events present classic opportunities to exercise our testimony. All students are encouraged to take an active part in the school's sports program. Active sports participation builds bodies, character, and teamwork while providing healthy, physical outlets. However, sports must not interfere with studies; therefore ECS eligibility standards must be met.

1. Students are to show proper respect to the other team, both at home and away, before, during, and after the contest.
2. Students, athletes, parents, and spectators who represent ECS should model Christian sportsmanship at all times, especially in athletic contests. Our speech is a testimony to all as to who we are and the God we represent. Therefore, all comments directed toward the athletes, coaches, other spectators and officials should be encouraging and edifying (Ephesians 4:29-32).
3. Communication between students on a bus and cars or persons outside the bus should be avoided. People who may not properly hear or understand your words or actions may misinterpret them.
4. Spectators (including children) are not to run and play in the gym, the lobby of the gym, or use the court between games and/or during halftime.

H. CHEERLEADING

Cheerleading is a sport that supports other sports. Cheerleaders will attend all regularly scheduled athletic contests and should help build school and team spirit. They also lead pep rallies and oversee Spirit Week. All practices will be held on campus and school standards of dress will apply. To be eligible a student must:

1. Be a student of ECS at the time of tryouts.
2. Be re-enrolled for the next year
3. Meet ECS eligibility standards as defined in Section IV C

I. BETA CLUB

1. Eligibility: Evidence of good character, responsibility, and high academic achievement (an average of 90% or above).
2. Procedure for admittance: Students are evaluated at the end of the Third Nine Weeks of the ninth (9th) grade according to the eligibility criteria listed above. Eligible students are inducted during a special chapel ceremony.
3. Procedure for Continuance: Each nine-week grading period, each member's eligibility is checked. If a student fails to meet any of the eligibility criteria, the student is placed on probation. If the criteria is met at the end of the next grading period, the student is re-instated. If not, the student is permanently removed from membership with no further opportunity for reinstatement. A student who is permanently expelled from school automatically loses membership.

J. CLASS SPONSORS

At the close of the Sophomore year, each class will select a class sponsor to assist them in their Junior and Senior years. Serving as a class sponsor is a privilege and results in the opportunity to build a close bond with our students. The qualifications for serving as a class sponsor are as follows:

1. Classes may nominate a person to serve as their sponsor, but the final approval is at the discretion of the Administration and School Committee. The Administration or School Committee not only approve the sponsors, but may also remove the sponsors at their discretion if they deem such action to be in the best interest of ECS.
2. All sponsors must be current employees of EBC or ECS.
3. Class sponsors will have several duties:
 - a. Foster school spirit and unity among the class members.
 - b. Help the class in their fundraising endeavors.
 - c. Help the Junior class to plan, finance, and execute the annual Jr./Sr. Banquet.
 - d. Help the senior class plan and raise funds for their senior trip.
 - i. The sponsor, plus one other adult, approved by the Administration and School Committee, will serve as chaperones for the senior trip at the class' expense.
 - ii. Both a man and a woman will be required to serve as official chaperones for the trip, but they cannot be a married couple.
 - iii. If the spouse of either official chaperone would like to attend the trip or if the Administration and School Committee deems that additional chaperones are needed, those chaperones must be approved by the Administration and School Committee. Additional chaperones will be required to pay their own expenses and may receive no funds from the class.

- e. Serve as a liaison between the class, parents, and the school. Sponsors should be peace makers and quick to resolve conflict.
4. While class sponsors are encouraged to take charge and get intricately involved with the class, it is understood that sponsors serve under the authority of the School, which reserves the right to make all final decisions related to the student body.
 5. Sponsors will work under the direct supervision of the Upper School Principal in all areas relating to the class, its activities, planning the senior trip, and fundraising efforts. All class ideas, events, fundraisers, etc. should be submitted in writing to the Upper School Principal, who will present them to the Headmaster and School Committee for approval.

K. SENIOR CLASS TRIP

Each year, the Senior Class will take a missions trip either stateside or to a foreign country. We believe that exposing our students to world missions is a critical element in the process of developing Christian disciples. The destination and itinerary for the trip must be preapproved by the School Committee. The class will be responsible to raise all necessary funds in accordance with the ECS fundraising policies. Students who choose not to participate in the trip will be required to attend school and perform work as assigned by the Headmaster.

L. CLASS DUES

Class dues are included in the students' annual activity fee. The class treasury will follow the class through their senior year and may be used in the Senior year for things such as Jr./Sr. Banquet, senior class trip, and/or other approved projects. The schedule for class dues is as follows:

K5 - 5th grade	\$10.00
6-8th grades	\$20.00
9-12th grades	\$30.00



PART V MISCELLANEOUS

A. PROPER PROTOCOL FOR COMMUNICATION / CONFLICT RESOLUTION

At some time during a school year, a problem may arise with your child. Usually this problem can be solved with a simple phone call. We believe that using the scriptural method outlined in Matthew 18:15-17 is the best way to resolve any difficulty. It is never appropriate to discuss any problem with other parents or other students. It is counter productive to share a personal complaint with other parents that can lead to undue strife among our school family.

Please follow this procedure in handling any problem that should arise:

1. First, call the individual with whom the offense/ problem occurred.
2. If the problem cannot be resolved by talking to that individual, then request a meeting with the individual and his/her supervisor to be present.
3. If, after talking to the individual and the supervisor, the problem remains unresolved; then request a meeting with the individual, the supervisor, and the Headmaster to be present.
4. If, after talking to the individual, the supervisor, and the Headmaster, the problem remains unsolved; then request a meeting with the Headmaster and the Chairman of the School Committee.
5. If the problem is still unresolved after that meeting, the Headmaster and Chairman of the School Committee will then present the issue to the School Committee for resolution. The Headmaster and Chairman will decide whether it is necessary for the petitioner to attend the meeting.
6. The School Committee will make its decision based upon the information received through each of the meetings outlined above, and the decision of the School Committee will be final.

B. CUMULATIVE FOLDER

In complying with accreditation requirements, Emmanuel Christian School keeps records on all its students. In each child's cumulative folder are notes from home, reports from teachers, test results, attendance reports, scholarship reports, a record of extra-curricular activities, and other information which aids the school in knowing each student better. The material in these folders is confidential. The folder is kept in the files after a student withdraws or graduates. As requests are received from colleges or prospective employers asking for information, this folder is referred to satisfy these requests.

The grades earned are only part of this cumulative record. Participation in school-sponsored extra-curricular activities are important in your life while in school and help to form needed social skills after leaving ECS. Colleges weigh involvement in extra-curricular activities heavily in addition to grades when making financial awards to prospective students.

C. DUAL ENROLLMENT OPPORTUNITY

Emmanuel Christian School and Florence Darlington Technical College have in times past teamed up to offer college credit for certain courses while students are still in high school. ECS will attempt to take advantage of such opportunities whenever they are feasible. For more information, please contact the school office.

D. PLEDGES

1. Pledge to the American Flag
“I pledge allegiance to the flag of the United States of America and to the Republic for which it stands; one nation under God, indivisible, with liberty and justice for all.”
2. Pledge to the Christian Flag
“I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands, one Savior, crucified, risen and coming again with life and liberty to all who believe.”
3. Pledge to the Bible
“I pledge allegiance to the Bible, God’s Holy Word; I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God

E. SCHOOL VERSE

“Therefore, whether you eat or drink, or whatever you do, do all to the glory of God.”

- I Corinthians 10:31

F. SCHOOL COLORS

Green - Represents Christian growth
White - Represents purity of life
Gold - Represents our heavenly goal

G. SCHOOL MASCOT: Crusader

H. YOU AND YOUR SCHOOL – EMMANUEL CHRISTIAN SCHOOL

If you are transferring into ECS you are probably leaving friends and teachers who have become a part of you. Your admiration for your former school did not come about by chance. Students and teachers worked hard for years to make you proud of your former school. Now is your chance to do the same for Emmanuel Christian School.

For over forty years students and teachers have worked together diligently to make our school one of which you can be proud. You, too, can make a lasting contribution to ECS. Determine that with God’s help, you will do your best!

APPENDIX

- A. Visitor Policy
- B. Traffic Flow Diagram
- C. Layout of EBC-ECS Campus
- D. Student Pledge To Treat Others Properly
- E. Parent-Student Handbook Agreement Form

A.

VISITOR POLICY for Emmanuel Christian School

Those who are permitted to visit on our campus during school hours include:

- 1) Custodial parents or legal guardians.
- 2) Grandparents approved by custodial parents or legal guardian.
- 3) Alumni (graduates) of Emmanuel Christian School.
- 4) Prospective students accompanied by a parent.
- 5) Pastors and youth pastors of mainline churches where ECS students are members.
- 6) Government agencies, sales representatives, etc. servicing EBC/ECS.

Those who are not permitted to visit during regular school hours:

- 1) Non-custodial parents.
- 2) Grandparents not approved by the custodial parent.
- 3) Any school age student that should be attending his/her own school.
- 4) Former students not currently attending ECS. *(Unless it has been prearranged between the office and the student's parent/guardian for the student to attend a single chapel service or spiritual event.)*

Those guests who meet the above listed requirements are permitted to visit on our campus during regular school hours provided they:

- 1) Call ahead to schedule the visit
- 2) Check in at the school office upon arrival
- 3) Wear a visible name tag
- 4) Abide by the school's dress code
- 5) Sign this form acknowledging our policy and expectations and your agreement to abide by them

Official personnel of the School (Headmaster, Principal, Office Staff, Teachers, etc.) may ask any visitor to leave at any time for any reason at their discretion.

Any conduct that distracts from the educational experience, is unbecoming of our school or could convey a negative image in the eyes of our students or other guests will not be tolerated.

Visitors shall not be alone with any student(s), at any time for any reason.

Tobacco use is prohibited on our campus.

All visitors must return to the school office and sign out before leaving the campus.

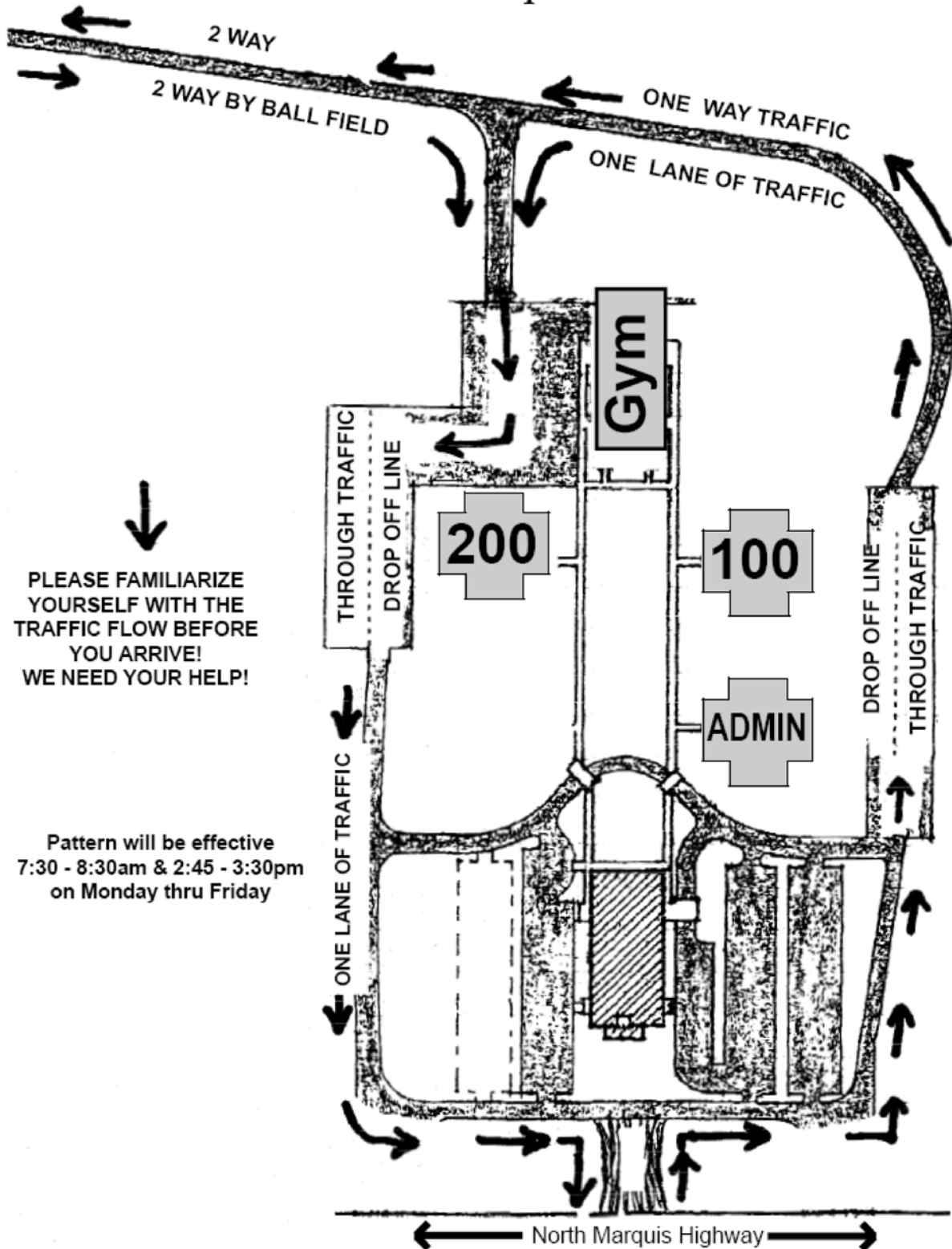
By signing this form, I as a guest agree that I have read the above stated policy and will abide by it. I assume all personal liability for my well-being and my actions while on the campus of Emmanuel Baptist Church and Emmanuel Christian School.

Signed: _____ Date: _____

ECS Official: _____ Date: _____

B.

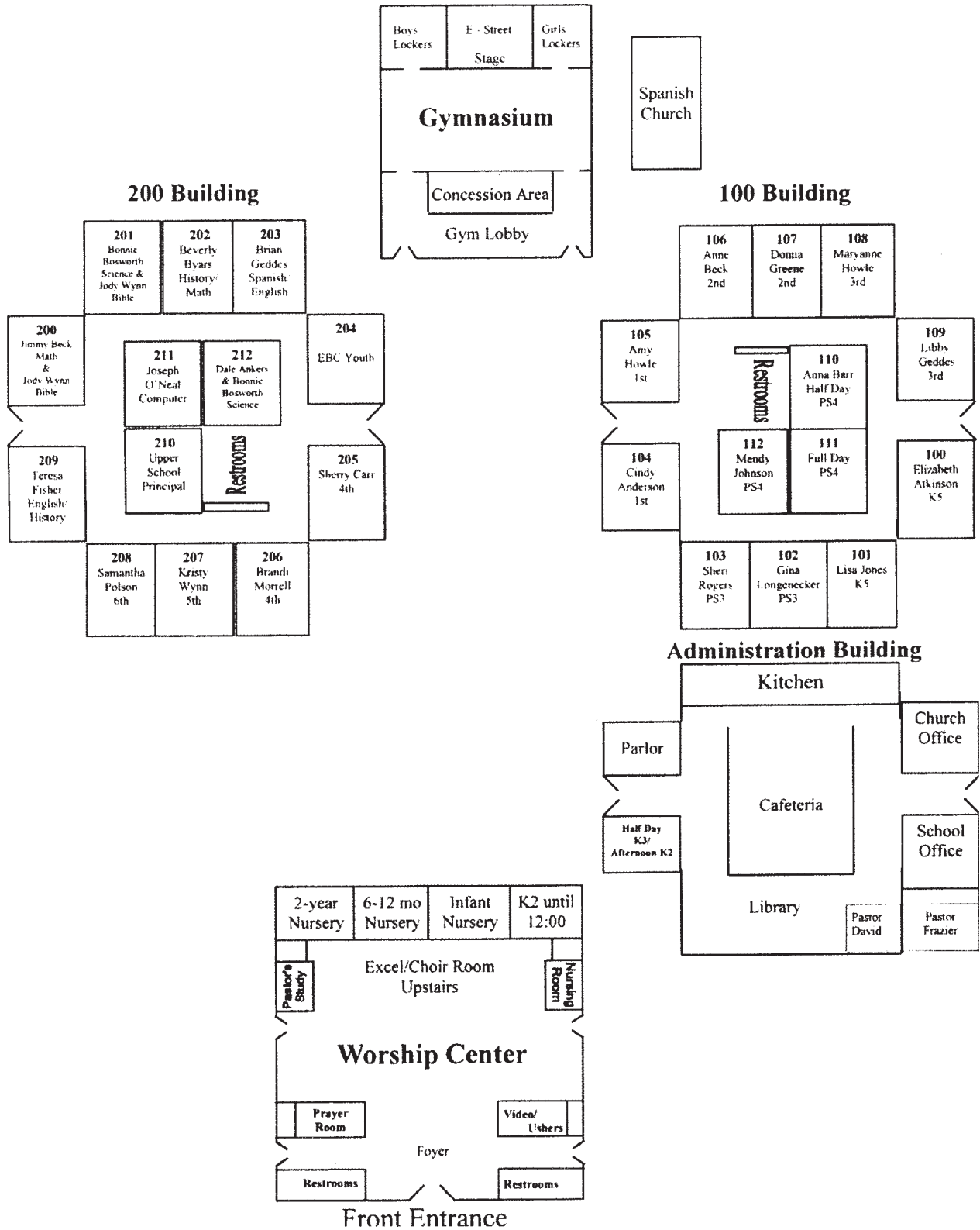
Emmanuel Christian School Before & After School Pick-Up Traffic Flow



↓
PLEASE FAMILIARIZE
YOURSELF WITH THE
TRAFFIC FLOW BEFORE
YOU ARRIVE!
WE NEED YOUR HELP!

Pattern will be effective
7:30 - 8:30am & 2:45 - 3:30pm
on Monday thru Friday

C. Layout of EBC-ECS Campus



E.
PARENT-STUDENT HANDBOOK AGREEMENT FORM

Dear Parents and Students,

In seeking to practice the biblical principle taught in Matthew 7:12 and Romans 14, ECS desires to enroll students / families who agree with the policies contained in this handbook. ECS is a ministry of Emmanuel Baptist Church. It is a Christian school, not a private school. For this reason, we select to use the Bible as our guide and expect our students to follow the precepts and the principles it teaches. ECS is also an academic institution, so you will notice certain policies and procedures that were designed to serve the daily operations of the school in a practical way.

The School Committee and Administration of ECS have diligently labored and prayed over the policies and procedures contained in the Parent-Student Handbook. Every aspect of the handbook was written with the education, safety, and welfare of our students, faculty, and families in mind.

Please read over the entire Parent-Student Handbook to familiarize yourself with our ECS policies and expectations. If you and your student(s) agree to abide by and uphold the policies as stated in the Parent-Student Handbook, we welcome your student(s) and family to be part of Emmanuel Christian School.

Sincerely,
School Committee and Administration of Emmanuel Christian School

We, as a family, have read and agree to abide in spirit and practice with the policies, standards, and rules contained within the Emmanuel Christian School 2010-2011 Parent-Student Handbook.

We also understand that if we cannot fully support the principles, biblical standards, and rules set forth in the Parent-Student Handbook; it is our responsibility to notify the Administration of Emmanuel Christian School in writing within twenty-four hours of that decision and our student(s) may be subject to dismissal from ECS.

Parent/Guardian signature Date

Parent/Guardian signature Date

Student's Signature Grade Date

Student's Signature Grade Date

Student's Signature Grade Date

Student's Signature Grade Date

Please return this form to the school office as a requirement for admission.