

EMPORIA CHRISTIAN SCHOOL

Parent – Student Handbook

Emporia Christian School Parent—Student Handbook

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Emporia Christian School

Parent—Student Handbook

I. Purpose of the School

A. Mission Statement

1. Emporia Christian School exists for the purpose of educating children in body, mind, and spirit. The school's primary goal is to develop academic excellence, moral integrity, and spiritual depth. Christian precepts and teachings are presented as an integral part of the curriculum. To accomplish this mission, we purpose to do the following:
 - a. Help our students to develop a close personal walk and relationship with Jesus Christ.
 - b. Educate and nurture future Christian leaders.
 - c. Provide students with instruction emphasizing academic excellence, moral integrity, and strong biblical principles.
 - d. Provide students with the tools they will need to be leaders both now and in the future, and to commit them to God.
 - e. Teach students how to be equipped with the whole armor of God. (Ephesians 6:10-18)

B. Statement of Faith

1. We believe the Bible to be inspired, the only infallible, authoritative Word of God. (II Timothy 3:15; II Peter 1:21)
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (Genesis 1:1; John 1:1-4; Matthew 28:18-20)
3. We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious, atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory. (John 10:33; Isaiah 7:14; Luke 1:35; Hebrews 4:15, 7:26; John 14:11; I Corinthians 15:3; Ephesians 1:7; Hebrews 2:9; John 11:25; I Corinthians 15:4; Mark 16:19; Acts 1:11; Revelation 19:11)
4. We believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential. (John 3:1-18; Titus 3:5-7)
5. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14; I Corinthians 3:16, 6:19-20)
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life; and they that are lost unto the resurrection of damnation. (John 5:28-29)
7. We believe in the spiritual unity of all believers in Christ. (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28; Ephesians 2:19-22, 4:1-6)

C. Philosophy of Education

ECS adopts the historic Christian view of life as presented in the Bible. Since the sovereign and infallible God created and sustains everything through His Son Jesus Christ, the world and life are God-centered and should glorify Him.

Man being a sinner by nature and choice, however, cannot in this condition know or glorify God. He can do this only by being recreated in God's image through committing his life to Jesus Christ as Lord and Savior. The total process of education, therefore, must seek this restoration of the student to the position of true knowledge, righteousness, and holiness in Christ by developing and relating the whole person to God spiritually, mentally, socially, and physically.

The school must present all truth as God's truth, which must be interpreted and integrated with God's Word. Such education is primarily the parent's responsibility, and the school should function as an extension of the home to aid the parents in giving this education.

D. Pledges

1. The Pledge of Allegiance 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 for all who believe.
2. The Pledge of Allegiance to the United States Flag -- I pledge allegiance to 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.
3. The Pledge of Allegiance 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. Its words will I hide in my heart that I might not sin against God.

E. School Motto

The ECS motto is: "...whatever you do, do it all for the glory of God." (I Corinthians 10:31)

F. The Association of Christian Schools, International (ACSI)

We are proud to be one of the 5200+ ACSI schools around the world. The association provides training, curriculum, SAT/OLSAT testing and scoring, administrative and teacher certification, student activities and many other services for our school. We appreciate the support of the organization and the "sister" schools that are in it. The Association of Christian Schools, International serves over 1,000,000 students across the United States and around the world. Their web site is www.acsi.org.

II. School Government and the Parent/Teacher Fellowship

A. Corporation

1. Emporia Christian School, Incorporated was established as a 501(c) 3 educational entity on the 24th day of June 1992.
2. The Corporation Board is formed with up to three representatives from each of our cooperating churches.
3. A cooperating church is one which agrees
 - a. With our Statement of Faith,
 - b. To pray for the school and families from their body which have students attending ECS,
 - c. To provide Corporation Board members for school governance,
 - d. To inform their congregation about school services and functions, and
 - e. To assist with funding as the congregation sees fit.
4. The Corporation Board meets biannually in September and March. All parents are encouraged to attend the meetings of the Corporation Board.
5. The Board of Directors is responsible for selecting all corporate officers.

B. Board of Directors

1. The Board of Directors is elected by the Corporation Board membership by ballot at the September Corporation Board meeting.
2. The Board of Directors annually elects a President, Vice President (optional), and Secretary.
3. The Board of Directors is responsible for the direct governance of the school according to the by-laws of incorporation.

C. Parent Teacher Organization

1. The Parent Teacher Organization (PTO) is made up of all parents, teachers, and other staff members.
2. The PTO elects its own leadership annually.
3. All parents are encouraged to participate in the PTO. "Many hands make light the load." Parents, grandparents, and others who are dedicated to being actively involved in their children's education have always blessed our school.
4. We encourage every parent to give a minimum of 10 hours per semester to their child by volunteering at ECS. There are many ways that each parent can help make our school the best that it can be. Volunteer forms are available in the school office.
5. While the PTO is not a policy setting body, the prayerful input of every person is valued.

D. Communication

1. Communication is the key to solving problems. The administration, staff, and Board of Directors are always open to hearing concerns, suggestions, and possible solutions for any issues that relate to the well-being of each child and the school at large.
2. Please avoid unbiblical or unfruitful communications such as gossiping or complaining. The result of such non-problem solving communication is almost always negative. Situations get blown out of proportion, feelings can get hurt and, worst of all, and problems are not solved. Bring concerns first to the Lord, then to the ECS representative with the most direct contact with the situation at hand. Often, this is the child's teacher. If resolution does not occur after the initial contact, the school administration should be contacted.
3. Finally, if a problem persists, a matter may be brought to the Board of Directors.

III. School Policies and Regulations

A. Admissions

1. Emporia Christian School offers a quality educational opportunity in a Christian environment. Students are admitted on the basis of their own desire and that of their parents to be a part of the school, and upon the Board of Director's decision that the student will be able to grow spiritually and academically in the school.
2. All students are admitted on a probationary basis for the first semester. Admission is based upon information in the Application for Admission, parents' acknowledgment of our Statement of Faith, an interview with the parents and student, and the student's past academic record. Students should have a cumulative grade point average of at least 2.5 (on a 4.0 scale) and/or an overall score at the 50th percentile or higher on their most recent achievement test. However, students who fall below this criterion may be enrolled on a probationary basis. Any student who has been expelled from another school must have the Board of Director's approval prior to being enrolled.
3. Students seeking enrollment in grades 1 through 8 for the second semester must have the Board of Director's approval prior to being enrolled.
4. A birth certificate or hospital certificate of birth is required for all students. Application forms for birth certificates may be obtained from the County Clerk or the Division of Vital Statistics in the state where the child was born.

B. Physical Examinations

1. Physical examinations are required for all students (preschool and up) who are entering Kansas schools for the first time.

2. Students must submit a record of a physical, or evidence that an appointment for an examination has been made, at the time of enrollment. Students will be given 90 days from the time of enrollment to complete a physical examination.
3. Physical forms must be dated for the year in which enrollment occurs.
4. Students enrolling in kindergarten must have another physical if their last physical is dated prior to January 1st of the year in which they enter the K-5 class.

C. Retention, Dismissal, and Re-Admission

1. Students must be making satisfactory progress each year in order to continue to be promoted or allowed to continue as students in the school. Minimal satisfactory progress means a student is passing all subjects in the grade where he/she is placed. A student who does not pass all subjects in any grading period will be placed on probation. A student will not pass to the next grade when he/she has a failing (F) grade in two of the following major content areas: language arts, reading, science, math, or social studies.
2. A dismissal will be applied when it is felt that the student will not be able to make satisfactory progress in the school even if retained in the same grade.
3. Re-admission
 - a. Any student whose academic record or conduct has been a problem may or may not be allowed to enroll the following year. This decision will be made by the school administration. It is possible that a student may be placed on probation for nine weeks during which time his/her progress would be evaluated and a final decision made.
 - b. Current students are automatically re-enrolled for the coming year on or before March 1st of their present year unless parents notify the school office to the contrary.

D. Non-Discrimination Policy

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

E. Statement of Exceptions to Policy

1. It is recognized that any procedure or regulation contained in this handbook is subject to review in individual, exceptional cases. Appeals to a policy or regulation for extenuating circumstances should be submitted in writing to the Board of Directors through the principal.
2. The Board of Director's action on such cases or appeals is final.

F. School Hours and Extended Student Services

1. Regular classes begin each school day at 8:30 AM and end at 3:30 PM. Students arriving before 8:15 AM or being picked up after 3:45 PM must be signed in and out by their parents or guardians. The same fifteen-minute grace period also applies to half-day students.
2. Extended care is available each morning beginning at 7:30 AM, after school until 5:30 PM, and from 7:30 AM to 5:30 PM on non-holiday, "no school days." Please refer to the rate sheet for the cost of these Extended Student Services.
3. For the safety of our students, no one is to remain on campus unless under the direct supervision of our staff.

G. School Closings

1. In case of circumstances that necessitate the closing of school, parents should listen to radio stations KNGM 91.9 FM, KVOE 1400 AM, Country 107.7 FM,
2. TV station WIBW-Channel 13 will also carry information as early as possible.
3. Please do not call the school for school closings.

IV. Publications and Letters

A. Representatives of Emporia Christian School

Any persons presenting themselves as representatives of ECS must have approval from the Board of Directors before making public communications (i.e. letters to the editor, news interviews, etc.)

B. Public Policy or Debate

The Emporia Christian School does not wish to be involved in public policy or debate concerning public policy; and therefore, wishes to caution employees, parents, members of the Corporation Board or Board of Directors, and students against involving the school in such matters.

V. Academic Information

A. Curriculum

1. Emporia Christian School utilizes ABeka, Bob Jones, ACSI and other Christian publishers for its primary curriculum. Our curriculum is generally advanced when compared to that used in public schools, and offers excellent Christian character training as well.

2. The Emporia Christian School curriculum is designed for instruction, which primarily takes place in a diverse student forum under the instructional direction of a classroom teacher for each grade and/or subject area. The teacher will individualize as much as possible and may request additional assistance under his/her direction. The teacher will make all educational decisions with input from the student, parents, principal, and other educational professionals with the goal of having each student achieve to the best of their ability.

B. Faculty

1. "A student is not above his teacher, but everyone, after he is fully trained, will be like his teacher." (Luke 6:40)
2. Each of the Emporia Christian School's instructional staff is state certified and/or ACSI certified.
3. They are carefully selected on the basis of their education, experience, integrity, and spiritual maturity.
4. The most important qualities of each person on our staff are their love for the Lord Jesus Christ and an unselfish spirit of dedication in their ministry.
5. Each person on our staff is a role model, living an exemplary Christian lifestyle every day.

C. Student Progress

1. Regular Reports

Grade cards are sent home quarterly. Additionally, midterm progress reports are sent home at least once each quarter.

2. Parent/Teacher Conferences

These conferences are part of our requirements in having your child attend ECS. Good and frequent communication is an important key in our ability, as your partner, to provide the best educational opportunity and training for your child. Check your calendar and plan ahead to be able to attend. Conferences are held in the fall and spring. We would encourage you to call to schedule other conferences any time you have concerns, but please avoid impromptu meetings.

3. Parent Visitation

You are encouraged to visit the school on an informal basis to observe your child in the class setting. Please arrange visits through the school office. Visitors must sign in at the office.

4. Standardized Tests

The Stanford Achievement Tests (SAT) are given in the spring semester of each school year to grades K5-8. These tests are used in school districts across the United States and internationally by millions of students every year, which allows comparison between the performance of our students and the national average. Scores are given to parents in the summer following the school year provided that their account with the school is current.

5. Student Records

You may review your child's school records at any time. Your account must be paid in full before copies of records can be released to you or to any other educational institution.

D. Awards

1. ECS awards are given in the spring to students who have made outstanding achievements in their schoolwork and personal development.
2. Students may also earn recognition through participation in ACSI events.

E. Promotion/Retention Policy

1. A student will not be passed to the next grade when he/she has a failing (F) grade in two of the following major content areas: math, language arts, reading, science, or social studies.
2. If retention of a student is under consideration by a teacher the following will happen.
 - a. The student's parents will be informed early and throughout the school year regarding the student's status
 - b. A final conference will be held prior to April 1st with the parents, teacher, and principal.
3. The final decision of promoting or retaining a student is that of the principal.

F. Transfers and Withdrawals

1. Parents who wish to withdraw a student are requested to notify the school principal.
2. All accounts with the school must be settled before records will be released or sent to other institutions.
3. Emporia Christian School will provide information on past and/or presently enrolled students to outside persons, schools, and agencies (including the right to gather such information through testing or examination) only as a result of written request by the parent or court order.
 - a. Forms for requesting student information transfer are available in the school office.
 - b. The teacher and the principal must be notified prior to the request being initiated.

VI. Student Policies (Full Time)

A. Attendance

1. If your child will be absent, you must notify the office that day or as early as possible.
2. Students will be required to participate in recess and PE unless a written request for non-participation is submitted to the school office.

B. Tardiness

1. Classes will start promptly at the scheduled time.
2. If a student is not seated in the classroom on time, he/she will be considered tardy.
3. A total of five unexcused tardies during any grading period may result in disciplinary action and/or possible suspension.

C. Absences

1. Excused Absence

Students with extreme circumstances such as a death in the family or serious illness will be granted full make-up privileges with the assistance of the teacher. (Please see section on make-up work.)

2. Pre-approved Absence

For reasons other than extreme circumstances, arrangements for an absence should be made in advance with the teacher. Prior to the approved absence, the student must bring in a written explanation and obtain his/her assignments.

3. Unexcused Absence

An unexcused absence is an absence from school for which prior arrangements have not been made. Work missed may not be made up for credit. However, all work that is sequential, i.e. the skills directly build upon one another, must be completed.

4. Truancy

Any unapproved absence will be subjected to disciplinary action by the school and may possibly result in suspension or expulsion.

5. Long Term or Accumulated Absences

Consecutive absence of fifteen days in any semester will result in a review of the student's records to determine if credit may be given for that semester.

D. Illness

1. If a student shows symptoms of illness during the day, the school office will contact a parent, and the student will be excused to go home. For this reason, it is imperative that the school has the correct home and work telephone numbers of both parents and all authorized persons who may be

contacted in the event of an emergency. For the welfare of your child and others, children who are sick must be kept at home.

2. All students are required to participate in outdoor activities each day if weather permits. Only students with written parental requests will be allowed to stay inside because of legitimate health concerns during regular recess periods.

E. Guidelines Regarding Illness and Readmission to School

Illness	Student may return to school:
Chicken Pox	7 days after eruptions appear and all blisters are crusted
Conjunctivitis (Pink Eye) ...	After recovery and symptoms are gone
German Measles	5 days after onset
Impetigo	As instructed by physician
Strep Throat	When under the effective medical treatment, and/or 7 days from the onset and clinical recovery has occurred
Fever	24 hours after temperature has returned to normal without medication
Lice	After effective medical treatment has destroyed all lice and the student has been determined to be “nit-free” by our staff upon their return to school

F. Communicable Diseases

1. Please inform the school office immediately if your child is diagnosed as having a contagious or communicable disease.
2. Do not send your child to school if he/she has a fever or is still contagious.
3. Children must be without a fever for 24 hours, without medication, before returning to school.

G. Immunization

1. Kansas law requires that each school age child have an up-to-date immunization record to present at the time of enrollment, or by September 1st. This law applies to students entering any Kansas school for the first time. The immunization schedule now calls for a second MMR prior to Kindergarten and a booster at the 6th grade level.
2. Immunization forms are available from physician’s offices, the Lyon County Health Department, and the school office. Legal immunization forms from other states are acceptable.
3. Immunizations are a prerequisite to attending school. Children without up to date immunization records will be excluded from classes after September

15th. Legal alternatives to vaccination are explained on the Kansas Certificate of Immunization form.

H. Child Abuse and Required Reporting

1. Out of love and concern, we feel compelled to address this very sensitive and important issue. Unfortunately, many families (including Christians) are prone to this problem.
2. Help is available. School personnel are “mandated reporters” by Kansas law and are therefore required to report any possible instances of child abuse, sexual exploitation, or neglect.
3. The goals of reporting and the agencies involved are always to keep families together, and to help parents learn to implement good parenting practices and coping strategies. Raising children is hard work. We highly recommend parenting classes, especially those taught from a Christian perspective.

I. Student Injury

1. In the case where an injury or illness appears to be serious, every attempt to contact the parents will be made.
2. Emporia Christian School retains the right to seek professional help—including ambulance, doctor, and emergency room service. Please be sure that all contact numbers are always current.
3. Parents will be responsible to pay for the services obtained on the child’s behalf. The school’s insurance is secondary to the parent’s private insurance.

J. Medications

1. A teacher or other personnel of Emporia Christian School may not administer medication.
2. A child may not take medication of any kind on their own, without pre-approval and only for certain life threatening illnesses such as asthma, diabetes, and severe allergic reactions. All medication, prescriptions, or any dietary supplements need to be given by the parent of the child. We encourage medication to be given before and/or after school.
3. Even though we will not dispense medication, the protocol for prescribed medication has to be on file in our medical records. These records are kept confidential

K. Early Dismissal and Appointments

1. Taking your child out of school early is strongly discouraged. Parents should schedule all appointments after school hours. However, if it is absolutely necessary for a child to be taken from school before dismissal time, the parent should make arrangements with the office in advance with the information that will be given to the classroom teacher.
2. No student will be given permission to leave unless accompanied by his/her parent(s) or by another authorized adult.

L. Lunch Program

- 1. Students may choose to bring their lunch. We suggest that students bring well-balanced, nutritious lunches (soft drinks, candy, and gum are not permitted) or purchase a school lunch.
- 2. The school lunch program fees will be published at the beginning of each school year. Our policy is that lunches be paid for in advance. In an extraordinary case a lunch may be charged (maximum—two lunches.)

M. Sending Money and Notes to School

- 1. Notes should include the student’s and teacher’s names.
- 2. Money should be sent in a sealed envelope with the student’s name, amount, and purpose written on it.

N. Library Overdue Notices

- 1. At this time we do not charge students a fine for library books returned after the due date.
- 2. Late book reminders are sent home to remind students to return the book.
- 3. If a book is lost or severely damaged, the parent will be required to replace that book.

O. Homework

- 1. Homework may be sent home as deemed necessary by the teacher. The homework must be returned by the due date. Credit for late work will be given at the teacher’s discretion.

P. Make-Up-Work

- 1. A student will have the same number of days to turn in work that he/she was absent plus one day.
- 2. Arrangements are to be made with the teacher for make-up work in cases of an absence that exceeds one week.

Q. Grading Scale

- 1. The grading scale used at Emporia Christian School is:

100% = A+	87-85% = B-	65-63% = D
99-96% = A	84-80% = C+	62-60% = D-
95-93% = A-	79-75% = C	59-0% = F
92-91% = B+	74-70% = C-	
90-88% = B	69-66% = D+	
- 2. Students taking Algebra must attain an A or B in order to transfer the credit to Emporia High School. Algebra will use the same grading scale as the Emporia High School.

R. Dress Code

1. Emporia Christian School seeks to provide an atmosphere conducive to reverent study and the development of strong Christian character. Therefore, students are to look their best and represent the Lord Jesus Christ well. Because it is our desire that all of our students be dressed in modesty and in good taste, the following dress code applies at all times when on school grounds or field trips:
 - a. All clothing must be modest. (I Timothy 2:9; Philippians 4:9) Dress and skirt lengths are not to be higher than two inches above the knee. It is recommended that younger girls wear shorts under their dresses. Coordinated sweat clothes that are in good condition will be permitted. Shorts should be no shorter than the middle of the thigh. Split skirts or skorts may be worn any day except chapel days.
 - b. Unacceptable attire includes clothing with written messages contrary to Christ-centered morals or standards, spaghetti strap/sun dresses, low neck lines or large sleeve openings, tight fitting clothing, tank tops, halter tops, body shirts, pants or shorts with wording across the seat, or short shorts. No skin-tight shorts such as spandex or bicycles type shorts are permitted. Clothes may not be worn in a way that may expose undergarments.
 - c. Grooming issues—hair spray may not be applied in the classroom. Hair may not be brushed or combed in the classroom. Perfumes and colognes, when used in excess, can be very offensive to others. Some people are allergic to the scents. Therefore, only light use is permitted, and it should never be applied in the classroom. No jewelry associated with non-Christian, occult, or cultic religions may be worn.
2. Winter Weather Conditions -- Students will go out for recess every day that weather permits. They need to bring clothing appropriate for weather changes. Students will be kept indoors when the temperature or wind chill drops below 15 degrees. Only students with written parental requests will be allowed to stay indoors because of legitimate health concerns during regular recess periods.
3. Physical Education Dress -- Good shoes that protect and support the feet are required for PE. The uniform specifications will be given each year as changes may occur.
4. Off-site Programs
 - a. Male students are to be dressed in dress slacks, dress shirt, and tie.
 - b. Female students are to be dressed in dress slacks and shirt, skirt, or dress.
 - c. No jeans, sweatshirts, or flip-flops are allowed.

S. Chapel Dress Statement

1. As part of training our children to be tomorrow's leaders, we expect them to dress up one day per week.
2. Therefore, every student in grades 1-8 is required to dress up for Chapel Day. All clothing and shoes worn on Chapel Day must be clean and in good condition. Please observe the following Chapel Day dress guidelines:
3. Girls are required to wear solid color polo shirts—red, navy, light blue—or long sleeved light blue oxford shirts. Khaki slacks any length (uniform Docker style not jean material), skirts (no shorter than two inches above the knee), or shorts (mid thigh). Flip flops are not to be worn.
4. Boys are required to wear solid color polo shirts—red, navy, light blue—or long sleeved light blue oxford shirts. Khaki slacks (uniform Docker style not jean material) or shorts (mid thigh). Flip flops are not to be worn
5. Emporia Christian School reserves the right to determine whether or not clothing is acceptable.

T. Office and Telephone Use

1. Students are not allowed in the school office or to use the telephone without permission.
2. Our telephone lines are extremely busy. Therefore, calls will be limited to emergencies only.
3. Students may not use cellular telephones on school property during normal school hours.

U. Visitors

1. Parents are welcome to visit at any time
2. All visitors are to check in with the school office immediately upon arrival, and are expected to abide by the dress code and all school rules.

V. Leaving the Building or School Property

1. A student leaving the school property without permission will be considered truant, and will be placed in detention or be subject to suspension.
2. If parents are divorced or separated and one parent is not allowed to see or pick up a child, we must have a certified copy of the court order or final judgment stating any legal restrictions or guidelines on file in the school office.
3. After school dismissal:
 - a. Exit the building from the north end
 - b. Stay on the sidewalk
 - c. There will be no playing with balls or equipment

- d. Bicycles are to be walked to the street—not ridden through pedestrians
 - e. Do not return to the building unless you have permission
 - f. The north door will be locked at 3:45 PM
 - g. If you walk or ride a bicycle, start home as soon as you leave the building
4. Please drive slowly and carefully when dropping off or picking up your child.

W. In-class Behavior

- 1. Each teacher will explain his/her classroom rules the first day of school so that each student will clearly understand which behavior is acceptable and that which is not.
- 2. Positive incentives and negative consequences will also be explained.

X. Prohibited items

- 1. Non-academic electronic devices, knives, toys, or harmful instruments will not be allowed on school property. The above items will be confiscated and returned to the parents.
- 2. Students may not use cameras, including cellular telephone cameras, unless the specific use is approved by the teacher or administrator.

VII. Code of Behavior

A. Student Conduct, Discipline, and Parental Support -- This list of infractions is not considered to be exhaustive. The administration and board reserve the right to modify disciplinary policies and procedures to adapt to changes/trends in the culture and to respond to disciplinary problems not addressed in the handbook.

B. Behaviors Defined

- 1. Category 1 - The following behaviors at school are generally considered as minor misbehaviors that may result in a verbal warning from a faculty or staff member or limited disciplinary action such as the loss of a privilege, a detention (15 minute increments), missed recess time, restitution, a changing of clothes, and/or communication with a parent. Repeated violations by a student or a deliberate (defiant) violation of any rule may result in a more serious disciplinary response.
 - a. Inappropriate language
 - b. Running in the building
 - c. Excessive or disruptive talking
 - d. Littering
 - e. Being out of a defined supervised area without permission

- f. Unauthorized food or beverage consumption or unauthorized gum chewing
 - g. Dress code violations
 - h. Possession or use of restricted materials e.g. students with electronics
 - i. Horseplay not resulting in injury or property damage
 - j. Any minor disruption of the learning environment
2. Category 2 - The following behaviors are considered to be of a more serious nature and will likely result in detention (15 minute increments), in-school suspension, out-of-school suspension, loss of the privilege of participating in extra-curricular activities or recess, restitution, and/or a work detail. Repeated violations may result in a more serious disciplinary response.
- a. Physical bullying, verbal bullying, or cyber bullying, threats, or fighting
 - b. Disrespect towards authority figures
 - c. Leaving school without permission
 - d. Repeated tardies (more than 5 in a quarter)
 - e. Use of profanity
 - f. Unexcused absences, truancies
 - g. Minor vandalism (deliberate)
 - h. Horseplay -- resulting in injury or property damage.
 - i. Repeated behavior that disrupts the learning environment (including a negative complaining attitude)
 - j. Misuse of the internet
 - k. Inappropriate physical displays of affection
 - l. Lying
 - m. Stealing
 - n. Cheating-academic dishonesty, plagiarism

3. Category 3 - The following behaviors are considered to be very significant. Possible disciplinary measures include any/all the items listed above in category #2 as well as possible expulsion from school.
 - a. Possession or consumption of alcohol, drugs, or tobacco on school property or in the community.
 - b. Sexual misconduct including sexual harassment
 - c. Repeated fighting
 - d. Threats of bodily harm
 - e. Possession of a weapon
 - f. Fighting resulting in bodily harm
 - g. Significant damage to property
 - h. Repeated defiant behavior of any type
 - i. A serious breach of good conduct on or off campus
 - j. Any failure of parents to comply with disciplinary procedure of the school.
4. Final determination - The final determination of the disciplinary response to a student's behavior is at the discretion of the administration in consultation with the faculty.
 - a. Generally the administrator will not be involved in responding to lesser offenses unless a faculty or staff member requests assistance or advice.
 - b. In all circumstances the intent of discipline should be to help the student "change course." With this in mind, faculty, staff, and students should place a priority on biblical peacemaking when a conflict or rule violation occurs.

C. In-School Suspension (ISS)

1. If a student is being disruptive or distracting in class and does not respond to normal forms of correction, the Administrator may send the student to a study/detention area away from the classroom. The purpose in doing so is to minimize classroom disruptions and to give the student time and space to think about his/her behavior and to realize that being a part of the class is a privilege.
2. A student may receive ISS if the Administrator feels that it is necessary. Students will be allowed to work on schoolwork or extra assignments given by teachers or office personnel. Assignments missed during ISS must be completed and will be lowered one letter grade. All tests and quizzes given are to be made up at the teacher's convenience.

D. Out-of School Suspension (OSS)

1. Students in OSS are not permitted to be at school for any class or school activity.
2. Assignments missed during OSS must be completed and turned in during this time will be lowered two letter grades. Tests and quizzes may be made up at the teacher's convenience and are also lowered two letter grades.
3. Very specific changes in attitude and actions will be expected prior to re-admission.
4. The length of OSS will be from one to five (1-5) days as determined by the Administrator.
5. Notification of suspension – a conference will be held with the parents, student, teacher(s), and administrative staff to give notification and explanation of the suspension. A letter explaining probation and suggestions for parental action will be given to the parents.

E. Expulsion

1. Expulsion will be recommended, if it becomes apparent that the school will not be able to meet the needs of a student or if the student's behavior is preventing effective classroom instruction.
2. Expulsion may also be recommended for unresolved academic or disciplinary problems or for failure to correct the deficiencies specified in probationary admissions.
3. Emporia Christian School reserves the right to expel a student any time that such action is deemed to be in the best interest of the entire student body. The expelled student must receive permission from the Board of Directors in order to return to school the following school year and will be on probation.

F. Student Conduct and Discipline

1. By enrolling your child in Emporia Christian School, you are agreeing to support and comply with the school's policies and regulations. As partners with parents, every effort will be made to counsel and train students through prayer, intercession, and discipline. Any student who is found to be acting in a manner that will bring discredit to the Kingdom of God and/or Emporia Christian School will be disciplined even to the extent of expulsion. If a student has a disagreement about a policy, decision, or disciplinary action, please consider the following:
 - a. A student's reporting is often emotionally biased and may lack all of the facts involved. There is usually more than one view of a situation.
 - b. Understand that there are biblically based reasons for all rules, and that rules are enforced without special favor.

- c. Speak positively and in praise about your support of the Emporia Christian School staff when speaking in the presence of your child.
 - d. Give Emporia Christian School the benefit of the doubt.
 - e. Communication is the key. Please call if you have a question about how a problem was resolved or for any information regarding the school. We are always pleased to share and listen open-mindedly to any concerns.
2. With God's love, a firm and consistent style of discipline will be administered out of consideration for the student. Therefore, biblical discipline will be exercised under the following guidelines:
- a. The offense will be clearly discussed with the student.
 - b. A staff member will discuss scriptural applications and will pray with the student.
 - c. Discipline will be handled within each classroom unit. However, should an offense occur which, in the opinion of the school, requires parental correction, the student will be sent to the office. The parent may be called and asked to pick up the child. In studying scriptural application, we believe that "the rod of correction" is a biblical disciplinary consequence, but one which only the parent should administer to his/her own child in the privacy of their own home.
 - d. Students will not be physically restrained unless their behavior is endangering themselves or another student. If a student refuses to submit to verbal discipline and/or any school rules and regulations, the parent will be asked to come to the school to discuss the incident. If it is believed to be in the best interest of the school, the child may be asked to withdraw from Emporia Christian School.
 - e. Written records will be kept of each offense, disciplinary action, dates, names of staff members involved, and the results of the correction.

VIII. Child Care and Before/After School Care Policies

A. Before/After School

- 1. All students on campus must be under adult supervision at all times.
- 2. All students dropped off before 8:15 AM or picked up after 3:45 PM must be signed in/out with a parent's or other authorized person's full signature. Parents of the Three-year old, K-4, and Kindergarten classes must sign their children in and out no matter what time of day they are dropped off or picked up. Students dropped off before 8:15 AM or picked up after 3:45 PM, who are not signed in by a parent or other authorized person, will be signed in by a staff person. The parent will be billed according to regular policies and procedures.
- 3. Before School Care students may bring a breakfast and eat it at school if they arrive before 8:00 AM. Morning snacks are provided by Emporia Christian

School to 3 and 4 year olds, and afternoon snacks are provided to all students in our care at about 4:30 PM.

4. After School Care closes at 5:30 PM. There is no grace period. The late fee is \$1.00 per minute. Please call if you are going to be late so your child will not worry.
5. Charges for after school care start at 3:30 p.m. This includes students who are still here after 3:45 p.m. who are sent to the after school care program, as well as, those who automatically go straight to after school care program at 3:30 p.m.

B. Extra-Curricular Activities

Students involved in school sponsored and supervised extra-curricular activities will be signed into the After School Care program by our staff if they are not picked up at the end of the activity. The child's account will be charged accordingly.

C. Written Permission

No student is allowed to leave campus on their own without written permission from their parents being on file with the Emporia Christian School office.

IX. General Information

D. Bible

1. Character development is the most important work of a school.
2. Therefore, studying the Bible is of fundamental importance and is a required part of our academic program. The Bible augments the study of English, reading, history, geography, and science, and expresses God's truth accurately.
3. God's Word is the standard by which a student may judge all perceptions and interpretation of God's creation. Knowledge of the Bible is the greatest educational asset anyone can have.
4. No other course offered in the school provides such a great opportunity in laying the foundation for Christian character.

E. Field Trips

1. Field trips are planned for educational value. The enrollment form includes the emergency information and a statement of cooperation for field trips.
2. Each parent must sign the statement that releases the school from liability in cases of injury during the activity.
3. Students enrolled part time at Emporia Christian School will be included in those field trips which pertain to the subject matter of his/her particular enrollment.

F. Fire and Tornado Drills

1. Throughout the year there will be unannounced fire and tornado drills.

2. All students will be instructed on how to properly leave their area and/or the building in the event of a fire, or to proceed to the tornado shelter areas in the event of a tornado.

G. Address and Telephone Number Changes

It is essential that Emporia Christian School staff be able to contact parents in case of their child's illness or emergency. Therefore, please notify the school office immediately any time there is an address or telephone number change.

H. Lost and Found

1. All student's clothing, lunch boxes, supplies, games, and personal belongings should be labeled.
2. Items whose owner cannot be found are to be taken to the school office for the "Lost and Found". Parents are encouraged to check the "Lost and Found" periodically.
3. Items which have not been claimed by the end of the school year will be considered to have been donated to missions.

IX. Financial Information

A. Tuition Schedule and Payment Policy

1. Please refer to the current Fee and Tuition Schedule available from the school office for tuition amounts and payment schedules.
2. Registration, Books, and Materials Fees must be paid to ensure a student's place in the school. These fees, along with the first tuition payment (covering seventeen "in school" and/or conference days) are non-refundable. (See financial aid exception below.)
3. A 5% tuition discount is given for any student whose tuition is paid in full on or before August 1st of the coming school year, or upon enrolment for new students.
4. Payments on the ten (10) month schedule are due August 1st and the 1st day of each month thereafter with the last payment due May 1st.
5. Tuition payments are due the 1st day of each month, and become past due after the 5th day of each month. A late fee of \$10.00 will be assessed each month on tuition received after the grace period. There is also a \$15.00 Returned Check Fee. Special payment plans may be arranged with the school administrator and approved by the Board of Directors.

B. Financial Aid

1. Each family is encouraged to fill out a financial aid assessment form. The Family Financial Needs Assessment (FFNA) company charge for this service is paid by the parents. This service is confidential and may be beneficial to you. For further information, please contact the school office.
2. You will have two (2) weeks after receiving your financial aid reply to notify the school if you do not plan to enroll your child. Your registration fee will be refunded if the school secretary is notified during those two (2) weeks. No refunds will be made after that two-week period. Space cannot be

guaranteed until a final decision to enroll is made by a prospective student's parents or guardians.

C. Late Tuition Payment Policy

1. Parents will have until the fifth (5th) day of the second late month to pay past due tuition. The student will automatically be suspended from school on the sixth (6th) day of the second month of tuition payment failure.
2. Parents who experience financial difficulties may appeal to the Board of Directors for special consideration.
3. Anyone with a history of collection problems with Emporia Christian School will be required to prepay the year's tuition and fees in full. Exceptions may be made in those cases where extenuating circumstances existed and such circumstances have been resolved.
4. If a student leaves Emporia Christian School with an outstanding account, transcripts, progress reports, and grade cards will not be released until all overdue accounts are paid in full.
5. Emporia Christian School Board of Directors and Administration will use scriptural guidance in the handling of any disputes. The Board of Directors will use, but not be limited to, the following scriptures in the process of settling any disputes that arise: Matthew 18:15-18 and I Corinthians 6:1-4. The Board of Directors retains the right to pursue, but not be limited to, other means including collection and/or the use of a Christian Reconciliation Board.

D. Refund Policy

If for any reason a student is withdrawn after the first 17 days of school, tuition will be prorated and a refund will be mailed within thirty (30) days. No refund will be given as a result of withdrawal after March 1st.

E. Support Base

1. Emporia Christian School receives no federal assistance other than a tax exemption status. Neither is it endowed or supported by any organization. School operating costs are covered by tuition from Emporia Christian School families and tax exempt donations.
2. Friends of this ministry are encouraged to prayerfully consider designating a portion of their outreach gifts to Emporia Christian School. We also encourage the support of our local churches. We are endeavoring to keep low tuition rates for the benefit of each family. Therefore, we will also operate annual fund raising programs to help raise the additional finances needed for operating costs.

X. God's Plan for A Relationship with Each Person

There will always be questions about God. Having a relationship with Him is the key to understanding Him and the world in which we live. We can know the answers to some questions:

- A. **“Does God love people; does He love me?”** This is a great question. Knowing the answer places a person in a position to begin a personal relationship with God. The Bible says that God loves each of us so much that He gave His only begotten Son, Jesus Christ, and that by receiving and believing in Him, we can know that we will not perish but have everlasting life. (John 3:16)
- B. **“If God loves me, why does He seem so far away?”** The Bible uses the word “sin” for the wrong things we do by nature and by our own choice. Since God is perfectly holy, this separates us from Him, because every one of us sins. (Romans 3:10,23)
- C. **“If God wants a relationship with us, why does He allow sin to separate us?”** Here’s the good news! He doesn’t! In Romans 5:8 it says, “God demonstrated His own love for us in that while we were yet sinners, Christ died for us.” God allowed His only begotten Son to take the judgment for our sins, which proved His love and satisfied His holiness.
- D. **“If I want a relationship with God, where do I begin?”** The Bible calls the beginning place “salvation.” This cannot be earned; it must be received as a gift from God. (Romans 6:23) To receive the gift and begin a relationship with God, you must first admit that you sin and be willing to turn away from it. (I John 1:9) Secondly, you must ask for and receive forgiveness by faith. (Ephesians 2:8-10) Third, you must accept the gift of faith to believe that Jesus died on the cross for you and that He was buried and He rose again. (I Corinthians 15:1-4) Finally, you must confess Jesus as Lord of your life. (Romans 10:9-13) Say a simple prayer: Tell God you believe His Word and that you want to be His child. (John 1:12)
- E. **To preserve your relationship with God, keep talking with Him every day.** Read the Bible daily too. Begin in the New Testament. You will fall more and more in love with Jesus. Find a good church where people believe the Bible, love God, one another, and others. Tell people about your decision. Finally, please feel free to talk with any of our staff about this most important matter. Any of us would love an opportunity to talk with you about the truths from God’s Word.

XI. Student Policies (Part Time)

- A. **Services Provided:** A students who is part-time is only in class attendance during the subjects for which he/she is enrolled at ECS, and not be permitted to stay in the classroom to work on home school assignments. If parents wish to enroll their child for a ½ day, the student will be required to be enrolled in the ½ day subjects per the grade enrolled and do the work accordingly for the duration of the time enrolled to attend.
- B. **Library Usage:** A part-time student is free to use the library at ECS. This privilege is covered by the yearly enrollment fee. The student must abide by all library policies and procedures of the library.
- C. **Classroom Rules and Procedures:** A part-time student will be required to follow all school rules and procedures as stated in the student hand book.
- D. **Subject Testing/Stanford Achievement Testing:** Subject testing will be administered only for the subject matter in which the student is enrolled at ECS. The option of participating in SAT testing is available. Students signed up for this option must attend all of the scheduled testing times and pay the necessary fees for this extra service. Each teacher will communicate his/her schedule of testing the week before. No extra testing time will be scheduled outside the normal testing times.

- E. Field Trips:** A student may only participate in field trips that are related to the subject matter for which the student is enrolled. For example, if the student is enrolled in history, then the student may participate in any field trips related to history. The student would also be included in an “end of the year” special field trip with the class. One parent of the home-schooled student may be required to attend and supervise his/her child when participating on a field trip.
- F. Classroom and School-wide Competitions:** A part-time student will only be allowed to participate in a classroom or school-wide competition or event if the event involves the subject for which the student is enrolled. For example, if a student is not enrolled in our spelling curriculum, then he or she could not be a representative for ECS in that subjects competition.
- G. Recess Attendance:** A part time student may not use the playground outside their normal schedule without parent supervision. A part-time student must follow the same playground rules and school policies enforced on the playground.
- H. Dress Code:** A part-time student is required to follow the school dress code and is subject to the same consequences if the policy is not followed.
1. **Chapel Dress:** Chapel dress should be worn if a student attends any classes on chapel day.
 2. **Program Dress:** Program dress code should be worn if a student is to participate in a special program.
- I. Expectations/Requirements of Teachers:** Teachers are not required or expected to grade or monitor work that is done through home schooling and is not a part of our curriculum. If a parent requests a teacher to look at some of their child’s home school work that the decision would be left to the teacher and the availability to do so.

COMPUTER AND INTERNET RULES

I understand that as I use computers, email, and the Internet under the direction of a teacher I will follow these rules:

- I will use computers and the Internet in an appropriate and safe way. I may use the Internet for finding information, to communicate with others, and to do assignments from my teachers.
- I will not send information that is inappropriate material or does not belong to me over the school's network.
- I will never harm or destroy computers or the work of another person.
- I will be polite.
- I will use appropriate language.
- I will use my school email for school projects and with friends. I will never give out personal information with my email account.
- I will respect my privacy and not use my email account or internet access to tell my home address, telephone number, names or addresses of family members, or the addresses or telephone numbers of other students.
- My teachers will set rules for using school computers and the Internet, and I agree to follow them.

My son/daughter and I have read these rules and discussed the content. He/she agrees to follow these rules whenever using the computers or the school's network and Internet connection during school.

Child's Name: _____ Grade _____ Date _____

Child's Signature: _____ Date _____

Parent's Signature: _____ Date _____

If you have questions or concerns we would like to talk with you.

Please call us at school: (620) 342-5353