

EMMANUEL CHRISTIAN SCHOOL

“Teaching the Mind, Training the Heart”



PARENT-STUDENT HANDBOOK 2022-2023

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TABLE OF CONTENTS

I. UNDERSTANDING EMMANUEL CHRISTIAN SCHOOL

A. Statement of Faith.....	5
B. History.....	6
C. Mission.....	6
D. Purpose.....	6
E. Philosophy.....	6
F. Governance.....	6
G. Affiliations and Accreditation	6
H. Objectives.....	6
I. Character	7

II. GENERAL POLICIES

A. Admissions.....	7
B. School Hours.....	9
C. Attendance.....	9
D. Tardy Policy.....	11
E. Sick Policy.....	11
F. Lunches.....	11
G. School Office.....	12
H. Reporting and Report Cards.....	12
I. Curriculum and Promotion.....	13
J. Homework.....	14
K. Parent-Teacher Conferences.....	15
L. Parent Opportunities.....	15
M. Visitors.....	16
N. School Closings.....	16
O. Lost and Found.....	16
P. Withdrawal and Dismissal.....	16
Q. Library.....	16
R. Automobiles.....	17
S. Mandated Reporting.....	17

III. SOCIAL POLICIES

A. Student Conduct.....	17
B. Computer / Social Networks.....	18
C. Dress / Appearance Code.....	18
D. Hair.....	21
E. School Discipline.....	22
F. Toys/Electronic Devices/Upper School Technology Policy.....	25
G. Chewing Gum or Candy in Class.....	26
H. Safety Precautions.....	26
I. Policy Limits.....	26

IV. FINANCIAL INFORMATION

A. Payment of Tuition and Fees.....	26
B. Late Fees.....	27
C. Discounts.....	27
D. Tuition Credit Program.....	28
E. Fundraising.....	28

TABLE OF CONTENTS (cont'd)

V. STUDENT ACTIVITIES

A. Class Officers.....	28
B. Student Council.....	29
C. Miss Crusader and Court.....	29
D. Junior-Senior Attendance.....	29
E. Eligibility Policy for Extra-Curricular Activities.....	29
F. Outings and Field Trips.....	30
G. Class Parties.....	30
H. Sporting Events.....	30
I. Cheerleading.....	30
J. Beta Club.....	30
K. Class Sponsors.....	31
L. Senior Class Missions Trip.....	31
M. Class Dues.....	32

VI. MISCELLANEOUS

A. Proper Protocol for Communication	32
B. Cumulative Folders.....	32
C. Dual Enrollment.....	32
D. Darlington County Institute for Technology.....	33
E. Pledges.....	33
F. School Verse.....	34
G. School Colors.....	34
H. School Mascot.....	34
I. School Moto.....	34
J. You and Your School.....	34
K. Requests for Documentation beyond School Transcripts.....	34

APPENDIX

A. Visitor Policy.....	35
B. Traffic Flow Diagram.....	36
C. Layout of EBC-ECS Campus.....	37
D. Student Pledge To Treat Others Properly.....	38
E. Family Handbook Agreement Form.....	39

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, policies, 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! **The sections that are highlighted are updated for this school year.**

Sincerely,

Administrative Team & 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.

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) The Bible is our ultimate source of authority in areas of belief, practice, and lifestyle.

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 Human Sexuality

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's birth gender by surgery or appearance. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18: 1-30; Rom. 1: 26-29; I Cor. 5:1; 6:9; I Thess. 4: 1-8; Heb. 13:4) We believe that the only Scriptural marriage is the joining of one man and one woman. (Gen. 2: 24; Rom. 7:2, I Cor. 7:10, Eph. 5:22-23)

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; Philippians 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/bfm2000/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 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 instill biblical values and prepare students to fulfill God's purpose for their life both vocationally and personally. ECS strives to educate our students with the soft skills necessary for business success and the daily skills for life; including the arts of communicating, living, solving, investigating, developing talents, and using leisure time in accordance with Biblical principles. At ECS, we follow the motto of "Teaching the Mind, Training the Heart."

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 Head of School 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 those organizations.

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 3:15)
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 emphasis 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)

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 Administration. 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 public

Within these guidelines, **applications are accepted in order of the date of receipt.**

- e. All new students in grades PK3-12 will 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 Administration with oversight from 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 child or school.
- h. ECS has an open admissions policy; no discrimination is permitted against any student on the basis of birth gender or ethnic background.
- i. ECS will not accept a student who is currently suspended or expelled from another school or who has been referred for alternative placement to general education.
- 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. The ECS School Committee may vote to make an exception for former students who departed ECS in good standing.
- k. ECS is not equipped to handle children with special learning disabilities or health issues.
- l. The Biblical and philosophical goal of ECS is to develop students into mature, Christ-like individuals who will be able to exhibit a Christ-like life. Of necessity, this involves the school's understanding and belief of what qualities and characteristics exemplify a Christ-like life. Even though parents may personally believe differently, while enrolled at ECS, all students are expected to exhibit the qualities of a Christ-like life espoused and taught by the school and to refrain from certain activities or behavior. Thus, ECS retains the right to refuse enrollment to or expel any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual or is a practicing homosexual/bisexual, as well as any student who condones, supports, or otherwise promotes such practices. (Lev. 20:13; Rom. 1:27)

2. ADMISSION PROCEDURES

- a. Parents will need to submit a completed on-line application with the non-refundable application fee.
- b. An interview will be arranged with the parents of new students, and the prospective student(s). At least one parent/guardian and all prospective student(s) must attend the interview.
- c. Parents should bring copies of any recent achievement tests, transcripts, discipline reports, and the most recent report card to the interview.
- d. Custodial Statements and Agreements: For new students - ECS requests that any court orders or court decrees are turned into the office with enrollment paperwork. For existing students- ECS requests that any changes in or new court orders or court decrees be turned into the office as soon as available. Our policy is to follow court orders and decrees that are on file in the office.

3. PART-TIME ENROLLMENT

Home-schooled students may apply for admission to ECS to enroll in one to three courses at the middle and high school levels. Academic opportunities for students enrolled in other public or private schools are not available at ECS. Administrative team will 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.

Students are only eligible to participate in athletic competition and other extracurricular activities if they attend four classes at ECS. Part-time students may not hold positions as class officers or be crowned Miss or Mr. Crusader.

B. SCHOOL HOURS

1. Office Hours	7:30 A.M. – 4:00 P.M.
2. Half Day K2 – K5	8:00 A.M. – 11:45 A.M.
3. Morning Bells	8:00 A.M.- Tardy Bell (please see p. 11 for late fee policy)
4. School Day	
Grades K2 – 6	8:00 A.M. – 2:40 P.M.
Grades 7 – 12	8:00 A.M. – 2:55 P.M.
5. After School Care (ASC)	3:00 P.M. – 5:30 P.M.
6. Early Dismissal Days	11:40 - Lower School 11:55 - Upper School

1. **MORNING ENTRANCE TIME:** All doors will remain locked until 7:30 a.m. All students K2 – 6th grade upon arriving should report to their classroom. All students in 7th-12th grade upon arriving should report to their homeroom.
2. **AFTER SCHOOL CARE (ASC):** Students in grades K2 -6th must be picked up by 3:00 p.m. or report to the designated After School Care room. Parents will be charged the daily “drop-in” rate of **\$15** for the ASC service. For liability and safety reasons, no student (of any age) may be left unattended while on school grounds after school.

NOTE: A *\$1.00 per minute late fee will be charged for each minute a child stays after 5:30 P.M.* Any student who is left in our After School Care (ASC) program beyond 5:30 will not only be assessed the late fee, but the child will not be allowed to attend our ASC program the following day. In the instance of repeated offenses, a second late pick-up will result in a two-day suspension from the ASC program, and a third incident would result in three days of suspension from the ASC program, and so forth. Unless there is a true emergency, this will be enacted any time that a family is late arriving to ASC to pick up their child.

C. ATTENDANCE

1. 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-6th accumulating more than 10 **unexcused** absences will be retained in that grade. In grades 7-12, 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. Upper school students must be present for at least 30 minutes in the classroom (50 minute block) to receive credit for attendance. **Block schedule days count as two absences due to extended class period times.**

A written note from the parent or physician is required within three (3) days after a grade 7-12 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 telling/texting the office do NOT replace the written note. This is the parent’s responsibility. Absences are classified either as excused or unexcused. All K2-12th grade students leaving before the end of their school day must sign out in the school office, in addition to having parent permission. As stated above a written note will be required to be able to make up any work missed.

After 16 absences, whether excused or unexcused, all makeup work must be completed after school in order to make up class attendance time as well as class work.

EXCUSED ABSENCES:

- a) Illness of the student
- b) Death in the immediate family
- c) Court-required appearance
- d) Inclement weather determined to be dangerous to the health and safety of students as determined by the Administration
- e) Religious observance
- f) Emergency conditions as determined by Head of School
- g) Medical excuse from a physician
- h) Prior permission of the Administration with request from the parent/guardian. Parent/guardian should complete the "Extended Absence 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:

- a) Truancy
 - b) Missing a ride to school
 - c) Suspension
 - d) Trips unauthorized by the Principal / Head of School
 - e) Birthdays or other celebrations
 - f) Any absence for which a written excuse was not provided within three (3) days
 - g) All classes missed due to appearance code or hair cut violation.
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 make arrangements to complete make-up work. In grades 7-12 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 make arrangements 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. A K5-6th grade student must be present until **11:30 a.m.** to be counted present for the day. Attendance for students in grades 7th-12th will be recorded by class period. All students must sign out in the school office when leaving early and the school authorities must have parental permission via text, written note, email, or phone. 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.
 6. Students in grades K5-6 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 7-12, 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. The School Committee may require excess days to be made up after school during exam week or during summer school.
 7. Students not attending field trips will be required to complete work that relates to the trip by their teacher. Not completing the assigned work will be recorded as unexcused absences.

8. No refunds are made for absences. A student having excessive absences will be reviewed by the Administrative team and may be expelled from school.

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. Students are expected to be in their seats when the final bell rings at **8:00 a.m.** When a student in grades 7-12 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.
5. ECS views student punctuality as a parental responsibility. For students in grades K5 – 12, the following policy applies:
 - a. **After the second cumulative unexcused tardy per family in each quarter the student's parents will be assessed a \$5 fee per tardy which will be added directly to their school bill. Parents will be billed at the end of each quarter.**
 - b. **For every 5 unexcused tardies or early dismissals, in grades K5-12, these will convert to one unexcused absence. (i.e. 10 unexcused tardies equals two unexcused absences) In 7th-12th grade, this will be recorded by class period.**

E. SICK POLICY

The staff will make every effort to protect the health and safety of the children in our care. We ask that you keep a child home if he/she shows symptoms that you think may be communicable. Parents should notify the School Office if the child contracts a contagious disease. Children who have the following symptoms of illness must be kept home and/or required to leave school until symptoms dissipate. A child may return to school when they have been free of fever, vomiting, or diarrhea free for a full 24 hours without receiving any fever-reducing medication.

1. If your child was sick during the night or had a fever, they should not attend class the following day. Please do not give your child medication to bring down a fever simply so they can attend school. In most cases, the child will have a fever after the medication wears off, and they are still contagious to the other children and teachers.
2. Matting in the eyes must be checked by a doctor, and a medical statement must be provided stating that the child does not have a contagious disease and when the child may return to school.
3. If your child becomes sick while at school or has a fever of 100 degrees or higher, you will be called and asked to pick up your child.
4. If your child is found to have head lice, you will be called and asked to pick up your child. You will need to treat your child and have him checked by the school office prior to returning to class.

F. LUNCHESES

Students may bring their lunch or purchase a hot lunch (\$4.50) 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. 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.

G. SCHOOL OFFICE

1. The school office is open from 7:30 A.M. - 4:00 P.M. on school days. June and July office hours are 9:00 A.M. - 1:00 P.M. Monday - Friday. (ECS office is closed the week of July 4.)
2. Parents may contact the school office or the teacher directly to schedule an appointment for a conference. 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. Students may use cell phones to contact parents in the presence of their teacher or someone in the school office.
5. All school visitors must report to the school office. (See appendix on visitors for specific details.)

H. 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. Parents may also access student progress, via the web, through Rediker. See the school office for details on how to sign up for Rediker.
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.
 - d. Dual Enrollment classes **DO** count towards "A" and "A-B" Honor Rolls.
4. **EXAM EXEMPTIONS:** Upper school students in grades 7-12 who have achieved a 90% overall average for the year in any given subject will be eligible to exempt the final exam in that subject. Missing more than 10 **unexcused** days shall make a student ineligible to exempt final exams. Averages are not rounded up for the purpose of exemption. Students are not exempt from mid-term exams for any reason.
5. Reporting to parents is done officially in three stages:
 - a. Folders are sent home with K5-6th grade students every Monday. They are to be signed and returned by a parent or guardian the next school day.
 - b. Report cards are sent home every nine weeks to be signed by a parent/guardian and returned.
 - c. Progress Reports are sent home at the 4 ½ week mark for 7th-12th grades.
6. **ECS GRADING SCALE - ECS uses the South Carolina Uniform Grading Scale.**

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

I. CURRICULUM AND PROMOTION

1. Emmanuel Christian School uses the New King James Version of the Bible in all curricula.
2. K5-6th grade 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 7-8:** 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 7-12:**
 - a. Students in grades 7-12 are required to maintain **at least a 2.0 grade point average** during any two consecutive quarters, if this is not maintained then the student will be placed on academic probation. This guideline is intended to provide additional motivation to students whose academic achievements are not up to their capability. If implementation of this guideline would be counterproductive to this end, the Principal in consultation with the Head of School may decide not to place a student on probation. A written record explaining this decision will be signed by the principal and placed in the student's file. If a student's G.P.A. is below 2.0 (i.e. a "C" average), that student will be placed on academic probation during the following quarter. A parent-teacher conference will be arranged at this time. If at the end of the next quarter the student's G.P.A. (for the quarter) has not risen to at least a 2.0, that student may be asked to withdraw.
 - b. 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. If the full class is repeated and a passing grade is obtained, the class grade will be replaced and the GPA will be adjusted. A student with a failure in a required subject may also recover that credit by taking a credit recovery course (if approved in advance by ECS). If a passing grade is obtained in a credit recovery course, the student will receive credit for that class on their transcript, but the original grade will remain and there will be no change to the student's GPA. A student must make at least a 50% average in the regular semester class final grade to be eligible for credit recovery.
 - c. 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 of credit. 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. Graduation requirements also include having an SAT/ACT test score recorded in the student's cumulative folder. All financial obligations must be satisfied in order for students to participate in Commencement Exercises.
7. **CLASS RANK:** Emmanuel Christian School ranks high school students based on a weighted GPA. Rank is determined at the end of the academic year and includes all of the students from each academic class (9th-12th grades). Student rank and GPA are listed on student transcripts.
8. **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 60% average between the report card grade and the summer school grade in order to receive credit. A student must make at least a 50% average on

the report card grade to be eligible for summer school. ECS does not offer an in-person summer school program, therefore students will complete credit recovery through an online school that has been approved by ECS.

9. **HONOR STOLE QUALIFICATION:** To qualify for an Honor Stole a student must have end of year A average for 9th through 12th grades.
10. **VOLUNTEER SERVICE AWARDS:** Community Service hours will now be called Volunteer Service Awards. It is important for students to learn to be servants (Galatians 5:13). Service hours are important for some college applications and scholarships. It is also important that service be done willingly and cheerfully. In order to help students become willing volunteers, ECS is no longer going to make community service mandatory for graduation. The school will continue to track and report hours for students that turn in forms and follow the criteria below. In addition, ECS will track student voluntary service in the following three categories:

1) Ministry Service – (Red & White cord) Volunteer work done with a church or Christian organization. Examples: working in Sunday school, VBS, or AWANA.

2) Community Service – (Blue & White cord) Volunteer work done in the community, usually under the supervision of a nonprofit organization. Examples: Volunteering at the library, or SPCA.

3) School Service – (Green & Gold cord) Volunteer work done within the school that goes beyond the normal expectations of a student.

Examples: Keeping the books at games or helping teachers after school.

(Note: Helping with class fundraising or helping coaches with setup or execution of games are considered normal activities of class members or team members. If however, a nonmember of that class or team helps out it may be considered as volunteer work. If on the other hand, a team member comes in on a weekend to help mark the playing field, this may be considered.)

Students that complete 20 hours of service in a category will receive a cord to wear at graduation. Students may earn a different colored cord for each category. The senior with the most voluntary hours will be recognized at graduation.

To be counted for service hours:

1) It must be work done after the successful completion of the 8th grade.

2) It must not be done for pay, class credit, or any other tangible reward.

3) It cannot be work done for family, friends, or an employer.

4) If there is any question as to whether an activity will be counted, it may be approved in advance by the principal.

5) Each semester the Students Volunteer Service forms will need to be returned to the principal and they will be reviewed each year with the students.

6) It must be documented on an ECS Volunteer form and turned in by May 1st of the student's senior year.

J. HOMEWORK

1. MATERIALS

The class supply list will give the details for what materials are required in each specific classroom.

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. **WEDNESDAY NIGHT ASSIGNMENTS:** Since we are a Christian school, no written assignments (with the exception of math) will be given on Wednesday nights so that students may attend the Wednesday night services of their church. Tests and quizzes may be given on

Thursday in all grades. Students in grades K-6, who have not completed daily practice 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 Rediker or your teacher's weekly newsletter 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 and cell phone usage. Please see SCSafetyNet.com for information regarding Internet Safety.
- f. Pray for your child.

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.
- 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, and 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)

K. 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). Please refer to p. 31 for proper protocol regarding conflict resolution.

L. PARENT OPPORTUNITIES

There are many ways for parents to get involved at ECS and the Parent-Teacher Fellowship 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, 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.

M. VISITORS

See “Visitor Policy” In the Appendix (at the end of this handbook).

N. 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:

1. ECS Facebook/Instagram pages
2. Bulk texting app

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 students are dismissed early because of bad weather, parents/guardians will be notified via text and our school Facebook/Instagram pages.

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 DCEM 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.

O. 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. At the end of the school year any remaining items will be donated to needy families.

P. WITHDRAWAL AND DISMISSAL

Withdrawal from school must be made through the school office. Each student who submits an application, pays the application fee, and whose student(s) is accepted by ECS is entering into a contractual agreement to pay that student’s tuition to Emmanuel Christian School for one full year, and will agree to do so or pay all associated expenses incurred by Emmanuel Christian School to collect that contracted amount.

When a student withdraws or is dismissed, any offices held as well as opportunities to participate in any school function are forfeited.

Q. LIBRARY

Students may check out two books per week for a one-week period. Books must be paid for at the discretion of the librarian if lost or not returned in a timely manner.

R. AUTOMOBILES

1. Student drivers should park only in the area designated for student parking.
2. Upon arrival at school, students are to exit 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.)

S. MANDATED REPORTING

South Carolina law requires that certain professionals report suspected cases of child abuse or neglect, because they have unique opportunities to observe and interact with children. Educational professionals are mandated reporters of child abuse and neglect. This includes teachers, counselors, principals, and school attendance officers. ECS officials are required to contact the SC Department of Social Services if suspicions arise that any child could potentially be in danger of abuse or neglect.

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 social media accounts, 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 media accounts; 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.

The posting of any information (**by students or family members**) related to the school that is deemed threatening or impugning to the character of another person or Emmanuel Christian School/Emmanuel Baptist Church is subject to disciplinary action.

Any inappropriate content posted, cyberbullying, and/or questionable personal information that violate the spirit of the ECS Handbook will face disciplinary action ranging from detention to expulsion.

C. STUDENT DRESS / APPEARANCE CODE

School dress should reflect the fact that students are at school for the purpose of education, not recreation. Parents and students are reminded that items of clothing which may be appropriate in social settings are not always appropriate for school. ECS is an academic institution, and school is, in essence, the student's job – therefore students need to dress accordingly. The way one dresses can have a significant effect upon the attitude of the student and the atmosphere of the classroom. Any clothing item or accessory that the teacher or administration deems inappropriate or distracting to the learning environment may be confiscated, or result in the student being sent home to change. The Head of School reserves the right to make all final decisions on acceptable attire and personal appearance.

The appearance code at ECS is based on the following four principles:

1. Honoring God
2. Modesty
3. Neatness
4. Limiting and/or Eliminating Distractions

The appearance code applies to all school functions including field trips, afterschool and/or weekend related events, detentions, and ceremonies. The dress code is also to be followed by all students working in the concession stand during games. All exceptions to the dress code must be approved by the Head of School.

When there is an appearance code violation:

1. Depending on the severity of the infraction the student may be given a written warning or removed from class immediately, and required to come into compliance before returning to class. Students will be given an unexcused absence and zeroes for all classes and class work missed (including tests & quizzes).
2. If the student is unable to change into appropriate attire, or if a parent cannot bring proper clothing to school, the student will be assigned to the office for the remainder of the day. The option is available for parents to purchase school spirit wear that will bring the student into compliance.

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

- a. Loose fitting long pants are acceptable for both boys and girls.
- b. Shorts are acceptable for both boys and girls, and must come within the width of a dollar bill from the top of the knee cap. Shorts are also advisable under dresses and skirts for modesty during playground activities.

- 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. 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:

The guidelines below are institutional, not spiritual. They were established for the sake of Honoring God and maintaining modesty, neatness, and limiting and/or eliminating distractions.

SHIRTS

- a. Boys may wear ECS spirit-wear (polos, T-shirts, sweatshirts, or hoodies) purchased from the ECS office. These may be worn untucked.
- b. Collared shirts, sweaters and collarless dressier-style long sleeve shirts are also acceptable.
- c. For grades 1-6, T-shirts may be worn as long as they are free from inappropriate advertising. Garments must not cause any type of distraction.
- d. For grades 7-12, T-shirts may be worn as long as there are no references to video games, movies, TV programs, and music groups and are free from inappropriate advertising. Garments must not cause any type of distraction.
- e. All shirts must be loose-fitting. Button up dress shirts must be tucked in. All other shirts can be untucked, if appearance remains neat.
- f. ECS team jerseys are permitted on game days and may be worn untucked.
- g. Students may wear ECS team and/or ECS club shirts. (i.e. – Seniors, Yearbook staff, Beta Club, etc.) and may be worn untucked.

PANTS

- a. Boys may wear solid or patterned pants (Ex: plaid, stripes) (For grades 7-12 - No sweat/knit pants, warm-up pants. Pajama pants are only acceptable on school sponsored dress down days.)
- b. For grades 1-6, Boys may wear knit/warm-up pants as long as the appearance remains neat.
- c. All pants must be loose-fitting, worn at the waist (with a belt if belt loops are exposed), and free of rips, tears, holes and frays.

SHORTS

- a. Boys may wear solid or patterned shorts (Ex: plaid, stripes) (No cut-off shorts, and for grades 7-12 no athletic/knit shorts.)
- b. All shorts must be loose-fitting, worn at the waist, and free of rips, tears, holes and frays.
- c. Shorts must come to the top of the knee cap. This includes dress down days.
- d. For grades 1-6 Athletic shorts that come to the top of the knee may be worn.

BELTS

A dress-style belt must be worn with all pants and shorts that have or are designed to have belt loops and the belt loops are exposed.

SHOES

- a. Dress shoes, casual shoes, Crocs or tennis shoes may be worn.
- b. Athletic Slides and Flip-flops are permitted, but straps must be sewn into the sole of the shoe and not be able to pull out from the base of the shoe. (No “beach” or “discount store” flops.)
- c. For health reasons, shoes must be worn at all times and cannot present a safety risk.

OTHER

- a. Body / face piercing, disks, studs, ear rings, bling, chains, and visible tattoos are prohibited.
- b. Hats are not to be seen during school hours, and no hoods may be worn on heads.

- c. Any clothing item or accessory that the teacher or administration deems inappropriate or 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 7th – 9th grade Physical Education classes and are available through the school office.

GRADE 1-12 GIRLS:

The guidelines below are institutional, not spiritual. They were established for the sake of Honoring God and maintaining modesty, neatness, and limiting and/or eliminating distractions.

SHIRTS

- a. Girls may wear ECS spirit-wear (polos, T-shirts, sweatshirts, or hoodies) purchased from the ECS office.
- b. Collared and collarless dressy-style shirts, blouses, and sweaters with modest necklines are also acceptable.
 - A modest neckline is defined as one that does not reveal cleavage when the person is standing or bending over.
- c. All shirts must be loose-fitting, extend out to the shoulder joint; and must be long enough to fully cover the back, midriff, and all undergarments.
- d. For grades 1-6, T-shirts may be worn as long as they are free from inappropriate advertising. Garments must not cause any type of distraction.
- e. For grades 7-12, T-shirts may be worn as long as there are no references to video games, movies, TV programs, and music groups and are free from inappropriate advertising. Garments must not cause any type of distraction.
- f. ECS team jerseys are permitted on game days.
- g. Students may wear ECS team and/or ECS club shirts. (i.e. – Seniors, Yearbook staff , Beta Club, etc.)

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 must come to within the width of a dollar bill from the top of the knee cap.
- b. Any slits in dresses/skirts may not exceed the width of a dollar bill from the top of the knee cap.
- c. Dresses must have modest necklines, be loose-fitting, extend out to the shoulder joint; and must fully cover the back, and all undergarments.

PANTS

- a. Girls may wear solid or patterned pants (Ex: plaid, stripes) (For grades 7-12 - No sweat/knit pants, warm-up pants, or leggings. Pajama pants are only acceptable on school sponsored dress down days.)
- b. For grades 1-6, Girls may wear knit/warm-up pants as long as the appearance remains neat.
- c. If leggings are worn in grades 1-6, shirts or tunics must be long enough to completely cover the bottom and undergarment outlines at all times. All leggings must be opaque above the knee.
- d. All pants must be worn at the waist, and free of rips, tears, holes and frays.

SHORTS

- a. Girls may wear solid or patterned shorts (Ex: plaid, stripes) (No cut-off shorts, and for grades 7-12 no athletic/knit shorts.)
- b. All shorts must be loose-fitting, worn at the waist, and free of rips, tears, holes and frays.
- c. Shorts must come within the width of a dollar bill from the top of the knee cap. This includes dress down days.
- d. For grades 1-6 Athletic shorts that come within the width of a dollar bill from the top of the knee cap may be worn.
- e. Shorts worn for athletic practices must come at least to the end of the finger-tips.

SHOES

- a. Dress shoes, casual shoes, Crocs, tennis shoes, and dressy style sandals may be worn.
- b. Athletic Slides and Flip-flops are permitted, but straps must be sewn into the sole of the shoe and not be able to pull out from the base of the shoe. (No “beach” or “discount store” flops.)
- d. For health reasons, shoes must be worn at all times and cannot present a safety risk.

OTHER

- a. Body / face piercing, disks, studs, bling, chains, and visible tattoos are prohibited.
- b. Earrings are limited to a total of three holes around the outside edge of each ear. Disks, studs, bars, and such are prohibited.
- c. Hats are not to be seen during school hours, and no hoods may be worn on heads.
- d. Any clothing item or accessory that the teacher or administration deems inappropriate or 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 7th –9th grade Physical Education classes and are available through the school office.

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

- 1- No low-cut dress may be worn, straps must be added if needed to ensure modesty.
- 2- Halter style dresses are allowed but must be modest.
- 3- The back of any dress should be no lower than the traditional undergarment.
- 4- Any panel that is added to a dress must be opaque material and not transparent.
- 5- No cleavage is permitted.
- 6- The length must be at least a dollar bill above the knee (horizontally), and slits must meet the same guidelines.
- 7- The dress must cover the midriff when standing or sitting.
- 8- No shawls will be allowed to take the place of set guidelines.
- 9- Avoid dresses with clingy fabric that would emphasize the outline of the body. (Tightness and modesty is by discretion of ECS Staff.)
- 10- Dresses will be checked by at least two ECS Staff.
- 11- Any rechecks must be re-approved no later than two days before the scheduled event. If the dress is not approved by the date given students will not be able to attend the event.
- 12- ECS reserves the right to disapprove according to fit. Modesty is the goal for our young ladies at ECS.
- 13- If your Jr/Sr date is not an ECS student, her dress must also follow the above guidelines and be approved by the specified date.
- 14- Dress checks will be completed again at applicable events, and approved dresses must be worn to prevent dismissal from the activities.

NOTE TO PARENTS AND VISITORS:

1. 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.
2. Any clothing, item, or accessory that the staff, faculty, or administration deems inappropriate or distracting may result in denial of permission to visit on the ECS campus.

D. HAIR

1. SCACS (our accrediting agency) requires that boys' hair should be clean, neatly groomed and trimmed, above the collar, the ears, and the eyebrows for grades 1st – 12th (*preferred, but not required for 2, 3, 4 & 5 year olds*).
2. All hair colors must be a natural color for both boys and girls, with no extremes in cut or style.

3. Facial hair that is neatly groomed and trimmed is allowed for senior boys. The administration has the final say on what is neatly groomed and trimmed. Facial hair is not permitted for other students and sideburns may not extend below the earlobe.
4. Any student whose hair is not in compliance with the hair code (cut and/or color) will be asked to correct the issue. Students will be given demerits until hair is in compliance with the hair code.

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, Head of School, Chairman of the School Committee) in a biblical, respectful manner. Attendance at ECS is a privilege, not a right. 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-6th)

Individual teachers will administer discipline according to their individual approved ECS Classroom Management Plans. 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 child’s Principal and/or the Head of School 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. ECS does not administer corporal punishment.

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 Lower School 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
3. A phone call is made to the parent.
4. In-School Suspension or Out-of-School Suspension will be assigned as needed.
5. Meeting with student, parent, teacher, and principal or Head of School to determine the future status of student.

2. UPPER SCHOOL (Grades7-12)

Individual teachers will administer discipline according to an approved ECS Classroom Management Plan and the Upper School Discipline System (based on demerits). 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 is 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 Upper School Principal. ECS does not administer corporal punishment.

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.

Demerit Consequences:

15-1 Detention

20-2 Detentions & Parent Conference

25-In School Suspension (ISS)

30-In School Suspension (ISS)

35-2 days ISS & Parent Conference

40-2 days ISS & Restricted from All Extracurricular Activities

45-Out of School Suspension (OSS) & Parent Conference

50-Expulsion hearing; student must re-apply the following academic year and re-enroll as a new student if accepted

DETENTION

Detentions will be served from 3:15 p.m. to 4:00 p.m. on day assigned by principal. Detentions will generally occur the day after the offense. If a student received more than 20 demerits for one infraction their detentions may be combined into a day of In School Suspension. Any student who fails to report to detention (for any reason) will be required to serve two detentions. **A \$10 fee will also be applied to the student's account for each detention.**

Any student who misses an assigned detention may receive an out of 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 current year. The School Committee may be consulted upon the severity of the situation/suspension, 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:

1. Accumulation of 25 demerits
2. Bringing a weapon to school or anything that can be deemed a weapon.
3. Possessing or using any form of tobacco.
4. Possessing or using any form of vaping or vaping paraphernalia.
5. Possessing, using, or attending “parties” where alcohol is present.
6. Bullying, fighting, striking, or otherwise endangering another person
7. Vulgarity, profane actions or speech, intimidation, bullying, or conveying threats
8. Inappropriate sexual conversation or activity
9. Destroying or defacing property
10. Pulling fire alarm
11. Stealing, lying, cheating, forging, and plagiarism.
12. Inappropriate or malicious Internet issues (i.e. – pornography, cyberbullying, etc.)
13. Skipping school, skipping class, or leaving school grounds without permission.
14. Harassment or any form of disrespect verbally, in writing, attitude, or body language to faculty and/or responsible adult or to another student
15. 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

There may be other offenses deemed worthy of expulsion or suspension that are not listed here. The School Administration, 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 and eat lunch in a designated area.
2. With an off-campus suspension, the student may not be seen on the ECS campus. (Cannot drop off or pick up a sibling, stop by the office, attend a sporting event, etc.)
3. With any suspension, the highest grade received will be 60%.
4. All assigned work must be completed.
5. No suspended student (ISS or OSS) may attend or participate in any extra-curricular activity on the day of suspension.
6. Suspensions will occur day after offense.

EXPULSION

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

1. The School Administration will consult with the School Committee and/or its Chairman.
2. The School Administration 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 school months. After six school 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.

Records of disciplinary offenses may remain part of a student's permanent record and may be sent to other academic institutions or prospective employers.

TOYS / ELECTRONIC DEVICES/UPPER SCHOOL PERSONAL TECHNOLOGY POLICY

Skateboards, skate shoes, roller blades, etc. are not permitted on our campus at ANY time. Electronic devices in grades K2-6 should not be seen or heard from the time a student arrives on campus in the morning (8:00 a.m.-2:40 p.m.). If any of these devices are seen or heard during the school day, the consequences are as follows:

1st offense –Item is taken from student and turned into the office. **The device will be returned at the end of the school day.**

2nd offense – Item is taken from student and turned into the office. The device will be returned at the end of the school day. Additionally, the student will be required to serve a detention.

3rd offense – Student will serve ISS. Parents will be contacted.

4th offense and beyond - Student will serve OSS and the student may be asked to withdraw from school.

Students in grades 7-12 may possess cell phones and other personal electronic devices according to the following acceptable use guidelines:

1. Acceptable use times for cell phones are before 8:00 AM, after 2:55 PM, during snack break for grades 7-12, and during lunch for grades 9-12.
2. At all other times, the phone must be on silent mode or preferably turned off. The phone must be stored completely out of sight, either in a pocket deep enough to completely conceal it or in a purse or bookbag.
3. Phones may never be used for recording devices, cyberbullying or for taking unauthorized photographs of other people.
4. Earbuds, headphones, and other personal listening devices are prohibited, even during acceptable use times.
5. Teachers may allow students to use phones **for specific educational purposes** during class.
6. Smartwatches used to communicate during class (either incoming or outgoing messages) will violate the acceptable use guidelines. Smartwatches should be removed and stored completely out of sight during tests and quizzes.
7. Students in violation of the acceptable use policy will be issued a discipline referral.
8. Students must immediately surrender their cell phone or other electronic devices to school personnel if requested to do so.
9. Students bring their personal electronic devices to school at their own risk. ECS is not responsible for loss, theft, or damage to student devices.
10. Parents should not use electronic devices to contact their children except during acceptable use times listed above. If parents need to contact their children during other times, they should call the school office.

For students in grades 7-12, the above technology policy will be followed. When an infraction occurs with an electronic device, the device must be turned off, and demerits will be issued.

A teacher may give a student permission to use his/her electronic device for the purpose of educational research/activity in class. This will be solely at the discretion of the teacher. It does not give permission to use the device outside of that class or outside of that particular time that it was being used.

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. The only exception to this rule is for candy or gum distributed by teachers for teaching purposes. In such cases, the candy may be consumed in that classroom only at the teacher's discretion. Inappropriate disposal of gum/candy will be punished with demerits.

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.
6. Bringing dangerous objects, matches, lighters, etc. to school.
7. *Supporting Scriptures: Titus 3:1-2, Romans 13:10*

POLICY LIMITS

The discipline policies mentioned above apply to students while they are on campus, on ECS field trips, or at recognized school functions. Students who attend ECS represent the school and the school's standards on and off campus as long as they are enrolled at ECS. ECS students are expected to live by the ECS mission and philosophy. ECS standards apply to both on-campus and off-campus behaviors. Behavioral offenses that occur outside the limits established in this policy will be considered as to their severity and impact for both parents and students. If any student's conduct away from school conflicts 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.

ECS reserves the right to search a student's personal items, back packs, lockers, desks, computers, and vehicles if deemed necessary by the administration. In an effort to work with local law enforcement, throughout the year a police K-9 may be brought on the ECS campus. The main purpose of the searches is to deter drugs on campus. No student will be searched by the dog. These are random, unannounced searches during the school year. If the K-9 alerts your student's locker or vehicle you will be contacted by a school administrator.

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, or for a student dismissed by expulsion or suggested withdrawal.

4. **CONTRACT** – Each family who submits an application, pays the application fee, and whose student(s) of the family is accepted by ECS is entering into a contractual agreement to pay that student’s tuition to Emmanuel Christian School for one full year, and will agree to do so or pay all associated expenses incurred by Emmanuel Christian School to collect that contracted amount.
5. In the event of withdrawals from school due to medical emergencies, relocation due to job, etc.; all charges will apply through the end of the calendar month.
6. 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.
7. Parents should expect a tuition increase annually to cover rising costs in accreditation fees, student accident insurance, textbooks, utilities, teacher salaries/benefits, etc.
8. In the event of extraordinary circumstances outside of our control the full payment of tuition and fees will be expected (PreK2-12th grades) as long as ECS delivers instruction in an alternative manner.

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. 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, maximum up to 50%, to 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 the current school year only.

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:

Current ECS families can earn a \$250 tuition credit for every new family they recruit to ECS. The new student(s) must be first-time at ECS, enrolled full-time at ECS, be in full-day K5-12th grades, and must remain at ECS for at least one full semester. The new student(s) must enroll between April 1 and September 30, and must specify which family recruited them to ECS, during their initial visit.

In addition, the new family will also receive a \$250 tuition credit per family as long as those students are still enrolled full-time at ECS on January 10 of the current school year. The tuition credit for both the current family and the new family will be applied to the accounts on January 10, provided the application fee and book and supply fees have been paid. This referral policy does not apply to new students enrolling in 2K-4K or half-day K5. The tuition credit is non-transferable, may not be redeemed for cash, and is limited by availability in each class / grade.

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. School pictures – LifeTouch donates a portion of their proceeds back to ECS
 - b. General Mills Box Tops for Education
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 Senior missions’ trip, Athletic Booster Club, etc.

V. STUDENT ACTIVITIES

A. CLASS OFFICERS

1. Class officers will be elected annually for the 9-12th grade; and will consist of a president, vice-president, secretary/treasurer, and chaplain. A student must have been a student at ECS for at least one semester before they are eligible to be a class officer.
2. Nominations will be made in each homeroom class.
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 and has accumulated less than 25 demerits the previous year

- b. Demonstrate a clear salvation testimony and a strong Christian-life testimony
 - c. Demonstrate morality, responsibility, dependability, and spirituality
 - d. Must be a 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. STUDENT COUNCIL

The student council's mission is to serve the ECS student body, EBC, and the community. Class officers are the members of the student council and are chosen by the student body during an annual election (by 9th-12th graders.)

C. MISS CRUSADER AND COURT

1. Miss Crusader court and candidates will consist of all girls in the Senior Class.
2. Miss Crusader will be selected by a secret ballot vote by all of the current 9th -12th grade students.
3. 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 moral or spiritual requirements consistent with the mission of EBC and ECS.

D. JUNIOR-SENIOR ATTENDANCE

Guests of ECS students must be at least a freshman in high school and cannot exceed twenty years of age.

E. 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 is 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 60% on 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 70 average with no failures on each quarter report card. Students have only four consecutive years of athletic eligibility once they first enter the 9th grade. A student who fails a grade in high school will only be able to participate four consecutive years and will be ineligible for a fifth year of competition. Grade checks for eligibility will occur every quarter. Ineligibility will become effective at 8:00 a.m. the day after report cards are issued to the students/parents.
3. After ten school days, the student may become eligible if his/her grades are raised to the qualifying level (70 average with no failures).

NOTE: Any student who is deemed ineligible may still be considered part of the team or organization; but may not attend practice sessions or meetings, travel with the team, sit on the bench/dugout, etc.
4. The student will have two consecutive ten school day periods in which he/she may become eligible. Otherwise, the student becomes ineligible for the remainder of the season.

F. 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. Because the junior-senior retreat is part of our curriculum, all juniors and seniors are required to attend the retreat. Students not attending field trips will be required to complete work that relates to the trip by their teacher. Not completing the assigned work will be recorded as unexcused absences. Any family with a past due account that student will not be able to attend the class field trip.

G. CLASS PARTIES

Special occasion parties may be held at the teacher's discretion. These are usually scheduled the last day of school before a holiday and are held on the school grounds.

Birthdays 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.

H. SPORTING EVENTS

Students in grades 6-12 shall not be permitted to participate in sporting events unless present in school a minimum of 3 1/2 hours or half of their assigned classes on the day of a game. Illness is not a satisfactory excuse. The Head of School must approve any exception in advance. (See II C)

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.

I. 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 enrolled for the following year
2. Meet ECS eligibility standards as defined in Section IV D

J. 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 eighth (8th) grade according to the eligibility criteria listed above. Eligible students are inducted during a special chapel ceremony during the Fourth Nine Weeks.
3. Procedure for Continuance: The students must participate in Beta Club service projects. Most service projects will take place outside of school hours and generally on a quarterly basis. 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.

K. CLASS SPONSORS

At the close of the Sophomore year, each class will have a class sponsor assigned 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. A class may nominate an Upper School Faculty member to serve as its sponsor, but the final approval is at the discretion of the Head of School and School Committee. The Head of School and/or School Committee may 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. 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 at least 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.
3. 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.
4. 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, allocation of shares via fundraising efforts. All class ideas, events, fundraisers, etc. should be submitted in writing to the Upper School Principal, who will present them to the Head of School and School Committee for approval.

L. SENIOR CLASS MISSIONS TRIP

Each year, the Senior Class will take a mission's 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. All monies collected will be reviewed by the Upper School Principal and the class sponsor. Money will be divided by student shares ie by the amount of work done at the fundraising event.

M. CLASS DUES

Class dues are included in the students' annual tuition. 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

VI. 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 counterproductive 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 Head of School to be present.
4. If, after talking to the individual, the supervisor, and the Head of School, the problem remains unsolved; then request a meeting with the Head of School and the Chairman of the School Committee.
5. If the problem is still unresolved after that meeting, the Head of School and Chairman of the School Committee will then present the issue to the School Committee for resolution. The Head of School 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 FOLDERS

In complying with accreditation requirements, Emmanuel Christian School keeps records on all its students. In each child's cumulative folder are legal documentation, reports from teachers, test results, attendance reports, scholarship reports, and other information which aids the school in knowing each student better. The material in these folders is confidential. All student files are retained when 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. **There will be a \$5.00 charge for each transcript requested after final transcripts are processed.**

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 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.

There will be a designated period assigned for students to complete dual enrollment coursework. Students enrolled in this program must report to the supervising teacher's classroom where attendance will be taken each day. Students must remain in the supervising teacher's classroom the entire class period whether or not they have assignments to complete. In the event that a student does not have work to complete, he/she must use this time as a study hall, or the supervising teacher will have the right to assign work. The only exception to this is our senior class students who have been given advance parental permission to sign out early. Dual enrollment classes are used to calculate GPA, athletic eligibility, class rank, Beta Club, and Honor Rolls. Emmanuel Christian School students who desire to participate in the Dual Enrollment Program through Florence Darlington Technical College must be enrolled as fulltime students at ECS. A diploma seeking full time student is one who is enrolled in at least four courses which allows for participation in programs and athletics in accordance with our current policy. Students taking courses through Florence Darlington Tech or other approved universities, must have their courses pre-approved before credits are awarded and enrollment begins. Students may incur costs from FDTC (or other approved universities) in addition to ECS Tuition and Fees. Any costs incurred through participation in the program will not be deducted from the amount of tuition owed to Emmanuel Christian School as a fulltime student. Furthermore, students taking multiple credits through the Dual Enrollment program (Early College) must understand that Emmanuel Christian School is accepting these courses as full-time classes in conjunction with courses being taught on campus, even if courses are taken outside of normal class time since most DE courses are self-paced. Government, Economics, and U.S. History may be taken through dual enrollment and receive college credit, but these classes **will not count** toward graduation requirements at ECS. A current list of classes offered for dual enrollment and how they fulfill graduation requirements is available in the high school office. Emmanuel holds the rights to approve and award high school credit regardless of courses being taken through one of its DE programs. Students not seeking a diploma from Emmanuel Christian School must be enrolled in at least four classes, or equivalent through DE programs (must pay tuition for each course awarded credit at ECS), to be considered eligible for extracurricular activities and athletics. Diploma seeking fulltime students must pay full tuition. ECS code of conduct is still applicable while taking dual enrollment classes.

D. DARLINGTON COUNTY INSTITUTE OF TECHNOLOGY (DCIT)

Emmanuel Christian School is partnering with Darlington County School District's Darlington County Institute of Technology to provide opportunities for ECS students to earn elective high school credits in subjects/trade programs that are not available through ECS. These classes may include, but are not limited to auto repair, the home building trades, computer science, nursing, welding, and business. These classes are offered only to ECS juniors and seniors and are limited by the available classroom slots open at DCIT. Any costs incurred through participation in the program will not be deducted from the amount of tuition owed to Emmanuel Christian School as a fulltime student and must be paid to DCIT. ECS students are expected to follow all DCIT standards of conduct and attendance. Since the Darlington County School District calendar is different from the ECS calendar, students may have to attend classes at DCIT when ECS has a break from class. ECS students will receive one elective high school transfer credit for each credit earned at DCIT. A list of classes, enrollment deadlines, and policies will be made available in the high school office by mid-summer. ECS code of conduct is still applicable while on the DCIT campus.

E. 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

F. SCHOOL VERSE

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

- I Corinthians 10:31

G. SCHOOL COLORS

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

H. SCHOOL MASCOT: Crusader

I. SCHOOL MOTTO: “Teaching the Mind, Training the Heart”

J. 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 many 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!

K. REQUESTS FOR DOCUMENTATION BEYOND SCHOOL TRANSCRIPTS

Due to an array of unique family situations, it may occur that documentation and/or court testimony is requested of school employees. In order for school sanctioned documentation (ie teachers notes/notebooks and administrative notes) to be provided to any family, legal paperwork must come through our school office in the form of a subpoena or court ordered verification.

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. (Exception-visit 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 (Head of School, 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 are not allowed to loiter on the playground or in any other areas of campus during school hours since this may detract from children enjoying academic and social interaction with fellow students.

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

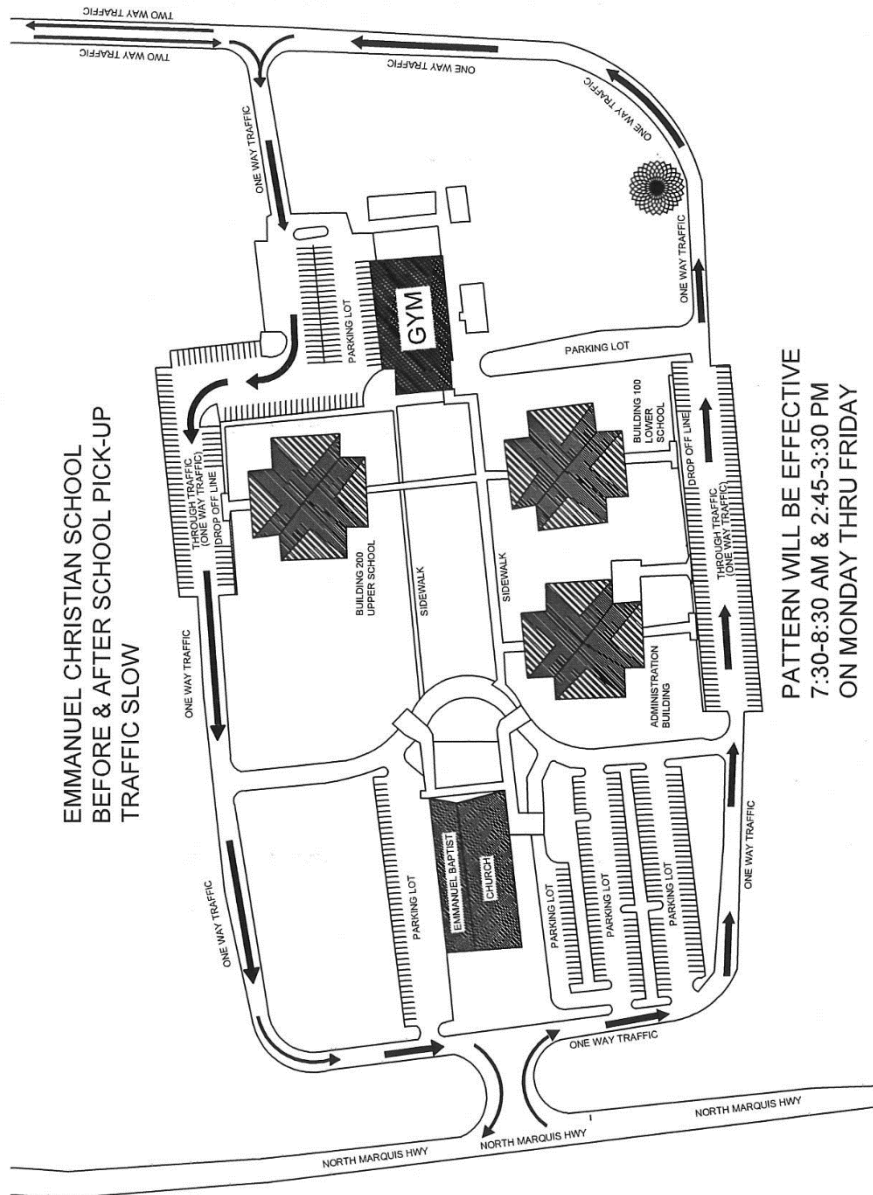
Tobacco usage and any form of vaping and vaping paraphernalia are prohibited on our campus.

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

B.

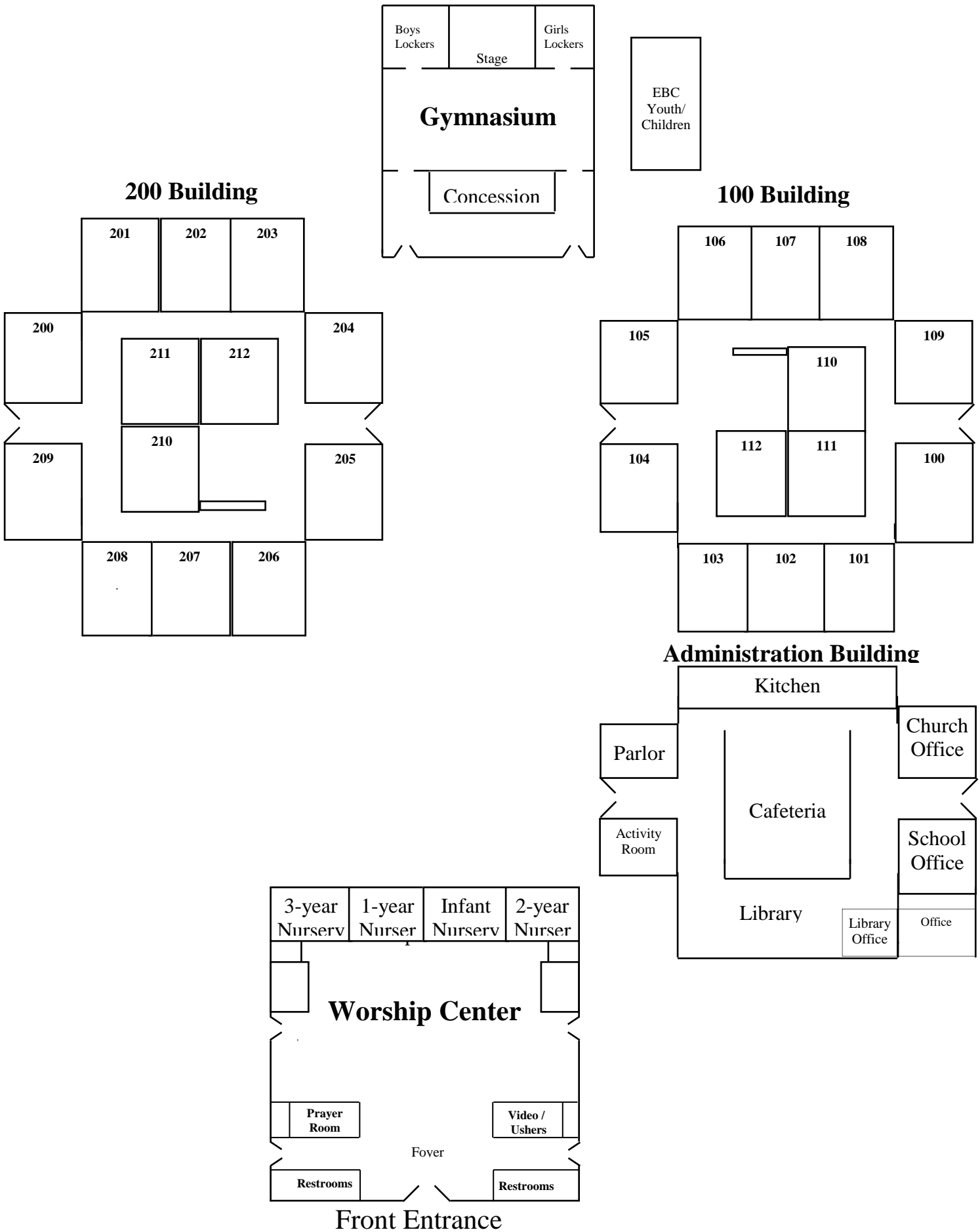
Emmanuel Christian School Before & After School Pick-Up Traffic Flow

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



C.

Layout of EBC-ECS Campus



D.

ECS STUDENT PLEDGE TO TREAT OTHERS PROPERLY

To “pledge” is to bind by a promise or agreement. By signing below, a student is pledging and agreeing to do his/her part to maintain a safe school environment free from both verbal and physical harassment, hazing and bullying of any kind as taught in Matthew 7:12, “Therefore, *whatever you want men to do to you, do also to them...*”

YES, I agree to do the right thing and I hereby pledge as follows:

- I understand that since all people are valuable to God, I should treat them as such.
- I pledge to do my part to maintain a safe school environment free of verbal and physical harassment, hazing, and/or bullying.
- I pledge not to engage in harassing, hazing, or bullying behavior.
- If I feel that I am the victim of harassment, hazing, or bullying; I will speak up and tell my offender to stop and/or I will tell a trusted adult such as my teacher, my coach, a school administrator, or my parents. I understand that safety comes first and that if I feel that my safety is a risk, in any way, I will leave the situation immediately and tell an adult (who must tell the Head of School immediately).
- If someone tells me that my behavior is offensive, such as harassing, hazing, or bullying; I will not react by ridiculing or retaliating against such person.
- I will abide by my school’s policies on harassment, hazing, and/or bullying; including the reporting of such behavior as stated above.
- I understand that I will face ramifications for any inappropriate behavior on my part, if I violate the ECS policies on harassment, hazing, or bullying.

I so pledge.

Student’s Signature
(1st-12th grades)

Student’s Name (Please print)

Date

Please complete this form for each of your children.

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

PARENT-STUDENT HANDBOOK AGREEMENT FORM

Dear Parents and Student,

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 teaching a Biblical world view, 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 partner with Emmanuel Christian School in the education of your student(s).

Sincerely In Christ,
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 2022-23 Parent-Student Handbook. The handbook is located on the school website at www.ecscrusaders.com.

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 (1st -12th grades)	Grade
	Date

Please complete a form for each of your children.

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