



Student Handbook
2023-2024

Emmanuel Christian School Mission Statement

The mission of Emmanuel Christian School is to provide a Christ-centered, quality education so that all students have the opportunity to develop spiritually, physically, socially, and emotionally as they receive and apply the skills and encouragement needed to be effective leaders and witnesses for Christ today, tomorrow, and for eternity.

Emmanuel Christian School will assist the home in training young people to be God's ambassadors through their leadership in the generations to come.

- E Excellence** - I will not accept anything less than my best and I seek excellence in everything that I do both spiritually and academically. I understand that excellence is not perfection, but I should not shy away from giving my best effort in all areas of my life.
- M Mind of Christ** - I will make personal time with God a priority in my life. I will seek Him in my personal time of prayer and daily Bible study, and in chapel. My behavior will leave no doubt that I am a child of God. I will have the courage to share His love with others. I will refrain from saying hurtful things about others including classmates, parents, and teachers.
- M Mission** - I will strive to support the mission of Emmanuel Christian School as well as local and global missions to equip myself and others to be warriors for Jesus Christ.
- A Ambassadors** - I understand that I am an ambassador for Christ and will represent God and Emmanuel Christian on and off the campus in the way I act, speak, and share the love of Christ.
- N No Compromise** - I am personally accountable for everything I say and do. I will abstain from any form of lying, gossip, cheating, bullying, and any form of disrespect toward others. I will not compromise my commitment to living a Godly lifestyle.
- U Unity** - I will do my best to promote unity amongst my peers by always focusing on things that are true, noble, just, pure, lovely, of good report – things that are excellent and praiseworthy (Philippians 4:8)
- E Encourage** - I will encourage, inspire and lift up others through the way I represent God, myself, and Emmanuel Christian (Ephesians 4:29; Romans 14:19) and I will show kindness, compassion and forgiveness to others (Ephesians 4:32).
- L Leadership** - I will be a leader in and out of the classroom. I will seek to achieve my personal best while helping my friends and classmates do the same. I will maintain excellence and honesty in all academic work.

Emmanuel Christian School Core Values

Christian Environment

- We provide a Christian environment within our school which encourages students' spiritual development and relationship to Jesus Christ.
- We are committed to praying for and supporting the families of Emmanuel Christian.
- We are committed to partnering with parents as they raise their children to have a personal relationship with Jesus Christ.

Student-Centered Classrooms

- Students' learning needs are the primary focus for all decisions impacting the work of the school.
- We are committed to exemplary instruction which actively engages students in the learning process.
- We are committed to connecting to students and maintaining a positive school climate that energizes staff and students.

Integrity

- Students and staff maintain high standards of integrity.
- We believe in well-planned, exemplary daily instruction that ultimately prepares our graduates to achieve success in a college environment.
- Students and staff conduct themselves in a Christ-like manner with accountability and responsibility.

High Expectations

- We maintain high expectations for student achievement and use data to enhance instruction.
- We support the commitment of all staff to engage in professional learning.
- We emphasize participation and excellence in all extra-curricular activities as they support Christian values.

Commitment to Excellence

- We are committed to ongoing evaluation and school improvement planning in every aspect of the school.
- We are committed to the use of 21st-century technology to enhance instruction.
- We are committed to creating a school culture that reflects pride in Emmanuel Christian School.

Student Guidelines

Although the world views discipline as negative, for the Christians, discipline is an inseparable part of everyday life. Coming from the word “disciple,” discipline at Emmanuel Christian School is used to train and equip students for Christian living in a non-Christian world. Since the behavior expectations for young people at this school may differ from those of other institutions, it is necessary to eliminate any confusion by including this section in the handbook.

As Christians, each one of us must conduct ourselves in a way that brings honor and glory to our Lord. To help students develop into young adults He desires them to be, we have developed a set of guidelines for the students to follow. If a student goes against the guidelines of the school, a category offense system is used to help them understand the school’s expectations. Serious offenses could bring an immediate suspension or expulsion.

Emmanuel Christian School administration reserves the right to add, modify or delete any policy or guidelines as the administration sees beneficial for the benefit of the student body as a whole.

The following is a list of rule infractions and the consequences which result from those infractions. This list is not intended to be all-inclusive.

Specific Student Discipline Guidelines

The following guidelines are to be conducive to establishing a Godly, positive learning environment. They may be adjusted accordingly and revised as necessary to be the most effective, established practices at ECS. In general, *If the behavior is unacceptable in the workplace, it is unacceptable in the classroom. If the behavior would get you thrown out of college or fired in the workplace, it should not be tolerated in the school or classroom.*

Students are expected to conduct themselves in a manner that brings glory to God and reflects positively on their family, themselves, ECS, and the Lord Jesus. Respect and cooperation are expected and will be the basis of all interactions with faculty and fellow students.

ECS students are expected to respond to any and all corrective statements with one of two replies: **“Yes Ma’am” or “Yes Sir”**. There should be no debate regarding why the correction took place such as “But I was only...” The teacher’s word is the final authority and the final word.

Category 1 Offense

- Tardy for class
- Three Incomplete assignment
- Violation of ECS cell phone policy
- Disrupting class
- Disrespect
- Dress code
- Horseplay
- Littering
- Inappropriate display of affection (ex. Hand holding, kissing, etc.)
- Wandering Halls

Consequences: A warning and correction by the teacher and parent notification. The teacher also has the discretion to remove the student from the classroom if the behavior disrupts the learning environment. Following the warning by the teacher and parent notification, a conference with an administrator will be held if the student has not corrected the behavior. The following are consequences that could occur at the administrator’s discretion: conference with guidance, detention, and/or In-school suspension days assigned.

Category 2 Offense

Repeating category 1 offenses after corrective action has been taken...

- More than three tardies
- Use or possession of tobacco products
- Bullying/Cyber-bullying
- Cheating/Plagiarism
- Disrespect in any form toward a school employee
- Harassment in any form
- Profanity/Vulgarity
- Violating the school technology policy
- Leaving the campus without permission
- Going outside without permission
- Skipping all or any portion of a class

Consequences: Correction by the teacher and referral to an administrator. The teacher also has the discretion to remove the student from the classroom where a conference will be held with an administrator. Administrative actions may include detention, in-school suspension, out-of-school suspension, and/or probation.

Category 3 Offense

- Repeating category 1 and/or 2 offenses after corrective action has been taken
- Other behavior deemed a level 3 offense by a school administrator
- Aggressive behavior/fighting Possession/Use of alcohol or drugs
- Theft
- Repetitious and/or malicious school disruption
- Any school threat made toward the school as a whole, personnel, or student(s) on or off campus using any social media platform in person, phone, etc

Consequences: Immediate removal from the classroom followed by a conference with an administrator. At that time the student will receive out-of-school suspension. A discipline committee may also be convened to review the behavior and decide whether the student should remain a student at ECS.

Note: After two detentions, the next student offense will result in ISS (in-school suspension). After three in-school suspensions, the administration has the right to dismiss the student from Emmanuel Christian School as deemed appropriate.

In-School Suspensions

All suspensions are served as in-school suspensions. A substitute will be assigned to supervise the in-school suspension, and the student will be required to pay \$75 per day to offset the cost to pay for a substitute.

Attendance

Research shows a direct correlation between a student's attendance and a student's grades. Each student is responsible for themselves to be present and in attendance in each class every day. Although absences may happen, this should be the exception, not the rule. The following guidelines apply to student absences.

Absences:

- Missing more than 50% of a class period will result in an absence.
- Each class is limited to 9 absences per semester

Excused absences:

- An approved note from the parent is required.
- An excused absence allows the student to make up missed tests and quizzes for credit.
- If a student is present the day before the test, but absent the day of the test, the student is required to take the test on the first day back at school.

Unexcused absences:

- Zeros will be given on all tests and quizzes.
- Daily work must be completed, but no credit will be given.

Attendance bonus points:

Each student is given 5 attendance bonus points at the beginning of each grading period. One bonus point will be deducted for each absence, excused or unexcused.

Absence due to a school function:

If school is missed for a school function, it will not be considered an absence.

All homework, however, must be completed and quizzes and tests made up on the day the student returns.

The student is responsible for going to the teacher and getting the assignments before the student leaves on the school function.

Makeup Work Policy

- **EXCUSED ABSENCES:** 3 days for the first day and +1 for every day after not to exceed 10 days
- Under extenuating circumstances use work with the student and parent to get assignments completed
- **UNEXCUSED ABSENCES:** Students will be required to turn in assignments the next day. This includes tests and quizzes that are planned in advance.

Late Work Policy

If a student does not turn in their assignments the following policy will be enforced.

- **1 day late** = 11-point deduction (one letter grade, i.e. an A becomes a B) and an email to parents
- **2 days late** = 21-point deduction, (two letter grades, i.e., an A becomes a C) email to parents
- **3 days late** = 36-point deduction, (three letter grades, i.e. an A becomes an F) email to parents informing them that if not
- A **zero** will be given on the fourth day.

**After three late assignments an administrative referral should be made, and a parent conference scheduled with Mrs. Cain and parents to correct the behavior*

For elementary and middle students, this could prevent the student from being promoted to the next grade level. For seniors, this could prevent the student from graduating.

ATTENDANCE STATEMENT

In accordance with Alabama state law, all students from the ages of 6-17 are required to attend school. Students may not miss more than nine days in a single semester and earn credit for that class or class. Absences under extenuating circumstances such as hospitalization that would cause the student to exceed this number would be approved. *Therefore, after 9 absences excused or unexcused, the student will not receive credit for that particular class.*

Locker

Each high school student will be assigned a locker and a lock. Only school locks are allowed on the lockers, and the lockers must remain locked except when accessing them.

Cell Phones and Electronic Devices

Upon entering their first-period classroom, students must place their cell phones in the clear cell phone holder mounted on the wall. The student's name will be written on the cell phone pouch. The phone must remain in the pouch during each class period. The student will be allowed to have cell phones during class changes but should remain out of sight. Students will be assigned to detention and parents notified if he/she fails to place their cell phone in the bag after three warnings. That is tantamount to lying. More severe consequences will be imposed if that behavior happens again. If the student is found to be in possession during the day he/she will be disciplined BOTH for being in the possession of a cell phone and for not placing it in the class cell phone holder at the start of each period. Students may use their cell phones before the first period and at the **end of the day**.

Violation of cell phone policy will result in the following:

- A. First violation – Cell phone sent to the office, administrative referral, and parent contacted.
- B. Second violation – Cell phone dropped off at the office, administrative referral, parent contacted, and a **\$50 fine imposed**.
- C. Subsequent violations will result in the student not being allowed to have the phone on school grounds at all, suspension, or expulsion.

- Cell phones must be put away and may not be used during class.
- Students may not call to have food or other products delivered to the school.
- Students may not make cell phone calls seeking permission to check out.
- Any calls made seeking permission to check out without prior authorization from the office will result in the child losing the privilege of having a cell phone on campus.
- If a student uses another student's phone to seek permission to check out, both students will lose the privilege of having a cell phone on campus.

Students may use their electronic devices for classroom work during class hours, but phones may not be used in any classroom for digital textbooks. If a student is caught using an electronic device during class, the student will be written up following the category offense guidelines.

No electronic devices may be used to view or distribute inappropriate material at any time. This would carry the same consequence as profanity.

Dress Code

Girls:

Acceptable Tops: Any ECS logoed or embroidered t-shirt, polo shirt, sweatshirt, and/or hoodie.

- Shirts must have sleeves that extend over the shoulder without cutouts.
- Shirts must be long enough to cover the body.
- Dresses and shirts may not have cutouts, translucent/transparent sections, or a neckline below the point of the shoulder blade on the back.
- Dresses and skirts must be to the knee.
- Necklines must be high enough so as not to be revealing.
- Skirts to the knee length in the front and back. Leggings may be worn underneath.
- Dresses may be worn to the knee with an ECS Logo that is printed or embroidered. Leggings may be worn underneath.

Acceptable Bottoms:

- Jeans with no holes of any kind, colored pants
- Shorts (no spandex) no shorter than 3 inches above the knee (think the length of a credit card)
- Slits, splits, or any opening must be no higher than the knee.

- No undergarments or portions of undergarments may be seen.

Other:

- Shoes must be worn.

Boys:

Acceptable Tops: ECS logoed or embroidered t-shirt, polo, sweatshirt, and/or hoodie.

- Shirts must have sleeves.
- Shirts must be long enough to cover the body
- Shirts may not have cutouts, translucent/transparent sections, or a neckline below the point of the shoulder blade on the back.

Acceptable Bottoms:

- Jeans with no holes of any kind, colored pants
- Shorts (no spandex) no shorter than 3 inches above the knee (think the length of a credit card)

Other:

- Hair must be clean and neat.
- Facial hair is not allowed at any time.
- Shoes must be worn.

The best way to keep a good attitude with rules is to focus on what we are allowed to do, rather than what we may not do. We must, however, address some dress code limitations for Emmanuel students. The following is a list of unacceptable dress for all students:

- Pants, shorts, and shirts with holes of any kind
- Clothing containing graphics, pictures or messages which demonstrate rebellion toward God
- Clothing with pictures or messages of profanity, alcohol, tobacco, legal/illegal drugs
- Extreme jewelry or other styles designed to “shock society”
- Hair color or highlights of an unnatural shade
- Body pierced jewelry other than limited earrings for young ladies
- The visible tattooing of the body in any form
- The wearing of hats or caps during the school day

Middle school and high school students taking P.E. be required to purchase a P.E. uniform through the athletic department. The cost of a P.E. uniform is \$30 and can be purchased through the online spirit store.

Any dress code issues not clearly addressed above will be evaluated by the administration.

Security

Access to all buildings except the office hallway of the main building is limited to ECS students and employees. Hallways and classrooms are locked during the school day for the safety of our students. The only time students are not under direct teacher supervision is during class changes. Students are not allowed to leave the building unsupervised during class periods, even in groups. If students need to leave the building for any reason, they will be escorted by a school employee or a school-approved volunteer.

An exception will be made for senior students who are allowed to leave campus at times designated by the administration. Seniors may be unsupervised on campus only during class times in which they do not have a scheduled class.

Parents needing to check a student out should go to the office, and a school employee or school-approved volunteer will go to the classroom and get the student. Parents needing to check a student out at the end of the day should do so before 2:30 to ensure check-out before dismissal starts.

Students who are allowed to drive and need to check out during class will be escorted from the classroom to the parking lot by a school employee or a school-approved volunteer.

Middle School & High School Exams

Semester exams will be given in each core academic subject (Bible, English, History, Math, & Science) and Electives required to Graduate. The semester test counts 20% of the semester grade.

Students may be exempt from one exam if they receive an A in each grading period that the exam covers.

Students may not be exempt from the same exam in both semesters.

Grading Scale

A 90-100

B 80-89

C 70-79

D 65-69

F 0-64

Graduation Requirements

Traditional Diploma			Advanced Diploma		
Grade	Bible/Church History	Credits	Grade	Bible/Church History	Credits
9	Bible/Church History	4	9	Bible/Church History	4
10	Bible/Church History		10	Bible/Church History	
11	Bible/Church History		11	Bible/Church History	
12	Bible/Church History		12	Bible/Church History	
Grade	English	Credits	Grade	English	Credits
9	English 9	4	9	English 9	4
10	English 10		10	English 10	
11	English 11		11	English 11	
12	English 12		12	English 12	
Grade	Math	Credits	Grade	Math	Credits
9	Algebra I	4	9	Algebra I	4
10	Geometry		10	Geometry	
11	Algebra II		11	Algebra II	
12	Math Elective		12	Pre-Calculus	
Grade	Science	Credits	Grade	Science	Credits
9	Physical Science	4	9	Physical Science	4
10	Biology		10	Biology	
11	Chemistry		11	Chemistry	
12	Elective Science		12	Physics	
Grade	History	Credits	Grade	History	Credits
9	World History	4	9	World History	4
10	U.S. History I		10	U.S. History I	
11	U.S. History II		11	U.S. History II	
12	Government & Economics		12	Government & Economics	
Grade	College & Career	1	Grade	College & Career	1
12	College & Career		12	College & Career	
Grade	Foreign Language	2	Grade	Foreign Language	2
10	Spanish I	1	10	Spanish I	1
11	Spanish II	1	11	Spanish II	1
Additional Requirements		3.5	Additional Requirements		1.5
10	Health	.5	10	Health	.5
9	P.E.	1	9	P.E.	1
	Visual/Performing Fine Arts	1		Visual/Performing Fine Arts	1
Electives			Electives		
	History of Worship	1		History of Worship	1
	Photography/Yearbook	1		Photography/Yearbook	1
	Teacher Aid	1		Teacher Aid	1
	Teacher Aid	.5		Teacher Aid	.5
	Worship Team, Concert Choir or Band	.5		Worship Team, Concert Choir, or Band	.5
Total Credits to Graduate		26.5+	Total Credits to Graduate		26.5+

Total credit requirements will be adjusted for transfer students coming from a school which offer greater or fewer than 7 credits per year. The ACT must be taken prior to graduation for either diploma. ECS highly recommends that students take it more than once to improve their scores and opportunities for college.

College Preparation Checklist

Freshman Year

- ___ Review requirements for high school graduation.
- ___ Review the classes to be taken during your freshman year.
- ___ Study, study, study! Your grades now contribute to your overall GPA used for college admissions.
- ___ Identify fields of interest for a career or major through online research.
- ___ Get involved! You don't have to join EVERY club, but at least find one interest that you're passionate about.
- ___ Start a list of accomplishments, awards, and recognitions you receive.
- ___ Complete 10 hours of volunteer work. Turn in hours to the ECS office.
- ___ Pray for God's guidance and leadership in your education.

Sophomore Year

- ___ Review the requirements for graduation.
- ___ Review the classes to be taken during your sophomore year.
- ___ Gather information on career fields in your area of interest.
- ___ Research colleges offering coursework in your area of interest (including Christian colleges)
- ___ Consider taking the ACT. You will register @ act.org.
- ___ Choose 1-2 extracurricular activities to get involved in this year.
- ___ Keep grades up to high standards.
- ___ Complete another 10 hours of volunteer work. Turn in hours to the ECS office.
- ___ At the end of the year determine if you are going for a traditional or advanced diploma.
- ___ Continue to pray for God's guidance and leadership in your education.

Junior Year

- ___ Review requirements for graduation.
- ___ Review the classes to be taken during your junior year.
- ___ Begin visiting colleges that are of interest to you.
 - Students should inquire about:
 1. The academic and other entrance requirement
 2. Employment opportunity projections for your chosen field of study
 3. The social makeup of the student body:
 - Students should ask:
 1. Is it a spiritually sound institution?
 2. If it is a secular college, is there an active Christian organization on campus
 - Students should research:
 1. The tuition and fees
 2. Projected increase in tuition over the next five years.
 3. Available scholarships offered through the college
- ___ Take the ACT when offered. Register @ act.org
- ___ Establish an account on scholarships.com and dedicate time to scholarship searches
- ___ Maintain extracurricular activities.
- ___ Keep grades up to high standards.
- ___ Complete additional 10 hours of volunteer work. Turn in to the ECS office.
- ___ Continue to pray for God's direction in your college decisions.

Summer between Junior/Senior Year

- ___ Visit colleges
- ___ Shadow potential career choices

Senior Year

- ___ Review the requirements for graduation.
- ___ Review classes to be taken your senior year.
- ___ Narrow your college selections down to three or four.
- ___ Take the ACT
- ___ Apply to selected colleges in the Fall.
- ___ When you receive the letter of acceptance from each college, review the scholarship offers you have received. Let the Academic Advisor know of acceptance and scholarships.
- ___ Revisit the colleges if necessary.
- ___ Write a college essay (The Senior English teacher will teach this)
- ___ Submit your application early. Most are due in January and February
- ___ Submit a Free Application for Federal Student Aid (FAFSA) Opens Oct. 1 (This is a state requirement)
- ___ Most financial aid deadlines are in February.
- ___ Continue scholarship searches.
- ___ Follow through on all scholarship offers.
- ___ Keep copies of everything you send to colleges.
- ___ Request transcripts from the Academic Advisor to be sent to your college choices. (Fill out the form)
- ___ Make your final college choice by May 1 (Decision Day)
- ___ Maintain extra-curricular activities.
- ___ Complete 10 additional hours of volunteer work. You should now have 40 hours total. Turn into the office.
- ___ Finish strong academically
- ___ Shadow potential career choices
- ___ Continue to seek God's direction in your college decisions.
- ___ Celebrate!

College Resources

1. ECS Counseling Department
2. Various college brochures and catalogs
3. The Best Colleges: Princeton Review
4. Profiles of American Colleges
5. Barrons's SAT 1
6. ACT/SAT registration information
7. Peterson ACT Test Prep information
8. Peterson's College Information Center

Christian Lifestyle Commitment

The ministry of Emmanuel Christian School is not the same as the ministry of the local church. Although we praise the Lord when He uses us to bring a lost person to a saving knowledge of Christ, the Christian school was established for the academic development of Christian young people who wish to follow the Lord's will in their lives. As a Christian school, there are many standards that we follow that not all public and private schools hold to. Many of these standards apply to the students only while they are at school, but some also demonstrate lifestyle. The school handbook reads:

"While Emmanuel Christian School does not have the right to control the behavior of the students off campus, it does have the responsibility to determine whether a student behaving in a certain manner as a style of life will continue to attend this school. Students who follow a lifestyle inappropriate to the witness of the school will be asked to withdraw."

Simply stated, we require our students to live a Christian lifestyle both at school and away from school. Participation in the following activities is never acceptable for any Emmanuel student at any time:

Illegal activities, including vandalism of another individual's personal property (Romans 13:1)

Profanity (Psalm 34:13)

Tobacco, including e-cigs, vapes, and other tobacco alternatives (1 Corinthians 6:19-20)

Alcohol and illegal drugs (Romans 13:1; 1 Corinthians 6:19-20)

Sexual promiscuity (1 Corinthians 6:9-10)

Homosexuality (Romans 1:26-27; Leviticus 18:22)

Although God forgives all confessed sin, involvement in the above activities changes a person's lifestyle from that of a child to that of an adult. Since this is a school for children, to attend Emmanuel Christian School, each student must commit to and follow this Christian lifestyle. Failure to follow this lifestyle will result in dismissal from the school.

School Commitment Form

I have read the entire ECS Student Handbook, and I agree to uphold the guidelines outlined by the school. I do not participate in illegal activities, including vandalism of another individual's personal property, and I do not use profanity, tobacco, alcohol, or illegal drugs. I am following biblical guidelines for my life by not involving myself in the homosexual lifestyle and by abstaining from sexual promiscuity.

I understand that failure to conduct myself according to the biblical guidelines outlined in this Christian Lifestyle Commitment agreement will result in immediate dismissal from the school.

Student's name (please print): _____ Grade: _____

Student's signature: _____ Date: _____

I have read the entire ECS Student Handbook, and I agree to support the school by ensuring that my child upholds the guidelines outlined by the school. To the best of my knowledge, the lifestyle commitment statement of Emmanuel Christian School, which my child agreed to and signed above, is true and accurate.

I understand that if my child fails to conduct himself/herself according to the biblical guidelines outlined in this Christian Lifestyle Commitment agreement, the result will be immediate dismissal from the school.

Parent's signature: _____ Date: _____