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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, academically, 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.

CORE VALUES

Christ is to be at the center of all that we do at Emmanuel Christian School including academics, devotion, discipline, and extracurricular activities.

The Bible is taught as the Word of God that has the power to transform the heart, mind, and soul through the aid of the Holy Spirit.

We realize that parents have the responsibility to educate their children and as a result we are their agents in education.

Salvation is found in Christ alone through faith alone because He is the only Way, the Truth, and the Life.

We seek to provide a challenging academic program that will develop the mind to love the Lord God, and to achieve His purpose in each life.

We are an inter-denominational school and our students come from a multitude of denominational backgrounds. We are not under the authority of a single church or denomination and as a result we provide an environment where students can learn from various denominations and learn to work within the whole body of Christ.

FIRST DAY OF SCHOOL

Hours :	Before School Care	6:00 - 7:30
	Kindergarten (3,4, and 5)	8:00 - 12:00
	Grades 1-12	8:00 - 3:00
	After School Care (K)	12:00 - 5:45
	After School Care (1 - 8)	3:00 - 5:45

Several notices will be posted on the chalkboard of your child's kindergarten or elementary classroom by the teacher. Please take note of these.

It is best for the parents of small children to promptly leave their children with the teacher on the first day of school. The first day of school will be a time of "getting acquainted" for the children and the teacher. After the first day of school, we ask the parents to please leave the children at the door. When the parents remain in the classroom, it makes the period of adjustment more difficult.

Workbooks for all grades will be distributed by the teacher. Payment for these is due by June 1. Other supplies are available for purchase at the bookstore, which is located in the office.

LUNCH PROGRAMS

Children may bring their lunches from home, or purchase a catered meal or hot sandwich from the school. Dairy drinks (milk or juice) are available. A lunch card of \$10, \$5, or \$2 may be purchased in the office, if you wish to buy hot sandwiches, dairy drinks or catered lunches.

All kindergarten children will have milk and a snack daily.

FINANCES

Registration fee: A registration fee of \$150 per student, will be charged when a student is enrolled for the new school year. A student is not counted as being enrolled in school, nor can a place be reserved for your child, until the registration fee is paid. The registration fee is not refundable.

Tuition: Since teacher salaries and our monthly bills must be paid the first of each month, tuition is due on the 1st day of each month, in advance, and is payable for twelve (12) months, June 1st through May 1st.

No kindergarten or senior students may graduate, nor may report cards or class records of any student be released, until tuition and all fees are paid up-to-date. Students may be refused admittance to class if payments become two months in arrears. Tuition fees should all be mailed to the school: Emmanuel Christian School, 178 Earline Rd., Dothan AL 36305, or you may bring tuition fees to the school office. Please do not send tuition payments to the teachers.

Late Fee: A late fee of \$10 will be added to your account if the office has not received your tuition payment by the 5th of each month. When your payment is late, the school is caused to be late with some of its obligations and thus charged accordingly.

BEFORE AND AFTER-SCHOOL CARE

Before and after school care is available for students, K-3 through 8th grade. Child care hours before school are 6:00 a.m. till 7:30 a.m. After school hours are 11:30 until 5:45 for kindergarten and 3:00 p.m. until 5:45 p.m. for grades 1 through 8.

Summer and holiday child care: The school does offer child care during holidays and summer vacation. Charges for this child care are additional. We ask that you pay this charge weekly.

ATTENDANCE

Attendance at Emmanuel Christian School is a privilege and not a right. We believe the school should teach the student, not vice-versa. The school needs, and expects, full cooperation from both student and parent in the education of the student. If at any time the school feels their cooperation is lacking, the student may be requested to transfer. Also, if the student's behavior indicates an uncooperative spirit, he may be requested to transfer. Emmanuel Christian School will not retain a student whose attitude is a liability and not an asset to the institution. The school reserves the right to determine when this is so.

ACADEMIC STANDARDS

Grading Scale:	A	90 - 100	Excellent
		B 80 - 89	Good
		C 70 - 79	Average
		D 60 - 69	Below Average
		F 0 - 59	Failing

Students enrolled in Emmanuel Christian School will be expected to maintain a "C" average. A student is considered to have failed a grade if the average in two major subjects is "F" for the year.

High school students must maintain a "C" or better in each subject to participate in the sports programs.

It is the desire of Emmanuel Christian School to help every student do his best work and to assist students having difficulties.

EXAMS

If a student is absent the day an exam is given, it is his duty to make an appointment with the teacher to take the exam as soon as possible after he returns to school.

Semester exams are given for students in grades 6-12 and final exams are given for students in grades 1-5.

All students in grades 6-12, who have all A's in a particular course, may be exempt from that final.

CHAPEL

Chapel services are held once a week for grades 1-12.

Parents are invited to attend the chapel services. A Christian school is privileged to use this most important resource in the work of character building, which is one of the most necessary tools of a school.

From time to time ministers from this area, or visiting preachers, will be invited to speak during the chapel program.

TARDINESS

Parents and students are reminded that the tardy bell will ring and school will begin at 8:00 a.m. each morning. If a student is tardy at the beginning of the school day, he/she will have to report to the office for a pass to class. A student must bring a written statement from his/her parent indicating the reason for being tardy.

Parents should realize that habitual tardiness is an embarrassment to the child, an inconvenience to the teacher, and a disruption to the classroom.

Punctuality is the students responsibility between classes. A student is tardy if he is not in his seat when the tardy bell rings. If a student is late to class because the former teacher detained him, he should bring a note from that teacher to the next one excusing him.

LEAVING SCHOOL EARLY

A student will not be permitted to leave school early without the parent's permission. The parent must send a note to the teacher, and the child will be brought to the office at the time the parent desires. Parents must sign the child out at the office before leaving. A student must be in school three and one-half hours in order not to be counted absent.

ABSENCES

It is assumed that all parents of students in Emmanuel Christian School realize the importance of regular school attendance for their children. It is the parent's right and responsibility to control the child's school attendance. If a child's attendance at school will jeopardize his own health, or that of others as determined by a doctor, naturally he is to be kept home. On the other hand, a child who is allowed to stay home every time he "feels bad" is unlikely to get the best possible education. Whenever a student returns to school following an absence, a written note from the parents should accompany him and be turned in to the homeroom teacher. This note should be dated and should clearly indicate the days that the student was absent and the reason for the absence.

It is not the intention of the school to usurp the authority of the parent in deciding about the child's school attendance. Any absence for which the parent sends to the school a properly executed note of explanation,

taking parental responsibility for the absence decision, will be considered an excused absence. Parents will keep in mind that the curriculum at Emmanuel Christian School is carefully organized and that any child missing any school class will miss something of educational importance. School work that is missed should be made up in the same number of days that the child was absent. Any pre-assigned tests or homework should accompany the child when he returns to school, or be made up immediately. Students who are absent excessively may be retained in grade if, in the view of the administration, this would be for the child's best academic welfare.

WITHDRAWALS

All withdrawals must be made through the school office. It is requested that a parent come for an interview with the principal any time a student is withdrawn from school. No transcripts will be forwarded until all accounts are cleared and paid in full.

INCIDENTALS

Parents are requested to stop by the office if they need to leave something for the student or teacher, or if they have to pick up a student. Please do not go directly to the classroom as this would interrupt teaching.

LOST AND FOUND

Lost and found articles are taken to the office, where they may be claimed by the child or the parent. Any items not claimed within a reasonable amount of time, will be boxed up and given to Dothan Rescue Mission.

BOOKSTORE

Textbooks will be furnished for all grades. Each student (in grades 1-12) must furnish his own supplies, most of which may be purchased at the school bookstore (located in the office). In case of loss of textbooks, students will be charged for the total cost of replacement of such books. Damaged books will be assessed accordingly.

TELEPHONE CALLS

A student will not be called to the phone during class hours except for an emergency. If you must call for some reason, please leave the message with the secretary, and she will deliver it. Teachers will return your calls after 3:00 p.m.. Students will not be permitted to make calls on the office phone except in cases of emergency.

STUDENT INSURANCE

School accident insurance is available for all children. Information concerning this will be given out the first week of school. After reading the information, parents interested in their child taking this insurance may send the money to their child's homeroom teacher. Please do not pay to the office as your child's name is turned in by class roll. It is very important that you follow this policy.

STUDENT DRIVING AND PARKING

High school students are allowed to drive their cars to and from school, but they must not drive recklessly on the school campus. Once a student is caught driving recklessly on the school grounds, his driving privilege will be suspended. The parking spaces in front of the building are for teachers and visitors to the school. Students may park at the area around the gym.

MEDICATION

If your child has medication that needs to be administered during school hours, we will need your authorization to do so. All prescription medications brought to school need to be in the original container and accompanied by a note from you with the following information: Child's name, Doctor, Prescription No.#, Amount to be taken at school, Time to be given, Parent Signature. If the student will need the medicine for several days, please send only what will be needed at school for the duration. Keep at home what you will need there, so that the child will not need to carry it back and forth each day.

For students taking medication at school on a regular basis, we will need to have on file a Physician's Statement of Need (to be completed and signed by the physician) as well as a Request for Medication Administration (to be completed and signed by the parent or guardian). These forms are available in the school office.

SCHOOL YEARBOOKS

School yearbooks will go on sale the beginning of the school year. Orders must be placed by the students, since the school orders only the number of yearbooks needed. Yearbooks will be delivered in the fall following the year they are ordered. Example: Yearbooks for 2003-04 school year will be delivered in the fall of 2004. The later delivery time enables us to include all the year's activities in the yearbook.

MUSIC

Individual piano, band and voice lessons are offered during the school day at an additional fee for students who wish to take them. They are scheduled at the same time each week and will not interfere with the students academic subjects. The student will receive 14 lessons each semester.

HOMEWORK

1. Homework is expected to be properly completed and on time each day. Homework will be lightened on Wednesdays to encourage mid-week church attendance.
2. When a student has an excused absence, it is his responsibility to make up the work missed within the time allowed. School work missed, during an excused absence, must be made up within the same number of days that the child was absent. Work turned in by the time limit set by the teacher will be graded at full credit. Work assigned previous to the absence should be submitted upon the student's return to school. Tests announced before the absence must also be made up on the day the student returns to school.
3. Work not turned in on time will be reasonable cause for detention. This holds for both regular homework and make-up work. Students can expect grades to be lowered on late work.

EXPECTATIONS AND STANDARD PROCEDURES

It is expected that students will respond positively to the Biblical teaching regarding good behavior. In classroom and school activity situations, students will answer to the teacher or staff member in charge for behavior and attitude.

When a student does not respond constructively to his responsibility, he may be referred to the office of the principal for possible discipline and corrective action. Such corrective action can take several forms:

1. Counseling with the student regarding his attitude and behavior.
2. Reporting the student's attitude and behavior to the parents.
3. Opportunity to exhibit more mature behavior in a work situation.
4. Suspension from school for a day or more.
5. In situations where it becomes necessary, parents may be requested to withdraw the student, or he may even be expelled.

STANDARD OF CONDUCT

A positive standard of good conduct will be held before the student at all times. Because students are often subject to negative influences from other sources, it is necessary to mention specifically certain negative attitudes and behaviors that cannot be tolerated:

1. Disobeying simple ordinary classroom rules.
2. Showing disrespect and insubordination toward school personnel.
3. Bringing unnecessary and inappropriate items to the school campus. Among these are weapons, sharp objects, radios, tape recorders, distracting toys, cigarettes, alcohol, drugs, cigarette lighters, matches, inappropriate pictures, etc.. Such objects may be confiscated and returned only to the student's parents.
4. Unwholesome language including profanity, slang, or obscenity in word or in action.
5. Disrespect for school property. Students damaging, destroying, or losing school property will be responsible for replacement and repair of damage at their own expense.
6. Naturally, students are not expected to exhibit rowdiness, loud talking or running inside the school building, or playing in the restrooms.

7. Leaving the school campus at any time during school hours without a parent or guardian's signature on the release form in the school office.
8. Chewing gum at any time, or eating in the classroom.
9. Indiscreet public displays of private affection.
10. Fighting, shoving, or loud arguing.
11. Using tobacco, alcohol or any other drug. Since this is a Christian school, Emmanuel students are expected to live a Christian lifestyle at all times, both at school and away from school.
12. Cheating. This is a serious offense and will result in punishment up to and including expulsion, depending on the seriousness of the situation.
13. Stealing. This is a violation of one of the Ten Commandments and is completely unacceptable.
14. Discourtesy to any other person, including fellow students.
15. Discourtesy, rudeness, and exhibitionism in the lunch room.
16. Tardiness to class. This is considered a punishable offense.
17. Going or being present anywhere on campus without adult supervision and/or permission.

While Emmanuel Christian School does not have the right to control the behavior of 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 the school. Students who follow a lifestyle inappropriate to the witness of the school may be asked to withdraw.

PARENT-TEACHER CONFERENCES

It is the desire of the administration and faculty to be of service to both parent and student, and each teacher welcomes a visit from any parent. It is necessary, however, that such visits be made by definite appointment with the teacher at a convenient after school hour. Please call the office and leave word for the teacher to return your call after school.

PARENT-TEACHER MEETINGS

Valuable help will be given at every Parent-Teacher Meeting. Policies vital to the consistent training of your child will be discussed. The nature of Parent-Teacher Meetings will vary at times, but the general objectives are:

1. To acquaint the parents with the philosophy of Christian Education and the curriculum of the school.
2. To acquaint both parent and teacher with the importance of recognizing, and adequately coping with, the emotional, spiritual, and disciplinary needs of the child.
3. To provide an opportunity for parents to see the achievements of the student, and also for various students to perform in a planned program.
4. To provide an opportunity for parent and teacher to know and fellowship with each other.
5. To help determine which parents have a true concern for their child's education.

DRESS CODE AND APPEARANCE

Emmanuel Christian School believes that Christian young people should be neatly and attractively dressed

as a part of their testimony. Fashion trends of our nation are sometimes in conflict with Christian standards of modesty in dress, and it therefore becomes the responsibility of the Christian parent and institution to uphold God's Word. These basic standards are modesty and attractiveness, without drawing undue attention to the body. In keeping with these Biblical principles, the following regulations in dress will be enforced at Emmanuel.

1. The members of the faculty and the principal will be respected in the decision they make as to a student's compliance with the dress code rules. Any student who does not meet the dress code requirements on any given day may be sent home for proper clothing. All rules will be enforced by the faculty and the principal, and will start the first day of school.
2. No student will be allowed to wear clothing with rock groups, negative or unchristian messages, or questionable pictures, words, or products.
3. Girls in grades 1-12 must dress neatly and in clothing appropriate for school wear. For grades 1-5 shorts may be worn, but they may be no shorter than 3 inches above the knee. For girls in grades 6-12 pants must be at least mid-calf and not tight. Slits and splits, or any skirt opening, should be no higher than the top of the knee. Necklines must be high enough so as not to be revealing. Materials which are so clinging or sheer as to be revealing will not be permitted. Girls may wear sleeveless dresses and blouses, but they may not wear off-the-shoulder and sundress styles. Shirts must be long enough to cover the student's midsection.
4. Boys in grades 1-5 are allowed to wear shorts which are no shorter than 3 inches above the knee. In grades 6-12, shorts are not allowed, however pants which come below the knee will be considered pants and not shorts. A belt must be worn with pants to ensure that they are kept up at the waist. All shirts must have sleeves. Boys are allowed to wear rings, small neck chains, watches and ID bracelets, but are not allowed to wear other jewelry. Boys hair must be neatly trimmed, off the collar, out of the eyes and not below the ears. No facial hair will be allowed for any student.

BIBLE

Bible study is recognized at Emmanuel Christian School as a fundamental importance and is a required subject in every grade. It augments class work in English, History, Science and other subjects, and without it, a student can hardly be considered educated in the true sense. The Bible gives the best light for this life and the only hope for the life to come. There is no other book that can so clearly tell of God and His will, or so enrich the minds and hearts of men as "The Book of Books". A knowledge of the Bible gives the best light for educational assets any man can have, in addition to the moral and spiritual values resulting from its study. No other course in this school affords so great opportunities for laying the foundation for a good and sound character.

If a student in the 6th-12th grade fails Bible, he/she will not be allowed to return to the school unless it is made up in summer school.

Emmanuel Christian School has a racially non-discriminatory admissions policy.