

## Guidelines of Discipline

Although the world views discipline as negative, for the Christian, 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 which brings honor and glory to our Lord. To help students develop into the 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 demerit system is used to help them understand the school’s expectations. Demerits are given for rule infractions and accumulate throughout the day. They do not carry over from one day to the next, but the punishment for one day’s offenses will be served the following day. Serious offenses will bring an immediate pre-suspension, suspension, or expulsion.

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.

### One demerit offenses:

Tardy for class	Unprepared for class	Incomplete assignment
Talking	Disrupting class	Disrespect
Horseplay	Dress code	Misuse of school property
In the classroom without permission		Cell phone out in the classroom
Leaving the classroom during class		Not paying attention

### Multiple demerit offenses:

- Misbehavior in chapel - Two demerits
- Required papers not returned - One demerit per day
- Misbehavior in isolation or campus clean-up - Two demerits
- Failing to serve isolation - Three demerits
- Gum/Candy/Food - Two to three demerits
- Gossip/Bullying (In person or through social media) - Three demerits
- Inappropriate topic - Two to four demerits
- Leaving campus without school’s permission - Three demerits
- Abuse to school property - Three demerits plus cost of repairs
- Misuse of electronic device (chromebook, cell phone, tablet, etc.) – Four demerits
- Public display of affection - Four demerits

Cheating on any assignment will result in suspension. This includes plagiarism.

### Punishment for offenses (Begins new each day)

- One demerit - Warning
- Two demerits - Break isolation
- Three demerits - Campus clean-up
- Four demerits - Pre-suspension
  - Middle School - Pre-suspensions four and five in a semester will be served as in-school suspensions
  - High School - Pre-suspensions four and five in a school year will be served as in-school suspensions

## Three in-school suspensions - Expulsion

On the last page of this handbook is a Christian Lifestyle Commitment which is required to be agreed to by all our students. Since these are major issues, breaking this commitment will result in the following punishment:

Profanity – Suspension and probation on the first offense. Withdrawal required on the second offense. (Probation for profanity will carry over from one year to the next.)

Tobacco, alcohol, drugs, or involvement in other illegal activities – Expulsion on the first offense

Involvement in alternate lifestyles or sexual promiscuity – Withdrawal from the school will be required

## 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 to offset the cost to the school.

## Attendance

It is the responsibility of each student to be in class each 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 8 absences per quarter.

Each absence over 8, excused or unexcused, will reduce the quarter grade by 1 point.

One additional point will be deducted per absence for each absence over 11 (2 points @ 12, 3 @ 13, etc.).

### 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.

Any missed work must be made up within the same number of days missed by the student.

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 made up, 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.

It is the student's responsibility to go to the teacher and get the assignments before the student leaves on the school function.

### Locker Requirements

Each 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

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.

1. 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.
2. 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 device for classroom work during class hours, but phones may not be used in any classroom for digital textbooks. When not in use, the electronic device must be kept in the locker, not in a book bag or on the rack. If a student is caught using an electronic device during class for anything other than classroom work for that class, demerits will be given.

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

### High School Graduation Requirements

**The ACT or SAT must be taken prior to graduation for either diploma**

#### Regular Diploma

#### Advanced Diploma

Requires a grade of C or above in each subject

4.0	Bible	4.0
4.0	English	4.0
4.0	Social Studies	4.0
4.0	Science Including Chem. and Physics	4.0
4.0 Including Alg. I and Geo.	Math	4.0 Including Pre-Cal
2.0	P.E./ Health / Fine Arts	2.0

1.0	Literature	1.0
	Foreign Language	2.0
3.0	Electives	1.0
26.0	Total	26.0

Total credit requirements will be adjusted for transfer students coming from schools which offer greater or fewer than 7 credits per year.

#### Grading Scale

A 90-100      B 80-89      C 70-79      D 65-69      F 0-64

#### Exams

Semester exams will be given in each academic subject and will count 1/5 of the semester grade.

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

Students may not exempt the same exam both semesters.

#### College Preparation

Preparing for college begins early. From the freshman year of high school through graduation, the decisions made and the work accomplished will determine if you will go to college, where you will go to college, and how you will pay for college. To wait until graduation is too late. You must begin now!

Although the following information is not an all inclusive guide for college preparation, following the steps outlined will assist you as you make plans for your future educational endeavors. By using this information and other information available, you will be well informed and prepared for the years ahead. You will find additional information through our counseling department, the local library, the internet, and through colleges which specialize in your areas of interest. If you will ask questions and look for answers, the information will come.

#### College Preparation Checklist

Freshman year

- \_\_\_ Review the requirements for high school graduation.
- \_\_\_ Review the classes to be taken during your freshman year.
- \_\_\_ Set high academic goals and determine to do your best.
- \_\_\_ Begin thinking about what fields of study may be found in your areas of interests.

\_\_\_ Pray for God's leadership in your academic decisions.

#### Sophomore year

- \_\_\_ Review the requirements for graduation.
- \_\_\_ Review the classes to be taken during your sophomore year.
- \_\_\_ Take the PSAT offered through the school in October.
- \_\_\_ Gather information on career fields in your area of interest.
- \_\_\_ Research colleges offering course work in your area of interest (include Christian colleges).
- \_\_\_ Consider taking the ACT or SAT in April or June.
- \_\_\_ Continue to pray for God's leadership in your education.

#### Junior year

- \_\_\_ Review the requirements for graduation.
- \_\_\_ Review the classes to be taken during your junior year.
- \_\_\_ Consider taking the PSAT offered through the school in October.
- \_\_\_ Begin visiting colleges which are of interest to you.
  - a. Discuss with an admissions counselor the following:
    - 1. The academic entrance requirements
    - 2. An overview of your chosen field of study
    - 3. Employment opportunity projections for your chosen field of study
    - 4. The social makeup of the student body
      - a) Is it a spiritually sound institution?
      - b) If it is a secular college, is there an active Christian organization on campus?
  - b. Discuss with a financial counselor the following:
    - 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 or SAT during the winter and again in the spring.
- \_\_\_ Pray for God's direction in your college decisions.

#### Senior year

- \_\_\_ Review the requirements for graduation.
- \_\_\_ Review the classes to be taken during your senior year.
- \_\_\_ Narrow your college selections to three or four.
- \_\_\_ Take the ACT or SAT in October.
- \_\_\_ Apply to your selected colleges in the fall.
- \_\_\_ Retake the ACT or SAT in December if needed.
- \_\_\_ When you receive the letter of acceptance from each college, review the scholarship offers you have received.
- \_\_\_ Revisit the colleges if necessary.
- \_\_\_ Follow through on all scholarship offers.
- \_\_\_ Continue to seek God's direction in your college decisions.
- \_\_\_ Make your final decision on college attendance.

### College Resources

#### ECS Counseling Department

1. Various college brochures and catalogs
2. The Best Colleges: Princeton Review

3. Profiles of American Colleges
4. Barrons's SAT 1
5. ACT/SAT registration information
6. Peterson ACT Test Prep information
7. Peterson's College Information Center

### Dress Code

#### Girls:

- Shorts must be no shorter than 3 inches above the knee.
- Dresses and skirts must be to the knee.
  - Slits, splits, or any opening must be no higher than the knee.
- Leggings may not be worn in place of pants.
  - Leggings may be worn as long as the shorts, skirt, or dress meet the appropriate guidelines.
- Dresses and shirts may not have cutouts, translucent/transparent sections, or a neckline below the point of the shoulder blade on the back.
- Necklines must be high enough so as not to be revealing.
- Shirts must have sleeves that extend over the shoulder without cutouts.
- Shirts must be long enough to cover the body.
- No undergarments or portions of undergarments may be seen.
- Shoes must be worn.

#### Boys:

- Shorts must be no shorter than 3 inches above the knee.
- 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.
- Hair must be clean and neat.
- Facial hair is not allowed at any time.
- No undergarments or portions of undergarments may be seen.
- 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 which are cut or torn when the cut, tear, or hole does not meet acceptable guidelines
- Clothing containing 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. will be required to purchase a P.E. uniform through the athletic department. The cost of a P.E. uniform is \$25 and will be available during the first week of school.

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 are 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.

### 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 which 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 Middle School/High School 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 Middle School/High School 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: \_\_\_\_\_

The handbook can be viewed at <http://www.emmanuelchristian.org/forms.html>