

ELYRIA CHRISTIAN SCHOOL



PARENT/STUDENT HANDBOOK ***2011-2012***

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Elyria Christian School Handbook

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Elyria Christian School admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs. Elyria Christian School is an interdenominational school with Christian religious affiliation being a requirement for admission.

ELYRIA CHRISTIAN SCHOOL HANDBOOK

2011-12

VISION STATEMENT

The vision of Elyria Christian School is to provide a Christian education that excels in academic and spiritual instruction. We look upon the opportunity to educate children as a sacred trust given of God. We realize this is an awesome responsibility given to parents thus we desire to partner with them as we train young people with a biblical world view.

MISSION STATEMENT

We at Elyria Christian School are dedicated to the spiritual welfare and education of students, teachers, administrators and parents. We have been challenged by God to produce people who are committed to Christ in every facet of their lives. We are equipping students with the necessary tools to make them a competitive force in today's world, as well as a spiritual success today and tomorrow.

To fulfill our mission, ECS is committed to excellence in all areas. Whether it is academic training, devotion or service, students are encouraged to achieve to the best of their God-given ability, both at and away from school. The students are taught that their lives matter and that they can make a difference in their world.

PURPOSE STATEMENT

The primary goal of Elyria Christian School is to train students integrating faith and learning. It is our desire to be an extension of the biblical and educational training begun in a Christian home. To obtain this purpose, we have the following objectives:

- To help each child learn how to live to honor the Lord by meeting the daily responsibilities with which God has entrusted him. (*Romans 6:11-13; Luke 16:10*)
- To provide a thorough academic education with high scholastic standards, integrated with an evangelical Christian view of God, the Bible and the world. (*Deuteronomy 6:5-7; 2 Timothy 2:15*)
- To promote Christ-centered self-discipline. (*Philippians 4:8; Titus 2:11-15; 2 Corinthians 10:5*)
- To help young people mature in such a way that they will develop lives of useful service to Christ and to the church, thus benefitting mankind. (*Proverbs 2:2-12; Romans 12:6-8*)
- To assist each child in seeking his purpose for life's service and necessary preparation for eternity through emphasis upon biblical relevance. (*Romans 12:1-2; Matthew 6:19-34*)

DOCTRINAL STATEMENT

This school is independent and non-denominational. We realize that all churches are not in complete agreement on all issues. We, therefore, will not teach or advocate practices which might tend to be divisive. Teachers or staff may express their own beliefs when asked by students, but the teachers will not force their church beliefs on the students. The following statements are considered to be basic tenets on which there should be general agreement, though there may be minor questions about workings or applications.

Verbal Inspiration – We believe in the verbal inspiration and plenary authority of both the Old and New Testaments, and that they are the supreme and final authority in all matters of life and faith. (*2 Timothy 3:16-17*)

1. **Trinity** – We believe that the Godhead eternally exists in three persons – the Father, the Son and the Holy Spirit; and that these three are one God, having precisely the same nature, attributes and perfections, and worthy of precisely the same homage, confidence and obedience. (*Genesis 1:1; John 10:30, 4:24, 1:1-4; Isaiah 63:8-10; Matthew 28:19-20; Mark 12:29; Acts 5:3-4; 2 Corinthians 13:14; Hebrews 1:1,3; Revelation 1:1-3*)
2. **Man's Condition** – We believe man was created in the likeness of God, but because of sin has become totally depraved, without hope for eternity except through acceptance of salvation made possible by the shed blood and resurrection of Jesus Christ. (*Romans 3:10-23*)
3. **Satan** – We believe in the reality and personality of Satan, and that he is to be resisted by the power of the Holy Spirit, who is our strength. (*James 4:7, 1 John 4:4; Revelation 20:10*)
4. **The Virgin Birth** – We believe that God the Son became incarnate in the person of Jesus Christ, who was begotten by the Holy Spirit and born of the Virgin Mary and is true God and true man. (*Luke 1:26-35; 1 Timothy 3:16; John 1:1-2, 14*)
5. **Blood Atonement** – We believe that the Lord Jesus Christ died for our sins according to the Scriptures as a substitutionary sacrifice; and that all who believe in Him are justified on the grounds of His shed blood. (*Romans 3:24, 25; 1 Peter 2:24; Ephesians 1:7*)
6. **Resurrection** – We believe in the bodily resurrection and Lordship of Jesus, and the bodily resurrection of the saved to eternal life – the lost to eternal condemnation. (*Acts 2:32; Romans 1:4*)
7. **Person and Work of the Holy Spirit** – We believe the Holy Spirit is a person who convicts the world of sin, of righteousness and of judgment; and regenerates, indwells, enlightens and empowers the saved. We will not advocate speaking in tongues. (*John 16:8; 1 Corinthians 3:16*)
8. **Assurance of Believers** – We believe that all the redeemed are kept eternally secure (positional sanctification) by the power of God through the new birth, the indwelling and sealing of the Holy Spirit and the intercession of Christ. (*Ephesians 4:30; Philippians 1:6; John 10:28-29; Romans 8:35-39; Jude 1; 1 Peter 1:5; John 5:24*)
9. **Separation from the World** – We believe all the saved are called into a life of separation from all worldly and sinful practices. (*James 4:4; Romans 23:1-2; 1 John 2:16; 2 Corinthians 6:14*)
10. **Two Natures of the Believer** – We believe that those who are born again have the life of God within them, and that they can and should be victorious over the old fleshly nature through the strengthening power of the Holy Spirit. We believe that the teaching of the complete eradication of the old fleshly nature is unscriptural. (*Romans 6:13, 8:12, 13; Galatians 5:16-25; Ephesians 4:22-24; Colossians 3:10; 1 Peter 1:14-16; 1 John 3:5-9*)
11. **Second Coming of Christ** – We believe in the personal, premillennial, pretribulational, and imminent return of our Lord Jesus Christ for His saints at the Rapture and with His saints at the Revelation. (*Acts 1:11; 1 Thessalonians 4:16-17, 3:13; Revelation 19:11-16*)
12. **The Eternal State** – We believe in the eternal, conscious punishment of every unsaved person and the eternal joy of every saved person. (*Matthew 25:46; Revelation 22:11; John 14:16; Philippians 3:10*)
13. **Missions** – It is the obligation of the saved to witness by life and word and to proclaim the Gospel to all the world. (*Acts 1:8; 1 Corinthians 15:1-4*)
14. **Ordinances** – We believe that Communion and Water Baptism are ordinances for believers and therefore are not to be regarded as a means of salvation. (*1 Corinthians 11:23-34; Matthew 26:26-30; 28:18-20*)

EDUCATIONAL PHILOSOPHY

Education at Elyria Christian School is founded upon the conviction that God, who is the author of all truth and creator of all life, has revealed Himself through the Bible, His infallible and inerrant Word. We believe that He desires to share His love with each individual in an intimate, personal relationship through His only Son, Jesus Christ. By His death and resurrection, Jesus Christ has provided salvation to all who believe. The purpose of Christian education, then, should be to instill a sensitivity in each child toward the Holy Spirit's leading in his life, that each child may develop a Christian mind, receive training in godly living, and fellowship with God and others.

CORE VALUES

- **Biblical Authority:** The Bible is divinely inspired and without error, authoritative and effective, sufficient for faith and practice. (*2 Timothy 3:16-17*)
- **Great Commission:** The Christian school cooperates with the evangelical church and home to disciple students. Students are challenged and equipped for Christian service. (*Matthew 28:18-20; Acts 1:8; 1 Peter 4:10-11*)
- **Academic Excellence:** ECS strives to meet the highest standards of academic excellence in an environment where students may learn on their individual levels and graduate from a well-rounded, accredited program with the skills necessary to achieve biblical success in today's world. (*Joshua 1:8-9; 2 Timothy 2:15; Colossians 3:23-24*)
- **Biblical Worldview:** We promise the use of the Bible as the lens through which students are encouraged to view the world. Teachers model and instruct a Bible-based, Christ-centered worldview. (*1 Corinthians 1:18-31; Colossians 2:8-9*)
- **Biblical Integration:** Biblical principles cannot be separated from daily living; therefore, the Bible is integrated into all areas of instruction by using teachable moments to share from God's Word. (*Deuteronomy 6:4-9; Proverbs 1:1-7*)
- **Dedicated, Qualified Staff:** We employ faculty and staff committed to professionalism, exhibiting Christ-like character. (*Ephesians 5:1-2; 2 Thessalonians 3:7-9*)
- **Parental Partnership:** Parents are the primary educators of their children and the school exists to assist them in this task. (*Deuteronomy 6:4-9; Ephesians 6:4; Proverbs 6:20-23*)

SEVEN GUIDING PRINCIPLES

Elyria Christian School recognizes the Lordship of Christ. We desire that Christ rule through His Word and through a personal relationship with each student. Parents and teachers are partners in training and instructing students in using the Word of God to bring meaning and truth to all of the studies at ECS.

1. **Christian Emphasis/Character** – Our firm conviction at ECS is that all of life is a spiritual experience. We seek to live out a satisfying, practical and exciting faith. Christianity is not just religion or something tacked onto life; it is a 24 hour-a-day way of life. For this reason, we seek to put Jesus Christ at the center of every activity.
2. **Church Involvement** – Families attending ECS are required to attend a Bible believing church. We also encourage regular attendance at midweek services and involvement in Christian ministry opportunities sponsored by your church.

3. **Dealing Directly** – Matthew 18:15-19 outlines a procedure for handling offenses. The basic rule is to go immediately to a person with whom you have a problem, and if it is not settled, work your way up through those in authority over your life (parents, teachers, pastor) to become reconciled with your brother. There is nothing two Christians cannot work out when both are depending on God.
4. **Gratitude** – As Christians, we are commanded to express gratitude continually (1 Thessalonians 5:18). Gratefulness is a measure of our responsiveness to God’s direction and indicates a healthy heart attitude. Grumbling and complaining destroy a spirit of enthusiasm and cooperation.
5. **Relationships** – “When a man’s ways please the Lord, He maketh even his enemies to be at peace with him” (Proverbs 16:7). We believe that the best basis for quality human relationships is having a close walk with God. Having the assurance of God’s love and acceptance helps give students the confidence they need to deal with any difficulties they encounter in human relationships. It is important for students to realize that their joy comes first and foremost from the Lord and that the best relationships are established when that priority is maintained.
6. **Respect and Esteem** – Although the Bible teaches that we are not to glorify ourselves, it does set forth the worth of each individual. All believers have equal infinite worth to God. In addition, the Bible clearly teaches that we are to “esteem others as better than ourselves” (Philippians 2:3). In order to establish an environment in which God is glorified, we must diligently avoid malicious talk, gossip, one-way teasing and cliques.
7. **Total Release** – Jesus Christ is our example of giving all our capabilities to God totally and unreservedly. In practical terms, this means that in academics, athletics, social life and any other area, we do our best and in doing so, bring honor to Jesus Christ.

ACADEMIC INFORMATION

▪ **Class Rank**

Class rank will be strictly determined by a student’s cumulative grade point average (GPA) for the freshman, sophomore, and junior classes. Valedictorian(s) and Salutatorian(s) for the graduating class will be determined after the completion of the fifteenth quarter.

Class rank for the senior class will be determined by a formula that is designed to reward a student for performance in the local curriculum, standardized test score (ACT) and for taking the Kansas Board of Regents (KBOR) recommended curriculum. The formula is as follows:

$$\text{GPA} + [\text{ACT score} \times .1] + \text{KBOR curriculum (1)} = \text{Total Class Ranking Score}$$

KBOR points determined by math units (**Alg. 1, Geometry, Alg. 2, and one higher [Trig, Adv. Geometry or Calc]**), two years of the **same foreign language**, and three science units of: **Biology, Chemistry and Physics**.

Example: GPA (4.0) + ACT [28 x .1 = 2.8] + 1 (completion of KBOR curriculum) = 7.8 (Total Class Rank Score)

The GPA and ACT scores will be calculated based on the best score on record at the end of the fifteenth quarter. The KBOR value will be one point for completing the recommended curriculum. This will also be determined at the end of the fifteenth quarter. If the students were enrolled in

coursework during the fifteenth quarter to complete the KBOR requirement, then they would get the point for meeting this criterion.

- **Grading Scale/Grade Point Average**

The grading scale for all courses at ECHS is listed below. Grade point average (GPA) will be calculated utilizing a system whereby a grade of “A” = 4, etc.

Grading Scale/GPA

A+	100-99	4.0	C+	79-77	2.4
A	98-94	4.0	C	76-74	2.0
A-	93-90	3.7	C-	73-70	1.7
B+	89-87	3.3	D+	69-67	1.4
B	86-84	3.0	D	66-64	1.0
B-	83-80	2.7	D-	63-60	0.7
			F	59-0	0

- **College Class Hours/High School Credit**

Students may take college courses not currently taught at ECHS and receive credit for them on their high school transcript. For each college class taken, the given credit mirrors the number of college hours received. Students are themselves responsible in requesting the said college to send a copy of the student’s college transcript to ECHS for placement on the high school transcript.

4 hours = 1 credit
3 hours = .5 credit

2 hours = .25 credit
1 hour = .15 credit

For the grade of the college class, we use the highest numerical equivalent for the high school transcript.

A = 96 4 pt.
B = 86 3pt.

C = 76 2 pt.
D = 66 1 pt.

- **Grade Classification**

Grade classifications will be based on the number of accumulated credits:

Sophomore – 6

Junior – 12

Senior – 19

- **Teacher Aiding**

Students may take one aiding course, i.e. teacher’s aide, library aide, office aide or maintenance aide each semester. One semester equals .25 credits; one year or two semesters of aiding equals .5 credits. Students will be evaluated and given a grade according to a rubric specific to student aiding.

▪ **Requirements for Elyria Christian High School Graduation (follows QPA standards)**

A total of **26 credits** are required for graduation. The following courses are required:

- 1 credit of Bible for each year in attendance at ECHS
- 4 credits of English
- 3 credits of Mathematics (Algebra ½ or higher)
- 3 credits of Social Studies
- 3 credits of Science
- 1 credit of PE
- .5 credit of Computer
- 1 credit of Practical Arts
- 1 credit of Fine Arts

▪ **Requirements for Entrance in Kansas Universities – (Qualified Admissions Curriculum)**

Requirements:

1. Top 1/3 of graduating class; OR
2. Twenty-one or above on the ACT; OR
3. 2.0 or better grade average on 4.0 scale

Courses Needed for Entrance:

- 4 credits of English
- 3 credits of Mathematics (Algebra ½ or higher)
- *Students are strongly encouraged to take a math class every year in high school.
- 3 credits of Social Studies
- 3 credits of Science (at least one unit must be from physics or chemistry)
- Recommended but not required:** 2 credits of the same foreign language

ATTENDANCE INFORMATION

If school is to be as useful as it is meant to be, regular attendance is essential. Most courses of study are sequentially developed and unnecessary absence hurts the student's ability to profit from what is offered. Moreover, a student's attendance record becomes a part of his permanent record. Many employers consider attendance as important as a student's grade point average. In order to convey to students and parents the importance we attach to education and to clarify attendance regulations at our school, the following regulations shall be observed by all students attending ECS.

A. EXCUSED ABSENCES

1. General

- a. Illness
- b. Death within the family

- c. Family emergencies – This category refers to cases of family illness, hardships and unexpected circumstances.

When a student has been absent for any reason, he is to bring a written excuse to the school office the first day back. The excuse needs to have the following information included: the name of the student, the date of absence, the reason for the absence and a parent's signature. Absences without a written excuse will be treated as unexcused.

2. Medical Appointments

As often as possible, medical appointments should be made after school hours. If an appointment is necessary during school hours, a note should be brought to the school office by 8:00 a.m. the day of the appointment.

3. Other Appointments

Appointments such as haircuts, shopping trips, etc. will not be excused during school hours. Any student leaving school for such reasons will have an unexcused absence.

4. Family Trips

Because the home is the center of the child's educational program, the school encourages family activities which involve the student in fruitful learning experiences; however, it is vitally important that these vacations are taken during our school's vacation periods if possible. Any student that misses school due to family or church sponsored trips **without informing the office** may receive zeroes in all subjects during the time he is gone. A written notice needs to be sent to the office and signed by the parents informing the school of the days their child will be out of school.

The student **must request** from each teacher the work he/she will miss in sufficient time in order to complete the assignment by the third day of his/her return to school. *The policy for make-up work for absences in section 7 does not apply to family trips.*

5. College Days

Each junior and senior student is allowed two days per year for college visitation. The request to visit must be valid and students may not abuse this privilege. These days may not be taken during the last week of school in the first semester nor in the month of May. These will be regarded as field trips.

6. Secondary Partial Day Absences

The school day begins at 8:00 a.m. All students are expected to be in their classes by 8:00 a.m. If a student arrives late for school, a note or a phone call is needed or the student will be marked with an unexcused tardy. Students late more than one hour will be marked with a one-half day absence. Students out of school more than four hours will be given a full day absence.

A student may leave school early, providing arrangements are made with the school office. When a student checks out to leave the campus during the school day, he/she must have prior approval from a parent or guardian. This approval may come in the form of a phone call or a written note. Though the student may be of age 18+, he/she must still have parental consent to check out. Students who leave the campus without parental consent will be given an unexcused absence and may be put under discipline.

Students who must leave during the day due to illness, appointment, or non-school activity must check out through the office.

A student that must leave before 10:30 a.m. will be counted absent for the school day. Students who leave after 10:30 a.m. but before 2:00 p.m. will be counted present for one-half day. Students leaving after 2:00 p.m. will be counted present for the day.

7. Make-up Work for Absences

When a student is absent, he has one extra day for each day missed to make up the work. For example, if a student misses a Tuesday, he has until Thursday to make up the work. **The student, not the teacher, is responsible for the work missed.** The teacher does not need to remind the student of his work. When an absence occurs, the student shall receive full credit for make-up work, unless it is turned in past the deadline stated above. If, however, a student misses only the day a test is given or an assignment is due, he is responsible to make up the work the first day he returns.

Any assignments or tests assigned prior to the absence which fall due on the date of absence or during the absence should be completed the day the student returns to school. If a parent writes a note stating that the student was unable to do any studying at all during his illness, the test could be delayed by the teacher.

B. UNEXCUSED ABSENCES

1. Truancy and Class Cuts

Any student that leaves school without permission or incurs an unexcused absence will be subject to serious disciplinary action including parental conference and possible suspension. Repeated offenses will result in suspension, probation, or expulsion.

2. Make-up for Unexcused Absences

Class work and assignments due or tests given on the day(s) of unexcused absences will receive no credit for each day of class missed. Likewise, a student on suspension must complete all work with no credit given.

C. TARDINESS

1. First Period Tardiness

Punctuality to the first class of the day is important. While unforeseen problems such as inclement weather may prevent getting to school on time, every effort should be made to be in class before it begins.

A student is allowed three unexcused tardies per quarter per class. On the fourth and successive tardies, a detention will be issued and parents contacted. A sixth tardy may necessitate suspension. Additional tardies will be handled by the administrator and parents.

2. Classroom Tardiness

Students who arrive late to any class period are considered tardy unless accompanied by a note from the office or a teacher. The same disciplinary procedure will apply as stated for first period tardiness.

3. Excused Tardies

The administrator may accept the following reasons for an excused tardy:

- One which is accompanied by a written note from the parent when properly arranged for in advance.
- One which happens because of an emergency car difficulty in route to school or adverse weather conditions.
- One which is arranged by the teacher or supervisor.

D. EXCESSIVE ABSENCES

Any student who misses fifteen days or more of school per semester without administrative approval will not be given credit for the semester's course work.

E. CLOSED CAMPUS

Elyria Christian School is a "closed campus" community. Once students arrive, they are to remain on campus through the school day, unless there has been written or oral permission from their parent or guardian to excuse them earlier.

BUS TRANSPORTATION

Elyria Christian School will provide bus service from McPherson to the school. The bus route varies from year to year and the pick-up times vary as well. Bus service for Galva, Buhler, Moundridge, Inman and other outlying areas changes to accommodate the largest possible number of students possible. We will also run a noon time route for kindergarten students in the McPherson area if the need is significant. Routes will not be finalized until after summer enrollment time.

As the safety of the children is of utmost importance, bus discipline problems will not be tolerated. Students may be suspended from riding the bus if behavior is inappropriate.

The following regulations will apply to all bus situations:

- The driver is in charge of the students and the bus. Students must obey the driver promptly and cheerfully.
- Students must **be on time**; the bus cannot wait for those who are tardy.
- Unnecessary conversation with the driver is prohibited. Do not talk loudly or distract the driver's attention. This is especially important during bad weather. Remember, your life is in the driver's hands.
- Outside of conversation, classroom conduct is to be observed.
- For reasons of safety, students must not do the following:
 - Get on or off the bus or stand while the bus is in motion.
 - Change seats during the bus ride.
 - Extend heads, arms or other body parts out of the windows.
 - Throw any objects at any time on the bus.
- When leaving the bus, students must observe directions of the driver. If you cross the road, do so in front of the bus after making sure the roadway is clear.
- Students should help keep the bus clean and sanitary by placing waste paper and other rubbish in the provided trash containers.
- Any damage to the bus is to be reported to the driver at once.
- DVD players are off-limits in all school vehicles.
- Bus transportation, daily to and from campus or for field trips/athletic events, is a privilege and may be revoked for infractions of these regulations.
- Visitors or students who do not regularly ride the bus must notify the bus driver and the office **in advance** if they wish to ride.

CAMPUS APPEARANCE

To keep our campus looking neat, students are asked to walk on the sidewalks rather than taking shortcuts across the grass.

Students are asked to help maintain a clean, neat and cheerful campus. Students are to keep their book lockers clean at all times and properly dispose of waste paper and other trash.

Students are asked to help maintain the restrooms by observing the following rules:

- Place waste materials in their proper receptacles.
- Do not waste paper.
- Do not hang clothing in the restrooms.
- Do not mark on the walls or restroom dividers.
- Do not deposit paper towels in the stools.
- Do not damage ceiling tiles or the supports.

The group sponsoring an activity is responsible to clean up the areas used immediately following the activity. This includes homecoming, plays and other special events.

CHAPEL

Chapel times are an important part of the spiritual growth of our students. The school will provide a variety of speakers and programs to challenge the students to a deeper walk with Christ. Students should come prepared to participate in worship activities as led, being both attentive and respectful. Students should also bring their Bibles to chapel.

CLASSROOM AND HALL REGULATIONS

At ECS, a student is expected to cooperate with and show respect for each member of the staff. The student's liberty to speak and move about will vary throughout the day, but the student is expected to abide by the standards of the supervising staff. Talking is not permitted while a teacher is instructing.

Since most students will have a study hall in their schedule, the following standardized regulations are to be observed in study halls:

- Attendance and tardy requirements will be the same as in a regular class session. Class begins when the bell rings.
- Students are to study quietly without any talking during the first thirty to thirty-five minutes of the period; after that time, students may visit at the discretion of the study hall monitor.

Every faculty and staff member has the authority to question students when they are moving outside the classroom. Students are expected to accept and respect this authority. Students who are not where they are supposed to be may receive a detention.

CONFIDENTIALITY POLICY

The staff of Elyria Christian School recognizes the importance of ministering to all the students and families in the school. The desire is to uphold the principles of the Bible in dealing with students. ECS holds to the rights of confidentiality for students and families. "Prepare plans by consultation...He who goes about as a slanderer reveals secrets..." Proverbs 20:18-19. Based on these principles, the staff will adhere to the following policy of confidentiality.

Most communication between a student and counselor or staff member can be held in strict confidence. The counselor or staff member is under no obligation to report any contact or the details of that contact to the student's parents or the school administration with the following exceptions:

Required to be reported:

1. Any suicide threat shall not be kept in confidence in order to provide appropriate intervention for the student. The school administration will be notified and the parent/guardian called immediately. The individual is not to be left unattended until a parent or another authority has taken custody of the student.
2. Any violation of the school's published standards of conduct that takes place at school or a school sponsored function is required to be reported to the administration. This includes alcohol/drug abuse and matters of sexual impurity.
3. ECS will comply with state laws, which specify reporting to the appropriate authorities any recent or on-going abuse or neglect of a student. (Failure to disclose abuse is a Class B misdemeanor punishable by law).

Any incident or offense from a previous school year that is confessed with a repentant spirit is not required to be shared with anyone without the consent of the student unless it is of an illegal nature.

Non-custodial parents will not receive confidential information or access to student records unless ECS has written authorization from the custodial parent or guardian.

All records and notes made concerning the personal lives of students and their families will be personally processed and filed by the principal. These files are restricted and shall be considered the personal property of the principal.

A parent or family member is guaranteed the same rights and exceptions to confidentiality as stated for students in this policy.

The publication of these policies in the parent/student handbook constitutes notification to students and parents of the school's policies regarding counseling and confidentiality.

DISCIPLINE

CODE OF CONDUCT

Obedience, respect and responsibility are key virtues that students must develop. Obedience to rules and guidelines is essential to the development of maturity (*Luke 2:51; Hebrews 5:8*). Respect is necessary for all successful and meaningful relationships (*Luke 10:36-37; Romans 12:18*), and the building of personal responsibility fosters a sense of achievement.

As we seek to provide a balanced and disciplined learning environment for the students of Elyria Christian School, we realize that human wisdom falls short of God's standards. We do not claim to be perfect in all of our decisions, but we do try to discipline in a way that is biblical and pleasing to God. As partners in the discipline process, it is important that the school and home work cooperatively for the student's good. Since we teach the students to obey and submit to their parents, it is imperative that parents maintain that continuity by upholding and teaching the principles taught at school. We can instill in students proper Christian educational and moral principles only through a program that includes clear disciplinary procedures. As students and parents, your cooperation in that program is crucial. (Please be aware that the administration reserves the right to make discipline decisions on an individual basis.)

Our goal should always be to obey the Scripture that says, "And whatever you do, in word or deed, do all in the name of the Lord Jesus, giving thanks to God the Father through Him" (Colossians 3:17). In the best interest of the entire school community, certain guidelines of conduct must be maintained by all students of Elyria Christian School, both on and off campus, so that we might all live and work happily together. Thus, all school rules apply on all field trips and on all school-sponsored events both on the school campus and away from it.

The general guidelines for student conduct are listed below:

1. Practice Christ-like behavior in your association with teachers, administrator, school employees, fellow students and visitors. (*Ephesians 4:28-32; Hebrews 13:17; 1 Thessalonians 5:12-13*)
 - Be obedient

- Be respectful
- Be courteous
- Be considerate

Students are to follow these R.H.O.D.S. of discipline.

R – Respect – Matt. 7:12; Rom. 12:10, 13:7; Phil. 2:3, 4:11; Heb. 13:7; James 2:9;
1 Peter 2:17

H – Honesty – Lev. 19:35, 36; Deut. 16:20, 25:13-16; Ps. 7:3; Rom. 13:13; I Thess. 4:12;
Heb. 13:18

O – Obedience – Deut. 27:10; I Sam. 12:15; Rom. 6:16; 2 Cor. 10:5-6; Col. 3:20; Heb.
5:8-9, 13:17

D – Disciplined (Proactive) – Prov. 6:6-11; Prov. 16:32; I Cor. 9:24-27; Gal. 5:22-25;
Eph. 5:15

S – Self-Control (Reactive) – Prov. 13:3, 19:11; Eph. 5:15-16; 2 Tim. 1:7; James 1:12;
2 Pet. 1:5-7

2. Abstain from any behavior that hurts the testimony of our Lord Jesus Christ, constantly remembering that you are a believer at all times both on an off campus (24/7/365). These behaviors include the following: (*1 Corinthians 6:19-20; Ephesians 4:29*)

- Use or possession of alcoholic beverages, tobacco and drugs
- Viewing or possession of pornography or similar materials
- Gambling
- Profanity
- Vulgar or abusive speech that is harmful to others

3. Conduct yourselves in a Christian manner in your relationships with the opposite sex.

- Refrain from a public display of affection on campus.
- While on campus, follow the “hands off” policy.
- Abstain from sexual immorality.

4. Use technology in an appropriate manner. With the advance in technology comes a greater need of set standards. The electronic/tech world has offered us some great tools, but we still want to adhere to certain parameters on school property. Those means by which we listen to music are included in this area. To avoid conflict, please adhere to the following guidelines:

- Listening to personal music during school hours is not allowed.
- Using iPods, MP3s, cell phones or other music devices during sponsored trips, including bus routes, is at the discretion of the coaches, teachers, bus drivers and administrator. No devices capable of playing videos will be allowed.
- Technology that only plays music is not allowed in the classroom.

- Technology that provides the opportunity for note-taking will be under the discretion of the teacher.
 - Cell phones are to be kept in lockers if they are brought into the building.
5. Practice honesty at all times. We consider cheating a serious offense. During a test, quiz or an exam, adhere to the following:
- No talking is allowed.
 - Do your own work. (Assistance may be given on homework at the discretion of the teacher.)
 - Any form of communication on cell phones is prohibited.
 - Avoid plagiarism. The definition of plagiarism is “the use of another writer’s ideas or words without giving the writer credit for them.”
6. Students are not allowed to sit in vehicles before or after school, during the school day or at any school function. A student must secure permission before going to his car during the school day. Any erratic driving observed on or near school grounds may result in the loss of driving privileges.

DISCIPLINE POLICY

Self-control is at the core of ECS student conduct. Scriptures teach that each child of God is to conduct themselves in the power of the Holy Spirit. Submission and obedience to the person of the Spirit results in a lifestyle that pleases the heavenly Father and brings Him blessings. Thus, discipline is part of the education process. The advantage of having a child enrolled in a Christian school is that the child will not only gain in wisdom and knowledge but that his/her character will also be molded. Children will likely not remember all of the facts and lessons that teachers teach, but most of them will remember the incidents when they experienced discipline. It is the character traits that are acquired at home and in school that will go with that child throughout life. (This is not written to, in any way, diminish the importance of academics.) This is why the Scriptures so closely relate the concepts of discipline and discipleship. Disciplinary incidents in the lives of children will be approached as teachable moments and dealt with as opportunities to mold the lives of young people. Repentance and restoration are the goals in all disciplinary actions. Thus, Elyria Christian School’s main focus of discipline is to discipline our children to express positive behavior out of love for Christ, not fear of reproof.

In the next few pages, the discipline policy and procedure are outlined in greater detail. It is not our intent to provide a document that addresses every possible situation that might arise; however, we must provide some guidelines and steps that a student will go through if a situation needing discipline did occur.

Students are expected to familiarize themselves with the school handbook. When infractions occur, they will be handled by the staff. In cases of repetitive events, they will be referred to the principal. Situations such as fighting, swearing and stealing may be referred immediately.

The administration and staff will seek to be equitable and consistent in each situation. Students will be dealt with in a Christ-like manner. The offense, its implications, and consequences will be communicated

with the student. Parents will be notified and consulted through written notes, emails, and/or telephone conversations.

DISCIPLINARY PROCEDURE

We attempt to deal with all situations that involve discipline by the principles recorded in God's Word in Matthew 18:15-17. At Elyria Christian School, we desire to have parental support when these times arise and will do our best to work with the home in any and all situations. Using Matthew 18 as our guide, we have set up our discipline procedure to include three basic cycles with the hope that all discipline can be handled at the lowest level of authority possible.

Theory of Discipline

Cycle 1 – “Reprove Privately”

The teacher reprovcs the student privately (not in front of the class) whenever possible. During this reproof, the teacher outlines the unacceptable behavior, the moral reason why it is wrong, and how it is to change. If the same behavior continues, the teacher will meet with the child privately and explain the offense, explain again the moral reason, the correct behavior, and give the child a consequence, which is outlined in step #2 below in “Practice of Discipline”.

Cycle 2 – “Take one or two others along”

If the behavior is not changed, the student is brought to the administrator (step #3 below). Parents are notified, and the student will be awarded additional consequences for his behavior as deemed appropriate by the administrator. (These consequences could be menial labor, in-school suspension, loss of privileges, etc.) In addition to these consequences, the student will then be expected to fulfill the behavioral change expected by the teacher and administrator. The administrator will record the student's response to these consequences.

Cycle 3 – “Tell it to the church”

Multiple detentions, for the same offense, in one month will constitute a meeting between the teacher, administrator, and/or school board in order to evaluate the behavior and identify positive ways to help the child succeed in rising to the standard. Should the child refuse to show a repentant spirit by cooperating satisfactorily with the consequences of the administrator and/or refuse to fulfill the expected behavioral response of the teacher, that student will enter into Cycle 3. An up to 3-day In School Suspension (ISS) and/or Disciplinary Probation may be issued at the administrator's discretion. Upon disruption during the ISS, the administrator may issue a 3-day suspension from school. At that time, if the problem cannot be resolved, the matter will be brought before the Board.

Note: Any student, who, at this level of discipline appears to deliberately be taking advantage of the offer of forgiveness, will be expelled.

Practice of Discipline

Teachers will follow these three steps when discipline is needed. They will:

1. Reprove the student privately.
2. Give an in-class assignment (i.e. a writing assignment based on the scriptural principle being violated).
3. After the third warning, if a student is not responding to the teacher's reproof, the student will be asked to go to the office.

DISCIPLINE SPECIFICS

▪ Classrooms

Teachers will establish rules concerning general student behavior in their own classrooms that will contribute to positive learning experiences. Deliberate disobedience, cheating, lack of courtesy, incomplete homework, violation of any of the behavioral guidelines, tardiness, or other offenses will be handled according to the school's disciplinary procedures. Recurrent or unusual situations, such as major violations, will be referred to the administrator. At this time, the student has entered Cycle 2 and possibly Cycle 3 depending upon the severity of the situation. Examples of major violations include insubordination (refusal to comply with reasonable requests of school personnel or disrespect to school personnel); willful destruction/defacement of school or private property; use of profane or obscene language or actions; truancy; theft; use/sale/possession/distribution of drugs, alcohol or tobacco products; possession or use of fireworks or explosives; inciting and/or contributing to the disruption of the school program; forgery; endangering the health or safety of others; and behavior in action and word that occurs on or off campus that is antagonistic to the basic goals and objectives of the school. Penalties for such violations, depending on their severity and frequency, include denial of certain privileges, suspension, probation or expulsion from school.

▪ Detention

Detention is a special time after school set aside for those having a problem with classroom rules. Students will be given at least one day's notice. Missing a detention will cause it to double. A detention will take priority over a student's extra-curricular schedule. **If after school detentions do not seem to deter negative behavior, Saturday morning detentions will be issued at a charge of \$25.00 per student.**

***Detention days will be Thursdays from 3:30-4:30 and will be administered by an administrative staff member.**

▪ Saturday School

Saturday school is a time designed for reflection designated for those students who have accumulated more than four detentions in a nine weeks grading period. Additionally, missing detentions which were reassigned will result in automatic Saturday school. Saturday school will result in a fine of \$25.00, which is payable the morning of the assigned Saturday school.

- **Probation**

Probation gives a student an opportunity to correct a problem. If he does not improve to a satisfactory level, he will be expelled or asked to withdraw from school. The problems for which a student would be placed on probation are:

- ❑ **Academic** – Students whose grades fall below a 1.3 GPA for two marking periods in succession will be placed on academic probation. The procedure for academic probation is as follows:
 - A student is first placed on “danger of probation” status. This occurs when the student’s nine week GPA falls below 1.5 in his/her core subjects.
 - Should the student’s GPA fall below a 1.3 for the following nine week period, the student is placed on probation for nine weeks. During this time, the student is declared ineligible for all extra-curricular activities.
 - At the conclusion of the probationary period, a decision will be made by the administrator and teachers regarding the discontinuing of probation, the continuing of probation, or giving a recommendation to the board for withdrawal from school.
- ❑ **Attitude** – A rebellious spirit which is unchanged after much effort by the teachers, or a continued negative attitude and wrong influence upon other students.
- ❑ **Disciplinary** – Continued deliberate disobedience to a teacher or of school rules or committing a serious breach of conduct inside or outside of school which has an adverse effect upon the school’s testimony.

- **Application of Probation**

- ❑ **Notification of Probation**

A conference is held including parent(s), teacher(s), and administration to give notification and explanation of the probation. A follow-up letter explaining probation and making suggestions for parental action is sent to the parents after the meeting.

- ❑ **Limitations of Activities**

A student on probation may not participate in extra-curricular activities and will relinquish all positions of trust and responsibility while on probation.

- ❑ **Length of Probation**

Probation is for nine weeks. It begins immediately after the conference. If the problem deteriorates to a great extent, the probationary period will come to an end ahead of time and expulsion will take place.

- **Evaluation at the end of the Probationary Period**

- ❑ A student is removed from probation and restored to full status upon the recommendation of his teacher(s) and the decision of the school administrator if satisfactory progress is evident. Parents will be notified at a conference.

- If the administrator, teacher(s), and board do not feel that sufficient improvement has been made, the student will be expelled.
- Parents have the opportunity to share relevant information affecting the decision at any point of the procedure.

- **Suspension**

Suspension is a period of time during which the student is not allowed to attend classes or any extra-curricular activities due to a major violation of the behavior code.

- In-School Suspension**

The student comes to school but works on a specific project in the office for the day. Accumulation of **five detentions** during a quarter requires a one day “in-school” suspension. No credit is given for class work missed, but class work is still required to be completed.

- Out-of-School Suspension**

For more serious violations, the length will be determined by the administrator. All other particulars listed under probation also apply to suspension.

- **Expulsion**

Students will be expelled from the school when the parents will not cooperate with the school or when probationary conduct deteriorates to a new low point. See also the “Major Violation” section.

- **Re-admission to school after expulsion**

Once a student is expelled, he may not re-apply for admission for the remainder of the school year. Re-application will be at the discretion of the administrator and the admission committee. At that point, the student will go through the same channels as a new student; however, he re-enters the school under a probationary status which is defined to both the student and the parents at a conference and in a written format.

DRESS CODE

We believe that personal appearance is a reflection of the heart of the student. Learning about appropriate dress standards for various situations is an important part of training our students for life. Developing a willingness to comply with standards is an essential part of shaping the hearts of our students.

Styles that are extreme, indecent or that violate generally-accepted Christian standards or tastes are not appropriate in the context of a non-denominational Christian school. Though opinions differ as to what constitutes proper dress, we choose as a school to maintain a standard that is generally acceptable to most of the people that we serve.

Some general Scriptural guidelines for dress are:

1. Modesty (*1 Timothy 2:9; 2 Timothy 2:22*)

2. Distinction between the sexes (*Deuteronomy 22:5; 1 Corinthians 11:14-15*)
3. In a manner pleasing to the Lord (*1 Timothy 4:12; Romans 12:1-2; 1 John 2:15-16*)
4. Appropriate dress for the occasion (*1 Corinthians 14:40*)

These principles should be observed at all times, for all students, staff and volunteers. Specific requirements for individuals and situations are listed below. Students and staff are expected to be in dress code during the school day and at programs and activities, unless otherwise indicated. This would include participants in programs, plays, musicals and graduation. The dress code does not apply to non-participants in these events; however, they should dress modestly and in good taste.

We depend on parents to help us in maintaining these standards by checking the child before leaving for school and ensuring that he/she is following the school's guidelines.

I. SECONDARY DRESS CODE

A. Girls

1. Tops

All girls' tops should be of such a texture, color and fit that foundation garments are not revealed. Tight-fitting tops are not permitted. Tops that are sized, tailored and designed to be worn out will be permitted if they are neat in appearance. The length and fit of the top should ensure that a midriff and/or cleavage is not revealed. Blouses worn as jackets may not be oversized and must also have a neat appearance.

Because of the wide variety of tastes in what is acceptable in a t-shirt, no t-shirts will be allowed except on dress down days. T-shirts for dress down days must be ECS t-shirts. No clothing should have any writing, pictures or logos that would be offensive to generally accepted Christian standards.

Tank tops are not permitted.

2. Dresses, Skirts, Pants, Culottes and Capri pants

Girls may wear dresses, skirts, or slacks. All dresses and skirts must be knee length or longer. Knee length is determined by having the girl kneel on the floor and measuring the height of the hem to be no higher than three inches above the floor. Slits may not be higher than three inches above the knee. Jeans are not permitted on regular dress days.

Culottes and capris are allowed on regular dress days as long as they come below the knee. Long shorts, which are not the same as culottes or capris, are not permitted. Fleece pants, nylon warm-ups, biker pants, and shorts are not acceptable attire.

3. Hair, Makeup and Jewelry

Hairstyles should be neat, well kept and of natural appearing color. Girls may wear light, modest makeup. Girls may wear modest jewelry, including rings, bracelets, necklaces and earrings. Girls will be asked to remove inappropriate jewelry.

4. Shoes

Appropriate shoes are important for various activities. Sandals, high heels and shoes of like manner are not appropriate for PE for safety reasons. Girls will be expected to bring tennis shoes for those activities. If a girl's shoes become a distraction in the classroom (sometimes it's hard to keep them on and not play with them), the teacher may ask the student to change them.

5. Banquet Dress

Banquet dress for girls should follow the neckline, fit and garment length guidelines stated for school dress. The fit of the top should ensure that a midriff and/or cleavage is not revealed. The dress must have straps. No backless or strapless dresses are permitted. If the dress does not meet the above guidelines, a wrap or shawl must be worn.

****Above all, modesty is the determining factor in all areas of dress.**

B. Boys

1. Pants

Boys may wear pants that are in good repair (no holes or tears) and present a neat and professional appearance. Jeans are not permitted on regular dress days. Pants that are oversized, baggy, tight-fitting (skin tight), frayed, extra long or pants that drag on the floor are not permitted. Fleece pants, nylon warm-ups, biker pants, and shorts are not acceptable attire.

2. Shirts

All dress shirts should be worn tucked in unless they are designed or cut to be untucked. A dress shirt may have no more than two buttons at the collar undone. Henley styled shirts may be worn on regular dress days. Because of the wide variety of tastes in what is acceptable in a t-shirt, no t-shirts will be allowed except on dress down days. T-shirts for dress down days must be ECS t-shirts. No clothing should have any writing, pictures or logos that would be offensive to generally accepted Christian standards.

Tanks tops are not permitted.

3. Hair, Makeup and Jewelry

Boys' hair should be neat, well kept, not extreme and of natural appearing colors. Hair should not be over the collar, on the ears or in the eyes. Designs (symbols, words, etc.) are not allowed to be cut into hair. Facial hair is not permitted. Guys may not wear makeup or jewelry except for watches and class rings. Billfold chains and similar accessories are not to be worn.

4. Shoes

Boys may wear dress shoes or tennis shoes. Sandals are not permitted.

****Above all, neatness is the determining factor in all areas of dress.**

C. All Students

1. Tattoos and Body Piercings

Visible tattoos and body piercings, except for a girl's ears, are not permitted.

2. Jackets, Sweatshirts/Hoodies, Sweaters, Hats and Caps

Jackets, ECS sweatshirts/hoodies and sweaters may be worn at ECS. Heavy, winter coats should be kept in the student's locker. Sweatshirts must be worn right side out. Hats and caps are not to be worn indoors.

3. Dress Down Days

Typically, there will be one dress down day per week. On dress down days, modest jeans and ECS t-shirts may be worn. Jeans and t-shirts should be of appropriate fit. T-shirts do not have to be tucked in. However, if the shirt is excessively long, it must be tucked in. (If you can sit on it, tuck it in.) If a teacher or administrator determines a shirt needs to be tucked in, the student is expected to respectfully comply.

4. Dress Code for Field Trips

The dress code for field trips and extracurricular activities may be established by the teachers (subject to administrative approval) if required to be different for the activity.

II. ELEMENTARY DRESS CODE

All of the areas addressed on the previous page apply to elementary students, so they will be expected to abide by the above dress code regulations as well. Since recess times are a regular part of the day for elementary students, we have included a few changes in the dress code that are appropriate for the playground for these students.

Both boys and girls are allowed to wear jeans and ECS t-shirts. Dress t-shirts will also be acceptable. A dress t-shirt has no pictures or wording (excluding name brands) and is a patterned shirt. Clothing should be of appropriate fit and not have holes in it. In August, September, April and May, uniform shorts may also be worn by the boys or girls. Uniform shorts must follow the guidelines for standard uniform shorts found on Wal-Mart, JC Penny or Lands End web sites. Jean shorts are not allowed. **Shorts must be appropriate length and solid color. Uniform shorts with cargo pockets are permitted.**

ELIGIBILITY

Scholastic eligibility for school representation in extracurricular activities will be as follows:

- A. A check of student grades will be made weekly after the first six weeks of the school year. At the beginning of each new quarter (2nd, 3rd, and 4th), grades will be checked starting after three weeks.

- B. If a student has a current nine weeks cumulative grade of one F or three D's, that student will be ineligible to participate in extracurricular activities for the following week. The student will remain ineligible until the grade in that class is raised to the needed standard at the end of the given week. If, at the end of the first week, the student has raised his/her grade sufficiently to the standard, he/she may be declared eligible to participate the following week. On the second ineligibility offense, a student will be ineligible for three weeks. If at the end of the three weeks, the student has raised his/her grade sufficiently to the standard, he/she may be declared eligible. **On the third ineligibility offense, the student will be removed from the athletic team or other extracurricular team/organization.** Eligibility runs from Sunday through Saturday.
- C. All students will be academically eligible the first six weeks of school and the first three weeks of each nine-week period, unless he/she is academically ineligible due to KSHSAA regulations (passing fewer than 5 courses in a semester).
- D. A student is ineligible if he/she is on behavioral probation.

A student must be in school for the entire day on a game day to participate. Exceptions would be allowed for specific reasons with administrative and athletic director approval in advance.

EMERGENCY PROCEDURES

CRISIS MANAGEMENT PLAN

A. FIRE DRILLS

Elyria Christian School cooperates with the State Fire Marshal by conducting and reporting unannounced, timed fire drills once per month, August through May. Predetermined routes are posted in each classroom and in the office. When the fire alarm sounds, students should be led quietly and calmly out of the building in accordance with the planned routes in each room. We have attempted to route each classroom to the nearest exit in such a manner as to limit the number of people at each exit. We have eight exits from the building.

Upon leaving the classroom, all windows will be shut, lights turned off, and doors closed. This procedure will help contain the fire. Classes will exit the building and proceed to the tower at the soccer field. Roll will be taken to account for the proper number of students. Administrative personnel will check each restroom to ensure that no one is left behind.

Administrative personnel will circulate amongst the teacher and students to account for all persons.

B. TORNADO DRILLS

Three tornado drills are required each year. One drill is required in the fall and two are required in the spring. Each room in the building has a posted route to our tornado shelters. We have chosen the restrooms and one classroom for our safety shelters, due to their concrete walls and ceiling. Each of these areas has an outside vent for air circulation.

As the classroom is exited, the windows and doors must be closed and the lights turned off. Teachers and students will proceed to the proper secure area with students and/or co-workers. Each teacher should take a roll book with him/her for attendance. Administrative personnel will circulate the halls

for any misplaced persons. When this is finished, the administrators will check each safe zone (tornado shelter).

The tornado warning will be given on the “all call” over the telephone system. Administrative personnel will then go to the areas where there are no speaker phones to announce the warning.

C. DAILY SECURITY

After the beginning of school, by 8:10 a.m., all doors will be locked with the exception of the front entrance. The doors are to remain locked during the school day. If a person or persons knock at a door, they must be told to proceed to the front entrance. All visitors must report first to the school office to sign in. A visitor badge attached to a lanyard will be issued to all visitors and must be worn while in the building.

D. BUILDING INTRUDER

In the event a person or persons should enter the building and the nature of their person or entrance becomes suspicious, the office will announce on the speaker phone a lockdown order. An administrator will call 911. Each teacher will immediately lock the door, close and lock the windows, close the blinds and take roll to account for each person. The office will begin calling each room for a head count and a measure of condition. **Teachers should notify the administrator immediately if any students are outside the classroom when a lockdown is initiated. The administrator will determine the best place for those students to go.** Stay away from doors and windows. There is always the possibility of phone disruption, in which case the classrooms will remain locked down until an administrator comes to each room. The major responsibility following a lockdown is maintaining quiet order. Administrative personnel will be responsible for checking areas such as the gym and commons.

E. BOMB THREATS

We will follow the fire drill procedure for bomb threats. In some circumstances, we may need to evacuate the campus by use of our buses. In this event, we will go to Crossroads Assembly of God on Highway 81.

EXTRACURRICULAR

Students are highly encouraged to participate in extracurricular activities. At the junior and senior high levels, if enough students sign up to participate, we offer boys’ soccer and girls’ volleyball in the fall, boys’ and girls’ basketball in the winter, and high school girls’ soccer in the spring.

As a member of an interscholastic squad, students are asked to help the coaches build a winning tradition based on a desire to compete in a manner that brings honor to the Lord, athletics, and school community. Such tradition is worthy of the best efforts of all concerned, beginning in the classroom. For a more thorough discussion of the athletic program including organization, structure, policies, and staffing, please consult the [Athletic Handbook](#), which is available from the Athletic Director’s office.

The school community takes great pride in the competitive tradition being established by ECS coaches and athletes. All of the students, participants, and spectators must remember to let Christ be the Lord of

their lives while competing and cheering. ECS students are held to a higher standard of conduct by the school community and by the community at large in all events. Students should be in the habit of showing the world an honorable competitive edge.

We have a very active fine arts experience at the high school level for all who desire to participate. We offer forensics, drama and musicals. Music classes and choir are vital to our school. Music is required in grades K-7 and becomes optional in grades 8-12. Many years, we offer a choir tour for an opportunity to minister out of town as well as church concerts in the local communities. Art courses are offered to elementary students twice each month and to junior high and high school students as electives.

GYMNASIUM

Since the floor is the most expensive thing in the gym, students are asked to observe the following rules to keep it in good condition:

- Wear outside shoes only on the runners or other designated areas.
- Walk in a way that will not damage the floor.
- P.E. students are to have an extra pair of gym shoes, other than those for daily wear, for use in gym class or athletic activities.

Dressing rooms are to be kept neat and clean by placing all materials in their assigned places.

A non-school lock may NOT be used on gym lockers. A school lock may be obtained from the athletic office.

LIBRARY

The library at ECS is a friendly, quiet haven in the center of the school where students and staff can come to regroup, relieve stress, study and/or pray. The library will be closed during instruction time.

Checkout policies are as follows:

- Elementary students may check out two books. Books are due one week from the check out date.
- Secondary students – All books checked out are due at the end of the nine weeks.

A five cent per day fine will be levied on all overdue books. Students are required to pay for all books that are lost or damaged. A \$10 charge will be used to replace all paperback books and a \$20 charge will be assessed for lost or damaged hardcover books. Books from the reference collection will be charged according to the most current list price. If that is not available, the charge will be \$20. Checkout privileges will be lost if books are not returned or fines are not paid. Checkout privileges may be reinstated when the book is returned or charges for the lost book are paid. It is also acceptable for you to replace the book. Fines should be paid to the librarian.

Students who do not follow the library rules will lose their opportunity to use the library.

LOCKERS

At the beginning of the year, Junior and Senior High students are assigned a locker. If students choose to bring a lock from home, they are required to give a copy of the combination or a key to the office. Failure to do so may result in the destruction of the lock. Students should not keep valuables of any kind in the lockers. Students are to keep their book lockers clean and tidy at all times. **Pictures and posters must reflect ECS standards. Lockers will be inspected from time to time.**

LUNCH GUIDELINES

Students are expected to observe the following guidelines during their lunch period:

- Elementary teachers will accompany students to the lunchroom and see that they are seated in an orderly manner.
- A staff member will be on lunchroom duty to monitor behavior for the elementary grades.
- The lunchroom will be an orderly environment in which quiet conversation will be permitted.
- Students (1st-6th grade) are to remain seated until they are through eating and dismissed by the lunchroom supervisor.
- The school will buy bread and peanut butter to have on hand for students who forget their lunches.
- The lunchroom supervisor will be responsible for supervising the cleaning of tables. Each classroom or class will designate two students to wipe the tables and clean the floor on a rotating basis.
- Two days per week a lunch will be made available through a local vendor or high school class or organization. These lunches will be ordered and paid for on a monthly basis.
- Secondary teachers will rotate duty for the junior high and high school lunch periods.
- A weekly cleanup schedule will be followed by the secondary students.

MUSIC

Elyria Christian School understands that there are many styles of music, and each style may not fit everyone's taste. Because ECS is a non-denominational school, the music program makes an effort to be sensitive to the consciences of the students and parents.

The Music Director will make every effort to educate the students on the history of different styles and will include a variety of music styles in the programs the school offers. However, a style which emphasizes rhythm to a point that it in itself becomes the central focus of the music is a style that ECS will avoid.

We at ECS understand that each family has its own views on music and style, and the Music Department will do its best not to undermine or embarrass the family. We will refer differences to parents and pastors.

The style and tone of music used for worship compared to athletic events tends to be very different in tempo. Music used at athletic events will not go against Christian values and will be approved by the school board.

We ask that the students do not use radios, iPods, CD or DVD players during regular school hours.

OFFICE

The office is the business center of our school. It is here that the affairs of ECS are conducted. In an effort to offer the greatest service possible, we ask that the office be as non-congested as possible. We receive many calls per day, and the background noise makes it difficult to communicate.

Students may come to the office to receive medical care, sign in and out of the school, and pass on tuition checks for their parents. Please stop at the receptionist's desk, and she will assist you with your needs. It is important that students refrain from congregating in the office.

Students may request permission from a teacher to go to the office during the school day. The inner office area is restricted for students except by permission of authorized personnel.

PHYSICAL EDUCATION

Students are required to take physical education in elementary school, middle school and in 9th grade. Opportunities for P.E. electives will also be given as the schedule permits. High school credit cannot be given for athletic participation.

Students in grades 3-12 will be required to wear appropriate and modest P.E. clothes. Navy athletic shorts and an ECS t-shirt or a solid white or gray t-shirt are to be worn for P.E. Each student (grades K-12) is asked to keep a pair of clean non-marking tennis shoes at school for P.E. use only.

SCHOOL CLOSINGS

A yearly calendar is made available to all parents and donors. The events and times are subject to change and are noted on the school website or Sycamore.

In the event of inclement weather or unforeseen events that necessitate calling off school, the following procedure will be followed: the administration will assess the situation, and if possible, make a decision to close school the night before in sufficient time to place the announcement on the 10 p.m. news. The announcement will also be placed on Sycamore so families can access that information online.

If there are late evening or early morning developments, the administration will seek to make a decision concerning school by 6 a.m. In addition to the news dispatch, KJRG – 950 AM in Newton and KNGL/KBBE – 1540 AM/96.7 FM in McPherson will be notified. **Parents always have the right to keep their children home even though school may be open despite impending weather. The absence will be excused.**

Should a storm develop during the school day, administration typically will not dismiss early. One reason is that the students are secure and safe while at school. The second reason is that in many of our families, both parents work. Early dismissal times are hard to predict and communicate and may pose a problem for these families. Parents may come and pick up their children or grant permission by phone for older students to drive home early. We have found it best to follow the normal schedule which is much more predictable.

SCHOOL COMMUNICATION

Communication is the glue of every organization. The fluidness and continuity of any group of people is enhanced by communication. Communication provides information and perspective, which aids in the building of trust and confidence. Each of the following areas is designed to provide the hows, whys, and wherefores of ECS.

- We will mail a broad-based newsletter to alumni, donors, parents and friends of the school in October and March. A newsletter focused on the seniors will be sent in May. The newsletter is general in nature; however, we try to be very informative. This newsletter will also be able to be accessed from the school's website.
- During the school year, we use the weekly Eagle Report to communicate pertinent information for the coming week. A monthly calendar is included in one issue per month. This calendar is updated weekly in the Eagle Report. You may obtain the latest copy of the Eagle Report by visiting the school's website: www.ecseagles.us.
- Each family may obtain a current handbook by visiting the school's website. Please take the time to read the handbook thoroughly as it will answer many questions.
- All school families may access their child's grades and communicate with their child's teacher via Sycamore. You may access this through the school's website and the Sycamore link.
- Each family may view their child's grades online at any time. Parents of students who earn a grade of a D or F, or who drop ten percentage points within a week, will be contacted via a telephone call or an email. A teacher may choose to send home progress reports at any time to any student for any reason.
- When all of the above does not meet your needs, call the office. Our friendly, courteous staff will assist you.

SOCIAL ACTIVITIES

The school sponsors class parties in K-12. In grades K-6, there are set calendar times for these events. They are coordinated by the classroom teachers and their room mothers. Junior high classes (7-8) may have one party each semester. The class sponsor oversees the planning. High school classes may have one class party for the year. These parties may not take place in the last three weeks of each semester. Also, at the high school level, banquets and similar events may be planned with the administration. All class and organization meetings are to be held with the permission and knowledge of the assigned sponsor.

The high school students will have an annual banquet. The emphasis is not upon having a date or creating a "couple." Students are highly encouraged to come and participate in the event regardless of whether they come as a group or as a traditional couple. As a school, we seek to promote wholesome relationships. We do not want to be squeezed into the world's mold in this area.

Students attending the high school banquet must be in grades 9-12. Students may invite one guest, high school age or older, but students inviting guests will be responsible to inform him/her of the dress code for the banquet. Staff is encouraged to participate.

Banquet dress for girls should follow the neckline, fit and garment length guidelines stated for school dress. The fit of the top should ensure that a midriff and/or cleavage is not revealed. The dress must have

straps. No backless or strapless dresses are permitted. If the dress does not meet the above guidelines, a wrap or shawl must be worn.

Social activities planned for a school night must be concluded so the students will be back at school by 10 p.m. Activities should be planned with this principle in view. This includes music, drama, class parties and athletics. On away high school games, there will be occasions where teams will be arriving at school after 10 p.m.

Couples should not isolate themselves away from other students. When together, their conduct will be in good taste as becoming Christian young people. We advocate the “hands off” policy.

SOCIAL DANCING

Student participation in social dancing, even outside of school activities, is inconsistent with the standards of Christian conduct upheld by Elyria Christian School. Dancing frequently places young people in compromising situations. We ask students to refrain from such activities. To attend these activities is an endorsement of an activity that puts young people in circumstances that could make them vulnerable to sensuality. (*Ephesians 5:3; Philippians 4:8; 1 Thessalonians 5:22*)

STAFF COMMUNICATION

Each teacher at ECS has voicemail and email. In addition, all main office staff and the athletic office staff have voicemail and email. This is an excellent way to keep in touch with the people and events of the school.

STUDENT ORGANIZATIONS

Elyria Christian School believes in developing leaders for the body of Christ. The following organizations and classes have been created to foster student participation:

1. Student Council
2. Class Officers
3. Discipleship Group Leaders

STUDENT TRANSPORTATION

Drivers are reminded of the state laws which prohibit the passing of a school bus that is stopped to receive or unload students, speed limits and no passing when a yellow stripe is in the driver’s lane of traffic. Any person who passes a stopped school bus with red lights flashing and a stop sign activated will be fined \$100. This action is considered to be an unclassified misdemeanor punishable by the fine of \$100. Defensive, safe driving should be a top priority for every driver.

After arriving at Elyria Christian School, automobiles are to remain parked during the day unless special permission is obtained from the administrator. Students may not loiter or congregate in cars.

Students must ride inside vehicles at all times – not outside, on fenders or in the back of a truck bed, etc. All drivers should handle vehicles with the utmost safety in mind.

Students participating in school activities must ride to the activity in school transportation. A student may ride home with a parent/adult if they have a written note from their parents giving approval and/or their parents sign them out with the sponsor of the activity before leaving.

TECHNOLOGY

The following guidelines have been established to allow for proper use of electronic devices at Elyria Christian School:

- CD, DVD, MP3 players, hand-held computer games, etc. may not be used during the school day. Infractions may result in a detention.
- DVD players and other electronic devices used for the purpose of showing movies are NOT allowed on the school premises.
- Cell phones may not be used throughout the school day. This includes text messaging. Any unauthorized use by students will result in the confiscation of the cell phone for the day. The cell phone will be given the administrator and the student may pick it up at the end of the day. Repeated offenses will result in a meeting with the parents.
- A high school student may use their personal laptop computer at school provided they have secured permission from school personnel, and it is used only for school-related work. Abuse of this privilege will result in the denial of this privilege and an appropriate punishment.

Cyber Bullying Policy

Elyria Christian School defines Cyber bullying as: being cruel to others by sending or posting harmful material or engaging in other forms of social cruelty using the Internet or other digital technologies. It has various forms, including direct harassment and indirect activities that are intended to damage the reputation or interfere with the relationships of the student targeted, such as posting harmful material, impersonating the person, disseminating personal information or images, or activities that result in exclusion. ECS will investigate within the parameters allowed and, if needed, report to the proper authorities as the law dictates.

WEAPONS

Elyria Christian School considers student possession of/use of/or threat of the use of weapons as a serious offense and will not tolerate such by students on school property or at school events. Reported incidents of improper use of weapons outside of school will be investigated. Disciplinary measures may be invoked if warranted. Statements made by a student claiming or boasting of a weapon at school or at a school event will be dealt with in the same manner as a “threat” below.

Students who possess a weapon or who carry, exhibit, display, draw or threaten with any item apparently capable of producing bodily harm in a manner which, under the circumstances, manifest intent to intimidate another or warrants alarm for the safety of others shall be subject to discipline up to and including expulsion.

“Possession” includes, but is not limited to, having a weapon on school property or at a school-sponsored event located a) in a space assigned to a student such as a locker or desk; b) on the student’s person or

property – on the student’s body, in his/her clothing, purse, backpack, gym bag or vehicle; or c) under the student’s control or accessible or available.

“Threat” includes, but is not limited to, a) a statement of personal bodily harm with a weapon; b) a statement indicating friends or acquaintances with weapons who will commit bodily harm; or c) the statement of possessing a weapon at school or a school function.

A “weapon” includes, but is not limited to, a) a firearm; b) an air gun or any items which appear to be realistic firearms; c) a sling shot; d) a sand club, chains or metal knuckles; e) “throwing stars”; f) any knife which is a cutting or stabbing instrument with a sharp blade set in a handle, including pocket knives; g) a dirk/dagger; h) any device commonly known as “nun-chu-ka sticks”; i) a stun gun; j) any explosive device including fireworks.

Any faculty member, staff member or administrator with knowledge of “possession,” “threat,” or use of weapons as described above shall immediately report to the principal who shall a) submit a report to the appropriate jurisdictional police authority and b) remove the involved student(s) from school pending full investigation by school and law enforcement authorities.

MISCELLANEOUS

Students who may be interested in attending Elyria Christian School are welcome to visit if their visit is arranged for in advance. Visitors will be required to register at the school office upon arrival. They may be asked to wear a nametag in order to help staff and students identify them by name.

All materials placed on hallway bulletin boards or on display must be approved by the administration. Notices placed on bulletin boards are not to be removed, defaced or rearranged.

Snowballs are not to be thrown on campus property.

Fireworks or other explosive devices are not permitted on campus. Lighters, matches and water guns are not to be brought to school.

“Lost and found” items on campus should be turned into the office. Lost and found items not claimed by the owner will be removed from the school at the end of each month.

Students need to be picked up immediately after the close of school, practice or events. The school is unable to provide extended supervision.

Students who remain on campus for after-school activities are expected to behave properly. Students who abuse this privilege will be required to leave campus immediately after school is dismissed.

Secondary students may chew gum and use breath mints throughout the day, provided they do not abuse this privilege. Should problems develop as a result of allowing this privilege, it will be revoked. Elementary students may not chew gum or have breath mints.

Backpacks, book bags or similar items are not to be brought to class. We encourage students to use them only for transporting items to and from school.

(Revised 8/20/11)