

**Elyria Christian School
Parent/Student Handbook
2018-2019**



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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, financial aid 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

2018-19

VISION STATEMENT

The vision of Elyria Christian School is to provide a Christian education that excels in spiritual and academic instruction. We view 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 worldview.

MISSION STATEMENT

We at Elyria Christian School are dedicated to the spiritual welfare and education of students, teachers, administrators, and parents. We have been called by God to partner with Him to train up 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.

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 benefiting 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*)

STATEMENT OF UNDERSTANDING FOR PARENTS AND STUDENTS

Elyria Christian School is 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. The school partners with the Christian home to provide a Christ-centered education which cultivates spiritual nurturing and academic success. In order for the partnership to succeed, it is necessary that students and parents at Elyria Christian School understand, agree with and support the school's Christian beliefs and practices. These beliefs and practices include, but are not limited to, the following:

Biblical Authority: The Bible is divinely inspired and without error, authoritative and effective, sufficient for faith and practice. It is the proper standard for all human conduct. (*2 Timothy 3:16-17*)

Salvation and Deity of Christ: Salvation can only occur through faith in Jesus Christ. We believe in the deity of Christ (*John 10:33*); His virgin birth (*Isaiah 7:14; Matthew 1:23; Luke 1:35*); His sinless life (*Hebrews 4:15; 7:26*); His miracles (*John 2:11*); His vicarious and atoning death (*1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9*); His resurrection (*John 11:25; 1 Corinthians 15:4*); His ascension to the right hand of the Father (*Mark 16:19*); His personal return in power and glory (*Acts 1:11; Revelation 19:11*).

Conflict: Matthew 18:15-19 outlines a procedure for handling offenses. The principle is to go immediately to a person with whom there is a problem. If the conflict is not resolved, one is to continue to work up to those in authority (parents, teachers, administrator) to become reconciled with his brother. There is nothing two Christians cannot work out when both are depending on God.

Church Attendance: At least one parent/guardian must profess the Christian faith. Although there is no particular denominational church affiliation required for either parent or child, regular church attendance at a Bible-believing church with a similar statement of faith is required.

Student Behavior: Students should abstain from any behavior that hurts the testimony of our Lord Jesus Christ. Because the Christian's body is a temple of God, students should refrain from the possession and use of alcoholic beverages, tobacco, illegal drugs, the abuse of prescription drugs, and viewing or

possession of pornographic or similar materials. Students are asked to refrain from all illegal activities and other inappropriate activities such as gambling, lying, cheating, and the use of vulgar, profane, or abusive speech that is harmful to others. (*1 Corinthians 6:19-20; Ephesians 4:29*)

Sexual Purity: Sex is a gift from God intended only for a man and a woman within the sacred bonds of marriage. Sexual activity outside the bounds of marriage, according to Scripture, is sinful.

Biblical Lifestyle: Elyria Christian School adheres to the Christian teaching that all forms of fornication, adultery, homosexuality, and pornography are not in accord with God's mandated design. (*Romans 1:24-32, 1 Corinthians 6:9-20, Galatians 5:19-21, Matthew 5:28, Matthew 15:19-20, Hebrews 13:4*) When the atmosphere or conduct within a particular home is counter to the school's understanding of a biblical lifestyle, including the practice or promotion of the LGBT (lesbian, gay, bisexual, transgender) lifestyle or alternative gender identity, the school should have the right, in its sole discretion, to deny the admission of an applicant or discontinue enrollment of a current student.

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 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.

EXPECTED STUDENT OUTCOMES

And Jesus increased in wisdom and stature, and in favour with God and man. Luke 2:52

A student who graduates from Elyria Christian School should be able to:

Spiritual: *“Train up a child in the way he should go, and when he is old he will not depart from it.”*
Proverbs 22:6

1. receive the Lord’s love and His gift of salvation and have a growing relationship with Jesus Christ.
2. love the Lord with all heart, soul, mind, and strength.
3. discern and submit to the will of God in his/her daily life.
4. honor and respect the Bible as the infallible Word of God.
5. articulate and defend his/her Christian worldview while having a basic understanding of opposing worldviews.
6. understand the worth of every human being as created in the image of God.
7. personally respond to carrying out the Great Commission locally and around the world in a culturally sensitive manner.

Academic: *“Study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth.” II Timothy 2:15*

1. explore, create, experiment, observe, plan, analyze, reason, investigate, and question.
2. know how to utilize resources and technology to enhance learning.
3. demonstrate proficiency of standards in core academic disciplines.
4. endeavor to be a lifelong learner.

Social: *“Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interest of others.”*
Philippians 2:3-4

1. practice the principles of healthy, moral family living.
2. understand the worth of every human being as created in the image of God, and treat people with respect, love, grace and truth.
3. understand the value of service and strive to meet the needs of others.
4. properly utilize his/her finances, time, and all other resources.
5. be effective and productive members of his/her local community, church, and place of employment.

ADMISSIONS

The School Board of Elyria Christian School has adopted the following policy to govern admissions to the school:

- To attend Elyria Christian School is a privilege.
- The first nine-weeks is a probationary period.
- Applicants must begin by thoroughly reading the school handbook.
- Every family must understand clearly and support the school's philosophy, purpose, and the school's methods, rules, and discipline procedures.
- Parents must indicate a willingness to be involved in school activities.
- The school administration has the authority to give a placement test for new students on a case by case basis. This test will determine the grade placement of the student. Acceptance in any grade does not mean automatic acceptance into the next grade the following year.
- At least one parent/guardian must profess the Christian faith. Although there is no particular denominational church affiliation required for either parent or child, regular church attendance at a church with a similar statement of faith is required for admission to the school.

The following Admissions Procedure is recommended:

1. Visit the school for a tour and informal meeting with administration.
2. Read the handbook to ensure understanding of school's philosophy, vision, and mission.
3. Submit the application, application fee, references (pastoral and family), and an unofficial copy of school records. Students in grades 7-12 must complete an additional application.
4. Meet with the Learning Center Coordinator and/or Academic Administrator to determine academic needs.
5. Meet with the admissions committee for an interview. Students in grades 7-12 are asked to be present at the interview with their parents.

Admissions Committee

All new families will be interviewed by an admissions committee. The make-up of this committee will vary depending on the age and needs of the students enrolling. The lead administrator will ask the appropriate individuals to be present for each interview.

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.

To be considered for Salutatorian or Valedictorian, a student needs to attend ECS for at least two of their four years of high school.

- **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 Scale*

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

*4.0, 3.0, 2.0, 1.0 GPA scale implemented beginning 2018-19 school year. Previous scale was 4.0, 3.7, 3.3, 3.0, 2.7, etc.

- **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

2 hours = .25 credit

3 hours = .5 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.

C = 76 2 pt.

B = 86 3pt.

D = 66 1 pt.

- **Grade Classification**

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

Sophomore – 6

Junior – 12

Senior – 19

- **Promotion**

Students will be promoted to the next grade level on the following criterion:

1. Students who pass (have a final average above 60%) in three or more of the following subjects will be promoted: English, Math, Social Studies, Science, Bible.
2. Students who fail two of the above courses may be promoted at the discretion of the faculty and principal.
3. High school students need to complete the following number of credits to advance to the next grade level classification as indicated.
 - a. To be considered a sophomore, a student must have earned 6 credits.
 - b. To be considered a junior, a student must have earned 12 credits.
 - c. To be considered a senior, a student must have earned 19 credits.
 - d. A candidate for senior high graduation must have been in attendance for at least two semesters, the second of which must be the last semester of his/her fourth year of high school.

- **Teacher Aiding**

Juniors and seniors 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/Health
- 1 credit of Practical Arts
- 1 credit of Fine Arts
- 6 credits of additional electives

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

Requirements:

1. Complete the Qualified Admissions Precollege Curriculum with at least a 2.0 GPA; AND
2. Achieve ONE of the following:
 - ACT Score of 21 or higher; OR
 - SAT Score of 980 or higher; OR
 - Graduate in the top 1/3 of the class; AND
3. Achieve a 2.0 GPA or higher on any college credit taken in high school.

Courses Needed for Qualified Admissions Precollege Curriculum:

- 4 approved credits of English, one taken each year of high school
- 3 approved credits of Mathematics from the following:
 - Algebra I
 - Geometry
 - Algebra II
 - Any course with Algebra II as a prerequisite

AND students must meet the ACT college readiness math benchmark of 22.

If a student does not meet the math benchmark of 22, he/she **must complete 4 approved units** from the list of math courses above.

*Students are strongly encouraged to take a math class every year in high school.

- 3 approved credits of Social Sciences which include US History, US Government, and Geography concepts
- 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

Honors

Juniors and seniors may qualify for enrollment in Honors courses in the following areas: American Literature, British Literature, Physics. To select Honors enrollment a student must meet the following criteria.

1. Average of 90% or higher in the subject area course the previous year.
2. Cumulative GPA of 3.0 or higher.
3. Approval by the Guidance Counselor and Course Instructor.

In order to remain in an Honors course for 2nd semester, a B average or higher must be maintained for 1st semester. Students can be removed from Honors courses at the discretion of the Guidance Counselor and Course Instructor.

Senior Early Release

If twelfth grade students have completed more than nineteen credits by the end of their junior year, they may be eligible for early release during their senior year. Early release may be granted for internships, college courses, or work-related experiences.

To be considered for early release approval, parents/guardians must submit an Early Release request form to ECS administration indicating the reasons for early dismissal for their child. Permission for early release will be determined on a case-by-case basis.

ATTENDANCE INFORMATION

Kansas compulsory school attendance law requires children between 7 and 16 years of age to attend school continuously for such a period of time as the public school is in Session, 186 days, 6 hours a day (or 1,116 school hours). The ECS administration plans and schedules each school term to meet these guidelines using the total number of hours requirement.

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. 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.

Parents are responsible to call, email, or provide a written note to the school when a student is absent. Absences without a written excuse or timely phone call will be treated as unexcused.

2. Appointments

As often as possible, appointments (medical, dental, hair, etc.) should be made after school hours. If an appointment is necessary during school hours, parental permission must be given via a phone call, email, or a note brought to the office by 8:00 a.m. the day of the appointment.

3. 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 who misses school due to family or church sponsored trips without **informing the office** may receive zeros in all subjects during the time he is gone. A phone call, email, or 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 notify the teacher prior to the trip** and request 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.*

4. 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.

5. 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.

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.

Students will be marked absent to the nearest quarter of the day (1/4 day, 1/2 day, or 3/4 day absence).

6. Make-up Work for Absences

When a student is absent due to an unplanned event such as illness or a family emergency, s/he has two days for each day missed to make up the work. For example, if a student misses a Tuesday, s/he has Wednesday and Thursday to complete the missed assignments. The assignments would be due on Friday. If the student is absent for more than a day or two, the teacher may use their discretion to assign a due date which is fair to the student, yet limits the length of time work can remain outstanding. This may vary from class to class, as different subjects need different requirements. **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 the illness, the test could be delayed by the teacher.

7. Attendance Criteria to Participate in Extracurricular Activities

On the day of an extracurricular activity (e.g. athletic game or practice, plays, banquets, etc.) all students are required to attend over half the day (5 classes or more) in order to participate (except for previously scheduled appointments such as doctor, dentist, etc.). Students who go home from school ill may not return to participate in practice or games.

B. UNEXCUSED ABSENCES

1. Truancy and Class Cuts

Any student who 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

If a student is late to school or to class more than 6 times in a quarter, on the 7th tardy, the student will meet with the administrator. Detentions will be issued for the 7th and consecutive tardies. Excessive tardies (10 or more) may result in a meeting with parents and possible Saturday school and/or suspension.

If a student is late to school, he/she should report to the front office to get a pass. The office will track tardies and notify parents and students when a detention is to be served. It is the student's responsibility to be on time to school and to be aware of their tardy status.

D. EXCESSIVE ABSENCES

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

E. END OF THE DAY PICK-UP

Families are asked to pick up students promptly after school. The school will not provide extended supervision. Late pick-up presents a challenge for staff members who often have after-school meetings and commitments.

F. 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.

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 bring their Bibles to chapel.

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. 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.

STUDENT CONDUCT/DISCIPLINE

“I will give you a new heart and put a new spirit within you;...” Ezekiel 36:26a

Elyria Christian School seeks to partner with the Lord in the process of transforming hearts and as a result transforming behavior. Knowing that this process takes time and training, we commit to the following guiding principles:

Each Student:

- has infinite worth. Genesis 1:27; John 3:16
- has sinned. Romans 3:23
- can be redeemed. John 3:15,16
- can obey from the heart. Romans 6:17,18; Proverbs 4:23; John 7:38

Principles to Remember:

- None of us deserve grace. Romans 6:23
- We are all known by our fruit. Luke 6:43-45
- We all need to check for planks. Matthew 7:4,5; Psalm 139:23, 24
- Not everyone needs the same corrective action. Jude 22, 23
- Repentance does not automatically remove consequences. II Samuel 12

Action Plan:

- Ask for wisdom. James 1:5, II Chronicles 1:10
- Make your expectations clear. Genesis 2:16,17
- Be consistent. Matthew 24:45-47
- Be decisive. Matthew 5:37
- Make use of natural consequences. Galatians 6:7
- Bring it back to the heart. Genesis 6:5; Psalm 51:10

We expect students will choose to:

- receive the Lord’s love and gift of salvation. John 3:16
- love the Lord with all their heart, soul, mind and strength.
Matthew 22:37-40; Mark 12:30,31
- love themselves. Genesis 1:27; Matthew 22:37-40; Mark 12:30,31
- love their neighbor as themselves. Matthew 22:37-40; Mark 12:30,31
- bear good fruit. Matthew 13:23
- share the good news. Matthew 28:18-20; Mark 12:30,31

“There is no greater joy than to hear that my children walk in truth.” III John 4

Character Commitment

As we seek to provide a balanced 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 process issues with student behavior in a way that is biblical and pleasing to

God. As partners in this process, it is important that ECS and the student's parents/guardians work cooperatively for the student's well-being. (Please be aware that the administration reserves the right to make discipline decisions on an individual basis.)

In the best interest of the entire school community, certain guidelines of conduct must be maintained by all students of ECS, both on and off campus. Thus, all school expectations apply on all field trips and on all school-sponsored events both on and off the school campus.

The general expectations 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)
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 and off campus (24/7/365). These behaviors could include, but are not limited to the following:
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(I Corinthians 6:19-20; Ephesians 4:29)
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.
 - The use of headphones/earbuds during school hours is not allowed unless being used for a school project under the direction of a teacher.
 - Using iPods, MP3's, cell phones or other devices during sponsored trips, including bus routes, is at the discretion of the coaches, teachers, bus drivers and administrator.
 - Technology that provides the opportunity for note-taking will be under the discretion of the teacher.
 - Technological devices may be used in the classroom and during school functions ONLY at the teacher's discretion. Cell phones may be used at other times during the day such as in the halls and at lunch, but should be the exception and not the norm. Teachers have the right to revoke classroom technology privileges for individual students due to misuse.
 - Abstain from electronic communication via Social Networking or other platforms, that could adversely affect other students, teachers, or the school.
5. Practice honesty at all times.

- Do your own work. (Assistance may be given on homework at the discretion of the teacher.)
- Any form of communication during a test, exam, or quiz 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.”

DISCIPLINARY PROCEDURE

Reporting Incidents of Misbehavior

Incidents of misbehavior can be reported to the administration by staff, substitutes, students, parents, or others. Referrals to the administration may include, but are not limited to:

1. Repeated incidents-classroom incidents that have been dealt with by the classroom teacher or the adult in charge and have been repeated despite previous action taken. (The student has not been able to solve the problem him/herself.)
2. Direct referral-incidents that have been referred directly to the administration by a student or parent, or an administrator has observed in a supervisory role.
3. Severe disruption-any incident that interferes with a person’s safety, could result in bodily harm to a person, could result in damage to property, or significantly interferes with the teaching/learning process.

Sexual Harassment

Elyria Christian School students are protected from sexual harassment. Sexual harassment is defined as unwelcome or inappropriate sexual conduct against a student. The inappropriate conduct could be of an oral, written, or physical nature. Example of inappropriate conduct could include but are not limited to teasing, leering, passing on rumors, joke telling, or inappropriate touching. Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or teacher.

Racial Harassment

Any student, who believes that he/she had been the victim of racial harassment by a student or employee of ECS, should report the alleged acts immediately to the administration.

Consequences

Consequences are determined by a variety of factors including, but not limited to: frequency, intent, severity, and a review of total circumstances surrounding the incident. Additional consequences may be issued with repeated referrals.

Consequences for inappropriate behavior may include: conference with student and/or parent, student resolutions or action plans as developed by the participants and approved by the administration, detention, replacement/repair costs, suspension from use of equipment-i.e. computers, etc., school or community service options, in-school suspension, out-of-school suspension, expulsion, and/or notification of authorities.

School must be a safe place for all students. Fighting, threats, or acts of violence, intimidation, and other types of harassment will not be tolerated. Knives, guns, weapons of any kind, and/or any object or substance that can be used to inflict bodily injury are not allowed. Infractions will follow board policy and may result in suspension or expulsion.

Detention

The student may earn a detention, either in a teacher's classroom or designated room for major violations of school expectations. Multiple detentions may be assigned for repeated violations or more serious offenses.

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.**

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

- **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 may result in a fine of \$25.00, which is payable the morning of the assigned Saturday school.

Suspensions: May be given for (but is not limited to): Fighting, Weapons, Drug/Alcohol/Tobacco, Sexual Harassment, Vandalism, Threats, Bullying, Malicious Injury, Attendance, Stealing, Refusal to serve detention, False fire alarm/misuse of 911.

Suspension and Expulsion: The student is removed from regular school participation (in school suspension) or removed from school (out of school suspension) for a period of time determined by school officials for a serious breach of regulation or continued willful disobedience by a student.

1. A short-term suspension is for a period of one to five days.
2. A long-term suspension is for more than five days.
3. An expulsion can extend up to one full year.
4. **The student is not allowed on school grounds for the duration of an out of school suspension.**

The student and parents will be informed of the reason for the suspension. All suspensions and expulsion will follow Elyria Christian School Board policy.

Notification of Parents

Parents may be notified of any behavior that results in a consequence from the administration. Parents may be contacted by telephone, email, personal visits, or conferences.

Parents of a student receiving a suspension or possible expulsion will be contacted by telephone or in writing. A conference will be held if at all possible. The student and parents will be involved in a hearing process following Elyria Christian School Board policy and procedures.

- **Probation**

Probation gives a student an opportunity to correct a problem. If he/she 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 1.5 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 a danger of probation status. This occurs when the student's nine week GPA falls below a 1.7 in his/her core subjects.
 - ❖ Should the student's GPA fall below a 1.5 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 discontinuation 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.

Behavior - continued defiance of a teacher's instructions or of school rules or committing a serious breach of conduct inside or outside of school which has an adverse affect upon the school's testimony could result in behavioral probation.

- **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.

- **Expulsion**

Students may be expelled from school at the discretion of the administration.

- **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. 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.

Documentation - It is vitally important that teachers document situations that they encounter in the classroom. It may initially be a sticky note in your papers to jog your memory. Then at a later time that day or the next day, write a more thorough explanation and file your explanation in a safe place. Samples of documentation would include, but are not necessarily limited to, the following circumstances: altercations involving a student, contact with the student and with the home regarding class work or classroom behavior, attendance within your classroom (absences and tardies), suspicions of unusual activity, etc. This will take time but you will be glad you have this information should a parent or student contradict your opinion.

BULLYING POLICY

Elyria Christian School recognizes that bullying is an inappropriate behavior that has destructive and negative effects on individual students and on the overall atmosphere of the school. ECS believes that all students are entitled to a safe and secure learning environment; bullying works against the achievement of that goal. Any type of bullying behavior in school, at school-sponsored activities on or off school grounds, and in transportation to and from school will not be tolerated. It is important that teachers, students, and parents take a stand against all bullying behaviors.

The Administration and Board are committed to providing a positive and productive learning and working environment. To that end, and in accordance with Kansas law, bullying, including harassment, hazing, intimidation or menacing, by students, school employees and Third Parties on or in school facilities is strictly prohibited. Students, employees and Third Parties who engage in conduct prohibited by this Policy shall be subject to disciplinary action in accordance with school policies and procedures.

“Bullying” is defined as the repeated use by one or more students of a written, verbal, or electronic communication, such as cyberbullying, or a physical act or gesture directed at another student that: (A) causes physical or emotional harm to the student or damage to the student’s property, (B) places the student in reasonable fear of harm to himself or herself, or of damage to his or her property, (C) creates a

hostile environment at school for such student (a hostile environment is a situation in which bullying among students is sufficiently severe or pervasive as to alter the conditions of the school climate), (D) infringes on the rights of the student at school, or (E) substantially disrupts the education process or the orderly operation of a school. This definition of “bullying” includes, but is not limited to, written, verbal, or electronic communications, or physical acts or gestures.

The ECS staff is committed to a policy that identifies and works closely with those students who become involved in bullying behaviors. All students are expected to refrain from becoming involved in any bullying behaviors. Failure to meet these expectations could result in disciplinary action. In addition, it is expected that all bystanders (third party witnesses) will refrain from supporting bullying behaviors in either an active or passive manner. It is further expected that bystanders will report the bullying incident(s) to the designated authority.

When a bullying incident is reported, parents or guardians of the alleged offender(s) and the victim(s) may be informed as part of the school investigation. The investigation will be followed with appropriate remedial and disciplinary action. In certain instances, if deemed appropriate by the administration, authorities outside of the school community (i.e., the police) may be contacted for purposes of further investigation.

Elyria Christian School also defines bullying to include conduct which constitutes hazing, harassment, intimidation and menacing acts as defined in this policy which includes all areas of the school, school vehicles and other facilities owned, leased or used by the ECS, and other property and facilities at which ECS students or employees are present in connection with any school-sponsored, Board-approved or school-related activity or function, such as school retreats, field trips or athletic events, where students are under the supervision of students or where school employees or Third Parties are engaged in school business or activities.

"Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any group or organization or school-related activity such as, forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student or that requires or encourages, authorizes or permits another to remove clothing, authorizes or permits another to be subjected to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to be degrading or humiliating.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, gender, religion, color, national origin, disability, marital status, academic interest, relative academic success, sexual orientation, physical characteristic, cultural background, or socioeconomic status.

"Intimidation" includes, but is not limited to, any threat or act intended to tamper with, damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, gender, color, religion, national origin or sexual orientation. "Menacing" includes, but is not limited to, any act intended or which reasonably may be expected to place a School student, employee, or a Third Party in fear of imminent serious physical injury. A "Third Party" includes, but is not limited to school volunteers, parents, school visitors, service

contractors or others engaged in School business, such as employees of businesses or organizations participating in cooperative work programs with the school, and other persons not directly subject to school control in connection with athletic or other competitive events or other school programs or events.

Violation of this policy by a student or teacher is subject to suspension, expulsion or termination respectively, as deemed appropriate by the School Board.

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 at ECS. Though opinions differ as to what constitutes proper dress, we choose to maintain a standard that is generally acceptable to most of the people that we serve.

Some general Scriptural guidelines for dress are:

Above all else, modesty and neatness should be the determining factors in all areas of dress.

(Please refer to 1 Timothy 2:9; 2 Timothy 2:22)

1. Distinction between the sexes (*Deuteronomy 22:5; 1 Corinthians 11:14-15*)
2. In a manner pleasing to the Lord (*1 Timothy 4:12; Romans 12:1-2; 1 John 2:15-16*)
3. 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. Skirts and tops worn by non-participants should follow dress code guidelines to ensure modesty. Shorts worn to school events must be longer than fingertip length (as long or longer than the fingertips when arms are straight and hands are relaxed at one's side).

I. SECONDARY DRESS CODE

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.

Beginning in the 2016-2017 school year, students are allowed to wear ECS T-shirts throughout the week. T-shirts, other than ECS T-shirts, are not allowed. V-neck shirts and crew-neck tops that are "dressier" which are not t-shirts are acceptable. No clothing should have any writing, pictures or logos that would be offensive to generally accepted Christian standards. Evaluation of clothing standards will ultimately be determined by the administration.

Tank tops are not permitted. The shoulder fabric of a sleeveless garment should be at least three-finger widths wide (as measured by the student's own fingers).

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

Girls may wear dresses, skirts, slacks, capris, or jeans. Jeans or dress pants must be in good repair (no holes or tears) and present a neat and professional appearance. Pants that are oversized, baggy, tight-fitting (skin tight), frayed, extra long or pants that drag on the floor are not permitted. If girls wear leggings, they must wear a skirt, dress, or long shirt over them that meets skirt dress code length.

All dresses and skirts must be knee length (no shorter than 2 inches above the knee cap) or longer. Slits may not be higher than three inches above the knee.

Capris are allowed 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, yoga 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.

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.

1. **Dress for Athletic Practices**

Students are to dress appropriately and modestly for athletic practices which occur both within and outside of the school day. Shorts must be at least fingertip length (as long or longer than the fingertips when arms are straight and hands are relaxed at one's side). Spandex shorts are not allowed. Shirts must follow the shoulder material guideline of three finger-widths.

2. **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.

3. **Homecoming and Graduation Dress**

Homecoming and Graduation (8th grade and high school) dresses must meet school dress code guidelines. Banquet dress guidelines are not applicable to homecoming and graduation dresses.

****Above all else, modesty and neatness should be the determining factors in all areas of dress. When in doubt about whether or not an item of clothing meets dress code, please choose something else!**

B. Boys

1. **Pants**

Boys may wear jeans or dress pants that are in good repair (no holes or tears) and present a neat and professional appearance. 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**

Beginning in the 2016-2017 school year, students are allowed to wear ECS T-shirts throughout the week. T-shirts, other than ECS T-shirts, are not allowed. Dress shirts (polo, collared, button-down, Henley, dry fit, v-neck, patterned shirts, sweaters are all acceptable) should not have any writing, pictures or logos that would be offensive to generally accepted Christian standards. Evaluation of clothing standards will ultimately be determined by the administration.

Tanks tops are not permitted.

3. **Hair, Makeup and Jewelry**

Boys' hair should be neat, well kept, not extreme and of natural appearing colors. Designs (symbols, words, etc.) are not allowed to be cut into hair. Boys may not wear makeup or jewelry except for watches, class or purity rings, Christian wrist bands, and rings made in art class. Billfold chains and similar accessories are not to be worn.

4. **Shoes**

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

****Above all else, modesty and neatness should be the determining factors in all areas of dress. When in doubt about whether or not an item of clothing meets dress code, please choose something else!**

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 and sweatshirts/hoodies (ECS, name brands, sports teams, and solids only) may be worn at ECS. Heavy, winter coats should be kept in the student's locker. Hats and caps are not to be worn indoors.

3. **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.

In August, September, April and May, shorts may be worn by the boys or girls. The length of shorts should be similar to that of uniform shorts. Shorts should be no shorter than 2-3 inches above the knee. Plaid, solid, and denim shorts are allowed. Nylon, fleece, spandex, cut-off shorts, or athletic shorts are not permitted.

ELECTRONIC COMMUNICATION

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.

Inappropriate Content

It is ECS policy that a student may not possess, view, send, or share pictures or text having sexual content while the student is on school grounds, at school sponsored events or on school buses or other vehicles provided by ECS. This policy strictly prohibits sexual material in electronic or any other form and includes, but is not limited to, the sexual material contained in a cellular telephone, camera phone, or personal digital assistant and sexual material transmitted by text message, email, or any other electronic communication device. A student who violates this policy is subject to suspension or expulsion.

It is a violation of Kansas criminal statutes (statute 60-5001) to possess, create, photograph, exhibit, or disseminate certain categories of material of a sexual nature that meet the definitions of child exploitation or child pornography. School personnel are required to report to law enforcement or child protective services whenever there is a reason to believe that any student or other person is involved with child exploitation or child pornography.

See the Acceptable Use Policy for additional information regarding technology use.

ELIGIBILITY

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

- A. A check of student grades will be made at mid-quarter and at the end of each quarter.
- 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 until deemed eligible by the administrative team. The student will most often be ineligible for at least one week (Sunday through Saturday following the midterm or quarter grade checks) and will remain ineligible until the grade(s) are raised to the needed standard.
- C. Students who are ineligible or are in danger of ineligibility at midterm will be placed on a "Weekly Check" report. These students' grades will be checked weekly during the 5th, 6th, 7th, and 8th weeks of the quarter. Students who did not have low grades at midterm, but whose grades decrease significantly by weeks 6, 7, or 8, may reach ineligibility status as deemed necessary by the athletic director and administration.

- D. Ineligibility consequences may carry over from one quarter to the next.
- E. All students will be academically eligible the first five weeks of school unless he/she is academically ineligible due to KSHSAA regulations (passing fewer than 5 courses in a semester).
- F. A student is ineligible if he/she is on behavioral probation.
- G. A student who is not enrolled in drama class must be eligible to try out for a drama presentation. Students in drama class will participate as required by class guidelines. If a student becomes ineligible during the course of the drama, the principal will determine whether or not that student will perform.
- H. Ineligible students will not be permitted to serve as class officers, STUCO officers, or representatives during the time they are ineligible. Students on the ineligibility list will have their position filled by an alternate or a subordinate officer until such time as they are again qualified to serve. Should a student be ineligible on three separate occasions, he or she is required to relinquish all elected offices and positions of leadership for the remainder of the year.

During the first week of ineligibility an athlete is permitted to practice with the team at the coach's discretion. If an athlete is ineligible for two consecutive weeks, he/she will not be allowed to participate in practices or games. If an athlete is ineligible for three consecutive weeks they will be dismissed from the team for the season. The administrator has the authority to remove an individual's ineligibility due to an error or other circumstances.

Students who do not attend more than half of the school day (five class periods) may not practice or play on that day, unless the absence is due to a medical appointment, family emergency, or other event approved by the administration. Students who are unable to attend five class periods due to illness or an unexcused absence, or who leave school due to illness or an unexcused absence, are not permitted to practice or play on that day. School field trips and college visitation days are considered excused absences, and would still permit an athlete to practice on that day. Students are expected to be at school on time the day following a competition.

Exceptions to the above policy 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.

A. 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 displaced 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.

B. DAILY SECURITY

After the beginning of school, by 8:10 a.m., all doors will be locked. 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.

In the event of a situation resulting in emergency personnel being called to the school, parents should refrain from coming onto school grounds. Main roadways need to be kept clear and accessible for emergency vehicles.

C. BUILDING INTRUDER

ECS collaborates with local law enforcement regarding building intruder and lockdown procedures. Scheduled drills will occur at least once each semester.

D. 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 an alternative pre-determined site.

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 cross country, boys' soccer, girls' tennis, and girls' volleyball in the fall, boys' and girls' basketball in the winter, and high school track 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. Choir, band, and drama classes are vital to our school. Music is required in grades K-8 and becomes optional in grades 9-12. Art courses are offered to elementary students twice each month and to junior high and high school students as electives.

FIELD TRIPS

A. Field trips may be attended only by students who are presently enrolled at Elyria Christian School.

B. No student shall be excluded from participation in a field trip because of legitimate financial reasons.

C. Students may be excluded from participating in a field trip due to any disciplinary issues. Any student excluded from a field trip shall have no right to reimbursement of any payment made in advance of the field trip.

D. Any student whose disciplinary history reflects that he or she is likely to present a discipline problem on a field trip that may jeopardize his or her safety or the safety of others may be prohibited from attending the field trip at the discretion of the administrator.

E. Student safety and security come first. The coordinating teacher is primarily responsible for ensuring student safety; however, all adult participants on a field trip shall take all reasonable measures to ensure the safety and security of all students on a field trip.

F. Elyria Christian School administration reserves the right to cancel or reschedule any field trip in the event of severe weather or catastrophic events that could endanger the health, safety, or welfare of the participants.

G. All chaperones traveling on a field trip must have been cleared and approved through the ECS standard background check process, which can be obtained in the ECS office.

H. All chaperones must provide proof of vehicle insurance and a valid driver's license prior to the day of the field trip.

I. Children of parent and teacher chaperones who are not in the class that is attending the field trip are not permitted to attend the field trip. The exception would be for children of teachers on an overnight field trip.

J. Student drivers are not allowed on field trips, excluding senior/junior lunches and breakfast.

K. Field trips should have an educational purpose. Students should be able to articulate the educational outcomes of the field trip.

Overnight Field Trips:

- a. The Field Trip coordinator shall communicate with parents and chaperones in advance of any overnight field trip to ensure that parents fully understand the scope and purpose of the field trip. All requirements regarding travel expenses, sleeping accommodations, clothing, personal needs, behavior, and responsibility for missed work, as well as a detailed itinerary must be presented to the parent in advance of the trip.
- b. Any chaperone's attending an overnight field trip MUST have a background check conducted before going.

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 outside of the basketball court 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.

IMMUNIZATIONS

ECS requires updated immunizations to be submitted each year. The current recommended and minimum immunization requirements can be found on the Kansas Department of Health and Environment website (<http://www.kdheks.gov/immunize/schoolInfo.htm>). If a student has not been immunized due to religious, medical, or personal reasons, the family must submit a letter or documentation stating the decision not to immunize and the list of immunizations withheld. Please see additional information under “Student Health” (pg. 39-40) regarding school policy in the event of an outbreak of a communicable disease for which immunization is available.

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.

Fines may be applied to overdue and lost books. Students may also be required to pay for books that are lost or damaged. 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 a book to be replaced in lieu of a fine. 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.** Students are not to use scotch tape, masking tape, duct tape or glitter glue to hang posters and pictures. Magnets or sticky tack are allowed. **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 (K-5th 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 understand that each family has its own views on music and style, and the Music Department will do its best not to undermine family values. 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 administration.

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 2-12 will be required to wear appropriate and modest P.E. clothes. Students should wear t-shirts and knee-length athletic shorts for P.E. No tank tops or sleeveless shirts may be worn. Each student (grades PreK-12) is asked to keep a pair of clean non-marking tennis shoes at school for P.E. use only.

PLAGIARISM POLICY

Plagiarism demonstrates a lack of integrity and character and is inconsistent with the mission of Elyria Christian School.

Plagiarism includes:

- submitting material written by someone else or rephrasing the ideas of another without giving the author's name or source
- presenting the work of parents, siblings, or friends as one's own
- submitting purchased papers as one's own
- submitting papers from the Internet written by someone else as one's own
- supporting plagiarism by providing work to others, whether it is believed it will be copied or not
- taking someone else's assignment or portion of an assignment and submitting it as one's own

Plagiarism is a serious offense. Disciplinary measures will be taken when violations of this policy occur.

First Offense – The student will receive a zero on the assignment and the student's parents will be notified.

Second Offense – The student will receive a failing grade in the course for the semester. A conference will take place with the student, parents, teacher, and administrator before the student is allowed back in class. This will occur regardless of whether or not the first and second offenses took place in the same course.

Third Offense – The student will receive a failing grade for the entire year in the course in which the offense took place. The student will be on probation for the rest of the school year. A second conference will take place with the student, parents, teacher, and administrator. Further disciplinary action may occur, including up to a 3-day suspension. This will occur regardless of whether or not the first, second, and third offenses took place in the same course.

Fourth Offense – The student will be referred for possible dismissal from school.

Teacher and Student Responsibilities

In order for teachers and students to be ethical users of information and ideas, it is our responsibility to educate students in the research process, which includes proper documentation of sources. Whether an assignment is in verbal, written, or visual form, students are expected to accurately reference all sources of information.

Elyria Christian School teachers are responsible to provide the following at the beginning of a paper or project:

- An assignment sheet with detailed instructions
- A rubric outlining assessment of the assignment
- Clear guidelines regarding the amount of help that is acceptable from peers or parents
- A review of what is considered plagiarism and how to cite sources properly

Students are responsible to:

- Submit authentic work
- Follow the assignment instructions and deadlines assigned by the teacher
- Cite all sources accurately
- Format Works Cited page accurately

SCHOOL CLOSINGS

A yearly calendar is made available to all school constituents on Sycamore and on the school website (www.ecseagles.us). The events and times are subject to change and are noted on the school website or on 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 KWCH, KAKE, and KSN on the 10 p.m. news. The announcement will also be sent through the school's automated calling, email, and text system.

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 automated system and the news dispatch, 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.

- ECS will utilize an automated call, text, and email notification system to contact parents regarding school closings and delays, schedule changes, and other important information. Announcements and reminders will occasionally be made via this system as well.

- We will mail a broad-based newsletter to alumni, donors, parents and friends of the school every other month. 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 ECS Friday Notes to communicate pertinent information each week. You may obtain the latest copy of the ECS Notes 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. 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. Fall parties, Christmas parties, and Valentine's parties are coordinated by the class room mothers. Junior high classes (7-8) may have one party each semester. The class sponsor oversees the planning of the events, which take place outside of school hours. 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) if they are not attending the banquet with an ECS student. Students inviting guests will be responsible to inform him/her of the dress code for the banquet. Any guest who is not a current ECS high school student must be approved by the junior class sponsor during banquet ticket sales week(s). A banquet form, which includes a waiver to participate in the after-banquet party, must be submitted by guests who are not current ECS students.

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

Since dancing has the potential to put young people in compromising situations, ECS does not promote or sponsor student dances. Attendance of these activities outside of the school setting is at the discretion of individual families.

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. Messages will be answered within 24 hours, except on weekends. Please respect evenings and weekends as much as possible for teachers. The best way to communicate is via email or phone.

STUDENT HEALTH

Communicable Diseases

The school desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable disease” is defined as an illness, which as a result of a specific infectious agent, may be transmitted either directly or indirectly by a host, infected person, or animal to another person.

Any student with a communicable disease, for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during the recognized periods of communicability. Students with a communicable disease for which immunizations are not available shall be excluded from school while ill. Parents are asked to keep their student(s) home until they are free of fever and/or nausea for at least twenty-four hours. Parents will be made aware of any diagnosed communicable illness.

If the nature of the disease and circumstances warrant, the school may require an independent physician’s examination of the student to verify the diagnosis of communicable disease. The administration reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

In the event of exposure to a communicable disease, for which immunization is required and available,

persons exposed to the disease who cannot readily provide documentation of immunizations or immunity according to Kansas Regulations (including children and adults), may be excluded from the school setting for a specified amount of time after the onset of the last reported illness in the setting. Recommendations from the Kansas Department of Health will be used to determine the number of required days. (KAR 28.1.6) http://www.kdheks.gov/epi/download/KAR_28.1.6.pdf

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

TECHNOLOGY

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

- High school students are asked to bring an approved device (laptop, Chromebook, or tablet) to school each day. In accordance with the acceptable use policy, students will have a content filter certificate deployed on their device. Students may use their devices in the classroom and during school functions under the supervision of the teachers. Cell phones may be used in the classroom only by request of the teacher. Cell phones may be used by 7th-12th grade students at other times during the day such as in the halls and at lunch, but should be the exception and not the norm. Teachers have the right to revoke classroom technology privileges for individual students due to misuse.
- Any use of a cell phone or other technological device for the purpose of cheating, sexting, bullying, or any other inappropriate use that would be deemed unacceptable use of the device will result in a meeting with parents and/or additional consequences that are at the discretion of the administrator. These consequences could include legal action. More information can be found in the acceptable use policy.
- ECS provides Chromebooks for 7th-8th grade students to use while at school. These Chromebooks may travel from class to class, but as a general rule, will not be allowed to be taken home. Individual school email accounts will be assigned to all 7th-12th grade students.
- At all times, remember that the purpose in whatever we do should be to honor God. The use of technology is a privilege and not a right. Please use accordingly.

Acceptable Use Policy

The use of the technology resources at Elyria Christian School is a privilege, not a right. This policy is provided to inform all users of the responsibilities associated with efficient, ethical, and lawful use of technology resources.

Networks and Internet

The purpose of providing internet access to students and staff is to promote educational research, communication, and the sharing of resources. Access to the Internet exists solely for educational purposes, which includes classroom activities, career and professional development, and high quality individual learning activities of an educational nature.

The educational opportunities presented on the Internet are limitless. However, Elyria Christian School recognizes that along with great potential comes the possibility of abuse. Although filters are in place, users may still on occasion access material that, while not immoral in nature, is not considered to be of educational value in the school setting. The school will make every effort to limit material that does not support the mission and vision of the school. Elyria Christian School believes that the benefits to students from access to information resources on the Internet exceed the potential disadvantages.

In an effort to minimize access to inappropriate internet sites, a filtering system will be utilized. Specific categories and levels of filtering will be determined by the administration and the technology committee. In addition to filters, Elyria Christian School will take all steps necessary to minimize the risk that users will encounter objectionable material through education, supervision, and responsible use.

To date, no filtering system has been proven to be 100% accurate. In the event that inappropriate material would pass through the filter, please advise the administration for review and appropriate action.

Technology Use Guidelines

1. Elyria Christian School provides access to the Internet for educational purposes and research consistent with the educational philosophy, mission, and vision of Elyria Christian School.
2. Students must comply with all school policies, school rules, and expectations regarding student conduct.
3. Students are also required to comply with teachers and staff regarding use of technology.
4. Violations of policy include, but are not limited to, the following conduct:
 - a. Using another person's password, revealing one's password to anyone else, accessing another person's files, or falsifying one's identify when accessing or sending information.
 - b. Using profane, vulgar, threatening, defamatory, abusive, discriminatory, harassing or otherwise objectionable or criminal language in a public or private message.

- c. Posting or accessing inappropriate files such as word processing documents, PDF's, images/photographs, etc.
 - d. Violating copyright laws (Users should assume that all materials available on the Internet are protected by copyright). Proper notation is to be given for any items utilized that are not the student's express individual idea. This refers to images, research, passages, music, papers, videos, software, and all other content found on the internet.
 - e. Attempting to change or destroy data of another user.
 - f. Attempting to gain unauthorized access to system programs or computer equipment, including attempts to override any firewalls established on the network, or circumventing security measures in any way.
 - g. Vandalizing school computers by causing physical damage, reconfiguring the computer system, or destroying data. This includes uploading or creating malicious software.
 - h. Using the school's technology network for commercial purposes. Users may not use the network for entering contests, advertising, political lobbying, or personal activities including online selling or purchasing of goods or services.
 - i. Unauthorized exploration of the network infrastructure or changes to any school-installed software is strictly prohibited.
 - j. Using the network in a manner that would violate any federal, state, or local laws or statutes, or subject the user or Elyria Christian School to any civil or criminal action. This includes, but is not limited to, spreading computer viruses, sending threatening material, participating in software piracy, using the school's technology network for gambling, or arranging for the sale or purchase of illegal substances.
3. If a user finds materials that are inappropriate while using the school technology network, s/he shall refrain from downloading this material and shall not share the material with other students. Inappropriate material should be reported to administration.

If material is discovered that may constitute a threat against the safety of students, staff members or the property of Elyria Christian School, the user is obligated to report his/her discovery of such material to a teacher or to administration.

The user should immediately disclose to the teacher any message that is received that is believed to be inappropriate.

Violations

If a user violates the policies in this agreement, his/her account may be suspended and future access and usage of the school's technology resources may be limited or denied. In addition, disciplinary measures may be taken by the administration and could also result in criminal prosecution where applicable.

Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.

Compensation for Loss, Costs, and/or Damages

The student agrees to reimburse Elyria Christian School for any losses, costs, or damages, including reasonable attorney's fees and costs related to any investigation of violations relating to or arising out of any breach of this Acceptable Use Policy by the student. This includes any cost incurred related to the action on the part of the student that violates the warranty on any computer within Elyria Christian School.

Disclaimer

Elyria Christian School is not responsible for the management, troubleshooting, technical support, or repair of student devices.

The electronic information available to students and staff does not imply endorsement of the content by Elyria Christian School, nor does the school guarantee the accuracy of information received from the Internet. Elyria Christian School is not responsible for any information that may be lost, damaged, or unavailable when using technology. Backup of said materials are the responsibility of the person creating/using them.

Google Apps for Education Account

Students in 7th-12th grades are provided with Elyria Christian School Google Apps for Education accounts which allow them access to email, storage, collaboration, and more.

Communication over networks and the Internet are public communication and should not be considered private. All content created using school resources is considered public property of Elyria Christian School and should not be considered confidential. Elyria Christian School reserves the right to access and monitor all files without prior consent.

School Google accounts will remain active for one month after a student graduates from ECS. If a student transfers to another school or leaves ECS prior to graduating, the length of time the account remains active may be less than one month, as determined by administration.

Device Certificates - BYOD Program

Elyria Christian School recognizes the ever-changing face of technology and our students ever increasing interaction with technology. We recognize the many new and positive ways in which technology can enhance the education experience. With this in mind, ECS has adopted a BYOD (Bring Your Own Device) program. To ensure proper content filtering, a certificate will need to be deployed by the system administrator on each device. Students may **not** remove this certificate during the school year.

ELYRIA CHRISTIAN SCHOOL STATEMENTS OF RESPONSIBILITY

Student Expectations

As a digital citizen at Elyria Christian School, I will use technology in safe, legal and responsible ways. I will:

1. Respect Myself – I will select online names that are appropriate and professional. I will not post text or images that are offensive or inappropriate.

2. Protect Myself – I will not publish personal details or contact information.
3. Respect Others – I will not use any form of technology to bully, tease, or slander others.
4. Protect Others – I will report any bullying or abuse, and will not forward or promote any form of inappropriate communication or images.
5. Respect Material Published by Others – I will appropriately cite any and all use of websites, books, images, etc.

I have read, understand, and will follow this Acceptable Use Policy. I agree to have a content filter certificate deployed on my device. If I violate any portion of this Acceptable Use Policy, consequences could include loss of technology privileges and accounts, disciplinary action, and/or possible legal action. I understand that the school network, email, all accounts, and all information on all accounts are owned by Elyria Christian School and can be accessed and monitored at any time.

Student Name: _____

Student Signature: _____ Date: _____

Parent/Guardian Acceptable Use Signature

Parent collaboration is a core value of Elyria Christian School; therefore, we desire to work with families in all school initiatives. We encourage you to visit with your children regarding appropriate usage of technology both at school and at home. As parents, students, and teachers work together, we become a strong learning community, creating more opportunities for our students to experience success. Please read the statement and sign below. If you have any questions, please contact a school administrator.

I understand that technology is used for educational purposes at Elyria Christian School. I understand that even with filters in place, it is impossible for the school to restrict access to all conversational materials, and I will not hold the school responsible for materials acquired on the school network. I have read and will support my student in adhering to the Acceptable Use Policy. I am aware that if my child breaks this agreement, that consequences could include loss of technology privileges and accounts, disciplinary action, and/or possible legal action, if warranted. I also understand that the school network, email, all accounts, and all information on all accounts are owned by Elyria Christian School and can be accessed and monitored at any time. I hereby give permission for my child to use technology resources at ECS and utilize his/her google account/school email.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

TRANSPORTATION

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, Canton, Buhler, Moundridge, Inman and other outlying areas changes to accommodate the largest possible number of students possible. 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 trash in the provided trash containers.
- Any damage to the bus is to be reported to the driver at once.
- 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.
- Students who do not regularly ride the bus must notify the bus driver and the office **in advance** if they wish to ride.

- Visitors must receive administrative permission at least a day in advance in order to ride the bus to or from the school.

Student Transportation

Student 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. This action is considered to be an unclassified misdemeanor punishable by the fines. 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.

Transportation Changes

If you are requesting a change of transportation (not riding the bus, early pick-up, pick-up by a friend or relative, etc.) for your child, please send a note to the office and to your child's teacher on the day of the needed change. If a note is not sent, please call the office **before 3:00 p.m.** in order for all necessary school personnel to be aware of the change. Every effort will be made to have the child at the front office for early pick-up situations.

Parents are asked not to go directly to the classroom to pick up their child. Students must be signed out in the front office.

VISITORS/VOLUNTEERS

Visitors/Volunteers are welcome at Elyria Christian School. However, there are some guidelines which must be followed. These are:

1. All visitors must report to the office before visiting a classroom.
2. All volunteers must be approved by school administration prior to serving. This process can include, but is not limited to, a formal interview, an official background check and/or a list of previous employers.
3. Visitations are encouraged only when prior arrangements have been made with the office staff and the classroom teacher.

4. Students from other schools who wish to visit classes may do so with 24 hours notice. These visits must have prior approval of the classroom teacher and the building principal. If the presence of a visiting student would potentially cause disruption, the visitation will be denied.
5. We would ask that all school visits be conducted during the months of October through April. This allows us to start school and end it with as much stability as possible.
6. Any person under the age of 19 who desires to eat lunch or visit classrooms must get prior approval from the administration. Parents are encouraged to visit their child's class or to eat lunch with them. ECS asks that parents attempt to notify the office in advance. **Visitors are asked to respect ECS standards of modesty when visiting.**

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 with a blade greater than 3 inches; 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

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 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.

(Revised 6/15/18)