

**DIRECTIONS:**

1. Fill out packet and return to the school office with registration fee.
2. Please keep the schedule of fees and the dress code policies for your home records.



# EAST TEXAS CHRISTIAN SCHOOL

2011-2012

## ENROLLMENT FORM

(New Student)

In what grade do you expect your student to be this fall? (circle one)

K4   K   1   2   3   4   5   6   7   8   9   10   11   12

Student's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: M \_\_\_ F \_\_\_

Address: \_\_\_\_\_ DOB: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Child's Social Security Number: \_\_\_\_\_

Student's Cell Phone Number: \_\_\_\_\_ Student's Email Address: \_\_\_\_\_

Father/Stepfather's (Circle) Name: \_\_\_\_\_

Father's Occupation: \_\_\_\_\_ Father's Work # \_\_\_\_\_

Father's Employer \_\_\_\_\_

Father's Home #: \_\_\_\_\_ Father's Beeper/Cell #: \_\_\_\_\_

Mother/Stepmother's (Circle) Name: \_\_\_\_\_

Mother's Occupation: \_\_\_\_\_ Mother's Work #: \_\_\_\_\_

Mother's Employer \_\_\_\_\_

Mother's Home #: \_\_\_\_\_ Mother's Beeper/Cell #: \_\_\_\_\_

Family E-Mail: \_\_\_\_\_

Who is legally responsible for this student: (check one)

Mother    Father    Both    Other \_\_\_\_\_

**A. Authorized Pick Up Please list any person (other than parents listed above) that is authorized to pick up your student from East Texas Christian School.**

*Please list the grandparents' names and addresses, unless they cannot pick up your child.*

NAME:	ADDRESS:	PHONE#	RELATIONSHIP	DL#
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1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**SPECIAL INSTRUCTIONS:** \_\_\_\_\_

**B. Emergency Information:**

Emergency Phone Numbers (2 names & phone numbers required other than parents)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

**C. Health Information:**

Physician Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Identify any physical problems: \_\_\_\_\_

Allergies: \_\_\_ Yes \_\_\_ No If yes, please list allergies \_\_\_\_\_

List any hearing, vision, or health problems: \_\_\_\_\_

Does your student take medication on a regular basis? \_\_\_ Yes \_\_\_ No If yes, what kind? \_\_\_\_\_

Do you have Health Insurance on your student? \_\_\_ Yes \_\_\_ No If yes, what is the name of the Insurance company? \_\_\_\_\_

Hospital Preferred, if possible: \_\_\_\_\_

**PLEASE READ AND INITIAL ALL OF THE FOLLOWING:**

\_\_\_\_\_ **D.** I understand that any medication (including aspirin, Tylenol, etc.) given to a student at school must be labeled with the student's name, be in its original container with directions for dispensing it provided by us, the parent(s), and must be accompanied by a parent permission slip.

\_\_\_\_\_ **E.** In the event of an emergency, I authorize the administration of East Texas Christian School to take whatever steps may be necessary to obtain emergency medical care for my student.

\_\_\_\_\_ **F.** I authorize area hospitals to give emergency medical care and release the physician on duty to treat my student.

\_\_\_\_\_ **G.** I also give my permission for my student to participate in all school activities, including sports, field trips, and school sponsored trips away from the school premises. I absolve East Texas Christian School and its representatives from liability to us or to our student because of any injury at school or during any school activity.

\_\_\_\_\_ **H.** I agree to abide by the "Parent Cooperation Agreement."

\_\_\_\_\_ **I.** I hereby **do** \_\_\_ **do not** \_\_\_ give permission for corporal punishment to be administered to my student whenever deemed appropriate by school officials. I understand that I will be contacted by phone or in writing whenever corporal punishment is administered, but not necessarily before administration of punishment.

\_\_\_\_\_ **J.** I agree to the "Honor Code" that my student and I have signed.

\_\_\_\_\_ **K.** **I have read the handbook and agree to abide by it.**

\_\_\_\_\_ **L.** I agree to allow my student's photo/likeness to be used in the yearbook, in TV Media, and/or other publicity purposes.

**PLEASE ANSWER YES OR NO.**

\_\_\_\_\_ **M.** Has your student ever been tested for a learning disability? If yes, explain fully including where and when tested:

\_\_\_\_\_ **N.** Has your student ever been retained or repeated a grade? If so, what grade?

\_\_\_\_\_ **O.** Has your student ever been expelled from a school?

**Signature of Parent or Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Parent or Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**P. Immunization Records**

**State law requires** a doctor's record showing that your student has current immunizations against diphtheria, tetanus, pertussis, polio, measles (rubella), rubeola (German measles), mumps, varicella (chicken pox), and Hepatitis A and B. MCV4 is required for 7<sup>th</sup> grade. Fulfillment of these requirements may be shown only by a certificate of immunization, evidence of previous infection, or by serologic confirmation of immunity to the specific infection.



# East Texas Christian School

## FINANCIAL CONTRACT FOR REGISTRATION

Student's Name: \_\_\_\_\_ DOB \_\_\_\_\_

Parent's Name: \_\_\_\_\_

**PAYMENT OPTION CHOICE: 10 MONTH OR 11 MONTH (PLEASE CIRCLE)**

1. This is a contract, lasting from the registration date until the end of the applicable school year. All tuition fees will be paid as usual regardless of student's attendance with respect to illness, vacation, or holidays.
2. Registration fee is \$125.00 due upon registration until June 1<sup>st</sup>. After June 1<sup>st</sup>, the registration fee is \$150.00. Once a class reaches capacity, a waiting list will be established for that particular class. **The registration fee is non-refundable.** A student's spot is not assigned until the registration fee is paid.
3. Resource use fee is \$150.00 per student (\$175.00 after June 1<sup>st</sup>). All books and workbooks remain the property of ETCS. **Resource use fee is non-refundable.** Resource use fee is due by June 1<sup>st</sup> or upon acceptance if after June 1<sup>st</sup>. Non-payment by that date can result in loss of student's assigned spot.
4. The student fee is \$100.00 for each elementary student and \$140.00 for each secondary student. It is due and payable by October 1<sup>st</sup>. **It is non-refundable.**
5. Tuition is due on the first of each month beginning July 1<sup>st</sup> (11month option) or August 1<sup>st</sup> (10 month option) and ending May 1<sup>st</sup>. A **\$25.00 late fee** will be assessed on all accounts not paid by the end of the school day on the 7<sup>th</sup> day of each month, regardless of the day of the week the 7<sup>th</sup> falls. **Tuition payments are non-refundable.**
6. An administration fee of \$100.00 for the third, fourth or more students will be due by July 1st. Non-payment of the administration fee by July 1<sup>st</sup> can forfeit the student's assigned spot. **Administration fee is non-refundable.**
7. There will be a \$25.00 service charge on insufficient checks.
8. Any student with an account over 30 days past due is subject to be dismissed from school.
9. If the family moves outside the school's service area, **a 30-day written notice must be given before withdrawal or an additional month's tuition will be due.** All other provisions of the contract remain in effect.
10. No school records will be released until the entire balance due the school is paid in full. Immediate release of records will occur only with payment in certified funds or cash. Any personal check written must clear the bank before records will be released. This applies to early withdrawals as well as end of year grades.
11. Accounts with past due balances will not be able to complete reenrollment until the balance is paid.
12. Registration is to be renewed each school year and is subject to approval by the administrative board based on payment history, academics, attitude, participation in fundraisers and support of the school.
13. I fully understand that I am agreeing to participate in fundraising. Failure to meet the minimum profit of \$200.00 per family will result in a charge to my account of the difference earned the school with a maximum of \$200.00 per family per year.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

# ***ETCS SCHEDULE OF FEES***

The School Board sets tuition rates at a level that provides for the sound and responsible operation of the school. Rates are based on careful assessment of all factors associated with the operation of a private school that receives no public funds. Tuition and fees are reviewed annually and adjusted as necessary.

## **2011-2012 Tuition & Fees**

<b>Kindergarten 4 year old...K4</b>	<u>10 Months</u>	<u>11 Months</u>	<u>Yearly</u>
<i>No discount applies to K4</i>	\$ 340.00	\$ 310.00	\$ 3400.00
<b>Elementary - Grades K-5th</b>	<u>10 Months</u>	<u>11 Months</u>	<u>Yearly</u>
First or second student from same family	\$ 330.00	\$ 300.00	\$ 3300.00
Third student and beyond from same family*	\$ 100.00	\$ 91.00	\$ 1000.00
<b>Jr. High - Grades 6<sup>th</sup> - 8th</b>	<u>10 Months</u>	<u>11 Months</u>	<u>Yearly</u>
First or second student from same family	\$ 350.00	\$ 319.00	\$ 3500.00
Third student and beyond from same family*	\$ 100.00	\$ 91.00	\$ 1000.00
<b>Secondary - Grades 9<sup>th</sup>-12<sup>th</sup></b>	<u>10 Months</u>	<u>11 Months</u>	<u>Yearly</u>
First or second student from same family	\$ 370.00	\$ 337.00	\$ 3700.00
Third student and beyond from same family*	\$ 100.00	\$ 91.00	\$ 1000.00

- 10-month payment plan begins August 1, 2011; 11-month payment plan begins July 1, 2011.
- \*One time administration fee of \$100.00 for the third or additional student K & above (DUE JULY 1).
- Tithing members of New Covenant Church receive a tuition discount with the exception of K4.

### **Fees**

**Registration Fee**      \$125.00 per student until June 1; \$150.00 after June 1- DUE AT REGISTRATION

**Resource Fee**      \$150.00 per student - DUE JUNE 1; \$175.00 after June 1 (payable upon acceptance)

- Textbooks, Workbooks, Teacher Curriculum Materials

**Student Fee**      \$100.00 per elementary student (K4-5<sup>th</sup>), \$140.00 per secondary student (6<sup>th</sup>-12<sup>th</sup>)- DUE OCTOBER 1

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Labs (Computer, Science, etc.)</li> <li>• Stanford Achievement Tests</li> <li>• Media, security, and communications</li> <li>• PLAN and PSAT Tests (secondary)</li> <li>• Student Planners (secondary)</li> <li>• Academic competitions</li> </ul> | <ul style="list-style-type: none"> <li>• Relays and Field Day fees (elementary)</li> <li>• RenWeb fee</li> <li>• Accreditation fees and activities</li> <li>• Library expenses including Accelerated Reader</li> <li>• Materials for art, music, and PE</li> <li>• Many more items</li> </ul> |
|---|---|

**Athletic Fee**      \$ 85-100 per student per sport (depending on the sport and length of season- fee due at sign-up)

**K5 Graduation Fee**      \$ 35.00      DUE MARCH 1

**Senior Graduation Fee**      \$ 60.00      DUE FEBRUARY 1

\*\* not included in the above fees are expenses such as yearbook, photos, lunches, field trips, and some classroom novels.

**THERE ARE NO REFUNDS ON FEES OR TUITION**; prices are subject to change without notice.

# East Texas Christian School

## UNIFORM POLICY 2011-2012

*(Uniforms must be purchased at Lollipops & Lace, Hopscotch, Academy, or Beall's)*

### ELEMENTARY- Grades K4-5<sup>th</sup>

#### BOYS REQUIRED:

- Navy pants or walking shorts
- Maroon polo shirt with East Texas Christian school emblem, (long or short sleeve)
- Standard 1-2" black or brown, braided or solid plain belt with a plain buckle.

#### GIRLS REQUIRED:

- Jumper - Cotton/Polyester #194 with black or white shorts underneath for modesty
- White rounded collar blouse (either short- or long-sleeves)
- Navy pants or walking shorts
- Maroon polo shirt with East Texas Christian school emblem, (long or short sleeve)
- Standard 1-2" black or brown, braided or solid plain belt with a plain buckle.

#### OPTIONAL:

- Polo shirt with or without emblem, long or short-sleeves in navy, red, hunter green, or maroon
- Khaki walking shorts/khaki pants
- ETCS sweatshirts or maroon T-shirts ordered through the school.
- Pleated skorts with or without buttons in navy or khaki from an approved uniform company.

#### \*\*\*Cold Weather:

- Girls may substitute a long-sleeved plain white turtleneck shirt in place of the rounded-collar white blouse worn with chapel dress jumper.
- For girls, leotards (footed only) may be worn during cold weather. The only colors permitted are white, gray, navy blue, maroon, or black. No stripes or decorations are permitted. Leggings, sweatpants, or any other long pants cannot be worn under jumpers, skirts, or skorts.

### SECONDARY- Grades 6<sup>th</sup>-12<sup>th</sup>

#### REQUIRED:

- Blue jeans that meet the uniform code.
- Maroon polo shirt with East Texas Christian School emblem, (long or short sleeve)
- Standard 1-2" black or brown, braided or solid plain belt with a plain buckle.

#### OPTIONAL:

- Polo shirt with or without emblem, long or short-sleeves in navy, red, hunter green, or maroon
- Denim skirt that meets the description in the Parent/Student Handbook; they must be loose-fitting, purchased from the provider of your choice (mid-calf length or longer, split only in the back and not above the knee).
- Jeans walking shorts (no more than 4" above the knee).
- ETCS sweatshirts or maroon T-shirts ordered through the school.

**GENERAL POLICIES: Students are not to wear a long-sleeved shirt underneath a short-sleeved polo or T-shirt.**

**All uniforms must be clean with no stains, tears, or in need of repair.**

### UNIFORM VIOLATIONS

Students who violate the policy will be taken to the office and parents will be called to bring proper items. Repeated violations will result in more severe consequences.

### PE UNIFORMS- Secondary only

The official ETCS gray shirt and maroon shorts or sweat suit purchased through the school worn with tennis shoes. No alterations may be made to the PE uniform such as tearing of sleeves. Girls may wear pleated skorts in navy or khaki from an approved uniform company with administrative approval.

**PLEASE SEE THE PARENT-STUDENT HANDBOOK ON DRESS CODE POLICIES FOR ADDITIONAL INFORMATION.**

# East Texas Christian School

## FIELD TRIP PERMISSION FORM

I, \_\_\_\_\_ the parent and/or legal guardian of \_\_\_\_\_, a minor, hereby give my student permission to go on any field trip with East Texas Christian School.

In the event there arises an emergency, or the need of medical or surgical attention, I hereby consent and give my permission to the teacher, supervisor, the sponsors of the group, or any attending physician to make such decisions and to perform such medical treatments and/or surgery upon my student which may in their sole discretion be necessary and proper under the circumstances.

I, the parent and/or guardian of \_\_\_\_\_, a minor, do release and discharge the sponsors of East Texas Christian School, or any persons associated with East Texas Christian School, from any and all actions, damages, and/or liabilities, arising out of the treatment of any sickness or accident incurred by my student.

\_\_\_\_\_  
Parent/ Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone



# PARENT/STUDENT HONOR CODE

The vision of East Texas Christian School is to provide a course of study consistent with the Christian faith in order that committed students might be grounded in Biblical truth and wisdom, and prepared to become future Christian leaders in our society.

Two commitments are expected from every student and parent at East Texas Christian School: first and foremost, a commitment to our Lord Jesus Christ; second, a commitment to the vision of East Texas Christian School.

1. Because we are ambassadors for Jesus we believe that any negative behavior outside the school will reflect on the school and more importantly on Jesus. Therefore, if you participate in an unacceptable activity outside of school, it can result in your suspension or expulsion from ETCS.
2. Although our standards are higher than those you will find in the world, we believe that the only reason a student should fail is either a learning disability or indifference. Therefore, a student who is failing two or more consecutive six weeks could be suspended or expelled.
3. Repeated behavioral problems will not be tolerated. Repeated referrals will result in suspension or expulsion.

I, as a student at East Texas Christian school, have read the Parent/Student Handbook. I agree to follow the guidelines as set forth in the handbook. I will comply with the discipline and uniform policies of East Texas Christian School. I understand that non-compliance with these guidelines may result in suspension or expulsion from East Texas Christian School.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**I/we as parent(s) have read the Student Handbook.**

**I/we as parent(s) also understand the vision of East Texas Christian School and agree to support my son/daughter in this endeavor.**

**I/we as parent(s) agree also to follow the scriptural guidelines for handling offenses found in Matthew 18 and enunciated in the Student Handbook.**

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

# East Texas Christian School

## SPIRITUAL ASSESSMENT FORM

**Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

- |   |     |    |    |
|---|-----|----|----|
| 1. I have accepted Jesus as Lord and Savior of my life. | Yes | or | No |
| 2. I have been baptized by water.                       | Yes | or | No |

Check the blank that best describes your life right now.

	ALWAYS	SOMETIMES	NEVER
1. I read my Bible every day.	_____	_____	_____
2. I pray every day.	_____	_____	_____
3. I praise and worship God.	_____	_____	_____
4. I listen to God's guidance and try to follow it.	_____	_____	_____
5. I am obedient to my parents, teachers, and others in authority.	_____	_____	_____
6. I go to church at least once a week	_____	_____	_____
7. I put other's needs before my own.	_____	_____	_____
8. I want to grow closer to God.	_____	_____	_____
9. I let God control my words and actions.	_____	_____	_____
10. I ask God's help when I have problems.	_____	_____	_____

I HAVE ANSWERED ALL THE ABOVE QUESTIONS TRUTHFULLY.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# East Texas Christian School

Date Sent/ Requested

\_\_\_\_\_

## CONSENT TO RELEASE SCHOOL RECORDS

Name of Student _____ Date of Birth _____ Grade _____
--

The above named student has enrolled in our school. In order to complete enrollment, we would appreciate your sending us the following information as soon as possible:

\_\_\_\_\_ **A complete transcript of subjects and credits earned  
(Include 1<sup>st</sup> grade through date withdrawn)**

\_\_\_\_\_ **Courses and grades at time of withdrawal**

\_\_\_\_\_ **Health records**

\_\_\_\_\_ **Standardized test scores**

\_\_\_\_\_ **Copy of birth certificate (if available)**

\_\_\_\_\_ **Interpretation of your grading system**

According to the final Regulations Family Education Rights and Privacy Act (Buckley Amendment) dated June 17, 1976, it is no longer necessary to obtain written consent to release records from school to school.

\_\_\_\_\_  
Signature of Parent or guardian

\_\_\_\_\_  
Date

Please return this form to: \_\_\_\_\_ at East Texas Christian School.  
Our fax number 903-619-0349.



# East Texas Christian School

**DATE SENT/MAILED** \_\_\_\_\_

## CONSENT TO REQUEST CONFIDENTIAL INFORMATION

Name of Student _____
Date of Birth _____ Grade _____

We are asking that you authorize the person or agency named below to release/to request specified records containing confidential information regarding the above named student.

\_\_\_\_\_  
 NAME AND POSITION OF SCHOOL STAFF PERSON  
 MAKING REQUEST

\_\_\_\_\_  
 PERSON/AGENCY TO WHOM REQUEST IS MADE

East Texas Christian School  
 NAME OF SCHOOL

\_\_\_\_\_  
 NAME OF PERSON/AGENCY

ADDRESS: **PO Box 8053**  
**Longview, Texas 75607**

ADDRESS: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

RECORDS TO BE RELEASED/RECORDS REQUESTED	PURPOSE OF DISCLOSURE
Special Education File	School Transfer

Please check (✓) the appropriate boxes below. For more information please call:

\_\_\_\_\_ at (903) 757-7891 (903) 619-0349  
 SCHOOL STAFF PERSON TELEPHONE NUMBER FAX NUMBER

YES  NO \*I have been fully informed and understand the school's request for my consent, as described above.

YES  NO \*I understand that my consent is voluntary and may be revoked anytime.

YES  NO \*I understand that I will be notified in writing of each release of educationally related information.

\_\_\_\_\_  
 SIGNATURE OF PARENT OR GUARDIAN

\_\_\_\_\_  
 DATE

# East Texas Christian School



## CONFIDENTIAL REFERENCE FORM - PREVIOUS TEACHER

**STUDENT'S NAME:** \_\_\_\_\_

**APPLYING FOR GRADE:** \_\_\_\_\_

This student is applying to East Texas Christian School. We would appreciate your appraisal of this student, based on your experience with him or her in the previous school year.

**PLEASE RETURN THE COMPLETED FORM DIRECTLY TO EAST TEXAS CHRISTIAN SCHOOL, PO Box 8053, Longview, Texas 75607, AS SOON AS POSSIBLE.**

Thank you for your help.

Please place a mark in the column that best describes the student:

	Excellent	Above Average	Average	Needs Improvement
<b>CHARACTER:</b>				
Respect for Authority	_____	_____	_____	_____
Integrity	_____	_____	_____	_____
Responsibility	_____	_____	_____	_____
Concern for others	_____	_____	_____	_____
General citizenship	_____	_____	_____	_____
<b>ACADEMICS:</b>				
Work Habits	_____	_____	_____	_____
Initiative	_____	_____	_____	_____
Independence	_____	_____	_____	_____
Achievement in relation to ability	_____	_____	_____	_____
<b>PERSONAL QUALITIES:</b>				
Friendliness	_____	_____	_____	_____
Emotional stability	_____	_____	_____	_____
Maturity	_____	_____	_____	_____

**Particular Strengths** \_\_\_\_\_

**Particular Weaknesses (if any)** \_\_\_\_\_

**Any Additional Comments** \_\_\_\_\_

**Name of Teacher** \_\_\_\_\_

**Date** \_\_\_\_\_

**Name of School** \_\_\_\_\_

**Subject taught** \_\_\_\_\_

# East Texas Christian School



## CONFIDENTIAL REFERENCE FORM - PASTOR

PARENT'S NAME: \_\_\_\_\_

STUDENT'S NAME: \_\_\_\_\_

This student is applying to East Texas Christian School. We would appreciate your appraisal of this student and the family, as they relate to your church.

**PLEASE RETURN THE COMPLETED FORM DIRECTLY TO EAST TEXAS CHRISTIAN SCHOOL, PO Box 8053, Longview, Texas 75607, AS SOON AS POSSIBLE. Thank you for your help.**

Please place a mark in the column that best describes the applicant:

	Excellent	Above Average	Average	Needs Improvement
<b>CHARACTER:</b>				
Respect for Authority	_____	_____	_____	_____
Integrity	_____	_____	_____	_____
Responsibility	_____	_____	_____	_____
Concern for others	_____	_____	_____	_____
<b>PERSONAL QUALITIES:</b>				
Friendliness	_____	_____	_____	_____
Emotional stability	_____	_____	_____	_____
Maturity	_____	_____	_____	_____

Please mark what best describes the *family's* involvement in your church:

They attend church...       very regularly       somewhat regularly  
    occasionally       rarely

Your evaluation of the *family's* spiritual maturity:

very mature       average  
 developing       weak

How long have you known this family? \_\_\_\_\_

If you have any additional comments to make concerning the student or the family, please do so below.

\_\_\_\_\_  
\_\_\_\_\_

Your Name (PLEASE PRINT) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Church \_\_\_\_\_