

EAST TEXAS CHRISTIAN SCHOOL 2011-2012



EDUCATION • EXCELLENCE • EMPOWERING
ENCOURAGEMENT • EQUIPPING

PARENT STUDENT HANDBOOK

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www.etcs.cc

“Add to your faith excellence...”
2 Peter 1:5

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GENERAL POLICIES

East Texas Christian School Vision Statement

East Texas Christian School is a discipleship school that trains for excellence.

ETCS seeks to provide a course of study consistent with the Christian faith in order that committed Christian students might be grounded in Biblical truth and wisdom, and prepared to become future Christian leaders in our society.

Core Values

FAITH

We are under the Lordship of Jesus Christ in every area and receive the high calling of taking the gospel to every creature.

INTEGRITY

We always do the right thing regardless of who is watching or how long it takes.

RELATIONSHIPS

We have a servant's attitude; we go to heroic lengths to meet the needs of others.

VISION

We dare to dream as big as God and believe that, with God on our side, we can achieve the impossible.

EXCELLENCE

We demand of ourselves uncompromising quality and strive to be people who exude excellence in everything we do.

Philosophy of Education

A “philosophy” is, to put it simply, an explanation of “why” we have founded this school and established the policies that support it.

East Texas Christian School has been founded to provide two things to today’s young people: (1) A spiritual environment that is supportive of the Christian faith, and (2) an academic environment challenging our young people to be the best they can. We do not believe that God ever intended that there be a division between the church, a Christian home, and the school. This three-fold partnership will provide the next generation with leadership that we believe will truly make a difference in our world.

The philosophy of our school is to pursue academic excellence in an environment that reinforces Biblical principles.

Education for the whole child (body, soul, and spirit) must find its center in the presence of God and must do so without neglecting a strong academic program. For the purpose of the Christian School the presence of God is invited by, and experienced through, a number of ways: exposure to the knowledge of the written Word of God, the application of His Word to life situations, (wisdom), and the use of the

Word to effect change in the earth (power). Additionally, the presence of God must be invited and experienced through prayer, praise and worship.

In addition, the Biblical concepts of self-government, stewardship, and citizenship are imparted in the arena of the child's physical growth and maturation as well. Therefore, through programs such as physical education, athletics, electives, and cheerleading, the whole child is trained and equipped, including the body.

In summary, our "philosophy" of education stems from and addresses a recognition of the needs of the whole child. Academic excellence is pursued in the context of the Lordship of Jesus Christ. Home, teacher, parent, families and the church must have the courage to love children enough to set standards of behavior and train children to follow them.

Kindergarten (K4 & K5)– Objectives

ETCS offers our Kindergarten children academic excellence from the perspective of the love and character of God. With a strong emphasis on learning to read "phonetically" as well as Bible lessons and weekly Chapels, we believe children can gain confidence to learn while in a secure environment.

What Is Taught And When It Is Taught Is Critically Important.

However...

***Who Is Being Taught And Who Is Teaching
Are The Ultimate Considerations.***

ETCS teachers will provide a gentle introduction to structured learning that is both developmentally appropriate and academically foundational.

They will also create learning environments and activities that are fun (!) and children will LOVE coming to school.

The educational "house" your child builds in his life will be built on the foundation of Kindergarten.

***Shouldn't your child's first "school" experience
be like the one we have described?***

First through Fifth Grades – Objectives

If kindergarten is the foundation of a child's education, then first through fifth grade must be considered the "frame" for the individual academic structure to build into a student's life.

From first grade to fifth grade (and throughout the intervening years) the phonetic basis for reading words and sentences begun in kindergarten must give way to writing their own stories and poems in first and, by fifth grade, reading novels - both classic and contemporary. Arithmetic becomes Math, and Social Studies becomes History and Geography. Every year the curriculum becomes broader in spectrum and the challenge of achievement becomes more difficult.

In addition, as students grow, their spiritual needs grow as well. Students will be taught God's word and how to apply its truths to their lives. Further more, an environment with Christian teachers enables the

Biblical principles that are taught to be modeled in front of the students. Sometimes the best Bible lesson is the life and conduct of a loving Christian teacher.

As students move from kindergarten to the elementary grades their needs change and so do their opportunities at East Texas Christian School.

***One value remains the same across the grade levels:
Nothing replaces a professional educator
who knows the difference between passing out worksheets
and
creating a motivating and stimulating learning environment.***

Middle School – Objectives

Every age in life has its challenges. The pre-teen and early teen years of middle school are pivotal ones. In Luke 2:52, the Bible states that Jesus, as a twelve year old boy, grew in four areas: Wisdom, Stature, Favor with God, and Favor with man. It is our goal that, during these impressionable years, students at ETCS will develop academically, physically, spiritually, and socially.

Middle school students have a need to express their talents and abilities beyond the confines of the traditional subject matter classrooms. East Texas Christian School's response to that need is to provide opportunities to participate in athletic competitions, musical productions, musical competitions with other schools, math Olympics, science fairs, ministry opportunities, field trips and more.

One paramount need of middle school students is ...

THE NEED FOR A SAFE AND ORDERLY LEARNING ENVIRONMENT.

East Texas Christian School students will know they are loved and respected by a professional and dedicated middle school teaching staff. They will experience freedom within structure and know the security that comes from consistent, reasonable parameters. They will grow in character and in spirit from weekly chapels, and Bible classes that are relevant and applicable to their daily lives.

Given the pressures, changes, and expectations our teenagers will be facing in this decade and the next century, it is important that students be taught, guided, and encouraged from a Biblical perspective.

High School - Objectives

The overriding characteristics of a Christian education at ETCS will always be balance and focus.

- A focus on academic excellence brought into balance by an environment that fosters spiritual maturity.
- A focus on the responsibilities of young adulthood brought into balance by opportunities outside of the classroom.
- A focus on preparation for success in college brought into balance by preparation for life itself.

- A focus on an increasing knowledge of the word of God brought into balance by opportunities that challenge young people to put their faith into action.
- A focus on winning and achievement brought into balance by integrity and compassion.
- A focus on hard work brought into balance by an environment that provides extracurricular outlets for the God-given energy and joy that can only be found in teenagers.
- A focus on leadership brought into balance by the call to serve others.
- A focus on biblical leadership as a servant.

As we build our high school program, we know that we are building young adults. To do this requires offering many opportunities.

As we seek to provide all these opportunities, we keep in mind one main principle:
provide an excellent teacher.

School-wide Spiritual Goals and Objectives

East Texas Christian School is dedicated to meeting the needs of the whole child: academically, physically, and spiritually. In meeting the spiritual needs of its students, our school will seek the following as its objectives:

1. ETCS, first and foremost, acknowledges the eternal value and spiritual worth of each person and therefore shall present the salvation message to each student.
2. ETCS shall dedicate itself to the spiritual training of its staff to serve as leaders and witnesses of Christ among the students by expanding and focusing programs that provide and enhance this training.
3. ETCS shall conduct annual assessments of the spiritual growth of each 6th -12th student, and shall use such information in the planning and development of its program.
4. ETCS shall provide adequate and daily spiritual instruction and training for each of its students that takes into consideration the developmental level and background of each student in order to provide training for their spiritual lives.
5. ETCS shall develop a chapel program that provides additional spiritual training and provides opportunities for corporate worship by students and staff.
6. ETCS shall encourage students to participate in extracurricular and community outreach programs whereby students shall be able to spread the Gospel of Christ in fulfillment of the Great Commission.
7. ETCS shall be in communication with the families of its students and provide opportunities for their spiritual edification and growth.
8. ETCS shall evaluate our curriculum and teachers to ensure we provide the best quality academics possible.
9. ETCS shall continue to build its physical fitness and athletic programs to encourage the growth of our students physically and use it to train in life's lessons.

Statement of Faith

- **THE SCRIPTURES** - The Bible is the inspired Word of God, through holy men of old who spoke and wrote as they were moved by the Holy Spirit. The New Covenant, as recorded in the New Testament, we accept as our infallible guide in matters pertaining to conduct and doctrine. (2 Tim. 3:16, 1 Thess.2:13, 2 Peter 1:21).

- **THE GOD HEAD** - Our God is one, but manifested in three persons - the Father, The Son, and the Holy Spirit, being co-equal (Phil.2:6). God the Father is greater than all; the sender of the Word (Logos) and the Begetter (John 14:28; John 16:28; John 1:14). The Son is the Word flesh-covered, the One Begotten, and has existed with the Father from the beginning (John 1:1; John 1:18; John 1:14). The Holy Spirit proceeds forth from both the Father and the Son and is eternal (John 15:26).
- **MAN, HIS FALL AND REDEMPTION** - Man is a created being, made in the likeness and image of God. Through Adam's transgression and fall, sin came into the world. "All have sinned and come short of the glory of God." As it is written, "There is none righteous, no, not one." Jesus Christ, the Son of God, was manifested to undo the work of the devil and gave His life and shed His blood to redeem and restore man back to God. Salvation is the gift of God to man, separate from works and the law, and is made operative by grace through faith in Jesus Christ, producing works acceptable to God (Rom. 5:14; Rom. 3:10; Rom. 3:23; 1 John 3:8; Eph. 2:8).
- **ETERNAL LIFE AND THE NEW BIRTH** - Man's first step toward salvation is repentance from sins and faith toward God, resulting in the New Birth. The New Birth is necessary to all men, and when experienced, results in eternal life (1 Cor. 7:10; 1 Jn. 5:12; Jas. 3:3-5).
- **WATER BAPTISM** - Baptism in water is by immersion, is a direct commandment of our Lord, and is for believers only. The ordinance is a symbol of the Christian's identification with Christ in His death, burial and resurrection (Matt 28:19; Rom. 6:4; Col. 2:12; Acts 8:36-39).
- **THE INFILLING OF THE HOLY SPIRIT** - The infilling of the Holy Spirit is a gift from God as promised by the Lord Jesus Christ to all believers in this dispensation. It is given to empower believers in their walk with God and in their witness. It is given to believers who ask, and yield themselves to this infilling. It is many times accompanied with the laying on of hands. (Matt. 3:11; John 14:16, 17; Acts 1:8; Acts 2:38, 39; Acts 19:1-7; Acts 2:4).
- **SANCTIFICATION** - We believe in sanctification (conformity to God's standards) as a definite, yet progressive work of grace, commencing at the time of regeneration and continuing until the consummation of salvation at Christ's return (Heb. 12:14; 1 Thess.5:23; II Peter 3:18; 2 Cor. 3:18; Phil. 3:12-14; 1 Cor. 1:30).
- **DIVINE HEALING** - We believe that divine healing is available for the physical ills of the human body and is wrought by the power of God through the prayer of faith, by the laying on of hands, anointing with oil, and other means. It is provided for in the atonement of Christ, and is available to believers today (Mark 16:18; James 5:14, 15; 1 Peter 2:24; Matt. 8:17; Is. 53:4,5).
- **SPIRITUAL GIFTS** - We believe that, while the early apostles were especially gifted to birth the New Testament church, that all of the spiritual gifts listed in the New Testament are still in operation today, and are intended by God to edify believers, meet people's needs, and further the gospel of Jesus Christ. We believe that God has enabled believers today to pray and worship in what the New Testament refers to as 'other' or 'unknown' tongues, which is, as other forms of prayer, profitable for intercession, worship, and communion. We believe the public exercise of spiritual gifts should be done in an orderly fashion, as defined in scripture. (I Cor. 12:7-11; Mark 16:17-18; I Cor. 11:4-13, 12, 14-16, 27-29, 32, 39-40)
- **RESURRECTION OF THE JUST AND THE RETURN OF OUR LORD** - Those who die "in Christ" will be resurrected to a glorious, eternal state, to be forever with the Lord. Our

Lord Jesus shall return to earth as Sovereign Lord & Ruler. (Acts 1:11; I Cor. 15:22-58; I Thess. 4:16,17)

- **HELL AND ETERNAL RETRIBUTION** - The Bible teaches that those who physically die in their sins without accepting Christ are hopelessly and eternally lost in the Lake of Fire and therefore have no further opportunity of hearing the Gospel or repenting. The Lake of Fire is literal. The terms “eternal” and “everlasting”, used in describing the duration of the punishment of the damned in the Lake of Fire, carry the same thought and meaning of endless existence as used in denoting the duration of joy and ecstasy of saints in the presence of God (Heb. 9:27; Rev. 19:20).

Accreditation and Memberships

East Texas Christian School is accredited with the Southern Association of Colleges and Schools (SACS), International Christian Accrediting Association (ICAA), which are approved and recognized by the Texas Education Agency (TEA). ETCS is also a member of the Oral Roberts University Educational Fellowship (ORUEF), the Association of Christian Schools International (ACSI), the Texas Association of Private and Parochial Schools (TAPPS) for varsity sports, and the Christian School Athletic League (CSAC) for middle school sports.

Faculty and Administration

Our teachers are dedicated Christians called of God. They are professionally and spiritually prepared to provide a quality education for your child. Our teachers are degreed and/or certified.

The faculty and administration desire to work closely with parents to enable each student to achieve his or her highest potential. For this to be accomplished, open communication and support between parents and the school is necessary. Please call us anytime to schedule a conference regarding your child's progress. We will contact you as well whenever the need arises. A teacher conference day has been scheduled during the first grading period each semester for your convenience.

Grievances

1. Respect and support teachers and administration, with your finances, with your words, and with your time.
2. Because you are the #1 influence in your child's life, please follow school policies so that by your example, your child will also follow policies. Please contact the administration directly if you have questions or suggestions about school policies.
3. If you have a problem with a teacher, staff member or parent, please follow these steps:
 - A. Pray about it for 24 hours and then contact the person involved adhering to the principles outlined in Matthew 18:15-17. Because students are not emotionally or spiritually strong enough to handle this kind of information, please do not talk about the issue in front of your children.
 - B. If no resolution is reached, the persons involved should take the matter to the Administrator.
 - C. If there is still no resolution, you should submit the complaint in writing to the School Board President (see Appendix for contact information).

Lockers

Lockers are the property of the school. Students are to keep lockers neat, in good condition, and free from markings. If a locker is damaged, your account will be charged \$125.00.

Lost and Found

Lost and found items will be kept in a central location available for students and parents to go through. On the last Friday of each month, all unclaimed items in lost and found will be donated to Good Will. School books will be returned to the teacher.

Non-Discrimination Policy

ETCS does not discriminate on the basis of race, color, sex, national origin, or ethnicity in the enrollment of students or the consideration of applicants for employment.

Office Procedures

Office hours are from 7:45 a.m. to 4:00 p.m. The school number is (903)757-7891. Messages to teachers are placed in their "mail boxes" and possibly may not be seen until the next day.

Parent- Teacher Fellowship

At PTF meetings, parent will have opportunities to share any suggestions or comments that they may have. We would like all parents to be involved. Please consider volunteering to drive on field trips or help with various other needs that may arise during the year. Your involvement is critical to your child's success.

Parental obligations - General

1. Fill out and return all forms.
2. Keep forms, especially emergency forms, current.
3. Check all medication, both prescription and over-the-counter, in to the office in its original container labeled with the child's name. Inform the teacher what medication the student takes and when.
4. Students may ***not*** be dropped off before 7:30 a.m.
5. If you arrive late for school, check your student in to the office and get a tardy slip.
6. If a student must leave campus during school hours, check him or her out in the office. In addition, check the student back in to the office when he or she returns to campus.
7. Check in to the office if you visit campus. Make an appointment through the office if you wish to visit your child's classroom.
8. Get immunization records up-to-date to be in compliance with the Texas Health Department.

Personal phone calls and Cell phone use

Students are allowed to make personal phone calls from campus only in an emergency. Such calls must be made from the school phone in the office with office permission. The phone in the Outpost is off limits at all times. Except in case of emergencies, the school cannot deliver messages to students from parents or others.

Students are not permitted to have a cell phone at school except for those students who drive their own vehicles to school. If they do so, any cell phone that is brought in the vehicle must be left in the vehicle during school (specified as being from arrival to departure, whether before or after the actual school day begins or ends). Any cell phone found on school premises will be confiscated and turned into the school office. Penalties for violation of this policy are as follows: 1st occurrence- \$25 fine with cell phone picked up by parent after 5 full days have elapsed; 2nd occurrence- \$50 fine with cell phone picked up by parent after 10 full days; 3rd occurrence- \$100 fine with cell phone picked up by the parent from the school office after 1 month. Students may not go to their vehicle at anytime during the school day to use their phone. Violations of this rule will be treated the same as above. Additional infractions could result in suspension

Use of Private Vehicles for School Purposes

All private vehicles used for school purposes must be driven by adults 21 and over only. The car must be current as to insurance and inspections. Each driver must submit a copy of his/her proof of insurance and driver's license. No one may transport over 14 children in a vehicle unless the driver has a CDL and the vehicle meets all state and local regulations.

ACADEMIC POLICIES

Academic Probation

1. Students who fail a course for any grading period will be placed on academic probation for two weeks and may not participate in extracurricular activities. At the end of the two-week probationary period, a student who is passing all subjects is released from academic probation.
2. Students who are placed on academic probation more than twice are subject to expulsion.

Achievement Tests

The Stanford Achievement Test will be given to all students annually. Testing is intended to provide a true assessment of both the student's progress and the school's program of instruction.

ETCS also gives the PLAN test to sophomores and the PSAT tests to high school sophomores and juniors to better prepare them for the SAT and ACT college entrance tests.

In addition, ETCS provides information to high school students about taking both the ACT and the SAT for college admission. However, it is the individual student's responsibility to schedule his/her own testing and locations for both these tests.

Curriculum

We are committed to building a strong phonics foundation. The curriculum used at ETCS has been chosen from various Christian publishers such as A Beka Book Publications, Bob Jones University Press, and Summit Ministries. The Texas History textbooks are not available from Christian publishers, but are being presented in the classroom from a Christian perspective. Furthermore, to aid the vision of academic excellence, many classes use Saxon math.

Students are responsible for damage to or loss of textbooks. The student's name should be written on the inside cover of all books as soon as they are received.

Grading

The grading scale is as follows:

90 - 100	A
80 - 89	B
70 - 79	C
Below 70%	is failing

Kindergarten students will not receive numerical or letter grades, but instead will receive symbols indicating mastery or non-mastery of concepts.

Elementary grades:

Grades for the six weeks grading periods are calculated as follows: 30%- tests and projects; 70%- daily work and quizzes. Final grades for the school year are calculated as follows: all six grades for each six weeks grading period are added and divided by six to arrive at the final grade.

Middle school grades (6th-8th):

Grades for each nine weeks grading period for 6th-8th grades are calculated as follows: 50%- tests and projects; 50%- daily homework and quizzes. Grades for the semester are calculated as follows: 80% of the semester grade is comprised of the average of both nine weeks; 20% of the semester grade is comprised of the semester exam. The final grade for the school year is calculated as follows: the final grades for the first and second semesters each count 50% for the final yearly grade.

High school grades (9th-12th):

The grade for each nine weeks is calculated as follows: 65%- tests and major projects or papers; 35%- daily homework and quizzes. Grades for the semester are calculated as follows: 80% of the semester grade is comprised of the average of both nine weeks; 20% of the semester grade is comprised of the semester exam. The final grade for the school year is calculated as follows: the final grades for the first and second semesters each count 50% for the final yearly grade.

Grading – PE and Sports (See Athletic Policies)

Graduation Requirements

Please see Appendix C.

High School Course Offerings

BIBLE

Bible 9 & 10 - Discipleship and Practical Christian Living

Bible 11 & 12 - Apologetics and Understanding The Times

ENGLISH

English 9 - Fundamentals of Literature; Grammar & Composition; Spelling and Vocabulary III

English 10 - World Literature; Grammar & Composition; Spelling and Vocabulary IV

English 11 - American Literature; Grammar & Composition; Spelling and Vocabulary V

English 12 - British Literature; Grammar & Composition; Vocabulary VI.

MATH

Consumer Math

Algebra I

Geometry

Algebra II

Trigonometry

Calculus

SCIENCE

Biology

Physical Science (IPC)

Chemistry

Physics

SOCIAL STUDIES

Geography

U.S. History

World History

Government

Economics

FOREIGN LANGUAGES

Spanish I

Spanish II

Spanish III

OTHER REQUIRED COURSES

Speech

Computer Literacy

Physical Education

ELECTIVES (offered as instructors are available)

Aide (office or teacher)	Dance Team	Theatre Arts
Art	Drama	TV Media
Choir	Journalism	Yearbook

Homework- General

1. If a student misses a class, it is his or her responsibility to make-up all missed assignments.
2. Failure to turn in homework will result in a zero for that assignment and will serve detention during lunch to complete the assignment. Notification will be sent to the parent.
3. Follow the following procedures for missed assignments/tests:
 - a. For absences of 1-2 days in succession, all makeup work, including tests, must be made up within two days of the student's return to class, inclusive of the day the student returns to school.
 - b. For absences of 3 or more days in succession, all makeup work must be made up within 5 school days, inclusive of the day the student returns to school.
 - c. For extended absences of more than 2 days, it will be necessary for the parents to pick up assignments and have the student complete as much as possible while at home.
 - d. Makeup work, including tests, due the day of an absence are due or must be made up no later than the second day of the student's return to school.
4. No homework is given on Wednesday. Elementary seatwork that can reasonably be completed during class time is not homework and may be given on Wednesday. Additional work completed at home may include the following: reading three times a week, academic meet preparation, occasional special projects, study of spelling words, poetry memorization, and **memory verse reinforcement**.
5. Teachers will drop the lowest daily grade each six/nine weeks, but test grades may not be dropped.
6. It is ETCS policy that, in general, elementary students should be able to complete most of their work during the school day. However, daily seatwork that the student does not complete will go home as homework.

Honors Courses

Honors courses are available in all core academic subjects during 9th-12th grades. A student may take honors with parental permission and teacher approval. To graduate with honors, a student must complete five honors credits in three separate subject areas during the 9th-12th grades. Those on the advanced math track and in Spanish III receive automatic honors credit. To receive honors credit in other courses, a student must complete the honors requirements for that subject.

Honor Rolls

There are three honor rolls: Honors Rolls will be compiled each six or nine weeks, for each semester, and for the year. Students will be placed on the "AB" Honor Roll by making all 80's or above on a report card. Students will be placed on the "A" Honor Roll by making all 90's or above on a report card. Students who make all 95's or above on a report card will be placed on the Distinguished Honor Roll. Semester honor rolls are determined from semester grades. Year end honor roll is determined by end of year grades. In addition, at the end of the year assembly, students are named to the Principal's List if they have made all A's in all subjects on the report cards, and all A's on final exams.

Parent-Teacher Conferences

Teachers will make initial contact with any parent whose child needs help. To set up a conference, you may call or email the teacher and set up a time. A teacher conference day has been scheduled during the first grading period each semester for your convenience.

Progress Reports

Progress reports are sent to the parents the third (and also sixth for secondary) week of each grading period via email (hard copies are sent to those without email). Progress reports may be sent at other times to the parent when a student is failing or in danger of failing.

RenWeb

ETCS provides parental and student access to grades, homework assignments, and records on their students' attendance and discipline through an on-line school administrative software program called RenWeb. Access is made possible by registering your e-mail address with the school so that it can be recorded in the school's database that is maintained by RenWeb. The next step for the parent or student is to download the access feature by logging onto www.renweb.com and submitting their e-mail address along with the district code (ETCS-Longview). RenWeb then provides a password to allow you to log onto the school's database and view only the records and other information pertinent to your child(ren). There is no means available to change or modify any of the information presented and it is secure in a data storage site away from the school. This program also allows parents and students to e-mail their individual teachers concerning school-related matters. The e-mail features available to the school permit ETCS to immediately notify parents of any issues regarding academic progress, attendance, and discipline issues.

Report Cards

Report cards are issued at the end of each grading period. The end of each grading period for elementary and secondary grades is indicated on the school calendar.

Retention Policy- K5

Any decision regarding retention will be contingent upon the combined discretion of the family, teacher, and administration, but the decision of the administration is final.

Retention Policy – 1st- 5th Grades

If a child fails 2 core subjects the decision of retention will be contingent upon the combined discretion of the family, teacher, and administration. The decision of the administration is final.

Retention Policy – 6th-8th Grades

A student who fails two or more core subjects for the year will be retained. The decision to make these subjects up in summer school will be contingent upon the discretion of the Administration.

Retention Policy – 9th-12th Grades

A high school student who fails more subject areas than can be made up in two summer sessions cannot be classified into the next grade level, unless there are extenuating circumstances that are deemed by the administration to be sufficient grounds for re-enrollment. Overall grade average will be considered before re-enrollment is finalized. Summer school classes must be approved by the principal or administrator.

Seatwork- (Elementary only)

Seatwork is work given in class that the average student should be able to complete in class. Any seatwork that is not completed in class becomes homework. On Wednesdays, seatwork that is not completed must be finished and turned in by Friday morning.

Testing

ETCS administration reserves the right to do placement testing whenever we deem necessary. In addition, we will contact a parent when we believe there is a possible learning disability. All students applying from home school or a non-accredited school must take an admissions test.

Valedictorian and Salutatorian Requirements

1. Student must have a grade point average (GPA) of **3.5** or better.
2. Student must have been enrolled in ETCS beginning the first day of their junior year.
3. The graduating senior with the highest GPA is named valedictorian; the graduating senior with the second highest GPA is named salutatorian. This is computed at the end of the 3rd nine weeks during the senior year.
4. In the event of a tie for valedictorian, the two students are named co-valedictorians and no salutatorian is named.
5. In the event of a tie for salutatorian, two students will be named as co-salutatorians.

ADMISSIONS AND WITHDRAWAL POLICIES

Admissions Policy

1. Since we are a discipleship school, secondary students must profess Jesus as Savior and attend church regularly.
2. At least one parent must profess Jesus as Savior and attend church regularly.
3. Parent and students must accept the Statement of Faith.
4. The Enrollment Contract must be completed and all enrollment fees must be paid.
5. The student and parents must complete an interview with the Administrative Board. Admissions tests may be required.
6. Complete school records from all previous schools must be turned in to the office.
7. Student and parent must sign the Honor Code and agree to follow it.

Withdrawal Policy and Procedures

1. The financial contract is a commitment for the entire school year. It may be waived if the family moves outside the school's service area. If moving, a 30-day written notice must be given before withdrawal or an additional month's tuition will be due.
2. Administrator should set up an exit meeting with the parent.
3. Parents should submit a written explanation of withdrawal and provide new contact and address information.
4. All books and sports uniforms must be turned in and all fees brought current.
5. A withdrawal sheet will be circulated for completion to the teachers, coach, lunch manager and business administrator.
6. No records will be released until all fees are paid and books and uniforms returned.

ATHLETIC POLICIES

Athletic Fees

ETCS is a member of Texas Association of Private and Parochial Schools (TAPPS- District 5-2A) at the high school level and the Christian School Athletic League (CSAL) for middle school sports. Athletic Fees vary by sport and should be paid immediately following the 1st week of practice of the sport.

Sports Offerings

ETCS participates in the following sports:

Fall: Middle School Boys' Soccer	Winter: Middle School Girls' and Boys' Basketball
High School Boys' Soccer	High School Girls' and Boy's Basketball
Middle School Girls' Volleyball	Spring: Off-season sports, Track, and Baseball
High School Volleyball	
High School Cross Country	All Year: High School Girls' Cheerleading

*****PLEASE SEE THE ATHLETIC HANDBOOK FOR MORE INFORMATION.*****

ATTENDANCE AND SUPERVISION POLICIES

Absences

Please note the following paragraph as quoted from the Compulsory Attendance Code of the State of Texas:

“In conjunction with the Texas Compulsory Attendance Code, it is required that students be in attendance at least 80 days during a semester in order to receive credit for a class. The administration may give class credit to a student who is in attendance fewer than 80 days a semester because of extenuating circumstances. If the student satisfactorily makes up missed work, the student shall be considered in attendance for purposes of computing compulsory attendance.” Enrollment in a private school does not exempt families from the requirements of The Compulsory Attendance Laws of Texas.”

In other words, parents are required by The Texas compulsory Attendance Law to ensure their child (ren) are in school the full day of instruction (8:00 am-3:25 pm at ETCS) everyday of the school year. Absenteeism unavoidably affects the quality of a students work, interferes with normal instruction procedures in the classroom, and places additional demands on the teacher to provide remedial assistance. It negatively impacts the child who is absent as well as other students in the class.

When a child is absent or tardy from school, the parent or guardian must fill out the absent student form found in the school office or online.

An absence may be excused when there is acceptable cause such as personal illness, death in the family, or family emergency. When a student’s absence for personal illness exceeds three consecutive days, a statement from a physician or health clinic verifying the illness or other condition must be provided. Failure to do so will result in unexcused absences.

An attendance committee made up of teachers, the counselor, the attendance clerk and the administrator has been established to address attendance concerns. It is our desire to address any concerns at the campus level. On-going attendance issues will be referred by the committee to the attendance clerk who will determine if judicial action is appropriate. Judicial action for a Class C misdemeanor offense is considered appropriate if there has been violation of the Compulsory Attendance law. A violation is defined as follows:

If a student has the following unexcused absences:

3 full or partial (tardies/ early pickups) day absences in a four week period,

Or 10 full or partial (tardies/early pickups) day absences in a six month period.

*****PLEASE NOTE- Being late to school or leaving early from school is counted as a partial-day absence, which is a violation of the Compulsory Attendance Law.**

***Only medical notes or approval by the administrator will excuse an absence. These will not count toward the Compulsory Attendance Law.

***Absences accompanied by the Absent Student Form allow the student to complete missed assignments, but the absence **will** count toward the Compulsory Attendance Law.

Absences- Excused

An excused absence allows the student to complete makeup work without penalty. Excused absences are generally given for the following:

- Personal illness
- Death in the family
- Special family trip pre-approved by Administration

Absences- Medically Related

Absences for medical appointments are not counted in the total absences for the student as long as the student either leaves from school before the appointment or returns to school after the appointment. Written verification of the appointment is required either prior to or following the appointment. The student is required to make up any work, including tests, as described in the section below relating to makeup work for excused absences.

Absences - Unexcused

Any reason for an absence not in accord with the absences listed as excused will be considered an unexcused absence and all makeup work submitted, including tests, will receive a zero.

Absences - Re-admit to class

1. Student will bring a signed note explaining the reason for the absence to their teacher (elementary) or to the office (secondary).
2. Secondary students will be issued an Absentee Form.
3. The student must submit the Absentee Form to the teachers in order to receive makeup work.

Absences - Makeup work for excused absences

1. For absences of 1-2 days in succession, all makeup work, including tests, must be made up within two days of the student's return to class, inclusive of the day the student returns to school.
2. For absences of 3 or more days in succession, all makeup work must be made up within 5 school days, inclusive of the day the student returns to school.
3. For extended absences of more than 2 days, it will be necessary for the parents to pick up assignments and have the student complete as much as possible while at home.
4. Makeup work, including tests, due the day of an absence are due or must be made up no later than the second day of the student's return to school.

Absences - Makeup work for unexcused absences

Work missed for an unexcused absence will receive a zero. However, the work must be completed according to the policy for excused absences.

Bell Schedule

The school day begins at 8:00 a.m. and ends at 3:30 p.m. Monday - Friday. Tardy bell rings at 8:05 a.m.

Leaving Campus

1. Once a student arrives on ETCS premises, the student is considered “in school” and any departure from the campus without permission from the Administration shall be considered an unexcused absence.
2. A student with permission to leave campus must sign out in the office; upon return, he or she must sign in at the office. In the event the student does not sign in within a reasonable time, the student must provide a written excuse from the doctor's office or signed by the parent or guardian upon his or her late return.
3. An ill student may leave campus according to the policies outlined in HEALTH AND SAFETY.

Pick-up and Drop-off

All students must enter through the appropriate school entrance. Secondary students enter and leave through the cafeteria entrance. Elementary students enter and leave at the elementary gate entrance.

Supervision - General

ETCS does not provide supervision before 7:30AM or after 4PM. Parents are responsible for accidents or damage caused by their child that may occur during non-school hours. (Please see "Extended Care" policy for charges billed to parent in the event children are not picked up on time after school.)

Supervision – Off Campus

All off campus trips will have a maximum student/adult ratio of no more than 10 to 1. Each off campus activity will have on file (before departure) an itinerary complete with student permission slips. The staff person responsible will have a copy of the Field Trip Permission forms with him or her.

Supervision - Transportation

ETCS or its designated representative will transport all students. Students may provide their own transportation to athletic practices and in-town games. Students may only ride with a licensed student driver if his/her parent has signed the Athletic Transportation Permission Form. Students leaving with ETCS must return with ETCS unless their parents personally assume responsibility for them.

Tardiness

1. The school day is from 8:00 – 3:30. The morning bell rings at 8:00 with the tardy bell at 8:05. Students will be considered tardy if not seated in class when the tardy bell rings.
2. For secondary students, three tardies will result in one detention. (See Discipline Policies and Procedures for more information.)
3. Tardies accrued during the school day (for secondary only) will be handled in the following manner: 3 tardies will result in a detention and a fee of \$5.00. Each additional tardy will result in an additional fee of \$5.00 more per tardy up to a maximum of \$25.00.

DISCIPLINE POLICIES

Disciplinary Procedures – Overview

East Texas Christian School recognizes that discipline is an important part of character training; therefore, the school follows a *progressive discipline policy* that promotes a secure, well-ordered class and school environment.

At ETCS, behavioral problems are generally dealt with first by the teacher using a variety of in-class methods, such as revoking recess or talking privately with the student; second by notifying parents; third, by writing a referral and sending the student to the office; and fourth, by suspension or expulsion. *Some behavioral offenses, such as open rebellion to authority or skipping school, are subject to immediate referral to the office, where the student may be immediately suspended or expelled. Please see “Suspension” and “Expulsion” for more information.*

The following rules will be posted in all classrooms:

1. Obey those in authority the first time. *Hebrews 13:17*
2. Follow instructions the first time they are given. *Proverbs 8:33*
3. Maintain self-control. *Galatians 5:22-23*
4. Come to class prepared to learn. *Ephesians 2:10*
5. Respect the rights, feelings and property of others. *Psalms 74:20*

The following procedures outline more completely how discipline is administered at ETCS. NOTE: While *most* behaviors are dealt with following these procedures, some behaviors require immediate referral to the office, such as open rebellion to authority.

Teacher authority – The teacher follows ETCS policy and classroom rules and explains and teaches those rules to the class. A student who disobeys or disrupts is issued a warning using a variety of methods such as talking with the child privately; rebuking the class for general behavior; writing the child’s name on the board; or calling the parents. Elementary students vary in age, temperament and maturity, and ETCS recognizes this. However, in all elementary classes, the method of discipline shall be based on the “three strikes and you’re out” concept. That is, a student who disobeys or disrupts a third or subsequent time may be sent to the office.

Parental responsibility – The teacher will send home complete information about his/her method of in-class discipline; however, it shall further be the parent’s responsibility to be sure he/she fully understands the method of discipline.

Disciplinary Procedures – Elementary (K4-5th)

Step 1: Verbal Warning: A verbal warning with a clear reminder of the class rule is issued. ETCS rules should be posted in the room clearly visible to students at all times. First week of school be sure to review them with the students so they understand meaning and consequences of each rule.

Step 2: Verbal Warning: Teacher visits with student privately, contacts parent via email, and follows through with classroom discipline procedures.

Step 2: Conduct Slip. A conduct slip is given to the student in violation of one of the five given rules. Conduct slips are to reflect deliberate disobedience.

FOR TEACHERS ONLY- *Remember to have a balance within your classroom. Don’t be too legalistic or too relaxed. An effective classroom will maintain balance. Before administering a conduct slip, determine if the student has acted childishly irresponsible or with deliberate disobedience.*

1. Fill out the conduct slip with students name, grade, teacher, date, and check the appropriate box that identifies the student's misbehavior. Comment on each slip.
2. Record violation on student behavioral chart in red folder and attach white copy of conduct slip for parents to have for personal files. Remember to record positive behavior as well.
3. Take yellow conduct slip to Principal's box to be posted in RenWeb with the parent notified by email.
4. File pink copy of conduct slip in the student portfolio on classroom.

Conduct slips will be reflected on report cards.

<u>Six-Week Grade</u>	<u>Number of Conduct Slips</u>
E	0 in a week or 0 in six-weeks
S	1 to 2 in a week or 1 to 5 in six-weeks
N	3 in a week or 4 to 6 in six-weeks
U	6 in two weeks or 7 or more in six weeks

Step 3: Report to Office.

1. The teacher will notify the office if a student receives three conduct slips in one week.
2. After conferring with the student, the principal will call the parents to notify them of the child's behavior and confer to determine any consequences to be carried out. A parent conference may be required, depending on the type and level of misbehavior.
3. If the discipline administered to the student requires them to miss any class time, the student will be responsible for collecting all missed work and completing it.
4. Further action may result, depending on the severity of the violation.

At any given time a student may be sent to the office for direct disobedience or disrespect to authority. No warning has to be administered in this given situation.

Step 4: Referrals - ETCS considers a referral to be a very serious offense. A referral is a form completed by the teacher/staff and sent to the office. It includes complete information about a behavioral offense. The process for handling a referral is as follows:

- A referral is written and the teacher notifies the office by intercom.
- Appropriate discipline and/or punishment is administered.
- Corporal punishment may or may not be used. If parental permission is on file, the office will first attempt to notify that parent that corporal punishment will be used so that parents may come to the office to administer punishment, if they so choose; otherwise, one to three swats are given by the principal.
- Parents are notified and a copy of the referral is sent home. If corporal punishment was used, the written notification includes the number of swats issued and the reason for the swats.
- Referral is filed in the student's permanent file.
- The elementary student is walked back to class by an adult.
- The teacher is sent a copy of the completed referral.

Step 5: Multiple Referrals. A student who accumulates multiple referrals in his or her file for either the same or unrelated offenses faces the following:

- Three referrals – Parents attend an Administrative Conference involving student, parents, administrator and teacher or teachers.
- Four referrals – A one-day suspension is issued.
- Five referrals – A three-day suspension is issued.
- Six or more referrals – Possible expulsion by the School Board.

Step 6: Suspensions. (See Page 23)

Step 7: Expulsions. (See Page 23)

Disciplinary Procedures – Secondary

NOTE: While *most* behaviors are dealt with following these procedures, some behaviors require immediate referral to the office, such as open rebellion to authority.

Step 1: First Offense – The teacher issues a verbal warning or talks privately with the student. Depending on the severity of the problem, parents may or may not be notified.

Step 2: Second Offense – The teacher will visit with the student, notify the parent by phone or email, and email the administration of the offense for documentation reasons.

Step 3: Third Offense – Detention/Referral. The teacher issues a detention to the student for repeated violations to the ETCS classroom expectations. A detention may or may not accompany a referral. Detention is defined as a force time away from classmates. A student who does not report to detention and who does not have an excused absence is considered skipping and will receive a one-day suspension. Parents are notified each time a detention is issued. A \$5.00 fee is assessed for each detention. A student will receive an immediate detention for not having a homework assignment.

NOTE: Three detention assignments equal one referral.

Grades for Conduct: Conduct grades on report cards are indicators to both the student and the parents of the student's attitudes and behaviors. Adherence to the core values of ETCS, respect of authority, proper manners, Christian relationships, willingness to do work, attitudes toward other students and staff, and following school policies are some of the criteria for the assignment of the conduct grade. It is so important that an N or U will bench an athlete or cheerleader and cause any student to become temporarily inactive in extracurricular activities.

Conduct grades mean:

E- Exemplary- The student consistently exhibits honorable character, such as honor, humility, obedience, diligence, stewardship, kindness, self-control, orderliness, integrity, and encouragement to others.

S- Satisfactory- The student generally exhibits honorable character, such as those listed above.

C- Caution- The student sometimes displays inappropriate behavior, which may include disrespect, disobedience, irresponsibility, poor stewardship of time and property, pride, poor social interactions, lack of self-control, dishonesty, foolishness, or complaining.

N- Needs Improvement- The student frequently requires more than normal discipline and does not follow directions well. The student also exhibits characteristics described in C above.

U- Unsatisfactory- The student requires constant discipline and is often a disturbing influence in class. The student also exhibits characteristics described in C above.

Multiple classes with more than one N or U rating may be used by the school's administration as a basis for disciplinary probation or, in extreme cases, expulsion or denial of the right to re-enroll in a subsequent school year.

Referral. ETCS considers a referral to be a very serious offense. A referral is a form completed by the teacher/staff and sent to the office. It includes complete information about a behavioral offense. The process for handling a referral is as follows:

- A referral is written and the student is sent to the office. The teacher notifies the office by intercom that the student is being sent.
- Appropriate discipline and/or punishment is administered.
- Corporal punishment may or may not be used for middle school students. If parental permission is on file, the office will first attempt to notify that parent that corporal punishment

will be used so that parents may come to the office to administer punishment, if they so choose; otherwise, one to three swats are given by the principal or assistant principal.

- Parents are notified and a copy of the referral is sent home. If corporal punishment was used, the written notification includes the number of swats issued and the reason for the swats.
- A record of the referral is entered in the student's discipline file on RenWeb.
- The secondary student remains in the office until the beginning of the next period.
- The teacher and the parents/guardians are sent a copy of the completed referral.
- A student who accumulates multiple referrals in his or her file for either the same or unrelated offenses faces the following:
 - o Two referrals – Parents attend an Administrative Conference involving student, parents, administrator and teacher or teachers.
 - o Three referrals – A one-day suspension is issued.
 - o Four referrals – A two-day suspension is issued.
 - o Five or more referrals – three-day suspension and/or possible expulsion by the School Board.

Reasons to receive a referral may include but not limited to the following:

- Disrespectful behavior
- Disobedience to any adult
- Bullying
- Displaying inappropriate affection
- Telling lies
- Inappropriate language

Step 4: Suspension. A suspension is defined as exile from the school premises and activities for a period of time, not less than one day. Along with Biblical counseling, the Administration will issue immediate suspension for the following:

- Three referrals – one-day suspension.
- Four referrals – three-day suspension.
- Cheating
- Skipping class
- Defacing property
- Fighting
- Stealing
- Blatant disrespect or disobedience
- Open rebellion to authority
- Continued violation of any school policy or rule

Note: The student will receive a zero on all daily work due the day of a suspension, but not including tests. All worked assigned on the day of a suspension is subject to regular grading policies.

Step 5: Expulsion. An expulsion may be either Level 1, defined as exile from school premises and activities, with the possibility of returning some day or Level 2, defined as exile from school premises and activities, with no possibility of returning some day.

Expulsion may be given for the following:

- Selling, delivering, possession or using a firearm.
- Selling, delivering, possession or using a weapon of any nature with the intent to harm others.
- Selling, delivering, possession or using a knife of any kind on campus or at a school function.

- Selling, delivering, possession or using alcohol or drugs.
- Selling, delivering, possession or using tobacco, lighter or matches.
- Cursing or obscene gestures toward adults or students.
- Physical violence threatened or made against adults or students.
- Continued violation of any school policy.

NOTE: The Administration reserves the right to use corporal punishment, detentions, or suspensions in all of the above cases.

General rules – All students

1. Maintain an attitude of respect for all staff members and adults whenever the student may encounter them, such as using “ma’am” and “sir” and addressing adults by last names with title (Example: Mrs. Smith). Students who do not maintain such respect either on or off campus are subject to the disciplinary policies of the school.
2. A student’s lifestyle outside the school must reflect the Christian lifestyle as indicated in the Honor Code.
3. All food and drink is to remain in the lunchroom.
4. After the school day begins, no student is permitted in the lunchroom except during the lunch period.
5. Refrain from running, bouncing balls, making excessive noise, or general horsing on campus or at off-campus school events.
6. Do not bring toys or electronic devices to school except by teacher permission for the purpose of an academic exercise.
7. On any school trips, use of electronic equipment such as Ipods, MP3 players, and cell phones is prohibited except at the discretion of the Administration. Only Christian music and videos are permissible, and then, only in a group setting.
8. A student may absolutely never leave the classroom or campus without permission from an office staff member.
9. Students must receive permission from a duty teacher to leave the duty area before school, after school, at lunch, and at other times when a duty teacher is in charge. The duty teacher must issue a hall pass for any student who leaves the area.
10. Gum is not permitted on campus.

Boy/Girl Relationships

Taking into account that God made male and female, it is our intention to foster wholesome and Godly boy/girl relationships at ETCS. It is also our purpose to maintain the highest standard of behavior between boys and girls in order to insure a strong Christian testimony both toward believers and unbelievers. (I Thessalonians 4:3-4)

Therefore, the following guidelines will be enforced:

- No Public Display of Affection.
- No kissing at any time or in any place associated with an activity of ETCS.
- No holding hands or arms around another during school or at school activities.

The secondary years are years of maturing. They are good years to expand personal relationships, particularly with members of the opposite gender. The above guidelines should take pressure off of students and leave them free to get to know others as real friends. The Bible says to obey those who are in authority; therefore, there is no question that while at school, kissing, embracing, or holding hands is inappropriate. Therefore, plan on avoiding situations that may cause you to be tempted to disregard one of these rules. With God’s enablement and a cooperative attitude on your part, these could be some of the most blessed years of your life.

General Rules – Lunchroom

1. Elementary students may not use the microwave.
2. No food or drinks allowed outside the cafeteria.
3. Students must remain with the duty teacher at all times, or have permission from the duty teacher to leave the area. The duty teacher must issue a hall pass for any student who leaves the area.

General Rules – Playground

1. One child at a time on each piece of equipment.
2. No chairs on playground.
3. No throwing sand or rocks.
4. No jumping out of swings.
5. No playing in the sand.
6. No climbing the swing poles.
7. No food on playground.
8. No secondary students are allowed on the elementary playground or on the equipment.

DRESS CODE POLICIES

Purpose

The ETCS administration believes that parents have a responsibility to send their children to school neatly groomed in proper uniform. Many studies and statistics have proven time and again that uniforms promote learning and greatly reduce discipline problems. The administration will take corrective action with students who do not follow this policy. Those who consistently violate the dress code policy will be subject to appropriate disciplinary action. Parents will be called to bring clothing if students are not in proper uniform. If the student's dress is inappropriate to be in class, the student may be requested to go home to change clothes. The parent will be responsible to provide the needed transportation if the student does not drive themselves to school.

Dress Code

1. **All uniform items described in this dress code must be purchased from the school-approved vendors that are listed on the most recently published ETCS uniform policy.**
2. All students must wear shirts, tucked in, with a standard 1-2" brown or black belt, braided, or plain solid. No decorative buckles or other decoration is allowed on the belt. Students may only wear white or gray t-shirts underneath polo shirt.
3. Students may not roll cuffs of shirts. Pants may have one small cuff to avoid dragging.
4. Secondary students – Jeans must be blue, without decoration, standard, straight-legged, and loose fitting with back pockets. They may not be torn, frayed, or baggy.
5. Students not in compliance with the dress code will receive the following:
 - Elementary: Student is sent to the office with a conduct slip, parent is notified to bring proper uniform or purchase items from ETCS, and student loses recess time. Repeated uniform violations will result in a referral and a one-day suspension.
 - Secondary: Student is sent to the office, parent is notified to bring proper uniform or purchase items from ETCS, the student will receive a detention that will be served that day during Outpost/lunch time. Repeated uniform violations will result in a referral and one-day suspension. (Students may be asked to remain in office if clothing is inappropriate to return to class.)
6. Dress uniforms are to be worn on all field trips and on chapel days.
 - Dress uniforms for elementary boys are maroon shirts with logo, navy pants or walking shorts, and uniform belt; for elementary girls, plaid jumper with white blouse and white or black shorts underneath. No tennis shoes with jumpers. Elementary girls may wear maroon logo shirt, navy pants or shorts and belt for field trips when this uniform is more appropriate for the activity, with teacher or administrator permission.
 - Dress and field trip uniforms for secondary students require the maroon polo shirt with logo and jeans; girls may also wear denim skirts.
7. Optional uniform items include the following:
 - polo shirts in navy, hunter green, red or maroon.
 - pants or walking shorts in navy or khaki (elementary only).
 - ETCS sweatshirts or T-shirts purchased through the school.
 - pleated skorts in navy or khaki or pleated skorts with buttons (K4-5th only).
 - Secondary: denim skirts that are loose-fitting, purchased from the provider of your choice, provided they are mid-calf length or longer, do not split except in the back and then not above the knee. Any skirt that has belt loops must be worn with a uniform belt.

8. Coats and sweaters that open (button or zipper) all the way down the front may be worn but pullovers may not be worn.
9. Accessory items, including purses and jewelry, that are not distracting or distasteful, are allowed.
10. No body piercing or tattoos. Boys are not allowed to wear earrings or chains. Girls may **not** wear more than two earrings per ear.
11. Hats and caps are not allowed.
12. Hair must not be excessively or strangely colored, worn in spikes greater than one-inch long, or shaved. Boys may not wear tails, dread-locks or hair below the collar, below the top of the ear or below the eyebrows. Sideburns may not be longer than the ear lobe, and boys must not have facial hair. No inappropriate haircuts or styles are allowed. (fauxhawks/Mohawks)
13. Elementary students must wear shoes with socks. Secondary students may wear shoes with socks, or sandals, but no flip-flops or beach-type sandals. When jumpers are worn, student may not wear athletic or tennis shoes, sneakers, or boots.
14. No cosmetics for elementary students. Middle school girls may wear minimal makeup. Applying makeup during class is considered a disruption.
15. All uniform items must be maintained in good, neat condition.
16. Apparel that is inappropriate or immodest is not allowed. Tight jeans, shirts, etc. Parent will be notified immediately to bring appropriate items and student will receive a detention.

Dress Code – Non-uniform Days

Non-uniform days are scheduled for most Fridays. Students must have a current, non-uniform ticket in order to participate.

1. Student dress on non-uniform days must be neat, and clothes must be free of fraying, holes, wrinkles, etc.
2. Shirts and/or dresses must not be form-fitting, must not be cut more than three inches below the collarbone, must not have spaghetti straps or be strapless, must be buttoned, and may be sleeveless, but straps must be at least three-fingers wide. They must not be imprinted with obscenities, abusive language, or advertisements. Skirts and dresses may be no more than 4 inches above the knee when kneeling.
3. Pants must not be tight. They must be free of fraying and holes. Bike pants, stretch pants, and leggings are not allowed nor are PE, workout, or athletic wear or sweat pants.
4. Apparel designed as underwear may not be worn as an outer garment.
5. Apparel that designates a particular race or power that would constitute a reasonable forecast of disruption is not allowed.
6. Apparel that is inappropriate or immodest is not allowed.
7. Students who violate any of these rules will be sent to the office. Parents will be notified to bring appropriate clothing or the student must go home.

Dress Code – Physical Education and Athletic Practice Uniforms

1. Elementary – On P.E. days students must wear pants or shorts and tennis shoes.
2. Secondary – Students must wear the official P.E. uniform which include: t-shirt, shorts or sweat pants and sweatshirt which is purchased through the school office, along with tennis shoes. **NO ALTERATIONS MAY BE MADE TO THE UNIFORM, SUCH AS TEARING OFF OF SLEEVES.** As the weather changes, students will be outside during PE and athletics.

Non-uniform Day Tickets

Non-uniform day tickets are given to reward students for academic achievement or exceptionally good and servant-hearted behavior and may be used on Fridays.

We at ETCS desire for our students to strive for excellence in all they do, including their dress. We believe that students who dress for success will perform at a higher standard. God's standard! This teaches them to respect themselves, their authority, but most importantly God himself. We look forward in partnering with you in strengthening your child in every area of his/her life.

East Texas Christian School

UNIFORM POLICY 2011-2012

(Uniforms must be purchased at Lollipops & Lace, Academy, Bealls or Hopscotch)

ELEMENTARY- Grades K4-5th

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.
- Tennis shoes and boots are not to be worn with jumpers.

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 and 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 6th-12th

REQUIRED:

- Jeans that meet the uniform code. (Not too tight, no decorative pockets, free of holes, frays, and not excessive length)
- 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, do not split except in the back and then not above the knee).
- Jeans walking shorts (no more than 4" above the knee).
- ETCS sweatshirts and t-shirt ordered through the school.
- Navy or khaki pants or shorts

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, 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

FINANCIAL POLICIES

Delinquent Accounts

From time to time emergencies arise and accounts become delinquent. The following “calendar” represents ETCS School Board Policy concerning delinquent accounts:

- Tuition is due on the first of each month and is late after the 7th.
- Statements are mailed after the 7th and reflect a \$25.00 late fee.
- Reminder calls are made between the 15th and the end of the month.
- Past due letters are mailed between the 20th and the first of the subsequent month requesting payment before the 1st.
- A past due report is prepared for the Financial Council’s monthly meeting.
- Students are subject to dismissal if the account is over 30 days past due. A letter of advisement is sent.

We want to work with every family to help overcome any temporary problems. If you are having difficulty or you foresee a problem, please contact us in advance, so we can develop an appropriate payment schedule.

Extended Care Policy

1. Elementary students not picked up by 3:45PM are signed into Extended Care and billed accordingly.
2. Secondary students not picked up by 4PM are signed into Extended Care and billed accordingly.

Fees

- Registration fee is due at time of enrollment (or re-enrollment).
- Resource fee is due June 1st and is considered late after June 7th.
- Student fee is due October 1st and is considered late after October 7th.
- Lunch fees are due by the 25th day of each month along with the RenWeb lunch order to ensure that your child has a lunch.

Refund Policy

No fees or tuition will be refunded.

Tuition Payments

Tuition is due on the first of each month, beginning August 1st (July 1st for 11-month accounts) and ending May 1st. A \$25.00 late fee will be assessed on all accounts not paid by the end of the day on the 7th, regardless of the day of the week the 7th falls on.

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, binding from the registration date until the end of the applicable school year. All tuition fees will be paid as usual regardless of child's attendance with respect to illness, vacation, school holidays or withdrawal. Registration is a commitment to fees and tuition for the entire school year.
2. Registration fee is \$125.00 due upon registration until June 1st. After June 1st, 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 if paid by June 1st. The fee will be \$175.00 after June 1st. **All books and workbooks remain the property of ETCS. Resource use fee is non-refundable.** Non-payment by that date can result in loss of student's assigned spot. The student fee is \$100.00 for each elementary student and \$140.00 for each secondary student. It is due and payable by October 1st. It is non-refundable.
4. Tuition is due on the first of each month beginning July 1st (11month option) or August 1st (10 month option) and ending May 1st. A **\$25.00 late fee** will be assessed on all accounts not paid by the end of the school day on the 7th, regardless of the day of the week the 7th falls. Tuition payments are non-refundable.
5. An administration fee of \$100.00 for the third, fourth or above children will be due by July 1st. Non-payment of the administration fee by July 1st can forfeit the student's assigned spot. **Administration fee is non-refundable.**
6. There will be a \$25.00 service charge on insufficient checks.
7. Any student with an account over 30 days past due is subject to be dismissed from school.
8. Provision of the financial contract will be terminated only if the family moves outside the school's service area. All other provisions of the contract remain in effect including payments due of any unpaid fees, charges, and tuition. **A 30-day written notice must be given before withdrawal or an additional month's tuition will be due.**
9. 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.
10. Students who have past due balances will not have their spot held for the upcoming year until balance is paid.
11. **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.**
12. 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

HEALTH AND SAFETY POLICIES

Communicable Diseases

Parents of students with a communicable illness must call the school so that other students who have been exposed can be alerted.

Fire and Tornado Drills; Code Orange and Code Red

Fire and Tornado Drills: Periodic drills will be conducted according to state law and school policy. Students will follow teacher instructions and the plan posted in each classroom.

Code Orange and Code Red: ETCS has a crisis management plan for dealing with unauthorized visitors on campus (Code Orange) and emergencies of a crisis nature (Code Red).

Illness

Children who have virus type vomiting or fever must remain at home. If the child develops a fever of 100 degrees or seems ill while at school, the parent or alternative caregiver will be notified to pick up the child. Parents must have alternative caregivers in these instances if the parent is unable to pick up the child. In the case of students who drive, parents will be notified that the sick child is being sent home.

Children who exhibit the following signs should not be admitted to class but should be sent to the office: consistent coughing and sneezing that is not allergy related; runny nose and eyes with dark yellow or green color; irritated or pink eye that is runny; fever; vomiting or diarrhea, unless the diarrhea is caused by something the child ate;

Children with the following illnesses can be re-admitted to school under the following conditions: Chicken Pox – until no pox appear or all pox are crusted; Mumps – until swelling has completely disappeared; Scarlet Fever – after 48 hours on medication and normal temperature.

Medication

All medication, both prescription and over-the-counter, must be in its original container, plainly labeled with the student's name, and stored in the office. In addition, the parent or guardian must sign a form indicating when, how much and what medication is to be given.

School Closures

1. When closing school due to winter weather, closure will be announced radio station KVNE 89.5, television stations Channel 7 and Channel 56 no later than 7AM. If either Longview or Kilgore ISD closes, we will close.
2. When closing school during the school day, elementary students will be kept in the classroom until parents can be notified. Secondary students will gather in the cafeteria and be allowed to leave as parents pick them up, or be allowed to sign out if the student drives.

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 will 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 received and read the Parent/Student Handbook. I agree to follow the guidelines as set forth in the handbook. I will comply with the discipline policy 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 received and 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 on Page 12 of the Student Handbook.

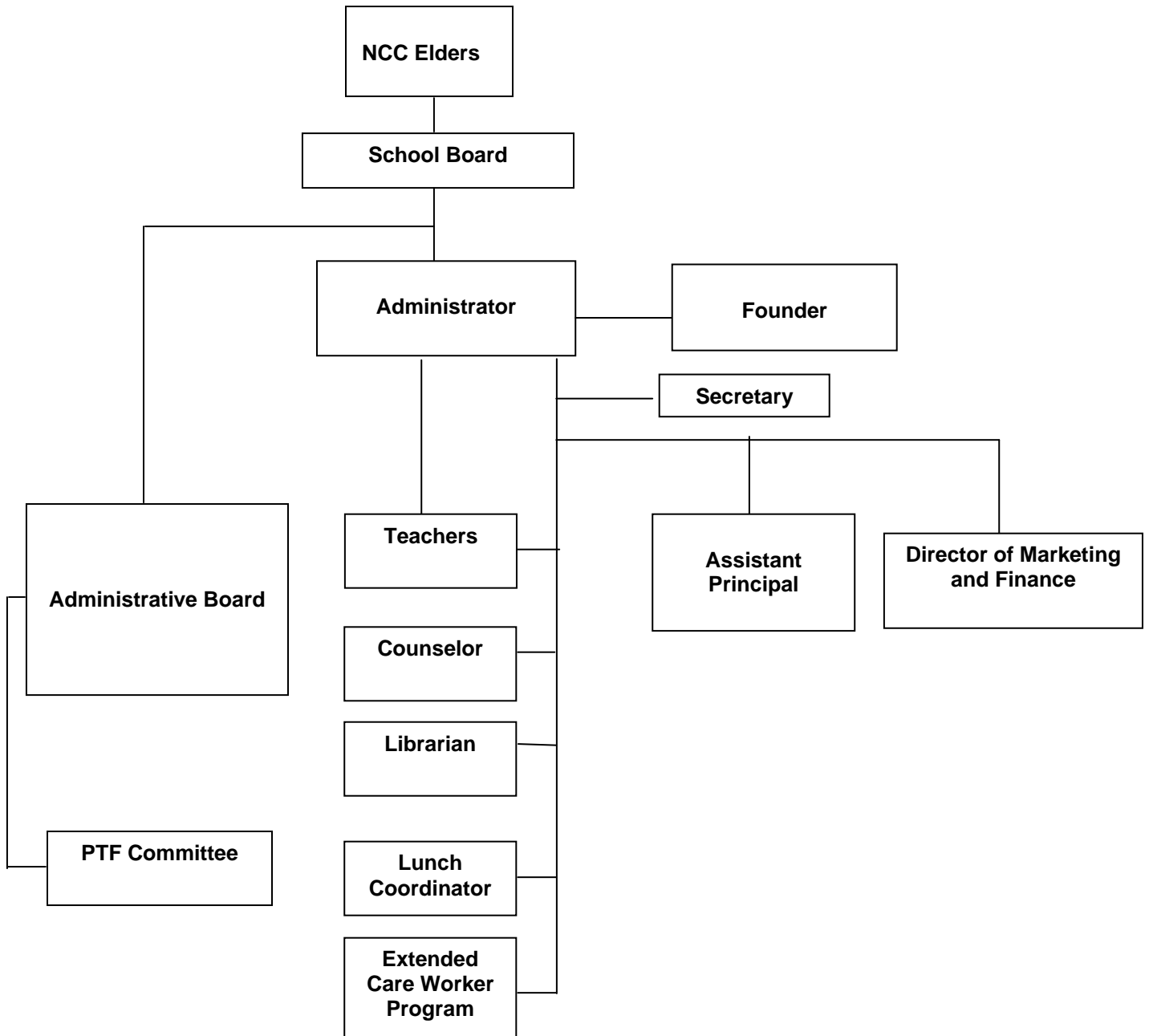
Parent Signature

Date

APPENDIX A – Campus Map

APPENDIX B

EAST TEXAS CHRISTIAN SCHOOL ORGANIZATION CHART



APPENDIX C – Graduation Requirements

East Texas Christian High School Graduation Requirements Senior Classes of 2005 and Thereafter

Discipline	ETCS Required High School Program	ETCS Recommended College Prep Program
English/Language Arts	4	4
Mathematics*	4 (1 each year at ETCS)	4 (1 each year at ETCS)*
Science**	4	4
Social Studies***	4	4
Local Credit (Bible)	4 (1 each year at ETCS)	4 (1 each year at ETCS)
P.E./Equivalent****	1	1
Speech	.5	.5
Languages other than English	2 of the same language	3 of the same language (ETCS only offers two)
Add. components/Electives (*1 fine art required)	6.5	5.5
<u>TOTAL CREDITS</u>	<u>30</u>	<u>30</u>

The ETCS Recommended College Prep Program includes the Advance Math Track and Spanish III.

The State of Texas Minimum Graduation Plan (aside from the 4 Bible credits required by ETCS) is 22 credits.

* Required credits must consist of at least Algebra I & II and Geometry. The advanced math track is recommended for college prep.

** The three required credits are Integrated Physics & Chemistry (IPC) or Physical Science, Biology, Chemistry, and Physics.

***World History (1), World Geography (1), U.S. History (1) U.S. Government (1/2) Economics (1/2)

****Cheerleading, athletics, or teacher's aide may satisfy credits.

To qualify for graduation with Honors, students must complete the requirements of graduation and receive a "B" grade or better in 5 (five) Honors and/or Advanced classes from a minimum of 3 (three) different subject areas. Overall GPA must be at least 3.5. All Honors consideration subject to review and approval by the administration board.

Suggested Course Schedule

9th Grade	10th Grade
English I _____	English II _____
Algebra I or Geometry (AMT) _____	Geometry or Alg. II (AMT) _____
Physical Science _____	Biology _____
Geography _____	World History _____
Bible _____	Bible _____
PE/ Equivalent _____	Foreign Language _____ <u>Spanish I</u> _____
Tech Applications _____	PE./Equivalent _____
Add. Component/Elective _____	Add. Component/Elective _____
Total Credits 7.5	Total Credits 7.5
11th Grade	12th Grade
English III _____	English IV _____
Algebra II or Trig. (AMT) _____	Trig. or Calculus (AMT) _____
Chemistry _____	Government/Economics _____
U.S. History _____	Physics _____
Bible _____	Bible _____
Foreign Language _____ <u>Spanish II</u> _____	Speech _____
PE./Equivalent _____	PE./Equivalent _____
Add. Component/Elective _____	Add. Component/Elective _____
Total Credits 7.5	Total Credits 8.0

APPENDIX D – Miscellaneous Graduation Policies

- College and summer school classes- These are admissible only when ETCS cannot offer that particular course to the student the year he/she is required to take it. Regular credit will be awarded after written documentation of passing grade is received from the institution.
- Transfer of credits- Credits from accredited schools will be equitable to TECS policy. The administrative staff will evaluate whether to recognize credits from non-accredited schools and homeschoolers.
- Honors- To graduate with honors, one must accumulate a minimum of five (5) honors credits in at least three (3) different subjects during 9th-12th grades. Advanced Math Track* courses are considered honors courses.
- Homeschoolers- Credits will be given if the parent can provide past lesson plans, tests and report cards. The student will be tested in Math and English. Homeschoolers without records will be tested in every subject, and the administration reserves the option for outside testing.

* Advanced Math Track- Student enrolls in Algebra I in 8th grade, Geometry in the 9th grade, Algebra II in the 10th grade and Pre-Cal or Trigonometry in the 11th grade and Calculus in the 12th grade.

P.E./ ATHLETICS OR EQUIVALENT

- One-half credit per year maximum is awarded for P.E./Athletics at ETCS.
- Transfers- If P.E. was taken everyday, all school year, then one full credit may be awarded.
- Homeschoolers- P.E. credit may be given (one or one-half) if student has documentation from institution with days and numbers of hours weekly that student was involved in the class. Credit will be given only equal with ETCS.

There are no free periods- Students must be in P.E./Athletics or in an elective or must be a teacher's aide. If a junior or senior finishes early for the day, the student must leave the school campus, or serve as a teacher aide, library aide, or office aide.

APPENDIX E – School Board

President Jeff Anderson

Vice President Travis Stanley

Secretary Mark Williams

Members Diana Warnock

Ex-officio Members Chandra Watson, ETCS Administrator

Carolyn Williams, Director of Marketing and Finance

Chuck Warnock, NCC Pastor