

IMMANUEL CHRISTIAN SCHOOL



PARENT/STUDENT HANDBOOK

Immanuel Christian School

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Leadership Team

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Linda Johnson –Principal

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Michelle Campos – Assistant Principal

Bobby Rubi – Athletic Director

Lori Cooper – Daycare Director

Martha Saenz – Administrative Assistant

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INTRODUCTION

Welcome to the Immanuel Christian School (ICS) family! It is our goal to partner with each family in teaching our children and youth the importance of having a relationship with Jesus Christ. This relationship, along with a strong academic skill set and discipline, will better prepare our young people to more clearly understand the life-path Christ is setting before them. By reading, understanding, and following the guidelines set forth in this handbook, we will be able to affect ICS students in promoting the Kingdom.

THE FOUNDATION OF IMMANUEL CHRISTIAN SCHOOL

Background

Year established: 1969

First graduating class: 2002

School colors: Royal Blue, Gold, Dark Gray

Mascot: Christian Warrior. It is important to face the world prepared. Ephesians 6:11 tells us to "Put on the full armor of God, so that you can take your stand against the devil's schemes."

Accreditation: Association of Christian Schools International (ACSI)

Mission Statement

ICS will provide students with a rigorous academic foundation anchored on the truth of God's Word so that they will impact the world with a positive Christian worldview.

Vision Statement

The ICS student will stand for what is right, strive for excellence in all they do, and serve their community with the compassion of Christ.

Core Values

C.H.R.I.S.T

- Communication (I use the Matthew 18 principle to guide my interactions.)
- Honesty (I am careful to maintain integrity in all I say and do.)
- Respect (I treat everyone as I want to be treated and reserve judgment.)
- Innovation (I seek new ways to be more effective in using my gifts.)
- Stewardship (I wisely manage all that God has entrusted me with.)
- Teamwork (I understand how my contributions help our team succeed.)

Expected Student Outcomes

- a. Academic
 - 1) Students who are well prepared in all academic disciplines

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- 2) Students who are skilled in communication (writing, speaking, listening) and thinking
 - 3) Students who are proficient in mathematics and science
 - 4) Students who have a knowledge and understanding of people, events and movements in history, and the cultures of other people and places
 - 5) Students who have a critical appreciation of languages and cultures of other people
 - 6) Students who know how to utilize resources including technology to find, analyze, and evaluate information
- b. Character
- 1) Students who have the skills to question, to solve problems, and to make wise decisions
 - 2) Students who understand, value, and engage in appropriate social (community) and civic activities
 - 3) Students who are good stewards of their finances, time, and all other resources
- c. Spiritual Formation
- 1) Students who personally respond to carrying out the Great Commission locally and around the world in a culturally sensitive matter.
 - 2) Students who understand and commit to a personal relationship with Jesus Christ.
 - 3) Students who know, understand, and apply God's Word in daily life
 - 4) Students who are empowered to life by the Holy Spirit
 - 5) Students who treat their bodies as temples of the Holy Spirit
- d. Biblical Worldview
- 1) Students understand the worth of all humanity as created in the image of God
 - 2) Students who can articulate and defend their Christian worldview while having a basic understanding of opposing worldviews
 - 3) Students who will possess apologetic skills enabling them to defend their faith

Administrative Prerogative

This handbook gives general guidelines to be adhered to by students and parents. At times, issues may arise that are not covered specifically by this handbook. In these cases, administration reserves the right to exercise administrative prerogative in addressing the situations. ICS WILL NOT BE RESPONSIBLE FOR ANY EVENT THAT IS NOT OFFICIALLY SANCTIONED BY THE ADMINISTRATION.

Non-Discriminatory Policy

Immanuel Christian School does not discriminate on the basis of race, color, sex, national or ethnic origin in its administration of education, admission, athletic, or financial policies or in any other school programs.

Plan of Salvation

Admit..... "For all have sinned and come short of the glory of God." (Romans 3:23)

Pray: Lord, I admit that I am a sinner in need of a Savior.

Believe... "For God so loved the world, that He gave His only Son, that whosoever believes in Him shall not perish but have everlasting life." (John 3:16)

Pray: Lord, I believe that Jesus died and shed His blood for my sins. I believe this in my heart and not just my head.

Call..... "For whosoever shall call upon the name of the Lord shall be saved." (Romans 10:13)

Pray: Lord, I call upon You to save me from my sins. I confess and repent of my sins, I know that Your Son, Jesus, paid my debt on the cross – a debt I could never pay despite all my good works – and I thankfully accept Your gift of eternal life in Heaven that His death makes possible.

Complaint/Conflict Resolution

As a Christian School, *The Matthew 18 Principle* governs all of our interpersonal relationships. The principle states: "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector." Matthew 18:15-17 (NIV)

Accordingly, disputes should be handled as follows:

- Go directly **to the person who offended you** and discuss the matter in private. This also applies to parental concerns over issues in the classroom or overall school administration.
- If resolved, no further action is required.
- If unresolved, notify the level of responsibility above the offending party.
- If the offense remains unresolved, options are to turn the matter over to the Lord and put it behind you or remove your child from the school.

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Head of School answers to...	School Ministry Team (Board)
School Office Personnel answer to...	Head of School
Elementary Teachers answer to...	Principal
Secondary Teachers answer to...	Principal
Daycare Director answers to...	Head of School
Daycare Staff answers to...	Daycare Director
Principal answers to...	Head of School
Assistant Principal answers to...	Principal
Academic Counselor answers to...	Head of School
Athletic Director answers to...	Head of School

Staff Duties

Head of School: Articulates the vision of Immanuel Christian School, directs financial aspects of the school and capital campaigns, directs strategic planning efforts, coordinates marketing campaigns, works with school/church relationship, represents ICS with respect to educational agencies, facilitates positive public relations, supervises the administrative team, and works with the School Ministry Team.

Principal and Assistant Principals: Conducts classroom/teacher observations and teacher evaluations, visits classrooms daily/weekly, focus on knowing and meeting the needs of individual students, intercedes for any student in case of learning challenges and creates necessary accommodations, provides for parent communication/problem resolution, are responsible for faculty support/communication/morale, articulates the strategic vision of Immanuel Christian School to faculty, supervises discipline program, conducts academic assessment, review weekly lesson plans, conducts department/teacher/parent meetings and teacher in-service, promotes school spirit/student morale, and supervises Spiritual Emphasis/Renewal weeks.

Academic Counselor: Creates class schedules for secondary (7th-12th), teaches College Prep class to juniors, coordinates and oversees standardized testing, guides seniors through college application process, analyzes/updates transcripts to ensure students on track to graduate, analyzes transcripts from transfer students, mentors students, prepares report cards at end of each grading term/semester, oversees dual credit program, serves as AP coordinator, oversees community service hours/requirements, and serves as NHS/NJHS advisor.

School Office Personnel: Assists families with registration, RenWeb, FACTS, and I-20 for international students, maintains student and employee files, schedules substitute teachers and keeps track of teacher absences, contacts families regarding tuition and other fees, keeps track of student attendance and lunch count, maintains records of policies and procedures, and handles admissions procedures.

Athletic Director: Develops systems and policies for the Athletic Department, oversees and coordinates coaching staff, reviews and updates the athletic budget, works in conjunction with coaches to schedule all athletic events, manages facility usage, promotes athletic program and athletes to media sources/families/colleges, aids in overseeing of Booster Club, and maintains school-owned vehicles. The Athletic Director evaluates all coaches annually, recommends coaching

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changes, schedules all events through school calendar, conducts fall/winter/spring parent meetings prior to the beginning of each season, conducts coaches meetings, creates/edits athletic policy manuals, works with summer athletic camps/open gym/after-school sports programs/tournaments, and oversees all sporting events held at ICS.

Daycare Director: Oversees before-school/after-school/preschool/summer camp programs, directly deals with parent/teacher concerns in this area, maintains necessary licensing, and schedules monthly fire drills.

Statement of Doctrinal Beliefs

1. **THE SCRIPTURES:** We believe that the entire Bible, all 66 books of the combined Old and New Testaments, is verbally inspired by God and is inerrant in the original writings. Through the providence of God, the Word of God has been protected and preserved and is the only infallible and authoritative rule of faith and practice (2 Timothy 3:16-17; 2 Peter 1:20-21).
2. **GOD:** We believe that there is only one true, living, sovereign, holy, and eternally existent God. He exists in three co-equal persons – Father, Son, and Holy Spirit – each being a distinct person and with a distinct function, but all of one essence and all possessing the same nature, perfection, and attributes. The triune God is the creator and sustainer of all things, the source of all truth, and is worthy of worship and obedience (Deuteronomy 6:4-5; Genesis 1:31).
3. **JESUS CHRIST:** We believe that Jesus Christ is God. He was conceived by the Holy Spirit, born of a virgin, lived a sinless life, performed many miracles, shed His blood on the cross as a vicarious substitute, was buried, bodily resurrected, ascended to the right hand of the Father and will return literally, visibly, and personally in glory and power (John 1:1-3, 14; Matthew 1:18-25, Philipians 2:5-9; Colossians 1:15; 1 Corinthians 15:1-8; Acts 1:11).
4. **HOLY SPIRIT:** We believe that the Holy Spirit is God, co-equal and co-existent with the Father and the Son. He is the chief convictor of sin, the chief agent of regeneration and sanctification. The Holy Spirit indwells every believer and empowers every believer to live a godly life (John 14:16-19; 16:7-15; 1 Corinthians 6:19-20; Romans 8:9, 11; Titus 3:5).
5. **MANKIND:** We believe that in the beginning God created mankind in His image and is not in any sense the product of evolution. Mankind was originally created with the ability to live perfectly for God's glory (Genesis 1:27, 31).
6. **SIN:** We believe that Adam, the first man, sinned by disobedience. This act resulted in the fall of all mankind; therefore, all people have sinned and lost their ability to live for the glory of God. Mankind's fall has incurred both physical and spiritual death on all until there is forgiveness and salvation by the grace of God (Genesis 3:1-24; Romans 3:10-23; 5:12-21, 23).
7. **SALVATION:** We believe the salvation of lost and sinful mankind is a free gift of God's grace apart from human works, based solely upon Christ's vicarious and atoning death, effected

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by the regenerating work of the Holy Spirit and received only through faith in the person and finished work of Jesus Christ on the cross (Ephesians 2:8-10; 2 Corinthians 5:21).

8. THE CHURCH: We believe that the church is the body of Christ and the family of God. It is made up of saved believers who regularly join together on the Lord's Day for worship, fellowship and ministry (Matthew 16:18; 2 Corinthians 12:12-14; Hebrews 10:25).
9. EVANGELISM: We believe that it is the responsibility and privilege of every Christian to proclaim the good news of Jesus Christ and to seek to make growing disciples (Matthew 28:18-20; Acts 1:8).
10. THE HOME: In addition to these important beliefs, we also believe that God has given the parents and the home the responsibility to bring up their children according to the principles found in God's word (Ephesians 6:4; Proverbs 22:6). We believe that a consistent and whole education will occur when the home, church, and school work closely together and are in agreement on the basic concepts of life.

Parent Cooperation

Immanuel Christian School views itself as partnering with parents in the Christian educational process. Because of this, parents enrolling their children (and in order to maintain enrollment), agree to support and cooperate with Immanuel Christian School in the education of their children. Parents also agree to support the Christian educational philosophy of the school. Amos 3:3 clearly states, "Can two walk together, except they be agreed." Parents also agree to support ICS with prayers and a positive attitude. Should any complaints arise, they should be shared with the teacher, administrator, or person involved, in accordance with the Matthew 18 principle as laid out under the subtitle *Conflict Resolution*. At any time, if the parents/guardians act in a manner that demonstrates a lack of support for Immanuel Christian School and its educational philosophy, ICS has the right, in its sole discretion, to remove any student or to discontinue further enrollment of any student. Parents/guardians acknowledge and agree that their conduct can jeopardize the enrollment status and/or continued enrollment of their child at ICS. If a parent of a current student files a lawsuit (or threatens to do so) against ICS, the student will be dismissed from school. Reinstatement of the student will be at the discretion of ICS administration.

Lifestyle Policy

It is important that there be consistency between the principles being taught at ICS and those being lived in the home so that students can strive to be more Christ-like. It is counterproductive for a student to live in a home environment that is in opposition to the Biblical lifestyle ICS teaches. This includes, but is not limited to, any sexual immorality (be it heterosexual or homosexual), criminal activity, or actions that undermine the moral principles Immanuel Christian School teaches. In the case that a parent/guardian refuses to cooperate with ICS and its educational philosophy, ICS will be unable to successfully partner with the family in educating the child(ren). In such circumstances, Immanuel Christian School reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

Parents/guardians acknowledge and agree to abide by the *Parent/Guardian Statement of Support* so that each child can maximize his/her educational experience at ICS. If at some point the parent

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becomes dissatisfied with ICS, the parent will promise to privately and lovingly handle the matter following the Matthew 18 Principle. Together, as a school and as parents/guardians, we pledge to submit our lives to one another and to the final authority of the Word of God. If after prayer and discussion a resolution cannot be reached, the parents/guardians agree that it will be their responsibility to leave Immanuel Christian School to seek a school in alignment with their personal convictions.

Parents’/Guardians’ Statement of Support

- We have received and read the “Statement of Doctrinal Beliefs” of Immanuel Christian School and are willing to have our children educated in accordance with them.
- We will regularly and earnestly pray for Immanuel Christian School.
- We will fully cooperate in the education activities of Immanuel Christian School by doing our best to make Christian education effective in the lives of our children.
- We will require our children to support the spiritual activities of Immanuel Christian School (Chapel, Bible classes, Scripture memory, etc.).
- We will pay all of our financial obligations owed to Immanuel Christian School through FACTS Tuition Management according to the terms agreed upon. We will promptly contact FACTS and the ICS School Office should there be a change in bank account information.
- Immanuel Christian School has full discretion in the discipline of our children in accordance with the “Dress Code Policy” and the “Discipline Policy” as published.
- Immanuel Christian School reserves the right to dismiss any student when either the parents/guardians or the student does not cooperate with the educational philosophy or the policies of the School.
- We will volunteer for duties and responsibilities for Immanuel Christian School as opportunities arise and God provides the time and strength.
- We will be faithful to attend all parent functions at Immanuel Christian School as best we can. These include Open House, Parent/Teacher events, parent conference requests, information nights, etc.
- If we become dissatisfied with Immanuel Christian School in any way, we will resolve the matter with the person(s) involved, privately and lovingly, rather than spreading criticism and negativism (Matthew 18:15-17; 5:23-24). We understand that failure to adhere to expected standards may result in ICS, using sole discretion, to deny future enrollment or discontinue enrollment of our student at ICS.
- We will seek to support and advance Immanuel Christian School in every area possible – spiritually, academically, physically, and financially.
- We agree to support Immanuel Christian School with the Annual Campaign by willingly contributing **or** raising the funds requested for the school year. (Remember that any personal monies donated are tax-deductible gifts that help Immanuel Christian School better serve its students.)

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- We will agree to follow the complaint/conflict resolution procedure understanding that failure to do so may result in my child(ren) being dismissed from Immanuel Christian School.

Honor Code (Grades K-12)

Attendance at Immanuel Christian School is a great privilege. Like with all privileges, there are certain responsibilities. I personally accept and will abide by the following Christian responsibilities:

- Love God Wholeheartedly – “Love the Lord your God with all your heart and will all your soul and with all your mind and with all your strength.” Mark 12:30, NIV
- Serve Others Joyfully – “Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves, not looking to your own interests but each of you to the interests of others.” Philippians 2:3-4, NIV
- Obey Authority – “Have confidence in your leaders and submit to their authority, because they keep watch over you as those who must give an account. Do this so that their work will be a joy, not a burden, for that would be of no benefit to you.” Hebrews 13:17, NIV
- Work Diligently – “Whatever you do, work at it with all your heart, as working for the Lord, not for human masters.” Colossians 3:23, NIV

Student Pledge (Grades 1-12)

As a Christ-centered school, Immanuel Christian School desires that every school employee and student reflect a lifestyle pleasing to Jesus Christ. Because of this, who we are and what we do **both on and off campus** is extremely important. Realizing that students are representatives of Immanuel Christian School and that the expectations of Biblical behavior are not limited to a specific time or location, expected conduct standards apply to students both **in and out of school and whether on campus or away from campus**. Thus, parents understand and agree that a student’s conduct away from campus and outside of school hours can result in disciplinary action. Since the testimony of our lives is so significant, students and parents are asked to read and sign an agreement containing the information below pertaining to student conduct at all times both on and off campus.

- To God Almighty – I believe and depend on the gospel, which is the power of God, for salvation (Romans 1:16). I will seek to honor the Lord in all that I think, say, and do, and I will humbly submit to His commands (Deuteronomy 26:17). I recognize that my appearance and behavior reflect on God as much as on me and my earthly family (1 Corinthians 10:31).
- To my parents – I will attempt to honor my parents in everything I think, say, and do (Exodus 20:12). I will seek to learn all that I can from them (Ephesians 6:1-3). I acknowledge that I cannot receive what I need in life or pursue godliness without them (Psalm 78:1-8).
- To my church – I will submit to all the authorities in the church that God has placed over me (Titus 2:1-5). I will make worship, discipleship, and spiritual growth a priority in my life (Galatians 2:20). I will attempt to be an ambassador of Christ and His church wherever I am (Matthew 28:19-20).

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- To my teachers – I will demonstrate respect, attentiveness, gratitude, and obedience to my teachers (Hebrews 13:1). I will seek to do all the work that I have been assigned with diligence, honesty, and integrity (Ephesians 5:8-17). I will do my utmost to learn and achieve as much as I possibly can (Philippians 2:3-7).
- To my classmates – I will honor and respect the time, work, and feelings of my fellow students (Rom. 12:9- 18). I will model honesty, integrity, kindness, and modesty in my relationships (Philippians 2:3-7). I will love others by confronting their sin (and receiving their correction) in a spirit of love and humility (Ephesians 4:15-16).

Additionally:

- I will strive for excellence as a student in all that I say and do.
- I will obey Biblical principles with regard to speech and conduct.
- I will show respect and cooperate with those in authority at Immanuel Christian School. I will listen and obey school authority (i.e. teachers, staff, and administrators). I understand that defiance or insubordination will not be tolerated.
- I will not use or possess alcohol, drugs, or tobacco products especially before the legal age specified by the country in which I live.
- I understand that Immanuel Christian School Administration can search any of my personal belongings at any time and for any reason. ICS is within its rights to request me to submit to a drug and/or alcohol test at my expense. Failure to comply with any of these requests may result in immediate dismissal from ICS (1 Peter 2:13).
- I will avoid cursing, sexual immorality, witchcraft, dissension, and cheating. (Specific acts and attitudes that Immanuel Christian School will not accept or tolerate are cited in Galatians 5:19-21.)
- I will avoid engaging in or promoting sexually immoral behavior (including sex before marriage and homosexuality) because my body is a temple (1 Corinthians 6:18-20).
- I will dress in accordance with the guidelines set forth by the Immanuel Christian School dress code policy.
- I will comply with the discipline policy of Immanuel Christian School.
- I will use appropriate, non-violent means to resolve conflict and I will keep my hands off other students. I understand that any form of aggressive behavior, such as bullying, insults, threats, inappropriate teasing, and harassment are demeaning to others, disruptive to the educational environment and will not be tolerated.
- I will strive to complete all assignments on time and to the best of my ability and will demonstrate academic integrity in all assignments and course work.
- I will engage in conversation which is appropriate and honoring to God. Profanity, inappropriate joking/language, or innuendoes are not acceptable.

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- I will respect the personal property of others by leaving the property alone. I understand that destroying, damaging, tampering with, or stealing another's property or anything belonging to Immanuel Christian School will not be tolerated.
- I will view other students as brothers and sisters in Christ and will not engage in any actions that compromise the safety of anyone or of Immanuel Christian School.
- I will ensure that my posts on my Facebook and/or other social networking sites will bring honor to Immanuel Christian School and to God (Philippians 4:8). I understand that postings are now used by college admissions officers and employers when making decisions. I understand that ICS administration may, at any time, ask me to sign on to any of my networking sites to view what I have posted.
- I will not view or distribute explicit material via email, texts, or picture messages. I understand that ICS administration may, at any time, ask to see what I am viewing or have posted on any of my electronic devices because my ICS family is concerned for my spiritual well-being and that a good name is better than great riches (Proverbs 22:1).
- I understand that once I enroll at Immanuel Christian School, I am part of the ICS family. Therefore, I agree to avoid behavior, both on and off-campus, that would dishonor Jesus Christ, Immanuel Christian School and its families, the church, my family, and me. Exhibiting dishonorable behavior could result in disciplinary action as grave as expulsion.

Attendance at Immanuel Christian School is a privilege and with all privileges come certain responsibilities. Therefore, students will agree to uphold each of the above statements before enrolling in Immanuel Christian School. Parents and students agree that any violation of the above, or other policies set forth herein, may result in discipline up to and including suspension or expulsion.

No Bullying Policy (Grades 1-12)

It is the policy of Immanuel Christian School to maintain a safe learning and work environment that is free from bullying. Students, staff, and the school community are expected to conduct themselves in a respectful, Christian manner, and demonstrate a level of respect and dignity towards others. ICS prohibits all forms of bullying.

One of the most beautiful verses in the Bible is John 15:12 "My command is this: Love each other as I have loved you." At Immanuel Christian School, it is our fervent desire to carry out Biblical principles in dealing with the students, teachers, and parents that make up our school community. Our goal is to maintain a safe learning and work environment in which the students feel accepted and loved so that they can freely learn and build Godly relationships. The greatest teacher is Jesus Christ and He showed the greatest love of all- dying for our sins. It is our desire that all people see others through a lens of acceptance and with a heart that loves like God. Our policy on bullying is that if we spent more time believing that "Kindness Matters", the students would think less about themselves and more about others.

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DEFINITION: Bullying is **intentional** harmful behavior initiated by one or more students and directed toward another student. For our purposes, it takes place in the school, on school property, or on school field trips. Examples of bullying are as follows:

- **Verbal:** name calling, put downs, racist remarks, repeatedly teasing, threats, spreading rumors, sending inappropriate (violent, sexual, malicious, etc.) notes or pictures in any medium (magazine, over a cell phone or internet, etc.)
- **Physical:** pushing, hitting, shoving, biting, hair pulling, scratching, spitting, tripping, damaging or stealing the victim's property, locking a person in a room, making mean faces or rude gestures, initiating or forcing inappropriate touching, etc.
- **Social:** ostracism or exclusion, ignoring, being blatantly unfriendly, alienating, etc.
- **Psychological:** acts that instill a sense of fear or anxiety, etc. · Any act that insults or demeans an individual in such a way as to cause distress, fear, and reluctance to attend school, a decline in work standards or problem behaviors.

AWARENESS:

- Annually, as part of the required in-service training for all school staff, the Principal shall arrange for Bullying Awareness and Response Training. Because adults must take the initiative in combating bullying, they must be watchful for bullying warning signs, closely supervising children on the playground, in the classrooms, hallways, rest rooms, gym, etc.
- Teachers will, as needed, conduct class discussions, role-playing, and activities to educate the students in seeking help from an adult, reporting incidents, speaking up and supporting the victim, expressing disapproval of bullying behavior, responding assertively to the bully, walking away from bullying behavior, etc. This information may be presented in Bible or any other class. Late enrolling students will be educated by the teacher as part of their first week orientation.
- At the beginning of the school year during the Back to School Assembly, and as needed, the Principal shall ensure that the student body is familiar with the No Bullying Policy. School and class policies, rules and consequences will be posted in the classrooms and school office. School policies will be posted on the website. Bullying Incident Reports will be available in each classroom, school office, and on the website. A "Bully Box" is available by the Principal assistant's office to report suspected bullying incidents, if desired. Students may also turn the reports into their teachers, or the Academic Counselor. The Academic Counselor will check the "Bully Box" every 2-3 days.
- The principal shall notify the parents/guardians that our Bullying Awareness and Procedures are listed in the Student Handbook and on the website. The Principal shall also

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encourage parents/guardians to sign the school's "No Bullying" Pledge acknowledging that they support the school's efforts to implement a "No Bullying" Program. Refer to the attached "No Bullying" Pledge.

REPORTING:

- Students and staff are prohibited from knowingly falsely accusing another of bullying. Disciplinary action, up to, and including expulsion/suspension for students and termination for staff, shall be taken if they knowingly make false reports.
- Any member of the school staff receiving a suspected bullying report (verbal or written) shall address the matter as soon as possible, prior to the end of the school day. The staff member shall assess the situation to determine if the behavior meets the criteria for bullying or if the behavior is an isolated incident that can be resolved within the classroom. (Not all conflict constitutes bullying.)
- If the behavior meets the criteria for bullying, the staff member must report this to the Principal immediately in order to protect the alleged victim. The staff member is to immediately forward a *Bullying Incident Report* to the Principal for investigation. The staff member shall remind the victim/witness that "No one deserves to be bullied and we are going to do everything we can to stop it." The staff member is to commend the victim/witness for bringing the matter to the attention of school staff, and they are to begin intervention strategies for the victim.
- The Principal will promptly and thoroughly address suspected reports of bullying, and will individually meet with the victim/witness and bully privately. If it's determined that bullying has occurred, appropriate action will be taken within the discipline codes and will take reasonable action to end the bullying. The message for the child who bullies will be, "Your behavior is unacceptable, and mean, and must be stopped." If necessary, the Principal inform the student that he/she will be closely monitored, and the student's movements outside the classroom will require adult supervision at all times until trust has been built and all bullying behaviors cease. The Principal will also ensure the careful monitoring of the victim during this time, by enlisting the help of a class buddy. The Principal shall ensure that prior to the end of the school day, notification of the incident has been given to the parents/guardians of both the victim and the offender, and that steps have been initiated to address and resolve the issue. An intervention plan will be developed in cooperation with the parents of the bully. Parental notification and the intervention plan shall be documented on the *Bullying Incident Report*. If necessary and appropriate, the police will be contacted.
- Copies of the *Bullying Incident Report* shall be given to the victim's and offender's teachers, be placed be in the victim's and offender's files in the school office, and be sent

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home to their parents. The report will serve as a reference for the school staff in determining whether or not a **pattern** of bullying behavior or abuse exists in regards to the offender or the victim.

No Bullying Pledge (Grades 1-12)

We agree to do our part in preventing bullying at Immanuel Christian School. We believe it is the equal right of everyone to enjoy our school and to have the confidence that it is a place where all will feel safe, secure, and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, and nationality.

Bullying can be pushing, shoving, hitting and spitting, as well as name calling, picking on, making fun of, laughing at, inappropriate sexual comments and excluding someone. Bullying causes fear, pain, and stress to victims and is never justified or excusable as "kids being kids," "just teasing" or any other rationalization. The victim is never responsible for being a target of bullying.

As parents/guardians, we pledge to:

1. Keep ourselves and our children informed and aware of No Bullying Policies and Procedures.
2. Work in partnership with the school to encourage positive behavior, valuing differences, and promoting sensitivity to others.
3. Talk with our children about their feelings about school work, friendships, and relationships.
4. Inform faculty of changes in our children's behavior or circumstances at home that may change a child's behavior at school.
5. Alert faculty if any incidents of bullying have occurred.

As a student, I pledge to:

1. Learn about my school's No Bullying Policies and Procedures.
2. Show positive behavior and be sensitive to others.
3. Talk with my parents about my feelings about school work, friendships, and classmates.
4. Tell my parents or teachers if any bullying has occurred.

Dress Code Policy

Proper dress and grooming play an important role in the life of the Christian school student by indicating a good attitude toward yourself, your peers, your teachers, and God. Students will be expected to follow the ICS uniform guidelines throughout the school year. The overriding principle guiding the administration is a desire for students at ICS to look modest and neat and be able to

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focus on studies. Any inappropriate or anti-Christian content on clothing or accessories will not be permitted. The administration has final authority in all matters related to student appearance and reserves the right to request any changes deemed necessary. If you have any questions please contact an administrator.

Pre-K through 11th grade students are required to wear uniforms.

Seniors can wear the uniform or business casual clothing and follow the guidelines below. Excessive dress code violations will result in the removal of this privilege and the student will then be required to wear the approved school uniform.

All uniform items must be purchased from Dennis Uniform except shoes, socks, belts, and boys ties.

Only uniform sweaters, hoodies and jackets may be worn in the classroom. Non-uniform jackets/sweaters may be worn in the halls, cafeteria, playground, etc. Hoodies consist of those purchased at Dennis Uniform, and school related organizations. All non-uniform jackets/sweaters will be removed in the classroom.

General Appearance

- Student's clothing must be the correct size, neither too big/loose nor too small/tight.
- Clothing may not be dirty, torn, frayed, or have holes.
- Uniform shirts must be tucked in.
- NO tattoos temporary or permanent, including writing/drawing on the skin.
- Modest makeup and nail polish may only be worn by girls in 7th-12th. Kinder-6th grade girls may wear clear nail polish only. Boys may not wear makeup or nail polish.
- Shirts may not be sleeveless, low cut, or expose the midriff.
- Shorts/skorts must be mid-thigh in length.
- Skirts/dresses must be no higher than 2" above the knee.
- Elementary girls must wear shorts underneath skirts/dresses.

Hair Styles

- Hair may only be a natural color. Two-tone hair colors (including ombré style) are not permitted.
- Hair should be styled neat and clean and may not cover the eyes and face.
- Hair should not be cut or styled in an extreme manner, or have designs cut into it.
- Boys must be clean shaven. Sideburns are permitted but may not extend below the earlobe.
- Boys must cut hair above the ears, eyebrows, and collar.

Jewelry and Accessories

- Modest jewelry and accessories are permitted.
- Boys may not have piercings. Girls may have ear piercings only.
- Sunglasses, hats/head coverings are not permitted in the school building.

Shoes and Socks

- PreK – 6th graders must wear sneakers (any color, no lights or wheels).

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- 7th-12th graders may wear any shoes provided that there is a strap around the heel (no house slippers).
- Socks should be worn with sneakers and closed shoes in colors that match the clothing. (No-show socks are ok.)
- Tights and leggings may be worn in colors that match the uniform. No capri length leggings.

Chapel Uniform

- **Boys** must wear the white button shirt with school logo, a tie or bowtie (Navy blue or Mayfair plaid), a solid black, brown, or khaki belt (if belt loops are present), and khaki pants. Boys in 7th-12th grade may wear any color tie or bowtie.
- **Girls in PreK – 4th** grade must wear the Mayfair plaid jumper over a white button blouse with a cross tie (navy or Mayfair plaid).
- **Girls in 5th-6th** 5th and 6th grade girls may wear the Mayfair plaid jumper if desired. Otherwise, girls 5th-6th must wear the Mayfair plaid skirt with a white button blouse. A girl's cross tie is required (either Navy blue or Mayfair plaid) *unless* a sweater or vest with school logo is worn over it. There are two options for the white button blouse. The one with the school logo on it can be worn with or without a sweater or vest. The thin white button blouse without a school logo must have sweater or vest over it.
- Chapel attire may be worn on other days of the week, if desired.
- No chapel dress is required by 7-12th grade students

Daily Uniform

- Students must wear the school polo shirt in their choice of royal blue, white, or gold.
- Boys can choose the uniform khaki shorts or pants. PreK-Kinder students can wear denim jeans or shorts.
- Girls can choose any of the uniform pants, shorts, or skirts. PreK-8th graders also have the option to wear the uniform skorts. PreK-Kinder students can wear denim jeans, skirts, skorts, or shorts.
- A belt should be worn with belt loops in solid black, brown, or khaki.
- Students may wear uniform sweaters and jackets or a plain long sleeved shirt underneath the polo (in blue, gold, white, black, or grey).

P.E. Uniform (7th – 12th grade only)

- Dennis Uniform supplies a grey t-shirt with school logo and navy blue mesh shorts.
- Dennis Uniform supplies a grey sweatshirt or blue hoodie with a school logo for cold weather. Solid navy blue sweatpants may be worn in cold weather and do not have to be purchased from Dennis Uniform.
- Students must wear athletic shoes for P.E.
- Hats are permitted outside.
- P.E. clothes may not be worn outside P.E. class.

Club Shirt Day

- K4-12th graders may wear the Annual Fund t-shirt (earned by raising donations).
- 4th-6th graders may also wear club t-shirts such as student council, etc.

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- 7th-12th graders may also wear the class t-shirt or other club shirt such as band, choir, etc.
- Seniors may wear shirts from colleges they have been accepted to or plan to attend.
- Students must wear black or blue denim or khaki pants, shorts, or skirts with the club shirt.

Christian T-shirt Day

- The t-shirt must display a scriptural message or verse.
- Students must wear black or blue denim or khaki pants, shorts, or skirts with the Christian t-shirt.
- Uniform shirts and ICS athletic shirts are acceptable on these days.

Free Dress Day

- Student clothing must meet the qualities listed under General Appearance.
- Shirts may not be sleeveless, low cut, or expose the midriff.
- No inappropriate content is allowed on clothing.
- Pajamas, P.E. uniforms, sweatpants, and athletic clothing are not permitted.

Seniors Only

Seniors can wear business casual attire daily.

Business casual consists of clothing that is less formal than traditional business clothing but still looks professional and business-like.

Typically, boys will wear khakis or slacks with an open collared button shirt or polo shirt, perhaps with a sweater over the shirt, sports coats and non-collared shirts may be worn together only, with loafers or nice-looking shoes, not to include tennis shoes.

Girls can wear skirts, dresses, slacks or dress pants with blouses. Blouses and dresses must be modest if they are sleeveless. No see through or low-cut clothing whatsoever. Pants, skirts and dresses may not be tight fitting. Jeans, of any color, are not considered business casual attire. Heels may not be over 2 inches high, and skirts and dresses should not be shorter than two inches above the knee.

Students are welcome to wear the Dennis uniform at any time with tennis shoes. Any attire not meeting the business casual dress code will require a write up and an immediate change if necessary.

Changes to Policies

The Immanuel Christian School administrative team and the School Board reserve the right (within its sole discretion) to alter, amend, or repeal any policy, or to adopt new policies when it deems necessary in the best interest of Immanuel Christian School. Should this happen, the Head of School will promptly notify ICS parents/guardians. Parents/Guardians agree to abide by the current policies along with any changes or modification made to any set policies.

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ACADEMICS

Academic Probation

Students are expected to meet specific minimum academic requirements in all subjects. Failure to meet these qualifications, especially in core subject areas and in Bible, may result in academic probation and/or summer remediation, retention (grades K4 – 8), or withdrawal from Immanuel Christian School. A student placed on academic probation may be removed from school activities that distract from him/her maintaining the minimum academic requirements. Once on academic probation, the principal will determine reinstatement to academic good standing at a time agreed upon with the student and parent. The minimum academic expectations are:

- Pass every subject at a level of 70% or higher (grades 1-12)
- Maintain a 2.0 or higher GPA

Academic probation will be assessed at the end of each 9-week term.

Add/Drop Course Procedures

Secondary students (7th-12th) may drop or add a course within the first ten (10) days of each semester if the master schedule allows. A "Drop/Add Form" must be completed, signed by a parent, and submitted to the academic counselor. After the ten-day period, schedule changes will only be done at the recommendation of a teacher, the Principal, or the Academic Counselor. The student is responsible for making up all missed work.

Advanced Placement (AP), Honors, Dual Credit Courses

Immanuel Christian School offers AP*, Honors, and Dual Credit courses. Extra points are added to the transcript grade upon successful completion of the course according to the following table.

Honors – ½ point per year (.25 per semester)

Dual Credit – ½ point per year (.25 per semester)

AP – 1 point per year (.5 per semester)

*AP students receive college credit for the course upon passing the AP exam offered at the end of the school year. Students enrolled in AP courses are not required to take the corresponding AP exams in May. Should a student choose to take the AP exam, the College Board exam fee will be charged to the family account.

Dual Credit/Dual Enrollment

Online English, History, Government, and Economics dual credit courses through El Paso Community College are available to eligible ICS juniors and seniors. During the spring semester, the Academic Counselor will notify eligible students of the option to enroll in dual credit courses the following fall semester provided the admission and testing process is completed.

To qualify for dual enrollment, a student must have a cumulative average of 92.5 or higher in high school English and history courses *plus* receive the scores necessary on the Texas Success Initiative (TSI) exam.

Bible Classes

Students in all grade levels are required to take Bible. Studying God's Word is an integral part of the education at ICS. Because we are preparing students to further His Kingdom, Bible is considered a core course and each student must receive a passing grade of 70 or above at the end of each term. Failure to do so will result in academic probation and possible withdrawal from the School.

Chapel / Great Friday / Assemblies

Chapel, Great Friday, and assemblies are all part of the curriculum and are designed to be educational, profitable, and spiritually-enriching experiences. Chapel provides the opportunity for the student body to join together to hear God's Word and to worship. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative therefore refraining from talking, whispering, primping, sleeping (with or without eyes closed), doodling, etc. Parents are welcome to participate in Chapel and other activities.

Failure to participate in any of these activities (except for extenuating circumstances) may result in a student being asked to withdraw from ICS.

Cheating & Plagiarism

Plagiarism is simply stated as presenting someone else's ideas or words as one's own. This is why ICS considers plagiarism cheating, and deals severely with such activity. Plagiarism not only involves failing to cite references, but also failing to identify specific quotations or thoughts within the text of a document. Whenever a thought is taken word for word from another source, the thought must be placed in quotations and footnoted. Whenever a thought is borrowed in general terms, a footnote must immediately follow. In all written assignments, ICS staff must be able to distinguish between those thoughts that belong to the student and those that belong to the source.

Cheating on homework (including copying someone's homework), projects, papers, tests, quizzes, and all other forms of assessment will not be tolerated. Not only will a student be disciplined for the act but credit will not be given for work (a zero is assigned). Additionally, students who cheat on semester exams will not be given credit for the entire semester. Students will not be allowed to redo or makeup work that has been penalized for cheating. In the event that it is determined that a test has been compromised (i.e. answer keys have been stolen or become public) the entire class will be required to take a new test, even if the test has already been given. This may be done, with or without determination of guilty parties. Immanuel Christian School does not distinguish between the person who cheats and any persons who aid in the cheating by supplying answers: both will receive the same punishment. ICS also doesn't distinguish between degrees of cheating: if a student cheats on part of a given assessment, then the entire work has become tainted and is assigned a zero.

College Prep

Each junior student is required to take College Prep. It is a year-long course that counts as an elective. The course incorporates material from Cambridge Essential Skills and a proprietary program called *College Readiness 101*.

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The course prepares students to take the PSAT, SAT, and ACT, covers aspects of cultural literacy important for creating well-rounded students, the college application process, personal skills and spiritual gifts analyses, and much more.

Computer Use / Internet Statement

The technology program at Immanuel Christian School provides students with the opportunity to use a variety of exciting resources including the use of computers and the Internet. It is understood that computer use and internet access for ICS students is a privilege, not a right. Computer misuse of ICS and/or private computers while on campus includes, but is not limited to, accessing or breaking into restricted accounts or networks, modifying or destroying files without permission, sending inappropriate messages, illegally copying software, entering/accessing/viewing/distributing inappropriate/unauthorized files or programs whether on or off campus.

Any use of ICS's communications system, computer equipment, or Internet services (messages sent/received, materials or websites viewed, files created, etc.) is not a student's private property and a student has no ownership rights in such materials or expectation of privacy in the use of the School's communications services and equipment. Students do not have any expectation of privacy in any communications or files created, stored, sent, viewed, or received upon Immanuel Christian School's communication services and equipment, regardless of whether the materials, files, or communications are intended or designated as private.

Immanuel Christian School reserves the right to monitor, at any time without notice, any student's use of any of the School's communication services or equipment. This includes, but is not limited to, installing programs that monitor a student's use of the Internet and electronic communications. Disciplinary action will be taken upon any violation of expected conduct standards discovered.

Students should keep their username and password to ICS's network confidential and will be held accountable for any action associated with their account.

All users of computers, mobile devices, and the Internet will agree to sign an "Technology and Internet Acceptable Use Policy" that adheres to the following Code of Ethics which applies to both school and home use of computers and the Internet:

"In all situations, I will strive to act with honesty, integrity, and respect for the rights of others and to help others to behave in a similar fashion. I will make a conscious effort to be a good testimony to my fellow students, faculty members, and others I communicate with on the Internet. I agree to follow Immanuel Christian School's basic rules. I will strive to apply Philippians 4:8 and Psalm 101:3 to my electronic communication."

Finally brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things. Philippians 4:8

I will set no worthless thing before my eyes. Psalm 101:3

Technology and Internet Acceptable Use Policy

Immanuel Christian School (ICS) provides students with a wide range of information technology for educational purposes. The use of these technologies is a privilege, not a right, and students or other users are responsible for using them legally, appropriately, responsibly, and kindly. The school sets terms and conditions upon technology use, and students should have no expectation of privacy or anonymity while using equipment or software provided by the school.

Rules

The following rules apply to all users at all times. Rules, unless they specifically mention ICS technology resources, apply to any and all technology, including your behavior involving technology when off campus. The user is held responsible for his/her actions whether using ICS equipment or personal equipment.

Respect and Protect the Privacy of Others

- Keep your passwords private. Maintain and safeguard password protected access to both personal and confidential ICS files and folders and all electronic resources provided by the school.
- Always obtain permission before posting or transmitting pictures or recordings of others.
- Leave other people's files alone. Removing, examining, copying, altering, or forging the files of another is no different from stealing, reading a person's letter, or destroying someone's personal property.
- Use your real identity when using any ICS system. Never use another person's account or password.

Respect and Protect the Integrity and Security of all Electronic Resources

- Look after all ICS equipment. Make sure it is not damaged, stolen, or misused.
- Return all borrowed equipment promptly and in good condition.
- Support computer and network security by not interfering with the operation of any computer or network or by bypassing restrictions regarding technology use.
- Be responsible for the safety and security of your own equipment and devices. ICS is not responsible for lost, damaged, or stolen personal property you bring to school. Keep laptops and other electronic devices with you or locked in your locker. DO NOT leave them in an unattended bag or backpack.

Respect and Protect the Intellectual Property of Others

- Obtain permission before uploading or downloading software, games, videos, or music.
- Obtain the owner's permission before transmitting copyright-protected materials. Any material protected by trade secret or any other proprietary information should not be posted or transmitted. When in doubt, assume that all digital material is copyrighted.
- Obtain permission from the author before reposting messages or emails to web or social media sites.
- If you present yourself as a representative of a school club, school publication, or other ICS organization, you must obtain the permission of the Head of School before posting anything to a site outside of ICS.
- Seek permission from the Head of School before using the school's name, logo, mascot or photographs.

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- ICS will not assume responsibility for the reliability of the content of an internet source. Students must evaluate and cite resources appropriately.

Respect and Protect the Practices of the Community

- Follow the ICS school rules, Parent Agreement, Student Pledge, Honor Code at all times.
- Appropriate language, manners, and ethics are required. Ask yourself, "Will my actions reflect well on me?" and "Will my actions reflect well on the ICS community?"
- Communicate only in ways that are kind and respectful. Inappropriate, unkind, threatening, or offensive online behavior is not acceptable and may lead to disciplinary action, including but not limited to, loss of privileges.
- The posting or transmitting of any inappropriate or offensive words, images, or videos is prohibited.
- The posting or transmitting of false, harmful, or defamatory information is prohibited.

Additional Restrictions

- Games, music, and videos for entertainment purposes are not allowed without express permission. Violent, explicit, or offensive content is prohibited. If you are uncertain about the suitability of content, please ask a faculty member.
- Engaging in personal or commercial activities while using ICS' technology is not permitted.

Immanuel Christian School's Rights and Responsibilities

- ICS makes no guarantee of any kind to provide information technology. The school is not responsible for damages suffered by users, including the loss of data, delays, or other problems resulting from the use of its technology. Use of any information obtained via such technology is at the user's own risk; its accuracy cannot be guaranteed.
- ICS reserves the right to access school email and student or teacher accounts for any reason at any time.
- ICS may delete anything at any time from a school forum or website and may restrict students' use of school technology.
- Any information stored on any ICS computer's hard drive, or information storage device that were purchased by ICS, are considered property of ICS.

Consequences for Violations

Any inappropriate use of technology or behavior that does not follow the Internet and Technology Acceptable Use Policy may result in disciplinary action. Students may lose their access to the school's information resources as well as be subject to standard disciplinary procedures. Additionally, students may be billed if hardware and/or software need to be repaired, restored, or replaced.

Reminders for Safer Internet Use

- Remember there is no privacy online. Do not send anything you would not be happy to see posted in the hallway or shared with your parents.
- Things posted online stay there in archives and are infinitely replicable – at ICS and in the outside world – even after you think they have been deleted. Do not post anything you would not want future college administrators or employers to see.

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- ICS cannot protect students from all inappropriate or illegal materials. If you are sent anything inappropriate, offensive, or illegal, it is your responsibility to report it to a teacher, administrator, or the Head of School.
- When using sites that may be viewed by people outside the ICS community, do not communicate your full name, age, phone number, or other personal information and do not provide such information about other people. A non-ICS email address is recommended for all non-school use.
- Talk to your parents or guardians before agreeing to meet in person with someone you met online.

To report tech abuse, contact a school administrator.

G Suite Education

At Immanuel Christian School, we use G Suite for Education. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Immanuel Christian School, students will use their G Suite accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

Use of Electronic Devices

Immanuel Christian School supports the authentic integration of technology with teaching and learning. Elementary students may use devices provided by the school or may bring personal devices when the teacher permits. Elementary students may bring cell phones if the parent desires but the devices should be kept turned off and put away until after school. Secondary students (7th-12th) are permitted to use personal electronic devices (cell phones, tablets, electronic readers, and personal laptops) for educational purposes when the teacher or course requires. Cell phones and devices will be “parked” in a visible location in each classroom to remove the temptation to use the phone during class or taking the phone to the restroom. Students may not use ear pieces/headphones while on campus unless they are used for academic purposes.

Chromebook Policy- Grades 7th-12th

The Chromebook that has been issued to the student is the property of Immanuel Christian School (ICS). This Chromebook is on loan to you, during the school year, and must be used in accordance -- both at home and at school -- with the following Chromebook Use Agreement, the School’s Acceptable Use Policy, and any applicable laws. ICS administrative staff and faculty members retain the right to collect and/or inspect Chromebook at any time, including via electronic remote access and to alter, add, or delete installed software or hardware.

Students will receive a Chromebook after the \$30 annual usage fee is paid to ICS. Use of this Chromebook, as well as access to the computer network, the internet, and email are a privilege and not a right. This Chromebook is a necessary required tool to meet the learning objectives of ICS. Chromebooks must be turned in and inspected on or before the last day of school each year or on or before the last day the student is in attendance at ICS.

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General Use of the Chromebook

1. The student's parent/guardian must have signed and returned the Chromebook Use Agreement and have paid the fee prior to the student receiving the Chromebook.
2. Each Chromebook is assigned to an individual student. Students will never "swap" or "share" their Chromebooks.
3. Students will never share their password with another student. Passwords should always be kept confidential.
4. Chromebooks will be in a student's possession or secured in a designated secure area at all times.
5. Students are to bring their Chromebooks, fully charged, to school each day.
6. Students are to keep their device in a protective case when traveling.
7. Students are not to remove or interfere with the serial number or other identification and may not remove or change the physical structure of the Chromebook.
8. Students may not attempt to install or run any operating system on the Chromebook other than the original.
9. Downloading and streaming music and videos is allowed only for academic purposes.
10. Students are prohibited from accessing or attempting to access sites that have been intentionally blocked by ICS technology staff. This will result in disciplinary action.
11. Any computer communication will be used only for legitimate and responsible communication between students, faculty, and the outside world. Bullying, rude and abusive communication is not allowed and will result in disciplinary action.
12. Any threatening, or otherwise inappropriate language is not permitted on the Chromebook and will result in disciplinary action.
13. Students are never to share personal information about themselves or others while using the student Chromebook.
14. Internet access, e-mail, and other media that are accessed, created or stored on students' Chromebooks loaned to the students are the sole property of the ICS. **ICS has the right to review these items for appropriateness and to limit or revoke a student's access to them at any time and for any reason.**
15. Parents/guardians and students do not have a right or expectation of privacy for any use of the Chromebook or ICS's network. Pornographic, obscene, or vulgar images, sounds, music, language or materials, including screen savers, backgrounds, and or pictures, are prohibited and will result in disciplinary action.
16. Violations that involve computer hacking or trespassing, harassment, bullying, or threats via computer, and computer fraud will result in serious disciplinary action.
17. The student's parent/guardian must have signed and returned the Chromebook Loan Form Agreement and have paid the fee prior to the student receiving the Chromebook.

General Care of the Chromebook

1. Students are expected to treat their Chromebook with care. The Chromebook is the property of ICS and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the Chromebook is not allowed and will result in disciplinary action.

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2. Students will not use their Chromebook while walking, on the bus, or otherwise being transported. Chromebooks can be fragile, and if they are dropped, they may break.
3. Students should not leave their Chromebooks in an unsupervised area.
4. Students should protect their Chromebook from extreme heat or cold. Chromebooks are never to be left in a car, even if the car is locked.
5. Chromebooks are to be protected from the weather, water or other liquid, food, and pets. Students should never eat or drink while using their Chromebook, or use their Chromebook near others who are eating and drinking.
6. Heavy objects are never to be placed or stacked on top of the Chromebook. This includes books, musical instruments, sports equipment, etc.
7. Students will use care when plugging in their power cords.
8. Any inappropriate or careless use of a Chromebook will be reported to a teacher or other staff member immediately.
9. If the computer is damaged or not working properly, it must be turned in to Mrs. Quinonez's office for repair.
10. Parents/guardians and students are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the Chromebook.
11. If a Chromebook malfunctions outside of school, ICS tech hours are school days from 8:00 a.m. to 4:00 p.m. The student will need to return the machine to Mrs. Quinonez's office on the first school day following the malfunction.
12. **If the Chromebook is lost or stolen, parents/guardians should immediately report the loss or theft to the administration.**

Students are responsible for the care of their Chromebooks that are loaned to them by ICS during the school year. This includes protecting the Chromebook while carrying and using the computer.

If a student's Chromebook is damaged (excluding normal wear and tear), the following charges will be applied to that student's account. Replacement costs include:

1. \$30 for an AC charger
2. \$65.00 for a keyboard
3. \$30.00 for a touchpad
4. \$100 for a broken screen – Screen care includes:
 - a. Do not lean on top of the Chromebook.
 - b. Do not place anything near the Chromebook that could put pressure on the screen.
 - c. Do not poke the screen.
 - d. Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, notebooks, etc.).
 - e. Clean the screen with a soft, dry, anti-static or micro-fiber cloth. You may also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. Do not use window cleaner or any type of liquid or water.
5. \$252 for a new Chromebook
6. Any addition parts in need of replacement range from \$9.99 to \$100.00.

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Consequences of Inappropriate Use

1. The use of any ICS technology is a privilege and not a right. Students are expected to use their Chromebooks in accordance with the Chromebook Use Agreement and ICS' Acceptable Use Policy, and any applicable laws. Failure to use this Chromebook in an appropriate manner will result in the following consequences, as determined by the staff and administration of ICS.
 - a. 1st Violation: The student will lose access to the Chromebook for one week.
 - b. 2nd Violation: The student will lose access to the Chromebook for nine weeks.
 - c. 3rd Violation: The student will lose access to the Chromebook for eighteen weeks.

All disciplinary action is subject to the discretion of the School Principal. There may be civil or criminal liability under applicable laws.

Immanuel Christian School reserves the right to limit Chromebook use to any student who:

1. develops attendance issues.
2. has disciplinary issues.
3. continually does not bring his/her Chromebook to school.

In such cases, the computer will be collected and kept at school. The student will be required to check the Chromebook in and out each day.

Students and parents, please sign indicating your understanding of the following statements:

1. If my student forgets to bring his/her Chromebook to school, he/she will not be given a loaner Chromebook to use.
2. Only ICS Chromebooks and computers are allowed in the school and on the school network.
3. My student's Chromebook must be turned in and inspected on or before the last day of school each year or on or before the last day the student is in attendance at ICS. Any Chromebook that is not returned by the due date will be reported stolen.
4. I agree to return the Chromebook, power cord/charger in good working condition at the end of each school year.
5. You will comply at all times with the ICS Chromebook Policy Handbook and its guidelines as well as the Baldwin Community Schools Technology Acceptable Use Policy. Any failure to comply may terminate your rights of possession effectively immediately and the school may repossess the property. Chromebooks are assigned to a single individual and are not to be shared.
6. Legal title to the Chromebook is ICS and it shall remain the possession of ICS. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and the Chromebook Policy Handbook.
7. Students not complying with all terms of this Agreement and the Chromebook Policy Handbook, including the timely return of the property, will be declared to be in default.

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8. I agree to pay the full replacement cost of my Chromebook or accessories in the event that any of these items are lost or intentionally damaged.

Credit Recovery/Credit by Examination (CBE)

Credit by Examination (CBE) for high school courses is available to students who need to recover credit due to failing a course or for transfer students to earn credit for a course that doesn't transfer. ICS ONLY honors exams taken through Texas Tech University administered by and coordinated through the Academic Counselor. Payment for the exam is the responsibility of the student.

A student may take a CBE, with prior approval from the Academic Counselor, for the following reasons:

- to earn credit for a class not previously taken but required for graduating with his/her cohort
- to recover credit for a failed class taken at ICS or at another school
- for enhancement of a high school transcript (but *not* for the purpose of graduating early)

The grade received on the exam will be the grade received for the course.

Credit recovery can be achieved by retaking the course at ICS or by taking summer school courses at ICS, Lydia Patterson Institute, or any other summer school program approved by Immanuel Christian School. Online credit recovery is also available through approved online universities. Costs for credit recovery courses vary and are the responsibility of the student.

Courses cannot be taken to get ahead or to graduate early.

Distinguished Warrior Graduate

An Immanuel Christian School student who wishes to graduate with the Distinguished Warrior Graduate designation on his/her academic transcript and diploma must meet the graduation requirements for ICS students (Graduation section) in addition to meeting the following requirements.

- three years of the same foreign language (should the Rosetta Stone language selected not have enough levels available to comply with this requirement, a year of another language will be accepted)
- maintain a minimum cumulative average of 92.5% with no lower than a C in any individual course
- write an original research paper addressing any topic from a Christian perspective
- make a chapel presentation to the secondary student body
- exhibited the highest standard of conduct while enrolled as a student at ICS

Extra Credit

At times, students will ask for extra credit assignments in order to improve their grades when grades are low. There is a fallacy in this request. If a student is not doing well with regular

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work, additional work will not help the student perform better. Extra work is not permitted for the purpose of improving grades. A teacher may, at his/her discretion, allow students to repeat an assignment in a different format. A teacher may also individualize a previous assignment in order to improve skills and/or to replace a low grade. This will not, however, be used as a last-minute effort to salvage a low grade. Teachers may also give bonus questions on tests or quizzes; however, questions must be from the studied curriculum and of a higher level of thinking.

Extracurricular Activities

The extracurricular activities that are available include, but are not limited to, athletics, fine arts, clubs, NJHS/NHS, and Student Council. While extracurricular activities are important and strongly encouraged, these activities do not supersede academics and conduct. Good academic performance and proper behavior are needed to be able to participate in any extracurricular activity.

Participation Guidelines:

- Participation in a school sponsored extracurricular activity is a privilege.
- A higher standard of excellence is expected from students involved in these activities. Participating students are representing Immanuel Christian School, our community, our state, our country, and our Lord Jesus Christ. The expected standard of behavior is one that exhibits pride, politeness, and responsibility.
- It is important for students to understand that the behavioral expectations placed upon them by Immanuel Christian School extend beyond the classroom and school campus.
- Students must maintain a 70 or higher. (Higher average may be required for those in academic activities.)
- In order to participate in an extracurricular event, a student must be present at school or involved in an approved school activity for at least ½ of the same school day that an extracurricular event is occurring.

Students are encouraged to speak to the Principal if they have an idea for launching a new club at ICS.

SERVE Groups – Grades 7th-12th

S – Seeing Forward: Creating a vision for the now and the FUTURE

E – Engage and Develop Others: Try to find the right people for the right roles

R – Reinvent on a yearly basis: How do we continue to do things better?

V – Value Relationships and Results: Good relationship within our groups create good relationships outside of our groups.

E – Embody the Vision/Mission: Establish, articulate, model and enforce the core vision and mission.

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- Worship Group: Students involved in providing ways of worship and praise to Jesus
- Community Group: Students involved in providing ways of cultivating relationships with the secondary school community
- Ministry Group: Students involved in providing ways to help our local and global community.
- STUCO Group: Students involved in providing ways to help fundraise for activities that involve secondary students.

Field Trips

Education is not limited to the classroom. Teachers may choose to take classes to off-site locations for firsthand experiences. In order to participate in a field trip, a student must have on file a signed "Permission Form" from his/her parent(s)/guardian(s) and must have earned the right to attend. To earn this right, a student must demonstrate that he/she possesses the discipline needed to obey the rules and regulations that are necessary to have a safe and successful trip. Any faculty member, with the consent of his/her Principal, may choose not to take a student who has demonstrated a lack of self-discipline and may be a potentially disruptive influence on the trip. Parents will be provided with all information concerning the trip and adequate chaperones will be acquired. If an overnight stay is required for a field trip or athletic event, ICS administration will schedule a mandatory parent meeting prior to the field trip to review the details of the trip. *See ICS Dress Code for Field Trip attire.*

A person volunteering to transport students for field trips must be at least 21 years old and have his/her driver license and insurance information on file in the School Office. The vehicle used for transporting must be reliable and have functioning seat belts for each student being transported. Please see the section regarding Volunteers under GENERAL INFORMATION for more details.

Grading

In order to keep students at a higher standard, the following grading scales are used at ICS.

K4-K5

E = Excellent

S = Satisfactory

N = Needs to Improve

1st Grade – 12th Grade

A = 92.5-100

B = 84.5-92

C = 75.5-84

D = 69.5-75

F = 69 and below

The ICS school year is divided into four nine-week terms with two terms making up one semester. Semester grades are calculated with each nine-week term. In grades K-6 each term is 50% of the semester grade. In grades 7-12 each term is 45% and the semester final exam is 10%. 7th and 8th grade students must pass their core subjects and Bible in order to be promoted to the next grade level. High school students must pass each semester of a course in order to receive credit.

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Graduation

Immanuel Christian School follows the recommended graduation requirements of 26 credit hours for the State of Texas of which Bible, College Prep, and Dave Ramsey's Financial Peace course comprise some of the elective requirements. A high school student attending ICS for all four years will graduate with 28 credit hours which are made up of the following (more detailed information on each course can be found in the Course Catalog):

- (4 credits) Bible 1, Bible 2, Bible 3, Bible 4 (Bible is waived for each year a transfer student doesn't attend ICS)
- (4 credits) English 1, English 2, AP English 3, English 4
- (4 credits) Algebra 1, Geometry, Algebra 2, PreCalculus (a student who earns credit for Algebra 1 during 8th grade can take Calculus senior year if he/she desires)
- (4 credits) World Geography, World History, US History, Government (.5), Economics (.5)
- (4 credits) Biology, Chemistry, Physics, Anatomy & Physiology or Marine Biology
- (2 credits) Foreign Language (same language)
- (1 credit) Physical Education (PE credit can be fulfilled with participating in major sports)
- (1 credit) Fine Art
- (1 credit) College Prep
- (.5 credit) Speech
- (.5 credit) Personal Finance (Dave Ramsey course)
- (2 credits) Electives

Valedictorian and Salutatorian

Grades earned in all subjects taken for high school credit are used in determining honors for graduation. The valedictorian and salutatorian will be selected upon completion of the final 9-week term of senior year.

The requirements to represent Immanuel Christian School as valedictorian are as follows.

- Student must have attended Immanuel Christian School for his/her entire junior and senior year
- Student must be on the Texas Recommended or Distinguished Warrior Graduation plan
- Student must have the highest academic, cumulative numeric average
- In addition to the above criteria, the ICS administration will give consideration to lifestyle, character, and/or discipline issues when making the final decision as it is expected that the valedictorian will reflect a Christian commitment to ICS.

The salutatorian is the student with the second highest academic, cumulative average and will meet the same requirements as set for the valedictorian.

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The Valedictorian and Salutatorian may or may not be asked to speak at graduation.

Homework

Homework serves two purposes – it reinforces and extends learning. The amount of time a student needs to complete homework varies from day-to-day and from student-to-student. The faculty attempts to gear assignments so that only a reasonable amount of time will be required, considering the subject matter and individual student needs and abilities. Immanuel Christian School asks that each student plan his/her out-of-school activities wisely so that adequate time is provided for homework and family time. Planning wisely will help a student feel a sense of accountability and accomplishment as he/she will complete homework/projects on time and be prepared for quizzes and tests.

No homework will be assigned during, nor is an assignment to be due immediately upon return from holidays.

In general, homework will not be assigned on Wednesdays with the exception of all AP classes or unless it is the Wednesday before a three-day weekend. A teacher may assign homework on a Wednesday only with special permission granted by the Principal and with prior notice given to the students and parents.

To help students budget their time, one should expect the following daily homework requirements:

Grades K-2	10 to 20 minutes
Grades 3-5	30 to 50 minutes
Grades 6-8	1 to 2 hours
Grades 9-12	1 ½ to 2 hours

Parent participation in providing assistance and accountability is crucial to the educational process of children of all ages. If the homework load seems excessive for your child, please take the following steps:

- Make sure there is a designated time and place for homework to be completed each night.
- Assess the activities your child is involved in. If they interfere with the education process, perhaps the child will need to reduce the number of activities.
- Maintain a log of how much time is being spent on each subject/project for an entire week.
- Check RenWeb's ParentsWeb regularly for grade reports.
- Contact the Principal to discuss the issue further with the data you've collected.

Homework - Elementary K5-6th

Assignments WILL BE completed. A student's continued enrollment at ICS depends upon his/her willingness to complete homework assignments and cooperate with school policy.

Failure to turn in an assignment, for whatever reason, will result in a missing assignment report. The teacher will email the report to the parent/guardian. Parents/guardians should ensure that the

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child complete all the late work. If the assignment is still not turned in the following day, the student will be required to stay after school (for no more than 30 minutes) to finish as much of the work as possible in order to receive partial credit.

Missing homework process:

- Missing Assignment reported for any work not turned in or turned in less than 50% complete
- Parent/guardian notified via email and the child returns the completed homework the following day
- Late assignments receive a ten (10) point deduction
- Late projects receive a twenty (20) point deduction
- Student not turning in his/her work after missing an assignment will receive a Teacher Detention to be served immediately after school with additional points deducted

Missing assignments are tracked during each nine-week term.

Missing Assignments	Consequences
3	TD (teacher detention)
4	PD (principal detention)
5	Multiple PDs
6	Half-day suspension, mandatory parent conference, academic probation
7	One-day suspension, parent conference, possible expulsion

Homework - Secondary 7th-12th

A student is expected to turn in all class assignments and homework on time. If a student fails to turn in an assignment he/she will have to go to lunch detention and should finish the assignment. Points will be deducted for lateness. If the student does not turn in the assignment he/she will receive a grade of zero. A parent/guardian is strongly encouraged to log on to RenWeb ParentsWeb on a regular basis to view a student's grades and assignments.

In the event that a student fails to turn in three (3) assignments during any nine-week term, the principal will notify the parents to set up a conference. Disciplinary action will increase with each additional missing assignment up to and including suspension.

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Honor Roll

Two honor rolls are announced each 9-week term. The Principal's A Honor Roll and Warrior's A-B Honor Roll designations are placed on report cards at the end of each 9-week term. Students must have an A in every subject for Principal's Honor Roll, or an A or B in every subject for Warrior's Honor Roll, during the grading period. Penmanship is not used in calculating honor roll in the elementary grades.

To be on the semester Principal's A or Warrior's A-B Honor Roll, students must have an A in every subject for Principal's A Honor Roll, or an A or B in every subject for Warrior's A-B Honor Roll for the semester. Penmanship is not used in calculating honor roll in the elementary grades.

To obtain the Honor Roll for the Year award at the end of the school year, the student must have achieved the semester honor roll for both semesters. If both semesters had Principal's A Honor Roll, then the student will have achieved Principal's A Honor Roll for the year. If both semesters were on the Warrior's A-B Honor Roll, or one semester was Warrior's A-B and one semester was Principal's A, then the student will have achieved Warrior's A-B Honor Roll for the year.

Late Work

Elementary K5-6th

A minimal amount of homework is assigned to young students which is a good way to teach them how to manage their time wisely. Zeroes are not given for missing assignments; however, assignments are expected to be completed. Failure to turn in an assignment, for whatever reason, will result in the issuance of a *RenWeb Missing Assignment Report* and the completed work returned the following school day. If the assignment is not returned by the time indicated, the student will remain after school (for no more than 30 minutes) to complete the assignment and receive credit. The assignment will be graded at that time and assessed a 10-point penalty (20-point penalty for projects) whether it is completed or not.

Missing assignments are tracked over each nine-week term. Three missing assignments in one term will result in a student being assessed a Teacher Detention. A student missing six assignments within one nine-week term will be placed on Academic Probation.

Secondary 7th-12th

Students in 7th-12th grades are expected to be disciplined and responsible when it comes to turning in homework assignments. **Assignments not turned in on time will receive a lunch detention unless prior arrangements have been made with the teacher.** A student cannot make arrangements to turn in late work *after* an assignment is due. Late assignments will have the following consequences.

- Daily work and homework turned in late will receive a 10 point deduction the first day. No credit will be given the second day.
- Major assignments and projects turned in late will receive a 15 point deduction the first day, 30 point deduction the second day, and no credit will be given the third day, unless prior arrangements have been made with the teacher.

Should a student fail to turn in three assignments during a nine-week term, the Principal will schedule a meeting with the student and his/her parents/guardians. Disciplinary action will be

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taken if necessary should the behavior continue, to include possible Academic Probation. Parents are urged to monitor a student's grades on RenWeb ParentsWeb to keep abreast of a student's progress.

Late Work Resulting from Absences

A student is required to make up ALL missed classwork, homework, and tests. Upon return from an **excused absence**, a student will have one (1) full day per each day absent to complete missed work (Sundays are exempt).

Excused Absences

- If a student knows of an absence ahead of time, he/she should ask teachers for the work that will be missed.
- A student will have one day per each consecutive excused absence to turn in missed work and make up quizzes/tests.
- All work not turned in or quizzes/tests not taken within the allotted time will be given a zero.
- It is up to the student to ask the teacher about any missed work *immediately* upon returning from the absence. It is *not* the teacher's job to remember to give missed work to a student.

Unexcused Absences

- If a student knows of an unexcused absence ahead of time, he/she MUST ask teachers for the work that will be missed and the student MUST turn ALL the work in on the day he/she returns to school. All work not turned in on the day of return will receive a zero.
- If a student knows of an unexcused absence ahead of time, he/she should take any quizzes/tests that are going to be given during the unexcused absence BEFORE the absence. If the student cannot take the quiz/test before the absence it must be taken when the student returns.
- If a student did not know of the unexcused absence ahead of time, he/she MUST ask teachers for the work missed and turn it in the following day. Any quizzes/tests must be taken the following day as well.

Library

Students, parents, teachers, and church members are able to check out books for a two-week period. Parents are required to check out books for **1st grade** students and younger.

Fines are assessed for overdue books and items at ten cents (10¢) per day per item. Holidays, weekends, and days of excused absences do not count in the fine tabulation.

Students visit the library on a teacher-planned flextime schedule. Various activities include storytelling, puppet-shows, videos, and activities that compliment classroom objectives. 3rd-6th grade students receive formal instruction in library skills and research. Each school day, the library is open 30 minutes before and after school. Students are held responsible for lost or damaged books as well as any fines levied.

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National Junior (grades 6, 7, 8) **and National Honor** (grades 10-12) **Societies**

The process for selecting student to the National Junior and National Honor societies takes place at the end of the first semester. The academic and character criteria are as follows:

- Students must have an overall average of 84.5 at the end of the first semester.

Additional criteria for nominating NJHS/NHS candidates:

- Students need to have attended ICS for one full semester.
- Students with multiple Step 3s for behavior consequences will not be considered for nomination.
- Any Step 4s or Step 5s will preclude a student from nomination.
- Students must have fulfilled, or be actively fulfilling, the school requirement for community service hours.

A list of eligible students is provided to middle school and high school teachers for review and input. Those lists are then passed on to the Faculty Council for final selection. ICS administration reserves the right to deny the approval of any nominee for disciplinary or character issues.

Official Language

English is the official language spoken at ICS. **All students, teachers, and staff** are required to speak English *at all times* while on campus or on school outings (field trips, athletic events, etc.) unless communicating with parents/guardians who are non-English speakers. Full immersion in the English language is an important way to prepare students for taking standardized exams for admission into university. Disciplinary measures may be taken against a student who fails to abide by this requirement.

Report Cards

Student grades are available for viewing in RenWeb ParentsWeb. Parents are encouraged to view grades on a regular basis to be aware of a student's progress in each subject area.

Report cards will be available for viewing after each nine-week term. A final report card will be processed at the end of the school year.

Teachers will strive to alert a parent if a child's grades fall below 75%; however, it is the parent's responsibility to keep abreast of how the child is performing academically by looking on RenWeb ParentsWeb to view grades and classwork assigned.

Report Card Conferences

Report Card Day will be held after the first nine-week term. Students will be released at 11:30 to give time for parents and teachers to meet. The date will be indicated on the school calendar and emails will be sent out to inform parents/guardians of the details.

Standardized Testing

Testing is an important component of the academic program at Immanuel Christian School. It allows teachers and administration to analyze student progress and use the data to assess curriculum. The following tests are administered throughout the school year:

- 1st-7th grade students take the Terra Nova in the spring

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- 8th - 11th grade students take the PSAT in October
- 11th grade students take the ASVAB in January
- 11th grade students have the option to take the ACT in the fall
- 11th grade students take the SAT in the spring
- AP exams are given in May

Student Records

Immanuel Christian School maintains complete, cumulative academic records for each student. These records are treated confidentially and are available to parents/guardians/students according to the following policy:

- No student records will be released (including transcripts for college admission) if the family is delinquent in tuition payments or has a debt of any kind with Immanuel Christian School.
- Seniors requesting transcripts for college applications must log the request in the Transcript Log on the table outside the Academic Counselor's office.
- Alumni in need of an official transcript may call the school office to request it.
- Students transferring to another school can request transcripts through the school office.

Summer Reading Assignments

Summer reading assignments are given to 7th-12th grade students. It will also be posted on ParentsWeb and an email will be sent to students/parents during the summer.

Test Days

The Principal and/or Assistant Principal works with teachers to coordinate that no more than two (2) tests be given to students in grades 7-12 during any given school day. Should a student find that he/she has more than two tests during a school day, he/she is to talk to the Principal regarding the issue.

Testing Security

To encourage student integrity, ICS administration insists that the following procedures be adhered to when quizzes or tests are given.

- The teacher is to be circulating around the room and actively observing test takers, not sitting at his/her desk.
- Students must use a cover sheet and have all items removed from his/her desktop, lap, and floor surrounding the desk.
- Whenever possible, students are to be spread out.
- Quizzes and tests are to be graded by the teacher, not the students.
- A different version of a quiz/test must be given to any student needing to take the quiz/test ahead of time and for those needing to make up a quiz/test.
- All quiz and testing materials, along with answer keys, must be kept locked away at all times.

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Tutoring

Teachers in grades 1-12 offer tutoring before and after school for students who need extra help. Tutoring times will be provided by the teachers and the parent/guardian will be contacted if a student could benefit from attending a tutoring session. These sessions are free of charge.

If a parent/guardian feels that more personalized, one-on-one tutoring is needed for a student, the teacher or school office can provide information about a qualified tutor. The parent would be responsible for any fees associated with this service.

Year-End Promotion / Retention

Kindergarten (K5)

To be promoted to first grade a student must:

- have a minimum "S" average in each of the following subjects: reading, phonics, math
- be able to follow directions
- be able to blend sounds
- be able to complete seatwork on time
- satisfy attendance requirements for the state of Texas

1st-6th Grade

A student will be promoted to the next grade level when an average of 69.5% or higher is achieved in all core subjects. Core subjects are: language arts (phonics, spelling, and reading), social studies, science, and math.

- An overall average of 69.4% or lower in any two (2) core subject areas will require a student to repeat the current grade level.
- A student having an overall passing grade of 69.5% or higher for the year, but having failed a core subject area during any two (2) nine-week terms, may be passed to the next grade level upon the successful completion of summer school with a "C-" or better.
- A student who barely passes but has excessive absences, detentions, or suspensions may be considered for retention.

A student in danger of being retained will have a parent/teacher/principal conference to discuss the best available options for the student.

7th and 8th Grade

A student will be promoted to the next grade level when an average of 69.5% or higher is achieved in all core subjects: language arts, social studies, science, and math.

- An overall average of 69.4% or lower in any two (2) core subject areas will require a student to repeat the current grade level.
- A student having an overall passing grade of 69.5% or higher for the year, but having failed a core subject area during any two (2) nine-week terms, may be passed to the next grade

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level upon the successful completion of summer school with a "C-" or better.

- A student who barely passes but has excessive absences, detentions, or suspensions may be considered for retention.
- A student failing Bible will have to meet with Administration before being considered for readmission the following school year.

A student in danger of being retained will have a parent/teacher/principal conference to discuss the best available options for the student.

9th-12th Grade

A student's grade level is determined by the number of credits earned. Each class during a semester is awarded a half (0.5) credit when passed with a grade of 69.5% or higher.

Classification is based upon the following scale:

Freshman (9 th grade):	0 – 7 credits
Sophomore (10 th grade):	8 – 14 credits
Junior (11 th grade):	15 – 21 credits
Senior (12 th grade):	22 or more credits

The state of Texas requires 26 credits to graduate. A student attending ICS for all four years of high school will graduate with 28 credits because of the four (4) Bible credits required. A student transferring in during high school will not be responsible for making up the missed Bible credits. A list of required classes can be found under the "Graduation" section.

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ATHLETICS

Our philosophy of athletics stems directly from our philosophy of education. The goal is to be conformed to the image of Jesus Christ (Romans 8:29) and to "develop the spiritual part of the athlete so that the Holy Spirit is in control and directing his mind and body" (1 Thessalonians 5:23).

ICS offers school-sponsored, supervised athletics to 3rd-12th grade students. Sports offered include, but are not limited to, volleyball, basketball, track, cheerleading, six-man football, tennis, soccer, and golf (depending on student interest). ICS athletes strive for excellence on and off the court/field and are expected to represent ICS in a positive light through their Christ-like behavior. Since character and academic success are of primary importance, athletes will not be allowed to compete due to low grades and/or disciplinary issues. Fees will be announced each year.

A *mandatory* athletic meeting will be held for athletes and their parents/guardians. These meetings are called by the coaches and will consist of information that the parent/guardian will need to understand to ensure his/her child's successful participation in said sport. Failure to attend an athletic meeting will preclude a student from participation in a sport.

Athletic Eligibility

Athletic eligibility requirements apply to all sport-related activities as well as any other school-sponsored activities.

- No athlete may participate in a scheduled game unless he/she has a current physical form on file at ICS.
- All athletes must faithfully attend practices and abide by team rules as set forth by the coach/coaches.
- All athletes must have their own accident insurance.
- Each athlete must maintain an average of 70% or higher in each subject in order to play.

Eligibility reports will be generated after the first six (6) weeks of each semester and every three (3) weeks thereafter. Failure to meet eligibility requirements will preclude an athlete from participating in his/her sport.

Academic Probation

An athlete will be placed on academic probation when his/her grade falls below 74.5% in any class at the time of an eligibility grade check. Issues with conduct may also result in a student being placed on academic probation. A student-athlete placed on academic probation will be required to receive tutoring. While on probation the student athlete may participate in practice and play in games.

Academic Suspension

Being placed on a *second* probation during the same season will result in a student-athlete receiving an academic suspension. During that time, he/she will practice with the team and will sit on the bench with the team but WILL NOT play until grades improve.

A third occurrence of ineligibility will result in an athlete being removed from the team. A student is allowed only one (1) academic suspension period per season.

A student athlete removed from a team for academic reasons may try out for other sports provided his/her grades improve.

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ATTENDANCE

Success at Immanuel Christian School is directly linked to school attendance. Regular attendance is required by law and provides students the opportunity to acquire specific skills and meet course goals and objectives that may not otherwise be possible if not in attendance. **Parents must call the School Office when their child will not be in attendance.** Many integral learning activities including class discussion, laboratory experiments, field trips, direct instruction, and guest speakers cannot be simulated or replicated with bookwork. Irregular attendance is a major cause for poor academic work and continual tardiness is disruptive to the normal flow of school activity.

The State of Texas allows a maximum of ten (10) absences per semester in order for a student to receive credit for the semester. Every absence after the tenth must be made up by attending Absent/Tardy School. Extenuating circumstances must be backed up by official documentation and presented to the Principal and possibly other members of the Administrative Team to determine how the situation would be best handled. School-sponsored activities/field trips are part of the educational program and will not count toward absences. Students choosing not to attend a school function that is part of the curriculum will be counted as absent unexcused.

The Registrar will call parents of absent students to verify that the student is ill and at home. Any student absence that is not verified by a parent will be reported to the Principal and will be dealt with according to the ISC policy for missing class.

Absences

Absences are classified as excused, absence with parent's permission, and unexcused. For attendance records, students must be in class for ½ of the day to be counted present.

Elementary K5-6th

Excused Absence: An excused absence is one that occurs for illness, death in the family, or other unavoidable occurrences. A parent must call the office the morning of the absence so that it can be documented. A request to obtain make-up work for the day a child is absent must be made by the parent to the School Office before 9:15 AM in order for the work assignments to be ready for pick up by 3:00 PM. Requesting assignments for an extended absence should be made at least two (2) days in advance.

Every effort will be made for a student to make up work missed during the school day upon his/her return to school. However, an extended illness [more than two (2) days] may require additional tutoring and/or parental assistance. Work needing to be made up is left to the teacher's discretion. Students are required to make up tests and quizzes.

In the case of an unplanned absence, students are allowed the same number of days as the length of the absence in which to make up quizzes, tests, homework, and major assignments without penalty.

Major assignments/projects are due the day a student returns to school if the first day of the absence was the due date of the assignment. The Principal may grant exceptions to this policy.

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Absence with Parent's Permission: An absence with parent's permission occurs when parents choose to withdraw children from school for vacations or other reasons. Under these circumstances, the following guidelines are to be followed:

- A planned absence requires notification submitted to the school office at least 48 hours in advance.
- With a pre-arranged absence, the student will make up the work to be missed before departure unless prior arrangements have been made with the teacher or the Principal. Major assignments/projects due during the time of absence must be turned in before the student leaves for the absence. Parents are responsible for instruction of the material covered in class during the absence.
- The teacher will provide the assignments from the plans he/she has completed at the time of the student's departure. The rest of the assignments will be given to the student upon his/her return.
- All work given to a student before an extended absence is due on the day the student returns to school or it will be considered late. It is the student's responsibility to turn in make-up work. The work must be returned to school, but those grades will not be entered in the grade book. Extra days given for make-up work will be at the discretion of the teacher depending on the assignment or project due. It is the responsibility of the student to receive a written plan from each of his/her teachers prior to the extended absence, stating what work must be completed and deadlines for the make-up work.
- Quizzes and tests must be made up immediately. Parents are to make arrangements with the child's teacher for when to make them up.

Unexcused Absences: An unexcused absence occurs when a child is absent for any reason other than what is listed as an excused absence. Class work, quizzes, and tests missed must be made up the day the student returns. The Principal may take additional disciplinary action such as detention, in-school suspension, or other measures as is deemed appropriate for the case at hand.

Absences for Extra-Curricular Activities: Students participating in any extra-curricular activities must be present at school or involved in an approved school-day activity for the *last ½ of the day* before dismissal on the day of an event. When a student leaves school early with a team, club, or organization, ALL work (tests, quizzes, projects, homework, etc.) that is due on that day MUST be turned in to the teacher before leaving. Otherwise, it will be counted as late work.

Secondary 7th-12th

An absence is defined as missing fifteen (15) minutes or more of class time. Absences due to school-sponsored functions will not be included in the cumulative count. All other absences will be included. Attendance will be taken at the beginning of each class period.

Any student who accumulates more than ten (10) absences, whether excused or unexcused, in a class for a semester must show course content mastery or receive an "F" for the

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semester. This policy will be applied to each class separately. Mastery will be determined as follows:

- A cumulative passing grade for the course (70% or higher)
- All course work completed in accordance to school policy

Parents must notify Immanuel Christian School every time their child is absent. Academic instruction that is missed must be made up by the student in a manner acceptable to the teacher and the Principal. Areas impacted by absences are honor roll, course credit, semester exam exemption (including seniors), and extracurricular participation.

Absenteeism:

For every absence a student must have the appropriate release form completed:

- Excused absence: release form (absence contract)
 - Sick
 - Family Emergency
- Unexcused Absence (pre-approved by Administration): release form (unexcused absence contract)
 - Pre-Approved Vacations (work completed upon return)
 - Non-School Related Sporting Events (work completed upon return)
- Unexcused absence (not approved by Administration): zeros for work missed

Ten unexcused absences (approved or non-approved) = One make-up day at the end of the semester at the cost of \$80. *Absences over 10 days per semester continue to follow state laws for attendance.*

Excused Absences Include:

- Illness and injury
- Illness or death in the student's immediate family
- Participation in approved, school-related activities (these are not included in the 10-day count)
- Prearranged absences of educational value such as: college visits, leadership forums with the Principal's approval, competitions, talent opportunities
- Medical appointments *that cannot possibly be scheduled* outside of school
- School-sponsored functions will be handled in the same manner as a field trip
- Mission Trips

Students are responsible to schedule and take make-up tests and quizzes. Students will have one (1) day for each day missed to take tests and quizzes and make-up any homework.

Unexcused Absences Include:

- All absences not listed above

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- All absences not verified by Immanuel Christian School

Consequence: No extra time allotted for missed tests/quizzes and assignments unless designated by the teacher. Missed test/quizzes and assignments taken or turned in the day of return will receive ½ credit.

Unexcused Absences with Parent Permission Include:

- Family vacation
- Other parental elective absences

The following guidelines must be followed for an Unexcused Absence with Parent Permission to apply:

- Notification of the pre-arranged absence must be submitted to the School Office within 7 days of the absence.
- Major assignments due during the absence are due *prior* to departure or the Late Work Policy applies. (Major assignments and projects submitted prior to the absence will be graded and points counted.)
- The teacher will provide the assignments from the plans he/she has completed at the time of the student's departure. The rest of the assignments will be given to the student upon his/her return.
- All make-up work given to the student prior to leaving is due the *day of return* to school.
- Parents are responsible for the instruction their student missed.
- Upon return, students are required to immediately obtain and complete the work missed.
- Students are responsible to schedule and take make-up tests and quizzes. Students will have one (1) day for each day missed to take tests and quizzes and make up any missed homework.

Absences for Extra-Curricular Activities: Students participating in any extra-curricular activities must be present at school or involved in an approved school-day activity for a minimum of ½ of the school day. When a student leaves school early with a team, club, or organization, ALL work (tests, quizzes, projects, homework, etc.) that is due on that day MUST be turned in to the teacher before leaving. Otherwise, it will be counted as late work.

Early Checkout

Students are encouraged to be in attendance for the entire school day unless unavoidable circumstances require early dismissal. End-of-the-day activities are as important as beginning-of-the-day activities; therefore, early checkout of students is given the same consideration as excessive tardiness and may result in disciplinary action by the Principal.

Elementary K5-6th

Parents are discouraged from checking out students for the following reasons: after field trips or activities of older or younger siblings, to avoid the dismissal line traffic, doctor or dentist appointments that can be scheduled outside of school hours. If it becomes necessary to check

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a student out before the end of the school day, please follow the following checkout procedures:

- If you know ahead of time, present a note detailing your reason to the School Office or call.
- A parent/guardian MUST sign the student out in the School Office before leaving school.
- A student will only be released from class with a pass from the School Office.
- If returning to school after an early checkout, the parent/guardian MUST sign the student back in at the School Office.
- Students must be present for ½ of the school day to be counted present.

Secondary 7th-12th

Parents are discouraged from checking out students early. However, if it becomes necessary to check your student out of school before the end of the day, please follow the checkout procedures outlined below. Parents in grades 7-8 must come to the School Office and sign the student out personally.

- Student can provide the School Office with a note from a parent/guardian stating the time the student will be leaving the school and a phone number where the parent can be reached. With the parental note, the student may sign out at the School Office (grades 9-12).
- A student may not sign out of school unless the School Office staff is able to verify his/her departure via note.
- If a note is not presented, a parent/guardian must sign the student out at the School Office before leaving school. The student will be called from the classroom to meet the parent at the Office. Parents are not to go to the student's classroom unless authorized by the School Office and given a Pass from Class to present to the teacher.
- When returning to school after an early dismissal, a student must check back in with the School Office to receive a Pass to return to class.
- Students are not allowed to sign out early on the days of special programs without parental permission.
- Early dismissals for students traveling with athletic teams or for field trips will be handled by the coaches/teachers.

A student leaving campus for ANY REASON without following the appropriate procedure will be considered truant (missing school) and subject to disciplinary action.

Leaving Campus

No student is allowed to leave the school grounds **for any reason** without permission from his/her parent/guardian AND the approval of the school administration. Leaving campus without the proper permission is grounds for suspension or expulsion. A student who leaves campus without permission is considered truant.

Tardy and Late Check-In Policy

Punctuality is an important part of a successful school experience and is an expectation at ICS. Being late to class is disruptive and should be avoided. A student is tardy when not in his/her seat at the moment class is scheduled to begin. All tardies are considered unexcused unless accompanied by a written note from a parent (beginning of the day) or a Faculty/Staff member (between classes).

Elementary K5-6th

For each four (4) unexcused tardies a student receives within a nine-week term, the student will be scheduled for Tardy School (one week of lunch detention) to make up for lost instruction.

Secondary 7th-12th

For each five (5) unexcused tardies a student receives within a nine-week term, whether at the beginning of the day or between classes, the student will be scheduled to make-up one (1) day at the end of the semester at the cost of \$80.00.

- A student arriving late to class must have a note from a teacher or staff member or the tardy will be unexcused.
- Students arriving more than fifteen (15) minutes late to class will be counted absent for that class period as the most important part of instruction will have been missed. An approved note from a teacher or staff member will make the absence excused. If no documentation is submitted, the absence will be unexcused and the parent/guardian will be contacted.

Tardy School & Making Up Excessive Absences

The School Office will notify the parent/guardian when his/her child has received five (5) *unexcused tardies* or has reached ten (10) or more absences (excused or unexcused). Elementary students will need to make up for missed class time by attending Tardy School (lunch detention for five days). Students needing to make up time for *absences* will be assessed additional fees.

- A student arriving late for Tardy School has to make up the time missed on another day.
- Failure to attend, without prior notification from a parent/guardian will result in a one (1) day suspension.
- A student needing to make up hours for excessive absences will need to attend four (4) hours of Tardy School for each day missed after the tenth absence whether the absences are excused or unexcused. The fee assessed will be \$10 per hour.

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DISCIPLINE & CONDUCT

Discipline is an integral part of God's plan for the raising up of His children. God's word clearly states that we should "Train a child in the way he should go" (Proverbs 22:6). The best way to accomplish this directive is for family, church, and school to join in raising a child. Deuteronomy 6:7 tells us to "Impress [God's commandments] on your children. Talk about [God's commandments] when you sit at home and when you walk along the road, when you lie down and when you get up." The development of moral character is a primary component in the education of every child at ICS which is why every child is expected to show the fruit of this instruction. When a child strays, it is biblical to admonish him/her just as God admonishes His people.

Criminal Convictions

Students arrested, indicted, placed in juvenile detention, or convicted of a crime while attending ICS will have their enrollment status reviewed by the school administration and may be expelled.

Discipline Terms Common to all Grade Levels

- NOC** A "Notice of Concern" informs the parent/guardian of any behavioral or academic concerns with a student. An NOC is recorded as a behavior report in Renweb. A parent-teacher conference may be necessary. ICS strongly encourages a parent/guardian to respond quickly by discussing the issue with the student in order to prevent a future occurrence.
- LD** A "Lunch Detention" requires a student to spend the lunch period in a designated area away from the other students. The student will eat his/her lunch at this time and is not permitted to talk to other students.
- TD** A "Teacher Detention" requires a student to remain with the teacher after school for 30 minutes. The parent/guardian will be notified of any TDs assigned to a student. Failure to report to a TD will result in a PD. The detention **MUST** be served on the day and time it is assigned! (An *extreme* emergency or illness would be the only exception.) Because this is a consequence for an action, an athlete **WILL NOT** be excused from attending a detention because of practices or games. If a student is in a carpool, the parent/guardian will need to make other arrangements for transportation.
- PD** A "Principal Detention" is determined by the principal. The parent/guardian will be notified of any PDs assigned to a student. Failure to report to a PD will result in a suspension. The detention **MUST** be served on the day and time it is assigned! (An *extreme* emergency or illness would be the only exception.) Because this is a consequence for an action, an athlete **WILL NOT** be excused from attending a detention because of practices or games. If a student is in a carpool, the parent/guardian will need to make other arrangements for transportation.
- SL** "Silent Lunch" requires a student to sit quietly during lunch at a separate table.
- ISS** An "In-School Suspension" may range from a half (1/2) day to one (1) full day and will be served at a scheduled time. A student will complete all assignments/quizzes/tests missed and turn them in the same day.
- OSS** An "Out-of-School Suspension" may range from one (1) day to five (5) days. A student

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will complete all assignments during the time missed and will turn them in immediately upon return. Quizzes and tests missed will be taken the day of return. This type of suspension is very serious and may result in expulsion from ICS.

Kinder Discipline Process (K4 & K5)

Discipline is primarily handled in the classroom. Parents/guardians will receive a detailed explanation of the teacher's procedures at the beginning of school. If an offense occurs that necessitates a student being sent to the principal's office, the procedure below will be followed.

1st visit to principal	Talk/pray with principal to correct action. Parent/guardian notified.
2nd visit to principal	Talk/pray with student to correct action. Principal may remove student from class. Principal contacts parent/guardian.
3rd visit to principal	Student is sent home for the day. Principal calls parent/guardian.
4th visit to principal	Principal determines consequence up to and including expulsion.

- Consequences increase in severity for repeating the same offense. This should help the student to understand the importance of obeying rules and respecting authority.
- A student will take home a weekly chart reflecting his/her behavior for the week.

Elementary Discipline Process (Grades 1-6)

The elementary system is a visualized approach that associates infractions of classroom or school wide rules with the term "Tally". When a teacher issues a tally it is for the following reasons ("HOW I ACT"):

H ullabaloo	Causing unnecessary disruptions (tapping pencil, rattling papers, burping, loud yawning/talking, screaming, etc.)
O ut of Order	Getting out of line, disrespecting the property of ICS or others, getting out of seat without permission, wandering around classroom, lingering in restroom, etc.
W ork Not In	Classwork/homework not turned in on time, forgetting books, not turning in permission slips, etc.
I ntentional Disobedience	Refusal to obey a direct command from a person of authority
A ttitude Lacking	Uncooperative attitude, rolling of eyes, making faces, etc.
C ourtesy Lacking	Unthoughtful behavior toward teachers, staff or peers such as not excusing oneself, interrupting a conversation, pushing one's way between people, failing to lend a helping hand, etc.
T alking	Holding a disruptive conversation or talking without permission.

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Tallies and Conduct Grades

Conduct grades are based on the number of tallies a student receives in a given term. The tally system applies only to actions that fall into the "How I Act" areas of behavior. Repeated infractions or any activity of a more serious nature will be immediately referred to the principal at which time the principal may assign a TD, PD, or suspension. A tally sheet is sent home every Monday to inform a parent/guardian of a child's behavior the previous week, as well as an email notification when the student accumulates 2 or more tallies in one day. The following scale is used to determine a student's conduct grade.

Grade Scale		Elementary Grades 1-6
98-100	A+	0 tallies
95-97	A	1-2 tallies
93-94	A-	3-5 tallies
91-92	B+	6-8 tallies
88-90	B	9-10 tallies
85-87	B-	11-13 tallies
82-84	C+	14-16 tallies
78-81	C	17-18 tallies
76-78	C-	19-21 tallies
70-75	D	22-24 tallies
0-69	F	25+ tallies

Sequence of Discipline

GRADES	NOC	TD*	PRINCIPAL	P/T CONF
<p>1 - 3 (verbal warning required before first tally issued)</p> <p>4 - 6 (NO verbal warning required before first tally issued)</p>	<p>2 tallies in a day result in a behavior event in RenWeb emailed to the parent. Encourage your child to improve his/her behavior.</p>	<p>3 tallies in one day results in a TD. Behavior event is recorded in RenWeb and emailed to the parent.</p>	<p>4 tallies in one day result in a trip to the principal. A call is placed to the parent and a behavior event is recorded in RenWeb. A parent-teacher conference is requested.</p>	<p>5 tallies in a day result in the parents being called to the school and the child does not return to class.</p>

*3 TDs in on six-week term requires a mandatory parent/teacher conference.

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Secondary Discipline Process (Grades 7-12)

This disciplinary model uses a series of "steps" to encourage a student to exercise moral self-control. The consequence for each step increases in severity to possibly include expulsion. Steps are recorded in RenWeb and demerits are used to calculate a conduct grade at the end of each grading period.

Step 1	Verbal warning. No consequence or parent notification.
Step 2	2 Demerits. Given after a Step One already issued. Parent/guardian notified via email through RenWeb Behavior Report.
Step 3	5 Demerits. Student to serve a Lunch Detention or Teacher Detention to address behavior. Parent/guardian notified via email. Failure to attend LD or TD will result in Step 4.
Step 4	10 Demerits. Student to serve a PD. Parent/guardian notified via email and conference may be requested. Failure to attend PD may result in a Step 5.
Step 5	25 Demerits. Automatic F in citizenship grade. Given for a serious discipline problem and/or recurring behavioral patterns. Student will serve an ISS or OSS. Parent/guardian to be called to schedule a conference with the principal. Student will be placed on behavioral probation.
Step 5 (level 1)	25 Demerits. <i>1/2 day ISS</i> - Automatic F in citizenship grade (equivalent to 25 demerits). Student not removed from student activities or athletics, but will be unable to participate for a specified time.
Step 5 (level 2)	25 Demerits. <i>1 full day ISS</i> - Automatic F in citizenship grade. Student not removed from student activities or athletics, but will be unable to participate for a specified time.
Step 5 (level 3)	25 Demerits. <i>Multiple days of OSS</i> - Automatic F in citizenship grade. Removal from student activities and athletics.

- Generally, steps are given in succession; however, a serious infraction may require steps to be skipped so as to give a step more appropriate for the behavior. Examples of behaviors that may require skipping to higher steps: fighting, cheating, blatant disrespect, skipping class, leaving campus without permission, etc.

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- Teachers may assign up to a Step 3. Higher steps are determined and assigned by the principal.
- Steps are assigned per teacher per class so a student begins with a clean slate each period. However, the principal reserves the right to determine otherwise depending on the severity of a student's infraction and its reoccurrence.

Cellular Phones / Electronic Items

Elementary:

Elementary students are prohibited from having cellular phones and/or other electronic devices in use during school or while in before/after school care. Teachers will confiscate any phones or other electronic devices a student brings to school and a parent will be required to retrieve the device and a fine of \$15 will be charged. ICS is not responsible for lost, damaged, or stolen personal property brought to school.

Secondary:

In order to prevent distractions and temptations all secondary students will be asked to place their cell phones and/or smart watches in a specific container in a visible location in each classroom. This will also provide quick access should the teacher need students to use their devices for educational purposes. All devices must be silenced during the school day. Devices will not be confiscated between classes or during lunch, however, personal headphones and earbuds are prohibited during school hours (7:30 a.m. – 3:20 p.m.). Devices, including smart watches, will be confiscated if a student is using it during class time without permission. In this case, a parent will be required to retrieve the device and a \$15 fine will be charged. ICS is not responsible for lost, damaged, or stolen personal property brought to school.

Dress Code & Official School Uniform

Dennis Uniform is the official school uniform of Immanuel Christian School. Students must follow the uniform policy issued during registration. All uniform clothing must come from Dennis Uniform. When a minor violation is discovered (i.e. no belt, improper shoes, etc.), students will be disciplined according to the chart below. Students wearing non-Dennis Uniform clothing will have the following consequences:

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Dress Code violations will be handled as follows:

	Elementary Grades PK-6th (violations begin anew each 9-week term)	Secondary Grades 7-12 (violations begin anew each semester)
1st	Tally issued, Behavior event recorded and parent notified.	Step 1 Email notification sent
2nd	Tally issued, Behavior event recorded and parent notified.	Step 2 Email notification sent
3rd	TD given, Behavior event recorded and parent notified.	Step 3 LD & email notification
4th	Student sent to office to call home. PD and parent/principal conference.	Step 4 PD & parent/principal conference
5th	Student sent to office to call home. 1/2 day ISS, parent/principal conference, student placed on probation	Step 5 level 1 1/2 day ISS & parent/principal conference LOSS of privileges including club shirt, Christian t-shirt, and free dress day
6th	Student sent to office to call home. 1 day ISS, parent/principal conference, student placed on probation	Step 5 level 2 1 day ISS & parent/principal conference
7th	Student sent to office to call home, parent/principal conference, OSS	Step 5 level 3 Parent/principal conference & OSS

Disciplinary Probation (Principal's Watch)

The principal determines when a student will be placed on disciplinary probation. This can occur when a student receives a failing academic or conduct grade, repeatedly misbehaves, or receives a "Step 5" (explained in the section on "Disciplinary Action"). A conference with the student and his/her parent/guardian will be scheduled to discuss the details of the disciplinary probation.

Parent / Teacher Conference

A teacher will request a parent conference for serious behavioral/academic issues or to discuss concerns regarding a child's demeanor/attitude. Parents may schedule a teacher conference by calling the School Office to set it up. ICS Administration discourages parents from "dropping in" on a teacher to discuss important issues or trying to catch a teacher before school.

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GENERAL INFORMATION

After-School Waiting Areas for Students

Students enrolled in After-School Care must report to the cafeteria immediately after being released from class.

K4 – K5: Students are to be picked up outside of their classroom. Those not picked up by 3:00 PM will be taken to After-School Care and day care charges will apply.

1st- 2nd Grade: Students are to be picked up at 2:45 PM at the Viscount entrance. Those not picked up by 3:00 PM will be taken to After-School Care and day care charges will apply.

3rd- 4th Grade: Students are to be picked up at 3:00 PM at the Viscount entrance. Those not picked up by 3:10 PM will be taken to After-School Care and day care charges will apply.

5th- 6th Grade: Students are to be picked up at 3:00 PM at the Hawkins entrance. Those not picked up by 3:10 PM will be taken to After-School Care and day care charges will apply.

7th – 12th Grade: Students are to be picked up at 3:20 PM at the back-parking lot entrance. Those not picked up by 3:50 PM must wait in a designated area. Day care charges will apply.

Parents picking their children up in the parking lot will need to display their Immanuel Student Pick-Up sign in their window when picking up a student. If the parent/guardian does not have the sign with them, they must park their car and come pick the student up inside the building from the teacher on duty.

If a student is not picked up within the allotted time, the student will be taken to the after-school program and may be picked up by their parents/guardian inside.

Before and After-School Care

Extended care for prekindergarten, kindergarten, and elementary students is available at an additional cost from 7:00-7:30 AM and from 2:45-6:00 PM. All school rules and discipline policies will be followed during these times. Specific information regarding policies and fees are available in the Daycare or School Office.

Students who are signed up for the After-School Program will go directly to the cafeteria. The remaining students will wait with their teachers inside the building. Parents may come into the building to pick up their children or drive through the parking lot to pick them up.

Safety Procedures for Parents and Guardians

At Immanuel Christian School, we are continually working on creating a safe and secure learning environment where your children have the opportunity to excel. We love your children and appreciate the privilege of working with them every day. In order, for us to provide a safe environment for your children, we ask that you follow our school safety policies and procedures.

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Procedures for Parents and Visitor

1. **ALL** visitors to the school must sign in and leave a picture ID at the front desk between the hours of 8:30 a.m. and 2:30 p.m. Cell phones and car keys will not be accepted in place of a picture ID. The front desk attendant will direct you on further procedures once you have signed in.
2. The only door that may be used to enter the building is the main entrance on Hawkins Blvd. All other doors will be locked at 8:15 and opened again at 2:15.
3. If you are inside the building, **DO NOT** open any of the doors to let a person into the building, or prop a door open to make access into the building easier for you.
4. Be vigilant when you are in or around the building for things that do not appear to be a normal part of day to day activity at the school. Report concerns to school staff, front desk, or the police officer on duty.

In the Event of an Emergency

1. Do not telephone the school. We understand your concern, but it is essential that the telephone system is available for emergency communications.
2. Make sure that we have updated emergency contact information for each of your children at all times so we are able to contact you or your designated representative in case of an emergency.
3. We will provide emergency announcements and status reports through Parent Alert on RenWeb.
4. Do not come to the school unless you are instructed to do so. It may become necessary to keep streets and parking lots clear for emergency vehicles. If an evacuation is required, students may be transported to a designated location away from the school.
5. Our school emergency plan includes an alternative destination for students to be taken to in the event of evacuation. You will receive instructions on where you should go and how/when you may be able to pick up your children through Parent Alert on RenWeb, phone messages, and media bulletins.
6. Once it is deemed appropriate and safe, students may be released to their parents/guardian from the designated location. This means we may not be able to implement electronic procedures for confirming the identity of individuals who arrive to pick up each child.

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Therefore, when arriving to pick up your children, please make sure that you or your designated representative have a driver's license or government issued picture identification on hand to verify the identity of the person picking up the children. The names must match the school's emergency contact/pick-up information.

7. Carefully read all information you receive from ICS. We may update our safety procedures from time to time and you need to be aware of these changes.

Birthdays

Classroom parties are limited to the celebration of a child's birthday. Please follow the suggestions below:

- Send a treat that is easy and quick to serve: cupcakes, cookies or popsicles. Remember, these should be store-bought with a list of ingredients on the package.
- Do not send sodas or sugared drinks.
- Please no birthday balloon bouquets! Should these be delivered to the school, they will be held in the office until the end of the day.
- We will be happy to allow the student to pass out birthday party invitations at school only if every member of his/her class is invited. If the whole class is not included, we ask that the parent or student mail the invitations from home.

Community Service Guidelines - Grades 7-12

All 7th-12th grade students must complete a minimum of 40 hours of community service each year due by the second Friday in May.

Christ charges us to "do unto others as you would have them do to you" (Luke 6:31). Immanuel Christian School feels that one way to do this is through uncompensated, volunteer work in the community (El Paso, Juarez, during summer, while out-of-town...). Secondary students are *required* to give of themselves in this way to better understand Christ's sacrifice for His people. Serving the community is part of the curriculum at ICS; therefore, students who do not comply with this requirement will not be promoted to the next grade level until the hours have been completed. Below are the guidelines to be followed:

- Hours must be performed, without compensation, at an organization such as a church or not-for-profit (shelter, nursing home, food kitchen, etc.). Creativity is encouraged such as assisting an elderly neighbor with chores, spending time with someone who is homebound, helping to coach an athletic team, etc. (Please have the Administration approve this type of service *prior* to serving.)
- Hours performed at a family business (unless the business is a non-profit, service organization) will not be recognized. Refer any questions concerning this to Administration.
- Hours served during Great Fridays WILL count toward a student's hours.

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- Service hours must be documented and submitted in a timely manner. Forms are located outside the counselor's office or can be found on the ICS website or on RenWeb. An official letter or email from the person supervising the hours served by the student will also be accepted.
- Turn in hours served as soon as possible. Regularly check with the Counselor or the Principal as to how many hours have been recorded as the hours reflected in RenWeb are cumulative. RenWeb shows all hours served since enrolling at ICS, not those for the current school year.
- Hours must be completed **by the end of the current school year**. Hours do not carry over from year to year.
- Students who fail to complete the required hours by the end of the school year **will not be promoted to the next grade level** until all hours are served and submitted. A student's **final report card and transcript will not be released** until all hours are submitted.

Hours served beginning June 1 count for the upcoming school year. A student may complete the required hours as quickly as he/she desires OR can work on the hours throughout the school year. The 40 hours required must be turned in **before** the end of the school year.

Drug Policy

For the welfare of students and the school and to promote a drug-free environment, the entire ICS community (staff, parents, and guests) will not be in possession of, or under the influence of, alcohol or illegal drugs during any activity on the ICS campus or at any ICS event, athletic or other. The cooperation of parents and guests is needed to send a strong message to students of the school's position.

Students found to be under the influence of, or in possession of, alcohol/drugs may face immediate expulsion. Likewise, students posting photos of themselves or others partaking in, or promoting, the use of drugs/alcohol may face immediate expulsion. Underage use of alcohol or use of illegal drugs is against the law and will not be tolerated.

Holiday Celebrations

Because we are a Christian school, we ask that our families be respectful of the beliefs and convictions of other Christians. As some take offense at the commercialization of Christian holidays such as Easter and Christmas, we do not allow parties, items, decorations, clothing, etc. that depict Santa, the Easter Bunny, or other such secular themes. We will instead look for ways to emphasize the true meaning of these holidays. Halloween will not be celebrated.

Hours of Operation

The School Office is open from 7:30 AM – 4:00 PM

Before & After School Care: 7:00 AM – 6:00 PM

PreK4 – 2nd Grade: 8:00 AM – 2:45 PM

3rd – 6th Grade: 8:00 AM – 3:00 PM

7th – 12th Grade: 8:00 AM – 3:20 PM

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Before school starts students should wait in designated areas during the specified times below. Please respect this time schedule as the teachers need this time to prepare for the day.:

PreSchool: Students will always report to their classrooms between 7:00 a.m. – 6:00 p.m.

PreK – K5: Students will wait in the cafeteria from 7:00 a.m. until approximately 7:45 a.m. when the teacher or teacher's aide lines them up to walk to the classroom.

1st - 6th Grade: Students will wait in the cafeteria from 7:00 a.m. – 7:55 a.m. at which time the teachers on duty will line them up by class and dismiss them to the classrooms.

7th – 8th Grade: Students will wait at designated tables in the cafeteria from 7:00 a.m. – 7:45 a.m. at which time they will be permitted to take their belongings to their lockers and 1st period classrooms.

9th – 12th Grade: Students will wait in gym from 7:00 a.m. – 7:45 a.m. at which time they will be permitted to take their belongings to their lockers and 1st period classrooms.

Illness

As required by the Texas Department of Health, a child must be kept home if he/she exhibits ***any*** of the following (symptoms may be present with or without fever):

Chills	Diarrhea	Earache
Inflamed/swollen eyes	Severe headache	Red/swollen joints
Lice	Unexplained listlessness	Skin rashes/sores
Sore throat	*Fever of 100.4° or higher	Vomiting

**Child must be free of fever for 24 hours prior to returning to school.*

If ill, a student's time at school will be unproductive. A parent/guardian must pick up an ill child within one (1) hour of being contacted by the First Aid Attendant.

Food

Only store-bought food with ingredients clearly labeled will be allowed in school for class parties. This is to protect students who suffer from potentially lethal food allergies. *See also: Lunch*

Immunizations

Texas state law requires that ICS has a child's shot record on file prior to the first day of attendance. All student immunizations must be in compliance with the regulations of the Texas Department of Health.

Lost and Found

The lost and found is located in the hall by the cafeteria and the daycare office. This area is used mostly for articles of clothing, books, and supplies. Please mark a student's personal property with his/her name to prevent loss of an item.

Other personal property such as phones, electronics, jewelry, wallets, and similar items are usually taken to the School Office and held there by the staff. Recovery of an item will require that the owner identify it. It is best to refrain from sending a child to school with expensive items.

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All unclaimed items will be donated to charity after a two-week time period.

Lunch

A hot lunch and a snack are provided daily for Preschool students at no extra cost. PreK4 and K5 students are provided a juice break in the morning. A private company, CALM, prepares daily hot lunches for ICS students. Information regarding cost and menus will be provided during registration and are available from the cafeteria. Beverages are available for purchase to students who bring lunch. Students in 5th-12th grade are allowed to order lunch a la carte. Lunch payments are paid directly to CALM.

The following are guidelines to be adhered to:

- When sending a student with a sack lunch, please ensure that it does not need refrigerating or heating. Only students in grades 5-12 are allowed to use the microwaves in the cafeteria.
- Do not send soft drinks in a child's lunch.
- Do not deliver a student's lunch to his/her class. Please leave it at the front desk for the student to pick up.
- Make sure that lunch boxes are marked with the student's name.
- NO restaurant food is allowed to be consumed in the cafeteria. **No exceptions.**

ICS is a "closed campus" which means that students are not allowed to leave campus during lunch unless the parent picks up the student.

Medications

All medicines of any kind brought to school must be checked in with the Daycare Director or First Aid Attendant. All medicines will be kept in a locked cabinet or in the refrigerator.

Guidelines for the dispensation of medication to students:

- A permission slip must be filled out and signed by the parent giving information regarding dosage, times/days to be given, and the kind of medication being given.
- All over-the-counter medication must be in its original container and labeled with the student's name and the date it was left at school.
- All prescription medication must be in its original container and have the pharmacy label clearly showing the student's name, date the prescription was filled, dosage directions, and prescribing physician's name.
- All medications (over-the-counter & prescription) will **ONLY** be administered to the student whose name appears on the label and according to the directions indicated on the container.
- We cannot administer any medication after its expiration date.

Off-Campus Behavior

Because of our school mission of molding responsible citizens who will be Christian role models in our community, a student's behavior while apart from the school (including criminal conviction) could result in suspension or expulsion. Expelled students will be considered for re-admission only

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after the school administration determines that ample time has passed, and there is satisfactory evidence of repentance.

Pets

Pets are welcome at ICS as long as the teacher agrees. Several guidelines must be followed.

- Permission from the teacher and administration needs to be obtained at least two (2) days ahead of time.
- A copy of the pet policy, which outlines parental responsibility, must be signed and submitted.
- Standards and codes set by the Texas Department of Protective and Regulatory Services and the City/County Health Department govern the type and health requirements of the pet.
- Pets are not to be left in the classroom as they tend to become a distraction. Once the pet has been presented for show-and-tell, it is to be removed from the classroom and taken home.

School Cancellation/Schedule Change

In the event of snow, ice, or any other severe weather event, we will make every attempt to alert families of a school cancellation or schedule change by 6:30 AM. If conditions are unstable, a final decision will be made by 7:00 AM. The method of communication will be as follows:

Parent Alert Text/Email

School website (immanuelwarriors.org)

RenWeb ParentsWeb

Local television stations

Local radio stations

In the absence of specific instructions from ICS, parents should follow any decision made by the El Paso Independent School District.

School Property & Searches

All areas on ICS property (including halls, lockers, classrooms, gymnasium, sanctuary, chapel, offices, portables, etc.) are owned and under the exclusive control of ICS. These areas are subject to search at any time by school officials. Searches may also be made of lockers, book bags, student cars, or student pockets whenever there is suspicion of a serious problem. Students will be responsible for any prohibited materials found in their possession, in their lockers, vehicles, book bags, etc.

Student Parking

Student parking is located in the back fenced-in lot off Viscount. Only seniors leaving campus before 2:00 PM may park in the front parking lot off Hawkins. Students are NOT allowed to go to their cars during the school day without permission.

Vision, Hearing, and Spinal Screening

As required by the state of Texas, vision and hearing screening is provided to all K4, K5, 1st, 3rd, 5th, and 7th grade students as well as to all new students. In addition, spinal screening is provided to 5th and 9th grade students as well as to all new students.

Volunteers

Parents who would like to volunteer at the school may do so through the parent organization called SALT (Serving, Achieving, and Learning Together). This organization provides support through various fundraising and teacher appreciation activities including snack sales, room parents, teacher appreciation week, etc.

Field Trip Drivers

The PK – 12th grade levels rely on parents to help chaperone and provide transportation for school field trips. Parents who wish to participate on field trips must fill out a parent volunteer form at the beginning of the school year and be willing to have a background check. Any parent who does not sign up initially will not be permitted to participate in any field trip during the school year. *Signing up to be a field trip participant does not obligate the parent to attend any field trip.* Teachers will notify parents of upcoming field trips and request drivers who are available.

Additionally, a current driver's license or port pass must be on file in the school office along with proof of current auto insurance. (Auto insurance must be updated prior to any field trip.) Parent volunteers must be a parent or legal guardian of the student. Parents cannot bring a student's siblings along on any field trip. Parents who chaperone must be responsible for the students assigned to them and must shadow those students at all times.