

Immanuel Christian School

Exploring the Truth with Our Head, Hearts and Hands

Parent-Student Handbook

Policies and Guidelines



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1. **Acceptable Use Policy**

(for ICS computer network)

A. Philosophy

The power of technology, accessed through the computer, is a key to making the necessary connections for students to be prepared for the changes in the learning environment and what will be their way of life. The effective and pragmatic use of technology, integrated into the curriculum, can help prepare students to live as informed citizens in a changing technological age. Because of the cost and sensitivity of computer equipment, and because of the unregulated nature of material found on the internet, the rules for usage must be understood by all teachers, parents, and students.

B. Purpose

The purpose of all our electronic resources and the internet is to support the school's educational mission. Consequently, student use of these resources must be for matters directly related to one's academic studies at Immanuel Christian School. While it is impossible to prevent the truly determined from accessing questionable material, short of not providing these resources at all, we have established the following policies in an attempt to provide clear guidelines for use and reasonable consequences for misuse.

C. Network and Internet Policies

Conduct on the computers is to:

- 1) Reflect and be consistent with Christian ethical and moral principles and precepts.
- 2) Be consistent with the high standards of character and conduct expected of all students and faculty
- 3) Be in compliance with all school policies.
- 4) The use of school computers is a privilege that may be taken away if the student uses the computers, the network, or the internet improperly or causes damage to computer hardware or software.
- 5) The computers are to be used only for schoolwork as directed by the teacher.
- 6) E-mail is not provided for student use.
- 7) The student should not download material and incorporate it into his own work without properly identifying the source. (Plagiarism is not allowed.)
- 8) The student will use the internet only under the supervision of the teacher or staff member. Students must have permission from the supervising teacher to access the internet. The following are considered unacceptable for school internet use:
 - 9) Chat groups – unless set up by the teacher in a course linked with other schools
 - 10) Surfing questionable sites – those not in keeping with Christian moral standards
 - 11) Sending or receiving e-mail – unless set up by a teacher in a course linked with other schools.
 - 12) Public posting of offensive content or language that is dishonoring to the lord and disregards the standards of Immanuel Christian School, inside or outside of school, during or after school hours is not acceptable.

Should any of the above policies be violated, disciplinary measures will be taken by teachers, the technology coordinator and/or the administration of Immanuel Christian School.

D. Student Computer Use Policies

Students are:

- 1) Encouraged to use the computers whenever possible
- 2) Encouraged to ask for help in using the computers
- 3) Encouraged to ask for help in conducting on-line research
- 4) To return all equipment and resources to the appropriate place
- 5) To treat the equipment with care
- 6) To use their own name (never an alias or other person's) if prompted for in a program
- 7) To understand that anyone found making illegal software copies may be subject to civil and criminal penalties and/or suspension or dismissal from school
- 8) To report any suspected misuse of hardware, software or the internet to the supervising teacher
- 9) Students are not permitted to:
 - 10) Use any computer in the lab without the knowledge of a computer instructor
 - 11) Use any classroom computer without the permission of that classroom teacher
 - 12) Give their password to another student, or use another person's password
 - 13) Have food or drink at any computer station at any time
 - 14) Install any computer programs, including games
 - 15) Delete programs
 - 16) Change the workstation configuration
 - 17) Manipulate file directories or run programs from the operating system
 - 18) Remove any equipment or technology resource without permission
 - 19) Rename computer files, or move program or document files
 - 20) Make unauthorized copies of software under any circumstances
 - 21) Change, move, or otherwise tamper with computer hardware, software, or network connections
 - 22) Use the LCD projector or media cart equipment without proper authorization
 - 23) Bring electronic games to school
 - 24) Use electronic devices capable of storing or sharing resources and/or inappropriate data (including cell phones, pagers, wireless communication devices, memory sticks, cards or drives) without prior written consent from faculty or administration (see cell phone permission request form)

Any damage to computers or vandalism will result in the loss of computer privileges and the student's parent/guardian will be charged for any materials and labor costs to make repairs. This policy includes pranks such as unplugging network cables, removing roller-balls for the mouse, or any other abuse to equipment.

Parents/guardians, students and faculty will be required to annually sign a statement supporting the acceptable use policies of Immanuel Christian School before using any computer owned and maintained by Immanuel Christian School.

2. Admissions

A. Family Qualifications

While we do not discriminate on the basis of race, color or ethnic background, we do, however, have a specific spiritual purpose based upon biblical guidelines (Deut. 6:1-9 and Eph. 6:1-4). We seek to be discerning in the area of Christian belief and practice. We are not concerned with denominational preference or affiliation, but are concerned with the personal profession and practice of biblical Christian faith among those who make up the school family. We define a Christian as a person who by faith has received Jesus Christ as personal savior and rightful lord (Eph. 2:8, 9 and Rom. 10:9, 10).

We believe that those who will benefit most from our program know the Lord as personal Savior and desire that their children be educated with a biblical worldview. It is our experience that families who do not share a biblical worldview will be uncomfortable with the expectations we have and the faith we practice.

B. Age

Applicants for Kindergarten must be 5 years old on or before October 1st of the school year in which they desire admission.

C. Entrance Testing

Each applicant for kindergarten through eighth grade will be screened to determine whether the program at Immanuel Christian School can meet his or her needs. Tests used are widely accepted developmental readiness screenings for kindergarten and first grade, and nationally standardized achievement testing for all others. While ICS ministers to students whose achievement ranges throughout the upper 50 percentile of students nationally, the average student achievement at Immanuel is in the top 10 percentile nationally. Therefore it is important that students be placed at a level where they are best prepared to succeed.

D. Academic Records

Our desire is that the entrance testing be as thorough as possible so that parents and students are not faced with unanticipated problems after beginning school. Therefore, we require copies of all academic, medical and behavioral records from previous schools including other private testing agencies or special medical reports. Provision of these records at the beginning of the admission process will help us avoid delays later on.

E. Health Records

- 1) Enrollment cannot be completed until the school has had the opportunity to evaluate the following items:
- 2) All students entering Immanuel Christian School must have current medical history, physical examination, allergy information, and inoculation records signed by a physician. A current photocopy is sufficient. If inoculations are contrary to your religious beliefs, a letter stating this should accompany the medical history form. Health forms are available in the school office. The state of Virginia requires a current record of immunizations to be updated regularly and submitted to the school office.
- 3) As inoculations are renewed the school must be informed via copies of the medical records in order to keep health records current.
- 4) In cases where complete records are not provided, registration will be delayed. Current law states that records must be submitted before a student can attend school.

F. English as a Second Language Considerations

In cases where English is spoken as a second language in the home, a student's acceptance might be provisional. If home use of English is not sufficient to support good home-school communication, then a relative or family friend may be asked to assist as a translator. In some cases, we may also suggest that parents consider enrolling in an ESL class. This would enable parents to be a more integral part of the educational process.

G. Priority for Admission

These guidelines apply to new and returning students. Students will be enrolled or re-enrolled according to the following order of priority. These priorities apply only after students have been qualified through application, testing, and interview. Returning students are considered qualified unless special academic or behavioral probation applies (see [Provisional Acceptance](#)).

1) 1st Priority -- Returning Students

Students who re-enroll from the previous year provided they register in the "protected" period (before March 1).

2) 2nd Priority -- Employee Applicants

Students who have a parent employed at Immanuel Christian School (ICS) or a parent employed at Immanuel Bible Church (IBC)

3) 3rd Priority -- IBC Sibling Applicants

Students who have an ICS sibling enrolled and attend IBC.

4) 4th Priority -- Other Sibling Applicants

Students who have an ICS sibling enrolled and do not attend IBC.

5) 5th Priority -- IBC Applicants

Students who do not have an ICS sibling and attend IBC.

6) 6th Priority - Other Applicants

Students who do not have an ICS sibling and do not attend IBC.

The date of application is only one factor in the admission process and does not determine an applicant's place on the waiting list. It may, however, determine the applicant's place among other qualified applicants of the same priority level. Applications are generally not accepted before December 15th before the year of admission. All applications received before this date are considered chronologically equal.

H. Procedure for Admission

1) Campus Tour

Prospective students and parents are welcome to visit our school for a brief tour of the campus. This visit needs to be scheduled through the school office. The admissions coordinator will provide answers to some initial questions and will provide an admission packet with further details.

2) Application

Application forms I and II, a signed Statement of Belief and Parent Agreement, copies of previous school records (including all educational and diagnostic testing) must be submitted before a student can be considered for admission. A birth certificate is required for Kindergarten and First Grade applicants. An application will not be reviewed and a student will not be put on the waiting list without submission of the above forms.

3) Academic Records

It is the responsibility of parents to provide a transcript of grades, testing, and other official records from previous schools. This includes copies of any special diagnostic testing for learning problems, attention deficit, hyperactivity, or other special needs. If the previous school requires written notification, ICS has "release of records" forms available for parents to use; however parents can expedite the admissions review by obtaining unofficial photocopies of records and delivering them to the school office. These will be adequate for initial screening purposes. Parents are responsible for submitting report cards and testing results in order to keep an application file complete and up to date.

4) Testing

Testing will be scheduled as openings occur. Readiness screening is required for kindergarten and first grade. Achievement testing is scheduled for all other grades. A testing fee is due when the applicant is brought in for testing.

5) Interview

An interview appointment is made with the parents and prospective student after testing is reviewed. This is an opportunity for us to get to know you better, answer your questions and assess whether our program meets your needs.

6) Health Records

Health information form and immunization record must be submitted. This may be copied or transferred from the previous school. A student entering our school for the first time must submit a physical exam with a physician's signature (see health records below).

7) Acceptance and Registration

Official acceptance (or non-acceptance) is communicated to parents in writing. Payment of the first month's tuition is needed to hold the student's place once the acceptance letter is received. Families are added to our mailing list at this time.

8) Payment of Tuition and Fees

When enrolling for a new academic year, the first tuition payment is due upon acceptance to reserve a place. Several payment plans are available for paying the balance. See the tuition and fee schedule in the parent information notebook for details.

9) Calendar, Supplies & Uniform

Parents will receive a list of school supplies needed, a calendar of events for the school year, carpool information, uniform information and a copy of the parent information notebook.

I. Provisional Acceptance

School records or admission data that indicate an academic or behavioral problem may result in the student being admitted provisionally. The conditions of provisional acceptance are designed to assist in making up for weaknesses or gaps in previous learning or to give the student an opportunity to demonstrate positive maturing and acceptable performance. A "provisional" status will involve early evaluation of a child's ability to cope at the current grade level. The student may need additional testing at a later date, may require additional tutoring or may be recommended for another year at the same grade level. Any special conditions for admission/re-enrollment will be explained to parents carefully and provided in writing. We desire all children admitted/re-enrolled to have maximum opportunity for success in our school program.

3. Annual Testing of Students

A. New Students

All students entering school in kindergarten through eighth grade will have been tested prior to admission.

B. Current Students

Annual individual achievement testing for grades 3-8 is conducted in the spring. Odd grades also take a school aptitude subtest.

C. Additional Testing

Students who are re-enrolling will not normally be expected to take tests beyond these standard achievement and school ability tests. However, if school personnel need additional test data to make a re-enrollment decision, parents will be so advised.

D. Absences During Testing

Students who are absent during the annual testing of students may have the opportunity to make up testing for an additional fee. Make-up testing will be done at the discretion of the administration. Students who miss the entire week of testing most likely will not have testing made-up.

4. Attendance Policy

A. Absences

When your child is absent from school, please call the school office at (703)941-1220 between 8:00 and 10:00 a.m.

The following procedures apply to absences:

- 1) Teachers will maintain an accurate record of attendance and tardiness. The record will appear on report cards. The school office assists the teacher in maintaining attendance records.
- 2) Students returning after an absence must supply a written excuse from parents. Please note that a telephone call to the office on the day of the absence is not sufficient notification. Absence notices should be turned in to the homeroom teacher. Failure to notify the office through a telephone call and a written note upon return may result in a grade from zero to no higher than 78% for all missed work, including tests and quizzes.
- 3) If a student is present for at least 3 hours of the school day, he/she will be counted as present. A student must be in attendance at school for a minimum of three (3) hours in order to be eligible to participate in extra-curricular activities (e.g. sports, clubs, etc.) on that specific day.
- 4) If a student is ill, homework assignments can be requested from his/her teacher via email or online. If you need to call the office for homework assignments, please provide the names of the teachers from whom you need assignments. Requests for homework will be honored on the second consecutive day a student is absent. Homework requests must be called in to the office by 10:00 a.m. The office will send assignments home with siblings or carpool members at the end of the day.
- 5) Generally, students will have 2 days for each day absent to make up work, provided the absence is excused. For pre-arranged absences, tests and projects that were scheduled prior to a student's absence will be due the day of the student's return to class. Students will have 1 day for each day absent to make up work that was assigned during a pre-arranged absence.
- 6) Parents who take children out during the school year must agree to take responsibility for keeping the student up to pace with the classroom instruction. While students have additional time for make-up work when they return, they will also be responsible for current assignments.

B. Excused and Unexcused Absences

1) Release from Class

An absence that is initiated from the school and given prior approval by the administrator is not reported on the student's report card:

- a) *School-scheduled field trips*
- b) *School-initiated/scheduled school activities*

2) Excused Absences

These absences will be considered excused if a note from the parent is received by the school within 3 days after the student's return to school. They are still reported with the student's total absences on the report card, but without penalty for makeup work or exams. If a note is not received within 3 days, the absence may be considered unexcused.

- a) *Illness of student*
- b) *Death in immediate family*
- c) *Unavoidable family emergency*

For the following absences to be excused, they must be cleared at least 3 days in advance with the teacher or administrator. With advance notice these will still be counted on the report card, but without penalty for makeup work or exams.

- d) *Attending the funeral of a close friend (notice must be given when possible)*
- e) *Doctor/dentist or tutoring/speech appointments*
- f) *Family vacation or church retreat*
- g) *Taking your child to work day*

Students may make up all work missed due to excused absences. In most cases, a student may be expected to complete work or tests on the day of return. For example, if a teacher announces a test for Tuesday and the student misses class on Tuesday, the student will be expected to make up that test on the day of return to class.

3) Unexcused Absences

All other absences are unexcused and are also counted with the student's total absences and recorded on the student's report card. The following is a partial list of absences that would be considered unexcused:

- a) *Babysitting*
- b) *Missed/late carpool*
- c) *Truancy*
- d) *Out-of-school suspension*
- e) *Car trouble*
- f) *Inclement weather for which the school has not closed*
- g) *Lack of a written parental excuse slip within 3 days of an excused absence*

Some absences (even with parent permission) may be deemed unexcused, such as working on a major paper or project, or sleeping in because of a prior night's events.

Work missed due to an unexcused absence must be made up to the teacher's satisfaction, but may receive a grade from zero to no higher than 78%. This same rule applies if a student has an unexcused absence on the day a term/research paper, project or test is due. In addition, all tests missed due to an unexcused absence must be taken the day the student returns.

C. Tardies

Students are expected in their classrooms by 8:30 a.m. In order to be on time, students should be dropped off no later than 8:25 a.m. Students who arrive at school after 8:30 a.m. should report directly to the office to obtain a late pass unless the school has called a "grace" period. Students who are tardy must be signed in by a parent at the school office.

A "grace" period may be called in the event of abnormal traffic conditions or inclement weather. A student arriving after 8:30 a.m., when a "grace" period has been announced, may go directly to the classroom.

1) Excused Tardies

Excused late arrivals are recorded on the student's report card as tardies (even though they are excused).

- a) *Doctor or dental appointments*
- b) *Tutoring or speech appointments*

2) Unexcused Tardies

All other late arrivals are listed as "unexcused tardies" and will also be recorded on the student's report card as tardies.

- a) *Three unexcused tardies may necessitate disciplinary action by the teacher or administration.*

5. Arrival and Dismissal

Please refer to the morning arrival and dismissal procedures listed in the Carpool Procedures.

A. Regular Arrival

Students may not be dropped off at school prior to 8:00 a.m. Students should arrive between 8:00 - 8:20 a.m. and should report directly to the gym. They are required to enter only through the designated entrance.

B. Early Arrival

Only faculty, staff and patrol carpools have permission to arrive prior to 8:00 a.m. All other students should not arrive prior to 8:00 a.m. Families requesting special permission to arrive prior to 8:00 a.m. must submit a note of explanation to the administration. Families must be notified by the administration before students may arrive early. Students found on the school grounds prior to 8:00 a.m. will be sent to the office and the family will be contacted.

C. Late Arrival

See Tardies.

D. Grace Periods

Grace period may be extended for drop-off and pick-up, but should not be expected. All parents dropping off students or picking them up in the afternoon will need to allow adequate time for traffic.

E. Early Dismissal

Students departing from school early should provide the teacher with a written explanation noting the expected time of departure. Students must be signed out from the office by an adult.

F. Regular Dismissal

All students are expected to be picked up at 1:30 p.m. on early dismissal days and at 3:15 p.m. on regular school days. Students remaining after the carpool line has ended will be taken to the Extended Care. Students must be signed out from the Extended Care by an adult. Parents and/or carpool drivers will be charged \$15 dollars for every 15 minutes they are late (after 2:00 for 1:30 dismissals and after 3:45 for 3:15 dismissals).

6. Awards

At Immanuel Christian School we feel it is important to recognize students who have worked hard to achieve excellence in some area of school life. Therefore, we have designated the following honors:

A. Bible Verses (grades 1-8)

1) Basic Memorization

Recognition of students who have memorized the bible verses assigned by the bible teacher during the course of the marking period and are able to quote all of them at the end of the school year.

2) Special Memorization

Recognition at the end of the school year of students who have memorized and quoted 100 additional verses.

B. Academic (grades 6-8)

1) First Honors

This honor is awarded to students whose academic report card average at the end of the school year is 93.5 or better.

2) Second Honors

This honor is awarded to students whose academic report card average at the end of the school year is 90 to 93.5.

C. Academic Achievement (grades 1-8)

This honor is awarded at the end of the year to that student in each grade whose academic average has improved the most. A minimum standard of improvement must be reached to qualify for the award.

D. Citizenship

This honor is awarded at the end of the year to that student in each grade who is outstanding in the display of Christian character and citizenship, including respect, reliability, initiative, and cooperation.

E. Service

Awards may be given during the year to those students who have served the school faithfully in some particular assignment such as safety patrol, student government, etc.

F. Cocurricular Activities

Recognition for other cocurricular activities such as sports, drama, or orchestra may be given at the end-of-year awards assembly.

G. Festivals

Students who participate in our own school or in cooperative festivals will earn certificates in the area of participation and such other awards as provided by the festival.

7. Bible Memorization Guidelines

As part of our bible instruction program, students in grades one through eight have a requirement to memorize assigned portions of scripture. Recognition is given to students who achieve high standards of memorization.

A. Grading

- 1) Students in grades 1 - 8 who say all their verses correctly each quarter will receive grade credit for their verses for that quarter.

- 2) Cumulative verses for students in grades 1-5 are not reflected in a student's report card grade.
- 3) Cumulative verses for students in grades 6-8 are reflected in a student's report card grade.

B. Recognition

- 1) Those students in grades 1-8 who quote their verses cumulatively for the first, second, and third quarters, including all verses from previous quarters, will receive an award.
- 2) At the end of the school year recognition is given to students who can correctly quote all the verses assigned in his/her grade for the year. The first time this is done a Bible will be awarded. In subsequent years, the student will receive a certificate
- 3) Certificates and bibles are awarded at the awards program.

C. 100 Verses

- 1) Students who are able to quote one hundred verses correctly will be given a choice of a prize bible of high quality or a reference book.
- 2) A list of verses and their references should be submitted to the appropriate bible teacher and office prior to the time the student quotes the verses.
- 3) Verses may not be repeated from the previous year. Verses memorized for Sunday school, AWANA, youth groups, etc., are acceptable. Records will be maintained of the verses quoted.
- 4) Student will be expected to quote the verses "word perfect." Students will be given only the reference for the verse. No other clues. If a student stumbles on an article (a, an, the) or on just a word or two, the student will be given a second chance to say that verse immediately after his/her testing session. No time will be allowed for study, only time for the "mind to clear."
- 5) Students may earn a quality prize bible as many times as they are successful in meeting the requirements.

8. **Calendar**

Each year before classes begin, all families are provided a school calendar, which includes school hours and meeting times. Students and parents are expected to comply with required school days as indicated on the calendar. If your family desires any exception, please prepare a written note to give to the teacher at least 3 days in advance to discuss necessary arrangements. Please note the early dismissal days on your calendar.

9. **Car Seat Policy**

Current law states that children under the age of eight may not ride in a car without being restrained in a car seat or booster seat. Immanuel Christian School complies with this policy.

A. Guidelines

- 1) ICS staff members will not install car seats or booster seats in any automobile. It will be the responsibility of the parent and/or driver to install a car seat or booster seat in a vehicle.
- 2) If a child requires a car seat (not a booster seat), the parent must arrive early and install a car seat in the vehicle that will transport their child or transport the child themselves. (Once the vehicle has returned to ICS, the driver of the vehicle may remove the car seat.) Parents who desire the use of a car seat are permitted and encouraged to drive on all field trips. They may choose to act as a chaperone and attend the field trip, or they may choose to only transport their child to and from the field trip.

- 3) The parent (generally of a Kindergartener), who chooses to drive their child to the field trip location and drop off their child without attending the field trip, must also pick their child up at the field trip location at the specified time. The teacher must be notified of this arrangement prior to the day of the field trip. Parents may also choose to arrange a carpool with another parent. If neither one of these driving options is satisfactory with the parent, the parent may choose to keep their child home from class for the day a field trip is scheduled.
- 4) If a child requires a booster seat, one must be provided by the parent. The driver of the vehicle must install a car seat in the vehicle that will transport the designated students. Once the vehicle has returned to ICS, the driver must remove the car seat.

10. Cell Phone and Wireless Devices

Students are not allowed to bring cell phones or other wireless communication devices to school except by permission from the administration. A request for student cell phone permission must be filled out and signed by the parents for any student to have a cell phone or wireless communication device at school (available in the school office).

A. Guidelines

If a parent considers a cell phone necessary for a student, the following guidelines will be enforced.

- 1) Student cell phones must be turned off before entering the building.
- 2) They may not be turned on again until exiting the building.
- 3) Cell phones that go off or are seen during the day will be confiscated and returned to parents.
- 4) Students who abuse this policy will lose administrative permission to have a cell phone at school.
- 5) As with all personal property, students assume full responsibility for loss, damage or theft.
- 6) In the event of an emergency, students will be allowed to use their cell phones to communicate with parents only when specified by the administration. It is important to recognize that in an emergency situation cell phone circuits may become quickly overloaded, interfering with public safety official's ability to communicate. Therefore, student use of cell phones during an emergency will be appropriately limited.

11. Class Placement

A. Philosophy

Every effort is made to balance classes in grades with multiple sections. We endeavor to make all classes heterogeneous in boy/girl ratio and ability range. Additionally, every effort is made to consider parental preference in half-day kindergarten placement. However, parental preference cannot be offered for other grade levels. It would be impossible to satisfy all individual requests. Placement of students is an administrative decision based upon recommendation from the faculty and consideration of the overall needs of each classroom. The school will be sensitive to the needs of every child whether special requests are made or not. We trust that through the Lord's guidance and the counsel of teachers and administrators, careful and appropriate placement will be realized for every student.

B. Special Requests

If there are specific educational and learning style issues, which you feel, need to be considered in your child's placement you may communicate these to the administrator in writing. No guarantee will be provided concerning placement in a specific teacher's class but every effort will be made to meet the learning needs of every student. Your letter will be read by the administration and may be shared with faculty who are involved in recommending your child's placement. Therefore, letters should not refer to individual teachers but should refer to your child's learning needs.

12. Classroom Visits

We welcome visitors to our classrooms. However, we do want to minimize disruptions to the classroom instruction. Therefore, we ask, that parents who wish to visit classes do so within the following guidelines.

A. Guidelines

- 1) Call the school office in advance to schedule your visit to coincide with the classes you wish to observe.
- 2) At the time of your visit check in at the school office first.
- 3) Keep the length of the visit reasonable. Most visitors find that 30 minutes is sufficient to give them an understanding of a given classroom situation.
- 4) Do not enter into discussion with the teacher during your visit! The teacher has a tight schedule of activities and is responsible for the learning activities of all students in the class.
- 5) In the case of a student under threat of suspension, a parent may request or be requested to attend school all day with the student. Such a procedure would waive the suspension and keep the student from losing academic credit for work done during a period of suspension.

13. Closed Campus

Immanuel Christian School maintains a closed campus.

B. Leaving School

Students are not allowed to leave campus during the school day. The school day includes all activities in which the student participates at school, including after-school practices and rehearsals. Students may not leave campus to go to local stores, restaurants, or private homes without prior arrangement with school administration. Simply put, students may not leave the school premises until they leave with a parent, teacher, coach or carpool.

C. Remaining at School

Students are not permitted to remain on campus after school hours without prior Administrative approval. Siblings of students who are involved in after-school activities (sports, student government, field trips, tutoring, etc.) are not permitted to remain on campus.

14. Clubs, Activities and Organizations

A. Authorization

All clubs, organizations, and other extracurricular activities representing the school or involving its name must have the approval of the administration and abide by the school policies.

B. Guidelines

- 1) Parents, faculty and students shall be advised of all such activities in advance.
- 2) All activities are to be actively supervised by approved sponsors and/or adults.
- 3) Approval of the administration must be given in advance of an event/meeting to prevent scheduling conflicts.
- 4) Whenever students gather, and wherever they gather, they are expected to present Christian behavior. The school's expectations of personal conduct apply to all students in all such activities, whether held on or off campus.

15. **Communication with Faculty and Staff**

ICS faculty and staff welcome constructive communication from parents at any time. The following guidelines will help to direct communication in the most productive way.

A. Guidelines

- 1) If you have a quick question about schoolwork or class procedures, jot a note to the teacher and have your child deliver it. The teacher will respond with a note, phone call or email.
- 2) If you desire a phone conversation, email the individual or call the school office. We will attempt to return emails and calls within 24 hours. Concerns involving students and classroom procedures are most appropriately directed to the teacher. Questions concerning school policy should be directed to the administration.
- 3) If you think a conference in person would be best, please make your request via email or a phone call to the teacher or administrator so that a mutually acceptable time may be scheduled. "Drop in" conferences before or after school are not workable. Teachers and administrators schedule their use of time carefully and have supervisory duties that are particularly heavy at the beginning and end of the school day.
- 4) As a courtesy to our teachers, please do not phone teachers at home except in a genuine emergency. Teachers have far more homework than students and can conduct business with parents much more efficiently during the school day. You should evaluate the urgency of your call by asking whether it can be handled during regular business hours.
- 5) The school receptionist is not free to leave the office to take messages to students. Urgent messages concerning a change in normal procedures that cannot be handled via email or delivered to the student during carpool at the end of the day.
- 6) If your child has been absent and would like to work on his/her homework assignment prior to returning to school, we suggest that students arrange with classmates to get assignments. Then it is only necessary to call in the evening and get the needed information. Students usually do a good job of communicating such information to one another. If you feel that it is important to get an assignment from the teacher, the teacher must have the request prior to 10:00 a.m. Student assignments may not be ready prior to 3:00 p.m. Requests after this time cannot be honored because of the demands of the teaching day.
- 7) In seeking to solve any problem or misunderstanding originating in class, students and parents should work with teachers first, then the administration if needed. Questions about curriculum or school policy should be addressed to the administration first, then the school board if needed. We want to resolve all problems using the biblical principle outlined in Matthew 18:15-17.

16. **Computer and Technology Education**

A. Program

The school network (LAN) links classrooms and the lab, and connects to internet resources. The Bridge, our educational portal webpage is accessible throughout the school and from a browser at home. The computer lab has individual workstations, usually with partner-collaborated work, and an interactive whiteboard for engaged learning. A full-time technology resource teacher assists teachers with proficiency skills and project preparation, manages the interactions in the computer lab, and maintains the web resources.

B. Curriculum

The technology program at Immanuel Christian School is fully integrated into the content areas of the curriculum. It encourages proficiency, appropriate to developmental levels of classes, through specific skills and problem solving. Computer proficiency is not an end in itself, but lays the foundation for continuous learning, with the focus on learning by using technology, rather than learning about technology.

C. Program of Study

Technology instruction encompasses projects using standard software programs, and research using online resources. Examples of integrated technology projects include:

- 1) Graphic drawing and creating slide shows
- 2) Keyboarding
- 3) Word processing, spreadsheet, desktop publishing, multimedia, digital photo
- 4) Digital photo illustration of verses, music or events
- 5) Multimedia presentation for reports
- 6) Science project research and graphing results
- 7) Virtual mathematics interaction
- 8) Program design

17. Curriculum

A. Philosophy

Our curriculum is diverse and traditional. We do not purchase a packaged system. Our textbook selection includes Christian and secular publishers and is based on faculty, parent and administrative recommendation which ensures that textbook adoptions closely align with Immanuel Christian school's philosophy and objectives. The educational program at ICS helps students develop a biblical worldview, which will equip them with consistent values. These values will act as a grid through which they can learn to evaluate all that they learn. The "written" curriculum at ICS, while important, is just one component of the grid. The "living curriculum" composed of the students, faculty and parents makes up an equally important part of the grid.

B. Subjects Taught

Language Arts (listening, speaking, reading and writing) are integrated throughout the curriculum using appropriate literature, phonics and comprehension skills. The language arts units are based on social studies themes. "Hands-on" science focuses on scientific thinking strategies and includes the use of our science lab. Music appreciation and computer literacy are taught throughout the curriculum. Spanish is taught from kindergarten through 8th grade. Physical education classes are conducted in our gym and playing fields. Bible is taught at every grade level on a daily basis and integrates bible memory into the curriculum. In addition, weekly chapel and worship opportunities are scheduled throughout the year.

18. Daily Schedule

A. Full-Day Kindergarten through Eighth Grade

Monday 8:30 a.m. - 1:30 p.m.

Tuesday - Friday 8:30 a.m. - 3:15 p.m.

B. Half-Day Kindergarten

Monday 8:30 a.m. - 1:30 p.m.

Tuesday – Friday 8:30 a.m. - 12:15 p.m.

19. Disciplinary Procedures

A. Philosophy

Teachers will establish classroom procedures and discuss school-wide rules with students at the beginning of the school year. A student who disobeys school or class rules or the teacher's verbal instructions may lose privileges, be separated from the class, or be disciplined in some other manner by the teacher. When disobedience is repeated or there is a serious problem, the student will be sent to appropriate administrative personnel.

The administration will seek to help students understand the biblical basis for correction and will administer discipline in close communication with parents, who bear the primary responsibility for teaching their children right behavior and attitudes. Parents are invited to share by phone or note any questions concerning the following disciplinary procedures.

B. Discipline report

A discipline report may be given when a student fails to comply with school policies. Students who receive a discipline report will meet with an administrator or teacher to discuss the infraction and receive an appropriate consequence. Parents will receive a copy of the discipline report. Parents must sign the form, and the student must return it to the office the next school day. Failure to return a signed discipline report will result in further disciplinary action.

C. Detention

Detention is usually given during the lunch/recess period. Detention may be given when students fail to comply with school regulations. Failure to report to detention on time or disruptive behavior during detention could result in further disciplinary action. Parents will be notified by phone or in writing of the student's detention.

D. After-school detention

In some instances, students may be assigned to attend after-school detention. This detention will usually be instituted after other disciplinary measures have failed to bring about the desired student behavior. Middle school (6th - 8th) students who have accumulated three unexcused tardies during a quarter will be assigned after-school detention.

E. Behavior contract

Students who are having difficulty controlling their classroom behavior may be placed on a behavior contract. The student may be required to carry a classroom behavior form to each class. The teacher grades the student's behavior as excellent, satisfactory, or unsatisfactory. At the end of the day, the student takes the form home for parents to sign. The form is returned to the advisory teacher the next school day. A behavior contract may also be put in effect if the student is failing to complete or hand in assignments.

F. Academic Probation

Academic probation will result for a failure to maintain an overall C average or for receiving an F in any subject. A student on probation may not participate on an ICS sports team or in other ICS extra-curricular activities for a minimum of two school weeks.

G. Disciplinary Probation

A student may be placed on disciplinary probation for chronic or severe infractions of school rules and/or policies.

H. In-school suspension

Students who fail to comply with a behavior contract or who receive a discipline report may be assigned in-school suspension. With guided study students are excluded from participating in regular classes, but are able to complete class work in school.

I. Out-of-school suspension

This is for a specified period of time during which students are not allowed to attend school. This disciplinary action occurs for serious violation of school regulations.

J. Expulsion

Attendance at ICS is a privilege. Any students whose conduct or attitude in or out of school shows him to be in opposition to the basic principles and purposes of the school or who maliciously destroys school property will be dismissed or asked to withdraw from the school.

Expulsion is by action of the school board after review and recommendation of the faculty and administration. When the board's decision is determined, the parents and student involved will be notified. If desired, a hearing will be available to the parents and the students with the school board and administration. Parents who seek re-admission for a student who has been expelled must request this by letter to the school board. They may present new evidence or changed attitudes, sustained over a period of time, that warrant consideration for readmission. It is the school's policy not to re-admit a previously expelled student except under unusual or mitigating circumstances.

20. Dress Code

A. Philosophy

Students should come to school with an attitude and appearance that supports the important academic work that must be done at school. Immanuel Christian School has chosen to implement the dress code policy by the adoption of a uniform program. This provides some flexibility and does away with the necessity for line upon line of rules needed to cover all the exceptions and changes in style that are possible. Please refer to the required uniform specifications located in the Parent Information Guide. Students will wear the uniform options for their grade level. The options are displayed and available for order or purchase from our uniform supplier.

B. General Guidelines

Students are to remain neatly dressed throughout the school day (this includes carpool dismissal) and to avoid a sloppy appearance. Uniforms must fit well, being neither too tight, too short, nor oversized. Pants and skirts will be worn at the waist. In general, students should strive to maintain a clean and pleasing appearance, avoiding drawing attention to themselves.

C. Violations

The second occurrence of a dress code violation within a semester may result in the loss of dress-down day privileges for the remainder of that semester. Further violations will result in more serious consequences.

D. Uniform for Girls

The normal uniform for girls will be the jumper/skirt/kilt with blouse. Skirt length will be such that the hemline comes to within 3 inches of the knee. Skirt waistbands may not be rolled. Blouses will be worn tucked in. Girls are permitted to wear shorts. Shorts must be walking shorts (also known as Bermuda shorts) and must be within three inches of the knee. Pants and skirts will be worn at the waist. Belts are required with all pants and shorts with the exception of 1st grade and Kindergarten. This will greatly help us implement the school policy for shirttails.

E. Uniform for Boys

The normal uniform for boys will be slacks and shirt as provided for at each grade level. All shirts must be worn tucked in. Students may wear uniform shorts in place of slacks, however shorts and slacks not purchased at the school uniform company must comply with the uniform items in style, color and length. Students are reminded that cargo pants, pants with brads; denim material and baggy pants are not permitted. Students may wear pants with patch-style pockets. Pants and skirts will be worn at the waist. Belts are required with all pants and shorts with the exception of 1st grade and Kindergarten. This will greatly help us implement the school policy for shirttails.

F. Club Uniforms

Students may wear organization uniforms (AWANA, scouts, campfire girls, etc.) On the day that they will be attending those meetings, provided uniforms are modest and display no inappropriate writing or pictures. Clothing articles worn from representing other organizations must fall within the school uniform guideline.

G. Hair

- 1) All students are expected to have clean and neatly groomed hair.
- 2) For boys hair length must be above the collar of the shirt, above the eyebrows and above the middle of the ear.
- 3) All students will have hair that is a natural hair color. Any student that comes to school with an unnatural hair color (green, purple, etc.) will be asked to color their hair to a natural color before returning to school.

H. Sweaters

- 1) Uniform sweaters will be part of the uniform provision. Sweaters may be worn as needed or desired by the students. Outside coats may not be worn in class. Substitute sweaters may not be worn in place of the uniform sweater.
- 2) ICS fleeces and sweatshirts may be substituted for the uniform sweater. Athletic spirit wear may not be worn in class.

I. Shirts/Blouses

- 1) Turtlenecks may be worn under blouses/shirts but must be uniform blue, white or yellow.
- 2) The oxford button down shirt may not be unbuttoned except for the top button (including when worn with turtlenecks).
- 3) Printed tee shirts may not be worn under uniform shirts.

J. Shirttails

- 1) Shirttails should be neatly tucked in and not rolled. Students wearing uniforms must have their shirttails tucked in whenever they are in the school building during school hours, on a school field trip, and during afternoon dismissal.
- 2) Students may have shirttails out during recess, P.E., dress down days in which they are participating, or once they have entered their vehicle after carpool dismissal.
- 3) This policy does not apply to Kindergarteners since they do not wear the school uniform.

K. Belts

Our dress code requires belts with all pants and shorts with the exception of Kindergarten and 1st grade.

L. Shoes

- 1) A uniform shoe has not been designated and shall remain the choice of the parent.

- 2) However, in order to fulfill the goals and objectives of our curriculum, students must wear shoes that encourage safe and active participation in school activities. This includes the daily events of recess, P.E. and other classroom events. Therefore, students should wear tennis shoes or other shoes with rubber or composition soles or study sandals with a secure heel strap.
- 3) No strapless clogs, flip-flops, beach sandals or shower shoes may be worn to school.
- 4) Shoes, which leave black scuffs on the floor, may not be used for P.E. classes.
- 5) Any problem regarding shoes will be resolved by the school administration.

M. Identification

It is important for every uniform item to be identified with the owner's name. Unmarked uniform items are almost impossible to return to students and will be sent to the used uniform sale.

N. Dress Down Days

All dress down days will be specified by the school and advertised in the ICS Essentials and/or by the student advisory council. Students will be permitted to wear jeans, shorts and t-shirts when indicated. Dress down clothing will be neither too tight, too short, nor oversized. Students should wear shorts that reach to the end of their fingertips when their arms are placed by their side and fully extended. Spandex shorts are not permitted alone, but may be worn underneath a pair of shorts. Cut-off, tank tops, mid-drift tops are not permitted. Dresses must not be more than 3" above the knee. The second occurrence of a dress code violation during any one semester may result in the loss of dress-down day privileges for the remainder of that semester.

21. **Early arrival**

A. Guideline

Students should not arrive at ICS any earlier than 8:00 a.m.

B. Requesting Permission

In rare circumstances and for temporary periods of time, parents may request a waiver for students to arrive before 8:00 a.m. but not prior to 7:45 a.m. Parents must make this request in writing to the administration. Upon approval, students who are dropped off between 7:45 and 8:00 a.m. must sit on the chairs directly outside of the school office. At 8:00 a.m., students will be instructed to report to the gym.

22. **Eligibility for Cocurricular Activities**

A. Philosophy

Competitive sports and other cocurricular activities can contribute to a well-rounded education. However, such activities are a privilege and require some basis for eligibility in order to insure that these activities support rather than hinder a student's overall education.

Eligibility will be based upon the student's performance in academic studies, citizenship, work habits, and attitudes. Should a deficiency exist, the student must complete the requirement to remove the deficiency. As soon as the deficiency is removed, a student regains eligibility status.

B. Attendance

Students must be in attendance at school between the hours of 8:30 a.m. - 3:15 p.m. (8:30 a.m. – 1:30 p.m. on an early dismissal days) for a minimum of 2 hours the day of an extra-curricular activity in order to participate in that activity.

C. Behavior

Acceptable performance in the area of citizenship, work habits, and attitudes shall be demonstrated by the student's maintaining an s rating or better in all classes in 1st through 5th grades. For middle school students, they must have a "3" or higher in all citizenship blocks and a "2" or higher in all work habit blocks. Students who fall below this standard will remain ineligible from extra-curricular activities for a minimum time period of two weeks. Reinstatement is contingent upon the student correcting the problem area to the teacher's satisfaction. A student who receives two unsatisfactory (u) marks in one period is ineligible for participation in official games until the cause for the unsatisfactory mark is corrected.

D. Academics

Acceptable performance in academic studies shall be demonstrated by the student's maintaining an overall C average or higher. Failure to maintain an overall c average will result in a student being ineligible to participate for a minimum period of two weeks. An f in any subject area will also render a student ineligible for the same amount of time. Any student who is ineligible will not be allowed to practice, attend practice to observe, play in games or travel to games with the team. This will allow the student needed time to correct the deficiency.

23. Field Trips and Socials

A. Guidelines

- 1) ICS activities are for current ICS students only. No other students are allowed to attend without Administrative approval.
- 2) Any student who receives a discipline report may be excluded from participation in the special activity for the day.
- 3) Any student on disciplinary or academic probation may be excluded from the activity.
- 4) School rules, regulations and policies are in effect at all activities on or off campus.
- 5) Students who attend activities (field trips, after school sports, etc.) must have attended school the day of the activity for at least 1/2 of the day.
- 6) Students who attend activities must be picked up from the activity within 15 minutes of the ending time. Those who are not shall be restricted from attending future scheduled activities.
- 7) If a parent does not want their child to attend a field trip, the parent must make other arrangements for the student during the hours of the field trip. The student may not be on school grounds while the class is on the field trip. The teacher will communicate any required alternate assignments in lieu of attendance on the field trip.

B. Fire Safety

1) Fire Drills

Fire drills will be held monthly throughout the school year in conjunction with state and local requirements. Students will be informed of proper escape routes and procedures on the first day of school.

2) False Alarms

Pulling the fire alarm with undue cause will result in reporting to the county fire department, and/or disciplinary action. Careless or malicious initiating of a false alarm is an extreme offense that could lead to serious injury in an attempt to evacuate the building. Deliberate offenses will be handled with the utmost severity. The student and their family become financially responsible for fees resulting from a false alarm.

24. First Aid and Medication

A. School Clinic

We do have a part-time nurse on staff. In addition, office and school personnel have Red Cross first aid and CPR training. We also recruit parent volunteers with nursing experience and training to be on duty during when the nurse is unavailable. Teachers are provided first aid kits equipped with band-aids and antiseptic to assist students with the cleansing of cuts and abrasions. The clinic will dispense Tylenol for fever and headaches if the parent has given written permission on the enrollment form.

B. Emergency Care Information

Every year at the beginning of school, parents will receive an emergency care information sheet for each child enrolled in ICS. Please fill it out and return it to ICS immediately. If there are any major changes in your child's health and/or medication or medical procedures during the school year, please keep the school informed. Also let the office know of any changes in phone numbers to the emergency card (especially changes to work phone numbers or emergency contacts). In an emergency, every attempt will be made to reach the parent. However, in the event that the parent cannot be reached, the contact person listed on the emergency care information sheet will be called.

C. Medication Consent

1) Storage

Students are not allowed to knowingly store or distribute medication of any kind while at school. Although it may appear convenient to send medication with your student to be taken at lunchtime, it could be extremely dangerous if another student mistook it for his own. To avoid any problems regarding medication, all medication must be kept in the school office.

2) Proper Consent

Before we can administer any medication, we must have a completed medication consent form from the parents or the doctor informing us of the time it is to be given and the dosage.

A Medication Consent Form is contained in the parent information notebook and must be returned with each medication. No prescription medication will be dispensed without written authorization. If prescription medication is to be dispensed, please obtain an additional prescription container listing the student's name and name of medication, along with dosage information. Students are permitted to carry an inhaler with them or leave the inhaler in the teacher's desk; however a doctor's written consent will be required.

3) Over-the-Counter Medication

Although it is best to time dosages of over-the-counter medications to avoid dispensing it at school, the school will assist families by dispensing medications (allergy medicine, cough drops, etc.) when absolutely necessary. Any liquid sent to school must be accompanied by a measuring spoon so the exact dosage can be measured.

Any medication sent to school which needs to go home after school, is the sole responsibility of the child and parent. Students should return to the school office before carpool in order to obtain their medication. ICS will not take responsibility to return medication to the student.

D. General Illness

- 1) Sick children (temperature of 100°+, vomiting, repeated visits to the office during the school day) will be sent home from school.
- 2) Students should be free from fever, vomiting or diarrhea for a minimum of 24 hours before returning to school. Therefore, if the school sends a student home for one of these reasons, they should not return to school the following day.

E. Fever

- 1) Student with a fever of over 100° should not be sent to school.
- 2) For fevers registering less than 100°, the parent will be called to discuss the child's symptoms and the proper action to take for the welfare of the child and the other students in the school.

F. Communicable Conditions

- 1) Please be considerate of the other students and school personnel by not sending a child to school with an infectious condition, fever, or persistent runny nose, cough, or sneezing.
- 2) Parents will be asked to pick up their child if they are found to have contracted conjunctivitis ("pink eye") or head lice. In the case of head lice, the child will be readmitted to school only after he has been treated with the proper lice-killing shampoo and free of lice and eggs.
- 3) The class of the child who contracts conjunctivitis or head lice will be anonymously notified that the condition contracted by a classmate.

25. Grading Scale

Because of the differences in the level of subject matter and the essential differences in curriculum between our Lower School grades and our Middle School grades, there is a difference in the scales used to assign letter grades. There is also a difference in the symbols used for character and citizenship grades.

A. Primary Level (K – 2)

- O - Outstanding
- S - Satisfactory
- N - Needs improvement

B. Elementary Level (3-5)

The academic grading scale for the Elementary grades is as follows:

98 - 100	A+	83 - 85	C+
96 - 97	A	79 - 82	C
94 - 95	A-	76 - 78	C-
92 - 93	B+	74 - 75	D+
89 - 91	B	72 - 73	D
86 - 88	B-	70 - 71	D-

These symbols are used for character development/citizenship grades or for special purposes:

- O - Outstanding
- S - Satisfactory
- N - Needs Improvement

C. Middle School (6-8)

The following is the grading scale for the Middle School is as follows:

99 - 100	A+	82 - 84	C+
96 - 98	A	76 - 81	C
94 - 95	A-	73 - 75	C-
91 - 93	B+	70 - 72	D+
88 - 90	B	67 - 69	D
85 - 87	B-	64 - 66	D-
63 - below	F		

The conduct/effort scale is as follows:

5	Superior	2	Needs Improvement
4	Above Average	1	Unacceptable
3	Average		

26. Goals of an Immanuel Education

“Testifying to the truth” – John 18:37

A. Spiritual Goals

Emphasis on spiritual formation & Christian character training

(Believing the truth by hearing and doing what is true)

- 1) Scripture reading, prayer, and daily devotional instruction
- 2) Bible instruction and chapel themes on practical Christian living
- 3) Scripture memorization, biblical theology and apologetics
- 4) Active program of community service, missions, and outreach
- 5) Integration of biblical truth with the objectives of each subject area
- 6) Permeation of biblical worldview across the curriculum

B. Content Goals

Acquisition of core knowledge & mastery of basic skills

(Knowing the truth and how it can be verified)

- 1) Mathematical understanding and computational skill
- 2) Social studies integrated with writing, and historical literature
- 3) Science knowledge, experimentation, and hands-on discovery
- 4) Language arts, phonics, reading, spelling and grammar
- 5) Fine arts, practical arts, physical education and athletic skill

C. Problem-Solving goals

Training in critical thinking and problem solving strategies

(Using the truth carefully and strategically)

- 1) Literature-based core subject integration
- 2) Science fair projects, oral defense and presentation
- 3) Book discussion, debate, and interactive learning
- 4) Integrated and strategic application of problem-solving technology
- 5) Cooperative and small group learning activities
- 6) Outdoor education, ropes course, and wilderness learning activities

D. Expressive goals

Development of Communication Skills - written, verbal and visual

(Sharing the truth effectively and creatively)

- 1) Research writing, library and media resource training
- 2) Writing conferencing, editing and rewriting, and response journaling
- 3) Young authors conference and student book publishing
- 4) Word-processing and international communication technology
- 5) Skillful use of presentation media, PowerPoint, integrated graphics

27. Honor Code

The most important elements governing my behavior are god's commands that I love Him above all things and that I love my neighbor as myself. If I obey these I cannot fail to live a decent, honorable life and accept responsibility for my actions.

It is important to remember that this honor code applies to my behavior at all school activities, whether before, during or after school hours. I will remember that I represent Christ, my family, and this school wherever I go, and will act accordingly.

To accomplish this I will:

A. Be Respectful

(Romans 12:10; Luke 6:31; Ephesians 4:32)

- 6) Treat others as I would like to be treated.
- 7) Respect the property of the school and of others.
- 8) Willingly obey those in authority.
- 9) Use appropriate language and actions at all times.
- 10) Use active listening skills.

B. Be Responsible

(Titus 3:8; Colossians 3:17)

- 1) Conduct myself in a safe and responsible manner.
- 2) Work and play cooperatively.
- 3) Participate willingly in activities and chores.
- 4) Complete assignments on time and to the best of my ability.
- 5) Display an attitude of gratitude.

C. Be Reliable

(Ephesians 4:29; proverbs 12:22)

- 1) Accept the responsibility for doing my own work.
- 2) Be honest and tell the truth at all times.
- 3) Accept responsibility for my actions.

By God's grace and the truth of His word, I will uphold the honor code of Immanuel Christian School. My goal is that my life be a reflection of the Lord Jesus Christ.

28. Homework

A. Philosophy

It is assumed that homework will be a regular part of school life, with increasing time and application required as a student progresses through each level. In general, homework is for skill practice, enrichment, or more in-depth attention to a given unit of study. We try not to have homework assignments that demand an excessive amount of time.

B. Time Guidelines

Whether or not a student spends less or more time on homework depends on his/her organization, use of time, homework environment, and other factors. Suggested guidelines for the average amount of time students are expected to spend on daily homework are as follows:

- | | |
|---|-------------------|
| 1) Kindergarten | 15 minutes |
| 2) 1 st and 2 nd Grades | 15 - 20 minutes |
| 3) 3 rd Grade | 30 - 45 minutes |
| 4) 4 th Grade | 60 minutes |
| 5) 5 th Grade | 75 minutes |
| 6) 6 th – 8 th Grades | 75 to 120 minutes |

C. Weekends

You should know that we normally keep homework loads to a minimum on weekends. Be aware, however, that some assignments are given days or weeks in advance and that students may chose to use weekend time to work on them.

D. Major Projects

Teachers at the 6th, 7th, and 8th grade levels will attempt to coordinate major projects to ensure they are assigned at the same time.

E. Absence

Generally students will have 2 days for each day absent to make up homework, provided the absence is excused. For vacation absences, one day of make-up time is allowed for each day of absence.

F. Parent Oversight

For good communication and oversight we ask that you review your child's daily assignments, and when completed, sign the comment space provided in the student assignment notebook for 3rd – 5th Grades. If at any time there is a concern or question regarding an assignment, please contact your child's teacher(s).

29. Honor roll

At the end of each quarter, middle school students (6th-8th) who meet the following criteria will be awarded honors:

A. 1st Honors

- 1) Overall academic average of 94% or better.
- 2) Satisfactory or outstanding in all areas of citizenship, indicated by a “3” or “4” on the report card.
- 3) No unacceptable marks in work habits, indicated by a “1” on the report card.

B. 2nd Honors

- 1) Overall academic average of 90-93.
- 2) Satisfactory or outstanding in all areas of citizenship, indicated by a “3” or “4” on the report card.
- 3) No unacceptable marks in work habits, indicated by a “1” on the report card.

C. All Middle School Honors

(given at the end of the 8th grade year)

In order to receive this award, the student must have received either 1st or 2nd honors in each quarter of their middle school years and have attended ICS for a minimum of two middle school years.

30. Inclement weather

Please refer to the inclement weather information of your parent information guide for a detailed listing concerning early closings and delayed openings.

A. Guidelines

It may be necessary to close or delay the start of school because of ice, snow, or other inclement weather. Additionally, school may need to dismiss early due to inclement weather. We automatically follow Fairfax County when they close school or modify school hours for inclement weather, slippery roads, or other reasons. The only condition in which we do not follow Fairfax County is for closings due to warm weather and lack of air conditioning.

B. Communication

It is important that you tune in to a radio station when there is a question regarding inclement weather or dangerous road conditions. Radio stations which frequently announce school closings are: WAVA (fm 105.1), WTOP (am 1500) and WMAL (am 630). All major television networks will also list school closings. We also encourage all parents to sign up for our automatic emergency email notification system. Parents can sign up on our school website at <http://www.icsva.org/> and will be sent an email notification of all school closings, delayed openings, etc., as soon as decisions are made by the administration. Should there be a need for special information, you will be contacted by a phone call. Generally, there is also a brief message on the phone voice mail at the school office.

31. Insurance

We enroll our students in an accidental injury program through a school underwriter. The cost of this program is included in the registration fee. The insurance programs now available are designed so that your primary medical insurance is to be used first. The insurance supplied by the school is considered secondary and would cover the deductible or uncovered costs up to the maximum of the policy.

32. Late Work Policy

C. Guidelines

Please help us encourage our students to learn responsibility. Parents refrain from bringing in or faxing forgotten assignments or projects for students. We want our student to take responsibility to be prepared for school and that includes helping students to remember to have all of their work with them for school each day.

D. 3rd – 5th Grades

All assignments are due on the date established by the classroom teacher. Students are expected to turn in their assigned work on time. Work turned in late will result in the following final grade reduction on the assignment:

- 1) 3rd grade: 5% off final grade
- 2) 4th grade: 10% off final grade
- 3) 5th grade: 15% off final grade

E. 6th – 8th Grades

All assignments are due on the date established by the classroom teacher. Students are expected to turn in their assigned work on time.

- 1) Any assignment turned in one day late will result in a 25% grade reduction.
- 2) Two days late is a 50% reduction.
- 3) Any assignment turned in after two days of the assigned due date will result in a zero in the grade book.

33. Library

A. Program

Students will visit the school library at scheduled times with their teacher and/or a parent volunteer. Due dates for their books will be arranged to coincide with or precede their next library visit. There is a set limit to the number of books each student may take at a time, and books must be returned before more may be taken. Students in grades 4 and up may visit the library during scheduled "open" times with their teacher's permission.

B. General Use

There will be some orientation early in the school year on the use of the library, and students will be encouraged to use the library regularly. Due dates appear on date cards inserted in the book at the time of check out, and books may be renewed if they haven't been requested by another student. Fines will be assessed for overdue books, charges for book damage, or replacement cost of lost books, and must be paid before report cards will be issued each quarter.

C. Classroom Materials

In addition to the library, most classrooms have a substantial collection of materials that will meet many of the day-to-day needs of the class. The room collections include reference books, periodicals, software, and media materials appropriate for use in the classroom. For super quiet uninterrupted reading time (squirt), extra materials may be taken to each classroom. Some may be checked out with the classroom teacher for use away from school

D. Returning Materials

All library books, whether from the classroom or the school library, should be returned by students to their own classroom in the special box provided. Please do not return them to the office or drop them in an unattended library! The librarian will see that school library books are returned to their shelves.

E. Use by Parents

Parents of ICS students are encouraged to use our library when it is open, and these times will be announced early in the school year. We have books on family life, and there is a large selection of read-aloud books for all ages. Some of these books may be checked out only by parents, or with a note from a parent. These include family devotional books, poetry books, and special collections of children's stories. Books checked out by parents should be returned to the library when the librarian is on duty. Parents' cooperation will be appreciated in returning books promptly so that everyone has the opportunity to benefit from their use. We rely heavily on parent volunteers to help with various aspects of the library work, including supervision of students on library visits, shelf maintenance, and processing of new books.

34. Lunches

A. Lunchroom procedures

- 1) Children will not leave their table without permission. This includes use of the restroom, throwing away trash or getting outdoor equipment.
- 2) When the students are excused, they will throw away their trash and line up to go outside.
- 3) Each week students will be assigned to wash tables. Students in 5th through 8th grade will put their own chairs away.
- 4) Playground equipment will be picked up on the way out of the gym and returned to the storage area after recess.
- 5) Only students in 5th – 8th grades are allowed to buy from the vending machines at lunchtime. They may not buy for children in the lower grades.
- 6) On days with inclement weather, the children will visit at their tables until called by their classroom teacher. (trash can be thrown away, but children then return to the tables.)
- 7) Students will not be allowed to return to the classroom during lunchtime.
- 8) All students who are on the bleachers for lunch detention will be kept separated and are not allowed to talk. They may be asked to help during lunch clean up.

9) Lunches are to be eaten at school. All students should bring a lunch box marked plainly with their name or a paper bag with their name on it.

10)

11) Normally the vending machines are not available to students in grades 1 - 4 during the school day. However during after school activities (i.e., sporting events) students may use the vending machines. From time to time, snack foods or baked goods sales are held at lunchtime.

B. Hot lunch

1) Hot lunches are served each week on a preset day, beginning in October through May. Parents supervise a hot lunch for students as a special treat. Hot lunch days (Dominos, Chick-Fill-A, Subway, etc.) are noted on the school calendar.

2) Parents must purchase hot lunches for each student and are provided the opportunity to order them at the beginning of each year. Parents have the option of purchasing any combination of hot lunches. Participation in the hot lunch program is voluntary.

35. Math Placement procedures

(For Middle School students)

A. Philosophy

Immanuel Christian School offers one advanced section of mathematics in each of the middle school grade levels. These classes are math 7 for the 6th grade students, Pre-algebra for the 7th grade students and Algebra 1 for the 8th grade students. It should be noted that those students that are not in the advanced group are not in a "low" group. They are at grade level and will be ready for Algebra 1 at the start of their first year of high school.

B. 6th Grade Student Placement

The following are the procedures that are used by the Immanuel Christian school administration for determining the placement of students in the advanced level of mathematics for the students entering 6th grade:

1) The current 5th grade ICS students will be ranked by their 5th grade teachers according to their classroom performance and their standardized testing in the area of math.

2) The top 20 students from that ranking will be offered a spot in the advanced group (math 7) for the 6th grade year.

3) The remaining ICS students will be compared with the incoming students (coursework and standardized testing) and then ranked by the middle of June. The top 6 students of this group will also be given a spot in the advanced group.

4) All remaining students will be placed in the math 6 class.

C. 7th & 8th Grade - New Students

The following are the procedures that are used by the Immanuel Christian school administration for determining the placement of students in the advanced level of mathematics for the students entering 7th & 8th grade:

1) All current ICS students with passing grades from the advanced class from the previous year will be promoted to the next level of the advanced class (pre-algebra or algebra 1).

- 2) Any openings in the advanced courses will be filled by the administration based upon coursework, standardized test scores and teacher recommendations. The new students will be ranked and a decision will be made by the middle of June.
- 3) All new parents that wish their child to be included in this ranking for the possibility of being placed in the advanced math course should inform the Admissions Coordinator or the school administration know as soon as possible after completing the application for admission.

36. Nondiscrimination Policy

Immanuel Christian School will admit students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school. We do not discriminate on the basis of race, color, national or ethnic origin in administration of our admissions policies, educational programs, financial aid, athletic and other school-administered programs.

37. Office Procedures

A. Lost and found

All personal articles, P.E. clothes, outer garments, class materials, binders, notebooks, lunch boxes, musical instruments, etc., should be labeled with the student's name. Lost items will be kept in the bins outside of classrooms and displayed periodically. Unclaimed items will be donated to charity.

B. Making Change

The school office does not maintain a petty cash fund for change. Due to the high volume of requests, students are required to bring exact change for payment of P.E. clothes, school activities, phone use, vending machines, photocopying, etc.

C. School Visits

Valuable instructional time is protected when interruptions are kept to a minimum. Parents, school volunteers and non-school personnel entering the school for any reason must come to the office and sign in before going to the classroom or instructional areas. Urgent messages or supplies for students should be left at the office. Parents should not take items directly to the classroom. School lunches may be left on the kitchen window ledge for students.

D. Messages to Students

Our school office is a busy place, which serves many students, parents, and faculty. It is important that the receptionist and other members of the staff be given the freedom to perform their duties without unnecessary interruptions. If you need to get a message to your child or a teacher before noon, please call before 10:00 a.m. If you need to send a message before afternoon carpool, please call before 2:00 p.m. It is generally difficult to deliver any messages at the last minute. We will do our best to handle emergencies when they arise, but it is not workable for the receptionist to leave her desk when visitors and telephone calls are coming in.

E. Telephone Use

Due to the high volume of requests, students are not permitted to use the office telephones unless absolutely necessary.

1) For Homework

Students are not permitted to go to the office to call parents for forgotten homework. Students are expected to prepare at home, in advance for their school day.

2) Urgent Issues

Students may use the telephone with permission to make carpool arrangements in the event of a change in school plans or make requests for other urgent needs. Issues are deemed urgent at the discretion of the office personnel.

F. Photocopier Use

Students may request use of the photocopy machine in the office for personal projects and assignments. Copies made for reports, homework assignments, and class notes assigned as homework are considered personal use and a fee will be assessed. There will be a charge of 5¢ per page. Copies should be made prior to 8:30 a.m. or after 3:15 p.m. with teacher permission. During school hours the copy machine is heavily used by school staff and will only be available for students on a very limited basis.

38. Music and Instrumental Programs

A. Participation

Students in Kindergarten through 5th Grade participate in regular music classes. Students in middle school may participate in music appreciation or chorus

B. Private Lessons

Private lessons are available in piano, percussion, wind and string instruments (at an additional cost) during school hours. Students in 3rd – 8th Grades may participate in piano lessons during the school day. Students in Kindergarten – 2nd Grades may take piano lesson after school hours. Students in 4th grade through 8th grade may select other instruments in addition to piano. There is also orchestra instruction for students in grades 4 through 8. All private music instruction requires written mutual consent of the teacher and parent.

39. Parent Involvement

Parental involvement at ICS is welcomed and encouraged. Parents are provided opportunities at the beginning of each academic year to become involved in various opportunities within the classroom and in support activities (see Parent Service Hours Policy).

A. Parent Teacher Fellowship

The Parent Teacher Fellowship is active in supporting ICS in the areas of annual workdays, athletic booster support, hot lunch programs, and fundraising activities. Parents are encouraged to attend the PTF meetings and become involved in supporting ICS and its role in educating and equipping students to serve god.

B. Parent Responsibilities

Parents have been given the responsibility by God for the education and upbringing of their children. It is the desire of our teachers to work together with parents in this endeavor. The best education can only be achieved when parents and teachers co-operate together to support and encourage students. Therefore the administration and faculty request parental support with the following responsibilities:

- 3) Parents should read and subscribe to all rules and policies as stated in the parent/student handbook and should encourage their children to do so also
- 4) Parents should make every effort to support by their attendance all school educational meetings, which may be held throughout the year.
- 5) Parents should remember that the proper procedure for handling any concern, grievance or offense is to go directly and privately to the one responsible for the difficulty (Matthew 18:15-17). Verbally maligning the school, its personnel, or policies undermines the relationship between the parents and the school.

- 6) Parents should insure that students acquire the proper amount of rest on school nights by setting a reasonable bedtime.
- 7) Parents should set standards for study times, provide the necessary materials and the proper environment for homework.
- 8) Parents should allow the student to demonstrate his own working knowledge of the subject, but at the same time be available to assist the student in the understanding of a concept.
- 9) Parents should make sure students are at school on time each day.
- 10) Parents should support the faculty and administration in providing appropriate disciplinary action, including corporal punishment when necessary (communication and parental agreement will be requested prior to any corporal punishment).
- 11) Parents should fulfill their Parent Service Hours responsibility consistently and on time.
- 12) Parents should seek the advancement of ICS in all areas, through personal involvement and regular support of annual fund raising goals.
- 13) Parents should meet all their financial obligations to ICS on or before the date due. If they are unable to pay on time, they should notify the business manager immediately. Failure to do so can result in dismissal.
- 14) Parents should pray earnestly for ICS on a regular basis.

C. Home-Church-School Relationship

Believing that our role at ICS is to assist the home and the church in the task of training young people, we feel that it is of utmost importance for all of our students, with their families, to be in regular attendance at a Bible-believing church. We do not feel that we are working in harmony with the home if the family is not active in their church.

D. Split Households

It is the policy of ICS is to communicate with the parent of household in which the student resides. It is the responsibility of the separated/divorced parents to communicate between the two households. It will not be the practice of the school to duplicate communication (parent newsletters, discipline reports, report cards, parent/teacher conferences, etc.) to estranged parents.

40. **Parent Service Hours Policy**

A. Purpose

This is a concept that many Christian schools have used to involve parents more consistently in the life of the school. At the same time it extends tuition dollars by having volunteers perform some tasks that might otherwise have to be paid for through professional services.

B. Encouraging Participation

The main advantage of such a program is that it encourages all parents to participate in service to the lord's work at ICS. Many manual tasks and physical plant needs will not have to sit on hold for so long because of the over-burdened schedule of our custodial staff. Classroom volunteers for Bible memory work, writing conferences, grading workbooks, and other tasks will directly support the faculty. Office helpers for the weekly parent newsletters, Serve-A-Thon, filing, copying, word processing, and a myriad of clerical tasks will greatly extend the effectiveness of the office staff.

C. Encouraging Ownership

Most importantly, it will help every parent to take ownership in the ministry of Immanuel Christian School, to see the school in a practical and personal way, and to stand shoulder-to-shoulder with other parents in service activities.

D. Implementation

The plan requires a total number of service-hours annually per family, based on the oldest child in the school: 20 hours for full-day Kindergarten - 8th grade, and 10 hours for half-day Kindergarten. Single-parent families will be required to fulfill half the number of service-hours. Parents will be given a means to track their own service-hours and to report them once each semester. Parents who simply cannot give the time are required to pay a fee at the rate of \$15 per hour. In cases where a genuine family hardship (health, financial, death, etc.) prevents a family from participating in parent service hours, a special request should be made to the Administration.

41. Parties

A. Class Parties

Because of the secularization of so many holidays, the following guidelines will be followed in the handling of class parties:

1) Halloween

This holiday will not be observed.

2) Christmas

Class parties may be planned. Emphasis is on the birth of Christ. Gifts may be exchanged, but value limits will apply.

3) Valentine's Day

Class parties may be planned. Valentines may be exchanged, provided students bring them for all class members. Derogatory, negative, or "put down" cards are not acceptable and may not be used.

4) Easter

We emphasize the substitutionary death, burial, and resurrection of our Lord Jesus Christ.

5) Birthdays

Class parties may not be held. However, students may bring a birthday treat on their day of birth to share with students and teacher. In order to avoid possible conflicts with other planned treats, please inform the teacher prior to bringing in a birthday treat.

B. Private Parties and Sleepovers

When a student invites classmates from school to a party and specifically leaves out three or four students, those left out are deeply hurt. There is no way that parents or teachers can take away that hurt. We can console and encourage, but the hurt heals slowly if at all. If only a small portion of the class is invited, it is not a problem (4 or 5 students). If half the class is invited, it creates division. If more than half but not all the class is invited, it creates hurt feelings and causes problems. Obviously, we can't dictate what you do, but we do want you to be aware of the impact your actions have on the school environment. We need your help and discretion regarding this issue. Let us honor the Lord and help our children learn a valuable lesson.

Therefore, if you are planning a party or event, please mail the invitations. Family addresses are provided in the online family directory. Invitations should not be brought to school for distribution, as this disrupts classroom activities and may cause excluded students who observe the handing out of invitations to feel hurt. Teachers will not pass out or place invitations in backpacks or homework folders.

42. Payment of Tuition and Fees

When enrolling for a new academic year, the first tuition payment is due upon acceptance to reserve a place. Several payment plans are available for paying the balance. See the Tuition and Fee Schedule in the Parent Information Guide for details.

43. Pets on Campus

No pets may be brought onto campus or to school events without special permission. Dogs, cats and other pets are allowed on campus on a limited basis by permission only. Pets may not be brought into the building except by pre-approved faculty permission for a limited Show and Tell presentation. Pets may not be brought into the school at other times (carpool, morning arrival, school events). When approved for outside, all pets on school grounds must be on a leash at all times. Owners assume full responsibility when bringing a pet onto school grounds.

44. Physical Education

A. Dress Code

1) Shoes

All students in physical education will wear tennis shoes approved by the P.E. instructor for safety. If shoes leave dark marks on the floor, they will not be permitted. Students in 1st – 8th Grades are expected to wear shoes that allow for full participation in required athletic activities. Students wearing flip flops or sandals or any other shoe that prohibits their safe participation in expected activities will be excluded from activities and may suffer a grade point penalty. Shoes with black or dark-colored soles should be avoided.

2) Uniforms

All students will wear P.E. uniforms required for their grade level.

Girls in 1st – 4th Grades should wear shorts under their skirt/jumper.

Upper level students (5th-8th Grades) will be expected to purchase our school P.E. uniforms. P.E. uniforms will consist of:

- b) *Uniform shorts for boys and girls*
- c) *Uniform t-shirts for boys and girls*
- d) *Other specific items as required by the P.E. instructor*
- e) *During cool-weather outdoor P.E. activities, students may wear sweatshirt and sweat pants, when approved by the P.E. teacher.*
- f) *Students without proper P.E. uniform in grades 5-8 will be excluded from activities and suffer grade point penalty.*
- g) *All P.E. items should be permanently identified by the student's first and last name. P.E. uniforms should be purchased through the P.E. teacher at the beginning of the year.*

B. Participation

When any student has a physical challenge that limits activity or prohibits a particular activity, the school requires a note from the family medical doctor indicating the reason for limitation and the period of time for which the limitation is valid. Parental requests for exemption (sore throat, cold, nausea, etc.) can only be honored for two days without a doctor's notice.

45. Problem Solving and Resolution

A. Matthew 18 Principle

The goal of the following policy is to communicate effectively when problems arise and to handle complaints directly with the persons involved at the lowest organizational level possible in a prompt, fair and courteous manner. This is not for the purpose of avoiding or delaying communication but to keep the lines of communication open according to the biblical principles found in Matthew 18:15-16. Some concerns may not be considered an issue of sin as Matthew 18 describes. There may be personal or professional matters of concern you have regarding an individual in the school. Even in these cases the principle of direct communication with the individual involved is still important.

B. Unity of the Spirit

Every school is characterized by a multitude of interpersonal relationships. If any line of communication is cut off within these relationships, the work of the school is hindered. This happens in many schools, both Christian and secular. In these cases people are offended because of the gossip and slander that prevail. In such an atmosphere it is impossible to enjoy the presence of God or to impress our students with His love and power at work among us. We should be reminded of Ephesians 4:2-3, that we be "completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the unity of the spirit through the bond of peace.

C. Direct and Discreet

In this spirit all members of the ICS community, whether students, parents, teachers, administrators or board members, are expected to handle their complaints directly and discreetly with the person involved. Each of us is to meet privately with the one who is part of the problem, and we are not to take the problem elsewhere. If a solution cannot be reached at this one-on-one level, then the next level up in the ICS organizational structure may be involved. If no satisfactory solution is found at that level, the matter may be referred to the next level until it reaches the chairman of the school board. The chairman is then able to refer the matter to the entire board and ultimately to the elder board of Immanuel Bible Church.

D. Building Trust

In all these cases care must be taken not to bypass the one-on-one stage. Most problems can be handled at this level without bringing anyone else into the discussion. Fear of confrontation or fear of hurting feelings are not acceptable reasons for violating the Matthew 18 principle. While we need to be sensitive to these feelings, we should understand that hurt feelings are more likely to occur when we talk to others than when we talk directly to the person involved. We should take courage in the opportunity to build trust by speaking sensitively, honestly and lovingly to the one who is most directly involved in the problem.

E. Problems between Students

If a student has a complaint about another student and wants to bring the matter to a teacher, special discernment must be exercised. With very young children the teacher will need to supervise in order to control the spirit and the procedure followed. When an older student complains about another, the teacher who receives the report must decide whether the matter requires immediate intervention. If it does not, the teacher will ask, "Have you talked to that other student about it yet?" If the answer is no, then the teacher will say, "I want you to do that. And I want you to report back to me within 24 hours. Tomorrow I will ask you how your meeting went." The time limit helps the student not to put it off, and it gives the teacher a time to follow up so that a negative situation will not continue to grow. If the matter is not settled after the two students speak, then the teacher will sit down with both students to seek resolution. If the problem continues, then the students' parents will be involved. Beyond that, should it be necessary, the teacher would involve the administrator, the school board, and finally the elder board in that ascending order.

F. Problems between Parents and School Staff

In the same manner a parent who has a complaint about a teacher should meet privately with the teacher to find a solution. If a solution cannot be reached the parent will ask the Administrator to meet with them. If no satisfactory solution is found at this level, the matter will be referred to the school board via its chairman, and lastly, to the elder board via its chairman. A parent or teacher with a complaint about the administrator must first make the complaint known to the administrator privately. Together they should seek a solution. Only if a solution cannot be reached at this level should they refer the problem to the next level. As a last course of action, the matter will be referred to the school board and finally to the elder board.

G. Three Options

It is essential that we approach these situations in a spirit of genuine love, having first examined and corrected our own attitudes and actions. The purpose of going to our brother in this way is to restore, not to accuse. Only if we are unable to restore our brother will we share the problem with others higher up in the organizational structure. In light of this policy there are essentially three options available to us when we have a complaint:

- 1) Decide that though the matter may be resolvable it is not serious enough to confront; therefore it is dropped and not discussed with anyone.
- 2) Discuss the matter directly, carrying it up through the organization until resolution is achieved.
- 3) Determine that the problem is irresolvable but too serious to ignore; therefore we part company rather than remain in conflict.

H. Seeking Counsel

Sometimes we may feel it is necessary to get counsel from a neutral party before we go to the one who has offended us. This may be wise if we are unsure whether our complaint is legitimate and feel we need another perspective. However, great caution must be exercised in this. First of all, we must be honest that the counsel we seek is for the purpose of clarifying our understanding rather than to bolster support for our viewpoint and create division. Secondly, we are obligated to make every effort to speak about the offender with complete anonymity. To do otherwise is to sow seeds of distrust and suspicion with someone who is not involved in the problem. In the process we do unnecessary damage to the name of another person, and may actually enlarge the problem instead of quietly finding resolution. If our motive is to truly seek counsel rather than to gossip or slander, we will make every effort to keep the name of the offender out of the discussion. It takes great discipline and integrity to be conscientious in this matter of seeking counsel.

I. Reconciliation is the Goal

From time to time we will find it necessary to encourage someone who has a complaint to go to the person who has offended them. In such cases we should always attempt to call them back as soon as possible to make certain that they are satisfied with the results. If they are not, then we offer to go as a witness and carry the matter up through the organization. In this way we make certain that the difficulty has been taken care of. Remember that the goal in all of this is reconciliation for the unity of all believers. A true mark of spirituality is not whether we are able to expose a brother, but whether we are able to restore him.

46. **Promotion**

A. Retention

Even though a student has passed all the necessary subjects, recommendations for retention may be made by ICS in specific instances where academic difficulty or developmental immaturity exists. Parent, teacher, and administrative discretion will be relied upon in these instances to do what is most advantageous for the student. (See Retention Policy)

B. Academic Deficiencies

The ICS promotion policy is similar to that of Fairfax County Public Schools. After grade five, students will not be promoted to the next grade for any of the following reasons:

- 1) They have failed math
- 2) They have failed language arts
- 3) They have failed a combination of any two subjects other than math or language.

Under any of the above circumstances, the student must do one of the following:

- 1) Make up the failed subject in the Fairfax county summer school program.
- 2) Make up the work during the summer with an ICS approved tutor using materials and testing stipulated by ICS.
- 3) A student's summer make up work will be reviewed prior to the new school year. Adequate improvement and successful passing of the deficient subject will then lead to promotion.

47. Provisional Placement

A. Philosophy

School records or admission data that indicate an academic or behavioral problem may result in the student being admitted provisionally. The conditions of provisional acceptance are designed to assist in making up for weaknesses or gaps in previous learning or to give the student an opportunity to demonstrate positive maturing and acceptable performance. A "provisional" status will involve early evaluation of a child's ability to cope at the current grade level. The student may need additional testing at a later date, may require additional tutoring, or may be recommended for another year at the same grade level. Any special conditions for admission will be explained to parents carefully and provided in writing. We desire all children admitted to have maximum opportunity for success in our school program. If concerns persist, a child may remain on provisional status throughout their enrollment at Immanuel

48. Purpose and Philosophy

A. Purpose

The purpose of Immanuel Christian School is to assist Christian parents in providing a sound education for their children through the integration of faith and learning. ICS is committed to teaching a biblical view of god and the world through the development of basic spiritual, intellectual, physical, and social skills.

B. A Ministry of Immanuel Bible Church

ICS is a ministry of Immanuel Bible Church. The school's policies are developed in conformity with the church's mission to exalt the Lord, evangelize the lost, edify believers, and equip the saints. ICS exalts the Lord by teaching and obeying His Word and providing opportunity for students, parents and teachers to worship Him. ICS evangelizes through its testimony and service to the community and encourages students to know and confess Christ as Savior and Lord. ICS edifies believers by cultivating relationships among students and faculty grounded in the unconditional love of Christ and by assisting them to growth and maturity in Christ. ICS equips the saints for the work of the ministry by preparing its students to become productive members of the Body of Christ and responsible citizens.

C. Assisting Christian Parents

ICS endeavors to function as an extension of the Christian home, supporting parents in the biblical mandate giving them ultimate responsibility for the education of their children. Teachers, parents and students must have a common grounding in the lordship of Jesus Christ as revealed in the scriptures and a common commitment to the work of education. In order to serve these families with biblical instruction and godly example, the school employs administrators, faculty, and staff who serve as role models in their Christian walks, their professional lives, and their Christian faith.

D. A Sound Education

ICS provides students in Kindergarten through the Eighth Grade with an education that offers rigorous academic instruction, challenging athletic and cocurricular activities, and creative expression through the fine arts. The school provides an environment for growth and development, where different learning capabilities are served in keeping with the resources god has provided at ICS. Individual success is important, and students are encouraged to achieve at the level of their potential.

E. The Integration of Faith and Learning

The curriculum is rooted in a God-centered view of life, allowing students the opportunity to understand themselves and the world around them from a biblical perspective. All truth is found in god and is derived both from his revealed word and from objective observation of the world he created. In all matters, the scriptures are supreme. The integration of biblical faith and learning is the responsibility and a primary function of the teacher at ICS. The school endeavors to select the best instructional materials available from secular and Christian publishers in order to reach its overall goals.

49. Recess Guidelines

- 1) Student in grade 1- 8 are expected to go outside for recess.
- 2) Middle School students meeting with teachers during their lunch or recess time will provide a note of excuse from the teacher to the lunchroom or recess supervisor.
- 3) If a student must remain inside for recess for more than one day, a doctor's excuse or a written excuse from the parent is required.
- 4) Recess will be indoors when the outside temperature reaches or fall below 20 degrees Fahrenheit.
- 5) Recess will be indoors in the case of inclement weather.
- 6) Students are not permitted to play with, in, or on the snow and ice.
- 7) Good sportsmanship and courteous behavior is expected at all times.
- 8) Students will not be permitted to play rough games. Tackling, tripping, wrestling and rough play is not permitted.
- 9) Students are not to play on or near the creek. If a ball goes into the creek, a student is to get permission from the recess supervisor or a parent volunteer before retrieving it.
- 10) Students are to receive permission from the recess supervisor when leaving the playground.
- 11) Students are not permitted to eat on the playground without special permission.
- 12) Weather and outdoor "conditions" permitting, Eighth Grade students will be extended the privilege to eat in the outdoor picnic area only when the students have made prior arrangements to have a staff or parent volunteer to supervise them. This supervisor must be someone other than lunchroom staff personnel or lunchroom parent volunteer.
- 13) When the whistle is blown:

- a) *All students are to return the play equipment to the playground cart as directed by the supervisor.*
- b) *Student in grade 1- 5 will line up immediately.*
- c) *Students are to show respect to teachers, school staff and parent volunteers by not talking back, not interrupting when others are talking, paying attention to instructions and obeying promptly and in a cooperative spirit.*
- d) *Students in grades 6 – 8 will immediately enter the building in an orderly and quiet fashion, being courteous to P.E. activities taking place in the gym.*

50. Report Cards and Interim Reports

A. Interim Reports

1) Purpose

At the middle of each academic quarter, an interim report will be provided for the parent if there is a deficiency in academic progress, behavior, or study habits. These will be informative in nature, and are given only in an attempt to inform the parents and assist the student. The purpose of interim reports is to inform parents of progress or deficiencies in sufficient time to bring corrective action where needed. Interim reports are to be signed by the parents and returned to the teacher within two school days. Student envelopes containing graded work and tests are sent home every week in 1st - 5th grades and mid-quarter in 6th - 8th grades. A deficient report card, therefore, should not come as a surprise.

2) Timing

Students in the Middle School (6th-8th Grades) will receive an interim report from each of their teachers halfway through each grading period. Students in the lower school may receive interim reports as determined by the teacher.

B. Report Cards

Report cards are issued every nine weeks. At the end of the first quarter (nine weeks), both parents are requested to attend a conference with the teacher(s) in grades kindergarten through eighth, and they will receive the report card at that time. At the end of the second and third quarters, report cards are sent home to be signed by the parent and returned to the homeroom teacher within two school days.

51. Retention Policy

A. Philosophy

The goal of our school is to minimize the need for retention. Our strong effort in developmental screening, while not infallible, is intended to be part of this effort. Early communication between the home and school, combined with vigorous intervention efforts, is essential in order to reduce the potential for retention.

We believe that in certain cases retention is a necessary and appropriate tool in the educational strategies that are used for the development of children. In most cases, especially in grades kindergarten through third, retention is recommended because of social, emotional, or behavioral factors. Additionally, parents may initiate a "retention discussion." the goal of retention is for the student to meet with success in the classroom and develop age-appropriate social and emotional maturity.

Generally, a child may not be retained more than one time while enrolled at Immanuel Christian School.

B. Procedure

If after careful observation during the first semester, a teacher feels retention is a possibility, the teacher will consult with the administration. The teacher will then schedule a parent conference to discuss the child's academic and developmental progress. At this conference the possibility of retention will be suggested as well as specific plans for remediation.

Depending on the child's progress, a recommendation for retention will be made to the parents by the classroom teacher with the administration's approval. This conference will be scheduled at the earliest time possible during the second semester.

In some cases, in spite of appropriate intervention, retention will still be necessary. The teacher will finalize this recommendation to the administration. A conference will be scheduled with the parents. The desired result of this conference is to have parental consent for retention. We recognize this is a vital and necessary component for the retention to be effective and positive. Therefore, Immanuel Christian School will generally not retain a student without the written consent and support of the parents. However, in extremely rare cases in which the school believes that promotion would be educationally detrimental to a student, the school reserves the right to require the retention of a student in order for the student to continue at Immanuel Christian School.

52. Rules

Just as the family has rules to help children learn to get along with parents, brothers, sisters, and others, our school has expectations for orderly daily operation in a setting with many students and activities. The following are rules by which ICS students agree to abide:

- 3) Respect teachers and other school staff by not talking back, not interrupting when others are talking, paying attention to instructions, and obeying promptly and in a cooperative spirit.
- 4) Demonstrate Christian courtesy toward all adults, parent volunteers and other students.
- 5) Always get permission from the teacher before leaving the classroom.
- 6) Conduct yourself in an orderly and appropriate manner in hallways or restrooms.
- 7) Sit correctly in desks and chairs and treat all school furniture appropriately.
- 8) Take care of personal grooming only in the restrooms.
- 9) Abstain from chewing gum while on school premises or at school activities.
- 10) Eat only where directed by teachers.
- 11) Leave all electronic devices, cell phones, iPods, mp3 players, electronic games and other toys at home unless you have special permission from a teacher to bring them. Without special permission the above items are subject to confiscation by school personnel. Card and other small, non-electronic games are allowed during morning gym time prior to 8:30 a.m. but must be put away in book bags or lockers before entering class. These items may not be taken out for the rest of the day, including recess and carpool dismissal.
- 12) Follow the school uniform dress code.
- 13) Refrain from foul language, cursing, swearing, cruel teasing or put-downs.
- 14) Obey playground rules given by teachers and playground supervisors.
- 15) Follow the instructions of school student safety patrols and hall patrols, as well as adults who serve as carpool safety supervisors.
- 16) Refrain from throwing stones, sticks, snowballs, or other hard objects.
- 17) Do not deface walls, furniture, textbooks or equipment.
- 18) Do not use chalkboards, marker boards, ActiveBoards or other school equipment without a teacher's permission.
- 19) Whenever a student must leave the classroom without an adult escort (restroom, illness, etc.), the student must have another student accompany them to their location.

- 20) Classroom doors are to remain locked during school hours when students are present, and external doors may not be propped open. This is a security violation!
- 21) Students are permitted to work on homework or read as they wait during afternoon carpool dismissal. Students are required to sit quietly and be prepared to exit the building quickly as soon as their carpool number is called over the intercom system. Homework and reading should not interfere with the student's primary responsibility to listen for numbers or names and exit in a timely manner.
- 22) A staff member must accompany a parent/student to the classroom once the classroom is locked (usually after 3:45 p.m.).
- 23) ICS is unable to accommodate those families who have visiting relatives/friends who wish to accompany an ICS student to school for the day. Visitors are welcome to visit during lunch. If a parent wants to have a relative/friend visit with the child during instructional time, the visit must be limited to 30 minutes. The teacher must be notified and provide consent at least 2 days prior to the date of visit.
- 24) ICS students are never permitted to use the church resource room or church library without faculty or staff permission.
- 25) Drug/substance abuse: the possession, use, or distribution of drugs, alcohol, and tobacco product(s) is prohibited. Students connected to any drug-related persons or events may be required to submit to drug testing.
- 26) Out of class conduct: students must have a proper pass from a teacher before leaving the classroom. Students will conduct themselves in a quiet and orderly fashion while in hallways and restrooms. All food and drink is restricted to the classroom and the gymnasium.
- 27) Abusive or profane language and disrespect: using abusive or profane language, showing disrespect to teachers and classmates, and disruptive classroom behavior will not be tolerated and will result in detention, disciplinary referral or more severe consequences.
- 28) Cheating: Students are responsible for preventing the giving or receiving of answers (written, oral, or otherwise) on tests, examinations, final evaluation, or class assignments that are to be graded as the work of a single individual.
- 29) Fighting: students are responsible for settling confrontations in a peaceable manner and without the use of violence. Fighting will not be tolerated on or near school grounds or at any school-sponsored activity. Students are reminded that fighting usually results in suspension, to be followed by a parent conference in order to return to school.
- 30) Fire safety: violations of fire regulations -- including tampering with fire alarms, using matches, lighters, or firecrackers -- will be considered serious offenses.
- 31) Gambling: card playing, rolling dice, pitching or matching coins for the purpose of gambling, or any other form of gambling is forbidden.
- 32) Vandalism: destruction or defacing of school property, including textbooks, will result in disciplinary action.
- 33) Search and seizure: authorized school personnel may conduct a reasonable search of a student or his/her locker when they have probable cause to believe that the student has an item in his/her possession, which may constitute a criminal offense under the laws of this state, or other items prohibited by school rules.
- 34) Weapons: the possession, use, distribution or attempted distribution (by sale, gift, or otherwise) of any type of operable or inoperable weapon such as firearms, knives, switchblades, mace, tear gas, bullets, fireworks, and other explosives is expressly forbidden. Whether designed as a weapon or not, an object will be considered a weapon if it is used as a weapon.

- 35) Dress code: students will read and comply with Immanuel dress code as stated in the parent-student handbook and the parent information notebook. Requirements include:
- e) *Shirt tails must be tucked in.*
 - f) *Pants or skirts may not be rolled.*
 - g) *Jackets or coats may not be worn in classroom (unless specified by the teacher).*
 - h) *Hats may not be worn inside.*
 - i) *Boys are not permitted to wear earrings during school hours or at school-sponsored functions.*
 - j) *Pants are to be worn at the waist with a belt and not pulled down below the waistline.*
- 36) Lockers: students in 7th & 8th grade will be issued a new lock at the beginning of their stay at Immanuel. The combination to the lock is personal and should not be shared with other students. Abuse of locker privileges will result in loss of use for a period of time to be determined by the school authorities. Locks should be kept on lockers at all times (unlocked lockers are subject to being emptied)
- 37) Prohibited Articles: Leave all radios, recorders, tapes, toys, comic books, electronic games, squirt guns, etc. at home, unless special permission is given. Without special permission, the above items are subject to confiscation by school personnel.

53. Show and Tell

A. Purpose

The show and tell time for our lower elementary students is a special time when a student has center stage before his/her classmates. We do not want this to become a time of "show off" and "tell all" or "can you top this." subjects, which are, for the child, nothing more than an attempt at ostentatious material display are best avoided. In addition, there are those things commonly accepted in our society today that we would rather not have presented before classmates in the Christian school setting. There are varying degrees of commitment, differing family convictions, and honest differences in the application of biblical teachings in our individual homes. While we know that we cannot meet all expectations in this regard, neither can we abandon reasonable limits. Each of us must show consideration and respect for others in the whole area of practice, possessions, and entertainment activities.

B. Items

We ask all parents to cooperate with us in not having their children bring things or symbols to "show and tell" which others may find objectionable. Examples include: toys which reflect destructive cartoon characters, games and concepts of the occult, the grisly, the macabre, ghosts, witches, or warlocks. Weapons or instruments of violence should also be avoided. This does not exclude antique firearms of historical interest, battle swords, helmets, etc. When these are brought in, they must be checked in at the office and left there until it is time to present them. We feel that the positive display of items which represent hobbies, special activities, family trips, pets, sports, musical instruments, books read, real life experiences, births of new siblings, fishing trips, hunting experiences, and the like are the types of things that provide positive show and tell experiences for the "teller" and the "listeners."

54. **Standard of Conduct Outside of Immanuel Christian School**

A. Character

One of the main purposes of Immanuel Christian School is to come alongside parents and assist them in building Christian character in their children. It is the child's character that will endure long after certain academic exercises are forgotten. To that end, we have implemented the "Character in Action" program, changed Jog-A-Thon to Serve-A-Thon, and initiated the McNally Christian Character Award and the Ed Britton Heart of a Warrior Award. Yet, we are fighting a culture that is increasingly hostile to the values Christians hold dear. Incidents involving a small number of students the last several years demonstrate that we must all redouble our efforts to assist our students.

B. Community

It is necessary, therefore, to remind students that their behavior outside of school is as important as behavior on school grounds. Instances of flagrant behavior outside of school that would not be tolerated in school may be the subject of disciplinary measures by school officials. What is done outside of school is not a private matter. Bad behavior may be symptomatic of a character problem. In addition, it reflects poorly on the student, his family, Immanuel Christian school, Immanuel Bible Church, and ultimately on the cause of Christ. We would be remiss as a Christian community, if we did not look into the matter and take appropriate action. It is part of our responsibility to the student, the parents, and the student body as a whole. In some cases, safety issues involved may become part of this discussion.

C. Discipline Partnership

School officials are not trying to take the place of parents. Rather, we are in a partnership with parents to develop a student's character but some incidents are of such a nature that action by the school may be required. New technology brings some unique challenges. Technology can be put to wonderfully positive uses but it also provides a greater opportunity for mischief. Notes and notebooks with defamatory, vulgar, or indecent language that might have been passed around in school have now morphed into individualized public web sites or interactive blogs. The internet (with instant messaging, individual web pages, and access to all kinds of corrupting influences) requires vigilance and, as with other technology, should not be ignored.

D. Goal of Discipline

Any action taken by school officials will always have as its end the restoration of the student to the path of discipleship. As much as is humanly possible, with prayer, and the guidance of the Holy Spirit, we will try to balance compassion with action appropriate to the circumstances.

55. **Student Assignment Notebook**

Each teacher will explain the classroom schedule at the beginning of the school year. Assignments and the day's schedule will normally be posted on the chalkboard daily. Homework assignments will be recorded by students in their student assignment notebook or on a weekly assignment page. Parents of primary and elementary students are encouraged to review assignments daily, and to check with the teacher if there are questions about the classroom schedule. In middle school, although students still maintain a student assignment notebook, we begin to transfer responsibility to the student for homework and assignments. However, parental interest, concern, and encouragement must continue. When students are delinquent in doing homework, parents may arrange to have teachers check the assignment notebook daily in cooperation with the parents in order to monitor the correct entry of assignments. It is the parents' responsibility in this case to carefully review what the student is actually accomplishing in the homework process and to sign the work if requested.

56. Student Advisory Council

A. Members

Each middle school class (6th - 8th) will elect class representatives to the student council and a faculty member will be appointed to serve as advisor.

B. Duties

- 1) Help in planning middle school activities such as dress down days, parties, and special holiday events;
- 2) Serve as the students' voice to the administration;
- 3) Promote school spirit and Christian attitudes in the student body, and
- 4) Assist the middle school with service activities and the sponsoring of special missions projects.

57. Student Responsibilities

- 1) Students are expected to read and comply with school rules and policies as explained in the parent student handbook.
- 2) All students must be in their seats by the beginning of each class and be prepared with at least the following:
- 3) Pencils/pens and paper
- 4) Textbooks and notebook
 - a) *Students in grades 3 - 8 will be required to purchase, use and carry the student assignment notebook. (If lost, a replacement must be purchased immediately.)*
 - b) *Students are expected to complete and turn in all daily assignments on time. Students will be penalized for late work.*
- 5) Students are expected to be prepared to actively participate in all required and elective classes.
- 6) Students are expected to submit work that is neat, with a proper heading in blue or black ink or pencil that is of grade level quality. Proper heading:
 - a) *Name*
 - b) *Date*
 - c) *Class/subject*
- 7) It is the student's responsibility to contact the teacher to make up class assignments that are missed. Students also need to call their homework buddy each day the student is absent. Even if the student does not have all textbooks at home, he/she should maintain a record of missed homework and assignments to be completed when books are available. A student may be denied the right to make up missed work in case of truancy or suspension. To receive credit for missed assignments, class work and homework must be turned in within the time frame specified by the parent student handbook.

58. Sportsmanship Code of Conduct

Competitive team experiences contribute significantly to the development of Christian character, mutual support, and school spirit. Sportsmanship is an important part of this training. We expect our coaches, players, and students to represent Immanuel in a manner that is respectful of others on and off the field of play. We also encourage and endorse the enthusiastic support of parents and friends. In the process, we expect all to uphold the same high standards that we ask of our students. Opposing teams and their fans are to be treated as honored guests. Students who fail to meet these standards will face disciplinary action or be removed from athletic participation.

59. Tornado/Disaster and Intruder Drills

Tornado and disaster drills are held throughout the year in conjunction with state and local requirements. An intruder drill is held once annually. Students will be informed of proper safety requirements and procedures on the first day of school. Additionally, students and faculty are requested to provide a water bottle and snack (box of granola bars or breakfast bars, etc.) To keep on school premises in the event that students and faculty find it necessary to stay at school for an extended period of time. In the event of an extended stay, parents will be informed of all safety precaution

60. Tuition and Fees

A. Overdue Accounts

- 1) Late fee: if facts payments are denied (missed), a \$25.00 fee is charged by facts and usually by your financial institution as well. Facts will re-attempt payment on the next facts withdrawal date. For example, if you chose the 5th as your payment date and the withdrawal is denied, you will be charged \$25.00 and facts will re-attempt withdrawal on the 20th. You will be notified by letter, of each missed payment. If two monthly payments are missed (i.e. 3 unsuccessful withdrawal attempts) and arrangements have not been made with the business manager to settle your account or initiate a revised payment plan, your child will be suspended from school until your account is made current. A late fee of 5% of the total amount overdue may be added to the delinquent account.
- 2) Notification: collection is attempted by facts on the 5th or 20th of the month as directed by your facts agreement. If you need to miss a payment, due to a personal financial problem, you must contact the business manager at least 5 days prior to the next facts automatic withdrawal date (i.e. By the 1st or the 15th) and request a payment suspension. You must also agree to a plan to make up the arrearage. Only by this process may the above fees be avoided.

B. Returned checks

Checks written to the school which are returned to us because of insufficient funds will necessitate an additional service charge of \$25.00.

C. Payment information

Please refer to the tuition and fee schedule for details regarding payment options.

D. Refund of Tuition and Fees

The application fee and the first two tuition payments (2/10 of annual tuition amount) are non-refundable unless it can be demonstrated that a late job transfer has forced a family to move out of the area. Late decisions to move to another neighborhood within the metropolitan area, to home-school, or to attend another school are some examples that the Immanuel school board has determined are not acceptable for granting refunds. Activity fees will be pro-rated by semester after school has begun. When a student is withdrawn during the school year, tuition charges will be computed to the day of withdrawal plus 10 school days or 2 months tuition, whichever is more. This is in lieu of holding a parent responsible for a full semester's tuition. Student report cards will not be released until all fees, tuition, or fines are paid.

61. Vending Machines

Vending machines are available at school for student use at specific times only. Students in the middle school (5th - 8th grades) are allowed to use the machines during lunch. Students may use vending machines after school with permission. Food and drinks may not be taken by students into the carpeted hallways, classrooms, or library.

62. **Weekly News and Information**

Special events of school-wide interest will be noted on the annual calendar and/or noted in weekly communications sent home with students. Please make it your commitment to read all communications carefully. The weekly ICS Essentials is filled with important news and information that every ICS parent needs to know. It is wise to check the latest issue of the Essentials to keep track of current school information.