

Each child's education develops their philosophy of life. The belief system they develop at an early age will be the driving force in their lives and influence every decision that they make in life. Choosing Christian education is a worthy investment.

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



**2018-2019
ENROLLMENT CONTRACT**

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

K4 K5 1 2 3 4 5 6 7 8 9 10 11 12

Student's Name: _____ Age: _____ Gender: _____

Address: _____ DOB: _____

City/State: _____ Zip: _____

Home Phone Number: _____ Child's Social Security Number: _____

Student's Cell Number: _____ Student's Email: _____

Father's Name: _____

Father's Occupation: _____ Father's Work # _____

Father's Employer: _____

Father's Home #: _____ Father's Cell #: _____

Mother's Name: _____

Mother's Occupation: _____ Mother's Work #: _____

Mother's Employer: _____

Mother's Home #: _____ Mother's Cell #: _____

Family E-mail: _____

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

Mother Father Both Other _____

Contact:

How did you hear about ETCS? _____

If you were referred to ETCS by another parent or a teacher, please indicate who on the line provided.

Emergency Information:

Emergency Phone numbers- 2 names & phone numbers required (OTHER THAN PARENTS)

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Authorized Pick Up:

Please list (**OTHER THAN PARENTS listed**) who is authorized to pick up your student from East Texas Christian School.

NAME: ADDRESS: PHONE# RELATIONSHIP DL#

- 1. _____
- 2. _____
- 3. _____

SPECIAL INSTRUCTIONS: _____

Health Information:

Physician Name: _____ Phone: _____
Address: _____ City/State: _____ Zip: _____

Identify any physical problems: _____

Answer **Yes** or **No** to the following questions: Allergies: ___ Yes ___ No If yes, please list allergies

List any hearing, vision, or health problems: _____

Does your student take daily medication? ___ Yes ___ No If yes, what kind? _____

Do you have Health Insurance on your child? ___ Yes ___ No If yes, what is the name of the Insurance company? _____

Hospital Preferred if possible: _____

READ AND INITIAL ALL OF THE FOLLOWING:

- _____ 1. I understand that any medication (including aspirin, Tylenol, etc.) given to a student at school must be labeled with the student's name, be in its original container with directions for dispensing it provided by us, the parent(s), and must be accompanied by a parent permission slip.
- _____ 2. In the event of an emergency, I authorize the administration of East Texas Christian School to take whatever steps may be necessary to obtain emergency medical care for my student.
- _____ 3. I authorize area hospitals to give emergency medical care and release the physician on duty to treat my student.
- _____ 4. I also give my permission for my student to participate in all school activities, including sports, field trips, and school sponsored trips away from the school premises. I absolve East Texas Christian School and its representatives from liability to us or to our student because of any injury at school or during any school activity.
- _____ 5. I agree to abide by the "Parent Cooperation Agreement."
- _____ 6. I hereby **do** ___ **do not** ___ give permission for corporal punishment to be administered to my student whenever deemed appropriate by school officials. I understand that I will be contacted by phone or in writing whenever corporal punishment is administered, but not necessarily before administration of punishment.
- _____ 7. I agree to the "Honor Code" that my student and I have signed.
- _____ 8. **I have read the handbook and agree to abide by it.** *This can be found at etcshargers.com*
- _____ 9. I agree to allow my student's photo/likeness to be used in the yearbook, in TV Media, and/or other publicity purposes.

OFF CAMPUS LUNCH PERMISSION – IN THE 11TH AND 12TH GRADES ONLY

I give permission for my child, _____, to leave the campus of ETCS during the lunch hour on designated days with the understanding that ETCS is released from any liability in connection with his/her lunch travel. I understand that this privilege can and will be taken away if he/she is tardy for the next class or fails to check in and out in the office.

Signature of Parent _____ Date: _____

Immunizations Records:

State law requires a doctor's record showing that your child has current immunization against Diphtheria/Tetanus/Pertussis, polio, measles/ mumps/rebella, varicella (chicken pox), and Hepatitis A and B. MCV4 is required for 7th grade. Proof and fulfillment of immunizations may be shown by a certificate of immunization, evidence of previous infection, or by serologic confirmation of immunity to the specific infection. PLEASE UPDATE ANY NEW SHOT RECORDS BY SENDING COPIES TO THE OFFICE. ETCS fax is 903-619-0349. *Students will not be enrolled without updated shot records or ORIGINAL certificate of conscious objection.*

Home Church:

Church: _____ Denomination: _____

Pastor: _____ Area of service or ministry: _____

Lead person at church in area volunteering: _____

Volunteering:

Please circle the following areas you would be willing to volunteer in for the upcoming school year.

Auction Teacher Aide Office Aide Field Day Library
Room Mom Field Trip Driver Other: _____

Other Children In The Home:

	NAME	BIRTHDATE	GRADE	SCHOOL ATTENDING
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

School Information:

List the last schools the student has attended:

1. _____
2. _____
3. _____

PLEASE CIRCLE YES OR NO BELOW.

YES OR NO 1. Has your student ever been tested for a learning disability? If yes, explain fully including where and when tested:

YES OR NO 2. Has your student ever been retained or repeated a grade? If so, what grade?

YES OR NO 3. Has your student ever been expelled from a school?

AFFIRMATION:

By the signature(s) below, I (we) do affirm our intention to register the student named at the beginning of this form in East Texas Christian School, Longview, Texas, for the applicable school year. This includes adhering to the stated school policies for parents of ETCS students and complying with all the financial requirements as indicated on the following page.

Signature of Parent _____ Date: _____

Signature of Parent _____ Date: _____



FINANCIAL CONTRACT FOR REGISTRATION

Student's Name: _____ DOB _____ Grade _____

Parent's Name: _____

PAYMENT OPTION CHOICE: 10 MONTH or 12 MONTH (1st payment by 6/1)

1. This is a contract, lasting from the registration date until the end of the applicable school year. All tuition fees will be paid as usual regardless of child's attendance with respect to illness, vacation, school holidays, etc.
2. Registration fee is \$200.00 due upon registration. Once a class reaches capacity, a waiting list will be established for that particular class. The registration fee is non-refundable. A student's spot is not secured until the registration fee is paid.
3. Resource and Student fees are \$220 for elementary and \$260 for secondary students. Please refer to Tuition and Fees chart for the current academic school year for more details. All books and workbooks remain the property of ETCS. Fees are non-refundable.
4. Tuition is due in accordance with your choice denoted through FACTS.
5. Monthly tuition payments are set up through our online management system FACTS. You will schedule monthly, biweekly, or weekly payments through this system. All transactions are automatically deducted from your account. A \$30.00 fee will be assessed for all insufficient payments. Tuition payments are non-refundable.
6. Signing up for an Athletic Team is a commitment to the fee and the team for the entire season.
7. Any student with an account over 30 days past due is subject to be dismissed from school.
8. If the family moves outside the school's service area of sixty miles or more, a 30-day written notice must be given before withdrawal or an additional month's tuition will be due. Otherwise the commitment is for the entire school year. All other provisions of the contract remain in effect.
9. School records and grades will not be accessible or released until the entire balance due the school is paid in full. Immediate release of records will occur only with payment in certified funds or cash. Any personal check written must clear the bank before records will be released. This applies to early withdrawals as well as end of year grades.
10. Registration is to be renewed each school year and is subject to approval by the administrative committee based on payment history, academics, behavior, participation in fundraisers and support of the school.
11. Please initial one of the following:
_____ I fully understand that I am agreeing to participate in fundraising and will meet the minimum profit of \$200.00 per family. If we fail to meet that goal we agree to a charge on our account of the difference.
_____ Please initial showing you are not interested in participating in the fundraising events and are paying \$200 at the time of enrollment.

Parent Signature

Parent Signature

Date



FIELD TRIP PERMISSION FORM

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

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

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

Parent/ Guardian Signature

Date

Address

City, State, Zip

Phone

Before I am approved as an ETCS driver, I understand I must submit a valid driver's license, current insurance card and complete a background check.

Parent/ Guardian Signature

Date



PARENT COOPERATION AGREEMENT

We, the parents of _____ have read the East Texas Christian School Parent/Student Handbook and will cooperate with the policies and purposes of the school and see that our student does as well.

We, as parents, are aware of our responsibility for participation in the Parents as Leaders (PAL), and will fulfill our obligation by attending each meeting unless it is impossible to do so.

Since East Texas Christian School is working with me as a partner in the training of my child(ren) and since I believe that discipline is a very important part of their training, I hereby give my permission for my student to be disciplined by members of the school staff in a manner consistent with Christian principles as set forth in the Scriptures and in the manner outlined in the Parent/Student Handbook.

We understand the tuition and payment policies of the school and agree to be prompt in making all tuition payments and meeting all other financial obligations. We will immediately notify the Head of School of any delay due to unusual financial difficulties so that any delinquency can be quickly resolved.

I understand that enrollment includes the commitment to do my part at the Fall Festival and Auction. (All students have a \$20.00 class basket fee - voted on by PAL)

We give East Texas Christian School permission to transport our child for planned activities, field trips and sporting events away from the school campus.

We accept the standardized dress code at East Texas Christian School and will have our student dressed according to the published requirements.

We understand that the school has full discretion for the grade placement of the student.

I will follow through with any work assignments or slips to be signed, see that my student reaches school on time, call for absences or tardiness, complete absentee forms upon return to the school, and cooperate in training my child to respect school property.

We understand that noncompliance to rules and policies may result in suspension or expulsion from East Texas Christian School.

Father's Signature

Date

Mother's Signature

Date

Student's Signature

Date



PARENT/STUDENT HONOR CODE

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

Two commitments are expected from every student and parent at East Texas Christian School:
1st and foremost, a commitment to our Lord Jesus Christ
2nd a commitment to the vision of East Texas Christian School

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

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

Student Signature

Date

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

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

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

Parent Signature

Date

Parent Signature

Date



Student Computer Acceptable Use Policy

All students and their parent/guardian must sign this agreement before the student can gain access to any ETCS computers or the ETCS network. This document is valid for the duration of the student's tenure at ETCS.

Students are expected to follow all guidelines stated below as well as those given orally by ETCS staff. They are to demonstrate ethical behavior in all computer facilities. Students are expected to realize that it is a privilege to use the computer facilities and the network at ETCS. Furthermore, students should be aware that computer and network use is logged and is subject to administrative monitoring/review at any time.

Any actions that might harm the computer equipment or software, or impair its effective use, or showing disregard for the following proper procedures on the computers/network will not be tolerated.

Computer/Network Guidelines and Policies

1. The user agrees again to follow the basic Code of Conduct outlined in the ETCS Parent/Student Handbook.
2. The user agrees to allow their computer/network usage to be monitored and reviewed to ensure all guidelines and policies are met.
3. The user agrees not to operate the computer/network for illegal purposes of any kind.
4. The user agrees not to interfere with or disrupt users, services, or equipment.
5. The user agrees not to knowingly spread viruses.
6. The user agrees not to participate in chat rooms or instant messaging of any kind.
7. The user agrees not to download any programs, files, games, software, etc., without permission from the teacher/administrator.
8. The user agrees not to access or seek to access any offensive, profane, defamatory or pornographic material.
9. The user agrees not to use the computer/network for any commercial or financial gain or fraud. The student or parent/guardian will be held responsible for the any fees or fines accrued if this policy is broken, not ETCS.
10. The user agrees not to abuse any of the equipment (software or hardware) by defacing, vandalizing, or degrading the performance of the computer/network.
11. The user agrees that email accounts WILL NOT be used at ETCS.
12. The user agrees not to use the internet to plagiarize material.
13. ETCS uses an internet filter program, there is still the unfortunate possibility that offensive material could slip through. **In this event, the user will inform the teacher/administrator immediately of this material so it can be added to the blocked site list and remove any suspicion of the user seeking the material on purpose.**
14. Student use of personal laptop computers, Internet accessible cell phones, PDA's, and other similar devices is limited to specific and approved applications in the classroom or other supervised activities with instructor or administrative knowledge and consent. These limits shall include the accessing of the school's wireless networking capabilities on a case-by-case review. The policies stated in this document relating to the use of

the school's computer and computer network are also in force with regard to the use of the devices listed in this paragraph. Any noncompliance will be dealt with as described below.

15. Any items to be printed utilizing the printers on the school's computers and computer network (whether wireless or not) is limited and allowable only with appropriate instructor consent.

Failure to adhere to any of these guidelines will result, at a minimum, in a referral, with possible additional consequences according to ETCS Discipline Policies as set forth in the ETCS Parent/Student Handbook. This could include suspension or expulsion. Physical damage to ETCS computer equipment and/or the computer network, including equipment adjustments without administrative or instructional consent and/or supervision, will result in the student's failure of computer class in which they are currently enrolled.

ETCS believes that technology and the World Wide Web can add valuable resources, instruction, and perspective to your child's education. While there are immeasurable benefits, ETCS is aware of the dangers and is attempting to provide a safe place to access the internet. We are committed to provide your student with a safe and profitable experience as they enhance their education with the World Wide Web.

**This document is valid for the duration of the student's tenure at ETCS.
By signing this form, I agree to the above guidelines and policies:**

Student: _____ **Date:** _____

Parent/Guardian: _____ **Date:** _____



SPIRITUAL ASSESSMENT FORM

Name: _____ Grade: _____

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

Check the blank that best describes your life right now.

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

I HAVE ANSWERED ALL THE ABOVE QUESTIONS TRUTHFULLY.

Signature

Date



CONFIDENTIAL REFERENCE FORM - PREVIOUS TEACHER
(New Students Only)

STUDENT'S NAME: _____

APPLYING FOR GRADE: _____

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

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

Thank you for your help.

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

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

Particular Strengths _____

Particular Weaknesses (if any) _____

Any Additional Comments _____

Name of Teacher _____

Date _____

Name of School _____

Subject taught _____



**CONFIDENTIAL REFERENCE FORM - PASTOR
(New Students Only)**

PARENT'S NAME: _____

STUDENT'S NAME: _____

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

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

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

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

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

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

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

_____ very mature _____ average
 _____ developing _____ weak

How long have you known this family? _____

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

Your Name (PLEASE PRINT) _____

Signature _____ Date _____

Name of Church _____



The School Board sets tuition rates at a level that provides for the sound and reasonable operation of the school. Rates are based upon careful assessment of all factors associated with the operation of a private school which receives no public funds. Tuition of other schools is compared. It is our desire to make Christian education affordable to as many Christian Families as possible.

2018-2019 Tuition and Fees

Grade	10/12 Months Tuition and **Resource and Student Fees** Combined
K3-5th	\$490/408.33
Middle School – 6 th – 8 th	\$505/420.83
High School – 9 th - 12 th	\$550/458.33

****Third student and beyond is half-price tuition for year, plus fees****

Tuition is used for salaries. It is important that tuition be paid on time so that funds intended for the benefit of students do not have to be diverted to pay salaries.

****\$9,659 is the average cost to educate a student in the public school system****

Fee	Due	Cost	Purpose
Registration Fee	Due at Registration	\$200, per student	Accreditation, RenWeb, FACTS, Family interview, record keeping
Resource Fee	Rolled into monthly tuition	\$120, per student	Textbooks, workbooks, teacher curriculum material, tests, quizzes, classroom supplies, paper copies
Student Fee	Rolled into monthly tuition	\$100 for Elementary \$160 for Secondary	SAT testing, PLAN/PSAT testing, science/computer lab materials, library books, advertising, media, relays and field day, postage, utilities, maintenance, and custodial
Athletic Fee	Due at Sign-up during each season	Junior High \$200 High School \$250	Covers referees, transportation/shuttle fees when necessary, conference fees, maintenance and liability insurance, equipment and record books
Senior Graduation Fee	Due 02/01	\$60	Graduation expenses
K5 Graduation Fee	Due 03/01	\$35	Graduation expenses

not included in the above fees are expenses such as: yearbook, photos, lunches, field trips and some novels

It is our desire for fundraisers to be used for special projects; however if expenses exceed the income from tuition and fees a portion of fundraising monies may be diverted to cover the general operating budget of the school.

NO REFUNDS ON FEES OR TUITION. Registration is a commitment for payment of the fees and tuition for the school year.



UNIFORM POLICY 2018-2019

(Uniforms must be purchased at Lollipops & Lace, Stage and Academy)

ELEMENTARY- Grades K4-5th

BOYS REQUIRED:

- Navy pants or navy walking shorts
- Maroon polo shirt with East Texas Christian School emblem, (long or short-sleeve)
- Standard 1-2" black or brown, braided or solid plain belt with a plain buckle
- ETCS maroon T-Shirts ordered through the school
- Boys are to wear chapel shoes on chapel day, and encouraged to bring tennis shoes for recess

GIRLS REQUIRED:

- Jumper - Cotton/Polyester #194 with black or white shorts underneath for modesty (4th and 5th grade girls may purchase a skirt and wear a white polo with maroon monogram)
- Dress shoes to be worn with chapel jumper dress with coordinating socks – no boots unless dress boots or sandals
- White rounded collar blouse (either long or short-sleeve) if purchasing the jumper
- Navy pants or walking shorts
- Maroon polo shirt with East Texas Christian School emblem, (long or short-sleeve)
- Standard 1-2" black or brown, braided or solid plain belt with a plain buckle.
- ETCS maroon T-Shirts ordered through the school.
- Girls are not to wear sandals
- Boots may be worn, but not on chapel day
- Girls are encouraged to bring tennis shoes for recess on chapel day

OPTIONAL:

- Polo shirt with or without emblem, long or short-sleeves in navy, red, hunter green, light yellow, light blue or maroon
- Khaki walking shorts/khaki pants
- ETCS sweatshirts and hoody ordered through the school – does not include the items ordered in and/or for athletics
- Pleated skirts with or without buttons in navy or khaki from an approved uniform company
- If you purchase a light, zip-front jacket, please choose from our approved colors: navy, red, hunter green, black, yellow, light blue or maroon, gray and white jackets are approved

***Cold Weather:

- Girls may substitute a long-sleeved plain white turtleneck shirt in place of the rounded-collar white blouse worn with chapel dress jumper
- For girls, leotards (footed only) may be worn during cold weather. The colors permitted are white, gray, navy blue, maroon, or black; they must also be free from stripes or decoration. Leggings, sweatpants, or any other long pants cannot be worn under jumpers, skirts, or skirts.

SECONDARY- Grades 6th-12th

REQUIRED:

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

OPTIONAL:

- Polo shirt with or without emblem, long or short-sleeves in navy, red, hunter green, light yellow, light blue, or maroon
- Jeans, khaki or navy walking shorts (no more than 4" above the knee)
- ETCS sweatshirts or hoody ordered through the school office (This does not include those purchased for athletics)
- ETCS maroon or gray t-shirt ordered through the school office
- If you purchase a light, zip-front jacket, please choose from our approved colors: navy, red, hunter green, black, yellow, light blue or maroon, gray and white jackets are approved

GENERAL POLICIES: Students are not to wear a long-sleeved shirt underneath a short-sleeved polo or T-shirt. All uniforms must be clean with no stains, tears, or in need of repair, and long enough to tuck into pants.

The official ETCS gray shirt, maroon shorts and sweat suit purchased through the school worn with tennis shoes. No alterations may be made to the PE uniform such as tearing of sleeves.

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