

# EAST TEXAS CHRISTIAN SCHOOL 2018-2019



EDUCATION • EXCELLENCE • EMPOWERING  
ENCOURAGEMENT • EQUIPPING

## PARENT STUDENT HANDBOOK

PO Box 8053 • Longview, Texas 75607 • (903) 757-7891  
[www.etcs.cc](http://www.etcs.cc)

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

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# GENERAL POLICIES

## East Texas Christian School Mission and Vision Statement

### **Mission:**

Leading students to choose a path with purpose

### **Vision:**

East Texas Christian School seeks to provide a Christ centered education, training students to do all things with a spirit of excellence in preparing them to become future leaders both in our society and the Kingdom of God. *“Add to your faith excellence...” 1 Peter 1:4*

## Core Values

### ***FAITH***

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

### ***INTEGRITY***

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

### ***RELATIONSHIPS***

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

### ***VISION***

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

### ***EXCELLENCE***

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

## Philosophy of Education

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

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

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

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

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

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

## **East Texas Christian School works consistently to blend traditional educational curriculum with classical subjects and classical methods.**

The Classical method of education is centered on the Trivium, which is Latin for three roads and emphasizes the three different developmental stages of learning.

### **Grammar Stage**

The grammar stage refers to the elementary years in which our students are excellent memorizers. God designed them to be sponges at this age, and we want to fill their minds with good things.

Some of the items our students memorize include:

1. Books of the Bible
2. Armor of God
3. Multiplication tables
4. English grammar lists
5. Poetry
6. History timeline
7. Great American documents – ex. The Preamble to the Constitution, the Gettysburg Address

### **Dialectic Stage**

The next learning stage of the Trivium is the dialectic stage which roughly corresponds with the middle school years. These students instinctively want to debate everything. God created them this way, and we want them to learn how to question and analyze, not blindly accept everything they're told. We want them to hold everything up against the truth of the Gospel.

How does this look in our curriculum? Students...

1. Compare and contrast in English
2. Investigate and experiment in science
3. Look for cause and effect in history
4. Draw logical conclusions with syllogisms and proofs in geometry
5. Learn to decode words by learning Latin word roots in science
6. Keep dialectical journals

### **Rhetoric Stage**

The third component of the Trivium is the rhetoric stage. This is the stage where students synthesize all of their previous learning, where students create a product. They speak and write with logic and eloquence and persuasion and articulation.

One of the ways that we develop this skill at ETCS is by requiring our students to write a high school thesis.

Other ways include:

1. Keeping dialectical journals to support higher order thinking skills
2. Using technology effectively
3. Preparing multidisciplinary research papers
4. Presenting science fair projects
5. Preparing multimedia presentations

### **Kindergarten (K4 and K5) - Objectives**

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

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

***However...***

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

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

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

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

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

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### **First through Fifth Grades – Objectives**

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

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

In addition, as students grow, their spiritual needs grow as well. Students will be taught God's Word and how to apply its truths to their lives. Furthermore, an environment with Christian teachers enables the Biblical principles that are taught to be modeled in front of the students. Sometimes the best Bible lesson is the life and conduct of a loving Christian teacher.

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

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

## **Middle School – Objectives**

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

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

### ***One paramount need of middle school students is ...***

#### **THE NEED FOR A SAFE AND ORDERLY LEARNING ENVIRONMENT.**

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

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

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## **High School - Objectives**

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

- A focus on academic excellence brought into balance by an environment that fosters spiritual maturity.
- A focus on the responsibilities of young adulthood brought into balance by opportunities outside of the classroom.
- A focus on preparation for success in college brought into balance by preparation for life itself.
- A focus on an increasing knowledge of the word of God brought into balance by opportunities that challenge young people to put their faith into action.
- A focus on winning and achievement brought into balance by integrity and compassion.
- A focus on hard work brought into balance by an environment that provides extracurricular outlets for the God-given energy and joy that can only be found in teenagers.
- A focus on leadership brought into balance by the call to serve others.
- A focus on biblical leadership as a servant.

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

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

**provide an excellent teacher.**

## **School-wide Spiritual Goals and Objectives**

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

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

## **Statement of Faith**

- **THE SCRIPTURES** - The Bible is the inspired Word of God, through holy men of old who spoke and wrote as they were moved by the Holy Spirit. The New Covenant, as recorded in the New Testament, we accept as our infallible guide in matters pertaining to conduct and doctrine. (2 Tim. 3:16, 1 Thess.2:13, 2 Peter 1:21).
- **THE GOD HEAD** - Our God is one, but manifested in three persons - the Father, The Son, and the Holy Spirit, being co-equal (Phil.2:6). God the Father is greater than all; the sender of the Word (Logos) and the Begetter (John 14:28; John 16:28; John 1:14). The Son is the Word flesh-covered, the One Begotten, and has existed with the Father from the beginning (John 1:1; John 1:18; John 1:14). The Holy Spirit proceeds forth from both the Father and the Son and is eternal (John 15:26).
- **MAN, HIS FALL AND REDEMPTION** - Man is a created being, made in the likeness and image of God. Through Adam's transgression and fall, sin came into the world. "All have sinned and come short of the glory of God." As it is written, "There is none righteous, no, not one." Jesus Christ, the Son of God, was manifested to undo the work of the devil and gave His life and shed His blood to redeem and restore man back to God. Salvation is the gift of God to man, separate from works and the law, and is made operative by grace through faith in Jesus Christ, producing works acceptable to God (Rom. 5:14; Rom. 3:10; Rom. 3:23; 1 John 3:8; Eph. 2:8).

- **ETERNAL LIFE AND THE NEW BIRTH** - Man's first step toward salvation is repentance from sins and faith toward God, resulting in the New Birth. The New Birth is necessary to all men, and when experienced, results in eternal life (1 Cor. 7:10; 1 Jn. 5:12; Jas. 3:3-5).
- **WATER BAPTISM** - Baptism in water is by immersion, is a direct commandment of our Lord, and is for believers only. The ordinance is a symbol of the Christian's identification with Christ in His death, burial and resurrection (Matt 28:19; Rom. 6:4; Col. 2:12; Acts 8:36-39).
- **THE INFILLING OF THE HOLY SPIRIT** - The infilling of the Holy Spirit is a gift from God as promised by the Lord Jesus Christ to all believers in this dispensation. It is given to empower believers in their walk with God and in their witness. It is given to believers who ask, and yield themselves to this infilling. It is many times accompanied with the laying on of hands. (Matt. 3:11; John 14:16, 17; Acts 1:8; Acts 2:38, 39; Acts 19:1-7; Acts 2:4).
- **SANCTIFICATION** - We believe in sanctification (conformity to God's standards) as a definite, yet progressive work of grace, commencing at the time of regeneration and continuing until the consummation of salvation at Christ's return (Heb. 12:14; 1 Thess.5:23; II Peter 3:18; 2 Cor. 3:18; Phil. 3:12-14; 1 Cor. 1:30).
- **DIVINE HEALING** - We believe that divine healing is available for the physical ills of the human body and is wrought by the power of God through the prayer of faith, by the laying on of hands, anointing with oil, and other means. It is provided for in the atonement of Christ, and is available to believers today (Mark 16:18; James 5:14, 15; 1 Peter 2:24; Matt. 8:17; Is. 53:4,5).
- **SPIRITUAL GIFTS** - We believe that, while the early apostles were especially gifted to birth the New Testament church, that all of the spiritual gifts listed in the New Testament are still in operation today, and are intended by God to edify believers, meet people's needs, and further the gospel of Jesus Christ. We believe that God has enabled believers today to pray and worship in what the New Testament refers to as 'other' or 'unknown' tongues, which is, as other forms of prayer, profitable for intercession, worship, and communion. We believe the public exercise of spiritual gifts should be done in an orderly fashion, as defined in scripture. (I Cor. 12:7-11; Mark 16:17-18; I Cor. 11:4-3, 12, 14-16, 27-29, 32, 39-40)
- **RESURRECTION OF THE JUST AND THE RETURN OF OUR LORD** - Those who die "in Christ" will be resurrected to a glorious, eternal state, to be forever with the Lord. Our Lord Jesus shall return to earth as Sovereign Lord & Ruler. (Acts 1:11; I Cor. 15:22-58; I Thess. 4:16,17)
- **HELL AND ETERNAL RETRIBUTION** - The Bible teaches that those who physically die in their sins without accepting Christ are hopelessly and eternally lost in the Lake of Fire and therefore have no further opportunity of hearing the Gospel or repenting. The Lake of Fire is literal. The terms "eternal" and "everlasting", used in describing the duration of the punishment of the damned in the Lake of Fire, carry the same thought and meaning of endless existence as used in denoting the duration of joy and ecstasy of saints in the presence of God (Heb. 9:27; Rev. 19:20).

### **Accreditation and Memberships**

East Texas Christian School is accredited with AdvancEd and the International Christian Accrediting Association (ICAA), and AdvancED, which are approved and recognized by the Texas Education Agency (TEA). ETCS is also a member of the Oral Roberts University Educational Fellowship

(ORUEF), the Association of Christian Schools International (ACSI), the Texas Christian Association League (TCAL) for varsity sports, and the Christian School Athletic League (CSAC) for middle school sports.

### **Faculty and Administration**

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

The faculty and administration desire to work closely with parents to enable each student to achieve his or her highest potential. For this to be accomplished, open communication and support between parents and the school is necessary. Please call us anytime to schedule a conference regarding your child's progress. We will contact you as well whenever the need arises. Teachers will be available following every nine weeks grading period for parent-teacher conferences.

### **Grievances**

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

### **Lockers**

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

### **Lost and Found**

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

### **Non-Discrimination Policy**

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

### **Office Procedures**

Office hours are from 7:30 a.m. to 4:00 p.m. The school number is (903)757-7891. Messages to teachers are placed in their "mail boxes" and possibly may not be seen until the next day.

### **Parent- Teacher Fellowship - PAL (Parents as Leaders)**

At PTF meetings, parent will have opportunities to share any suggestions or comments that they may have. We would like all parents to be involved. Please consider volunteering to drive on field trips or

help with various other needs that may arise during the year. Your involvement is critical to your child's success.

### **Parental obligations - General**

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

### **Personal phone calls and Cell phone use**

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

Students are not permitted to have a cell phone in their possession while on campus. Students in the 6<sup>th</sup> – 12<sup>th</sup> grades will turn their phone into the designated area upon arrival at school and the device will be returned to them as they leave campus. Cell phones are not to be used while under ETCS supervision during extracurricular events. Students are welcome to take their phones to athletic events and field trips, however, are not free to use them without permission. Permission by the member of the staff may be given for purposes of texting or phoning parents only. Any cell phone found on school premises will be confiscated and turned into the school office. Penalties for violation of this policy are as follows: 1<sup>st</sup> occurrence- \$50 fine with cell phone picked up by parent; anytime afterwards \$100 with cell phone picked up by parent. The third offense equals possible suspension and/or expulsion.

### **Use of Private Vehicles for School Purposes**

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

## **ACADEMIC POLICIES**

### **Academic Probation**

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

## **Achievement Tests**

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

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

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

## **Curriculum**

We are committed to building a strong phonics foundation. The curriculum used at ETCS has been chosen from various Christian publishers such as A Beka Book Publications, Bob Jones University Press, and Summit Ministries. The Texas History textbooks are not available from Christian publishers, but are being presented in the classroom from a Christian perspective. Furthermore, to aid the vision of academic excellence, many classes use Saxon math in the 8th through 12th grades. All teachers are required for a nine-week term of their choosing to have students answer in a complete five paragraph essay on one of their tests. Seniors are to complete an thesis project before graduation.

## **Dual Credits**

Students are not eligible for student aid or partial scholarships if enrolled in the dual credit program while attending ETCS. Accreditation with ICAA and AdvancED requires that students attend full time to receive a diploma from ETCS. Students that homeschool and attend ETCS on the part-time status may receive units from ETCS, however, are not awarded graduation status or a diploma. In order to receive an ETCS diploma students must pay full ETCS tuition.

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

## **Grading**

The grading scale is as follows:

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

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

Elementary grades:

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

Middle school grades (6<sup>th</sup>-8<sup>th</sup>):

Grades for each nine weeks grading period for 6<sup>th</sup>-8<sup>th</sup> grades are calculated as follows: 50%- tests and projects; 50%- daily homework and quizzes. Grades for the semester are calculated as follows: 80% of the semester grade is comprised of the average of both nine weeks; 20% of the semester grade is comprised of the semester exam. The final grade for the school year is calculated as follows: the final grades for the first and second semesters each count 50% for the final yearly grade. **Students are rewarded 5 points towards their grade each grading period upon completion of the honors project as assigned and a grade of 85% or higher was received on said project. Middle school students are only assigned one or two projects in each honors subject, per year. Honors classes are only available in core subjects.**

High school grades (9<sup>th</sup>-12<sup>th</sup>):

The grade for each nine weeks is calculated as follows: 65%- tests and major projects or papers; 35%- daily homework and quizzes. Grades for the semester are calculated as follows: 80% of the semester grade is comprised of the average of both nine weeks; 20% of the semester grade is comprised of the semester exam. The final grade for the school year is calculated as follows: the final grades for the first and second semesters each count 50% for the final yearly grade. **Students are rewarded 5 points towards their grade each grading period upon completion of the honors project as assigned and a grade of 85% or higher was received on said project. Honors classes are only available in core subjects. Students who take dual credits receive 5 points towards their final average if they earn a score of 85% or higher. Only classes in core subjects will count towards honors credits.**

## **Grading – PE and Sports (See Athletic Policies)**

### **Graduation Requirements**

Please see Appendix C.

### **High School Course Offerings**

#### **BIBLE**

High School – Foundations, Inner Man Part I, Personal Evangelism, and Mastering Bible Study Skills, Apologetics, Part II Inner Man and Understanding The Times

#### **ENGLISH**

English 9 - Fundamentals of Literature; Grammar & Composition; Spelling and Vocabulary III  
English 10 - World Literature; Grammar & Composition; Spelling and Vocabulary IV  
English 11 - American Literature; Grammar & Composition; Spelling and Vocabulary V  
English 12 - British Literature; Grammar & Composition; Vocabulary VI.

#### **MATH**

Algebra I  
Algebra II  
Geometry  
Pre-Calculus

#### **SCIENCE**

Biology  
Anatomy and Physiology  
Chemistry  
Physics

#### **SOCIAL STUDIES**

Geography  
U.S. History  
World History

Government

Economics

Spanish I

**FOREIGNLANGUAGES**

Spanish II

**OTHER REQUIRED COURSES**

Academic Elective

Computer Literacy

Fine Arts

**ELECTIVES (offered as instructors are available)**

Aide (office or teacher)

Agriculture

Journalism

Art 1 and 2

Home Economics

Yearbook

Choir

Dance Team

Theatre Arts

Horticulture

Drama

**Homework- General**

1. If a student misses a class, it is his or her responsibility to make-up all missed assignments.
2. Failure to turn in homework will result in a zero for that assignment and notification is provided on Fridays in Renweb. An email will be sent to the parent. The assignment will need to be completed by the following day or a conduct slip will be given and once a conduct slip is given an email is sent to parent.
3. Follow the following procedures for missed assignments/tests:
  - a. Absences of 1-2 days in succession, all makeup work, including tests, must be made up within two days of the student's return to class, inclusive of the day the student returns to school. This includes athletic events and fundraising events.
  - b. For absences of 3 or more days in succession, all makeup work must be made up within 5 school days, inclusive of the day the student returns to school.
  - c. For extended absences of more than 2 days, it will be necessary for the parents to pick up assignments and have the student complete as much as possible while at home.
  - d. Makeup work, including tests, due the day of an absence are due or must be made up no later than the second day of the student's return to school.
4. Each day teachers will give time for students to complete assignments; however, if a student does not finish the assignment, he will need to complete it for homework.
5. Additional elementary work completed at home may include but not limited to the following: reading three times a week, academic meet preparation, occasional special projects, study of spelling words, poetry memorization, history timeline memorization and Bible memory verse reinforcement.
6. Teachers will drop the lowest daily grade each nine weeks, but test grades may not be dropped.
7. It is ETCS policy that, in general, elementary students should be able to complete most of their work during the school day. However, daily seatwork that the student does not complete will go home as homework.
8. All students in 3rd - 5th grade are required to learn and eventually master cursive writing. Students that enter into the 6th - 8th grades are required to master it in a one year time period, starting the 2018-2019 school year. Students that enter ETCS in high school and do not write in cursive are exempt.

**Honors Courses**

Honors courses are available in all core academic subjects during 6<sup>th</sup>-12<sup>th</sup> grades. A student may take honors with parental permission and teacher approval. To graduate with honors, a student must complete five honors credits in three separate subject areas during the 9<sup>th</sup>-12<sup>th</sup> grades. Those on the advanced math track and in Spanish III receive automatic honors credit. To receive honors credit in other courses, a student must complete the honors requirements for that subject.

## **Honor Rolls**

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

## **Parent-Teacher Conferences**

Teachers will make initial contact with any parent whose child needs help. To set up a conference, you may call or email the teacher and set up a time. A teacher conference day has been scheduled during the first grading period each semester for your convenience. All students that are new to ETCS or academically struggling are required to attend the conference in the fall. The spring conference time is reserved for students that are have academic needs. Parents may choose to ask for a conference if they would like to speak with their students teachers.

## **Progress Reports**

Progress reports are sent to the parents the third and sixth week of each grading period via email. Progress reports may be sent at other times to the parent when a student is failing or in danger of failing. Teachers may also call or email parents as needed to communicate progress. Report cards are sent out each ninth week of school.

## **RenWeb**

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

## **Report Cards**

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

## **Retention Policy- K5**

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

## **Retention Policy – 1<sup>st</sup>- 5<sup>th</sup> Grades**

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

### **Retention Policy – 6<sup>th</sup>-8<sup>th</sup> Grades**

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

### **Retention Policy – 9<sup>th</sup>-12<sup>th</sup> Grades**

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

### **Seatwork- (Elementary only)**

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

### **Testing**

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

### **Valedictorian and Salutatorian Requirements**

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

### **National Honor Society/National Junior Honor Society Requirements**

Established in 1921, the National Honor Society (NHS) is the oldest and most respected student recognition organization in the United States. Membership in NHS/NJHS distinguishes students who have committed themselves to the pursuit of academic excellence, leadership, service and character. NHS/NJHS is one of the highest honors that can be awarded to a high school/junior high school student. This status will follow you into your college years. Below you will find the steps to receive this honor.

1. Determine perspective candidate status: GPA is calculated by the second Friday in February. If a student meets the 3.5 GPA standard, then he moves onto the next level.
2. Perspective candidate will receive a student activity information packet that will be completed by the last Friday of February. The packet evaluates the candidate's co-curricular activities, leadership positions, service activities, and work experience, recognition and awards.
3. Upon completion, the perspective candidates will submit forms to the teacher advisory board for review. The advisory board will review all forms and recommend perspective candidates that meet all requirements to move to inductee status.
4. Once an inductee, a letter will be made and announcement be given of this distinguished honor. At this time, an induction ceremony will be scheduled in the month of March.

# ADMISSIONS AND WITHDRAWAL POLICIES

## Admissions Policy

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

## Withdrawal Policy and Procedures

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

# ATHLETIC POLICIES

## Athletic Fees

ETCS is a member of Texas Christian Association League (TCAL- District 5-1A) at the high school level and the Christian School Athletic Conference (CSAC) for middle school sports. Athletic Fees vary by sport and should be paid immediately following the 1<sup>st</sup> week of practice of the sport.

## Sports Offerings

ETCS participates in the following sports:

Fall: Middle School Boys' Soccer

High School Boys' Soccer

Middle School Girls' Volleyball

High School Volleyball

High School Cross Country

Six Man Football – TBD\*

Winter: Middle School Girls' and Boys' Basketball

High School Girls' and Boy's Basketball

Spring: Off-season sports, Track, Softball and Baseball\*

All Year: High School Girls' Cheerleading\*

## PE Uniforms

PE uniforms must be purchased prior to the first day of school. It is mandatory that the approved short and shirt be worn during all practices during and after school. A uniform violation will be given if policy is not respected. Three uniform violations will result in a conduct slip.

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

# ATTENDANCE AND SUPERVISION POLICIES

## ATTENDANCE AND SUPERVISION

School attendance and time spent in study have a significant impact on a student's achievement and confidence as well as the development of his/her sense of responsibility and strong Christian work ethic. Tardiness and absence from the classroom or school activities is harmful to the development of these qualities. A student who is not in class is considered absent.

### 1. Parental Responsibilities:

- Encourage prompt and regular attendance.
- Schedule doctors' appointments and family vacations so that attendance at school is affected as little as possible.
- Complete an absence form (located in office) when he/she returns to school along with doctor notes (if applicable). A phone call does not eliminate the need for the absence form.
- Parents should submit a request for student absence at least 5 days prior to a planned trip.
- In elementary grades, parents are responsible for making arrangements with teachers for completing and returning missed assignments. Upper school students are expected to make arrangements for their missed assignments. In all cases, the responsibility for obtaining makeup work DOES NOT rest on the teacher. Responsibility rests on the parents and/or students. Our online communication/grading system, RenWeb, is a great tool to stay on top of grades and assignments.
- To be excused from physical education activities, a student must have a note from home. In order to be excused from PE activities for more than two days, a student must have a statement from a medical doctor specifying the need for such an excuse and the approximate length of the recuperation period.
- Students who leave school for a medical appointment or any other reason must check out and check in when they return. The student must bring a written medical excuse back to the school office for all medical appointments.

### 2. Excessive Absences:

A student should be in attendance 90% of the time, which means that a student should not be absent more than 9 times in one semester. This percentage for secondary students is for a day or a class period. For example: a student may miss a full nine days of school or they may miss a full 9 days in one class. The 9 times will apply to both. Attendance is vital for each student to receive the education that is being provided. Missing one class consistently is hindering the learning process as well as an entire day. Based on this, excessive absences will be handled in this manner:

- The office will notify parents when a student has been absent for the 3<sup>rd</sup> time in a semester.
- If a student is absent 5 times, a conference with the parents will be scheduled.
- If a student is absent more than 9 times in a semester, the student may be required to make up the time in after school detention or be denied credit for the courses involved or possible suspension.
- In addition to denial of credit for a course or courses, restricted participation in extracurricular activities and/or denial of promotion may be the result of excessive absenteeism.

### 3. Appeal:

In cases of extended illnesses, parents may submit an appeal in writing to Administration requesting special consideration.

### **Bell Schedule**

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

### **Leaving Campus**

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

### **Pick-up and Drop-off**

All students must enter through the appropriate school entrance. Secondary students enter and leave through the cafeteria entrance. Elementary students enter and leave at the elementary gate entrance. All drivers picking up students must have a current car tag on the rearview mirror. The school will give each family two.

### **Supervision - General**

ETCS does not provide supervision before 7:30AM or after 3:45 PM. Parents are responsible for accidents or damage caused by their child that may occur during non-school hours. (Please see "Extended Care" policy for charges billed to parent in the event children are not picked up on time after school.)

### **Supervision – Off Campus**

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

### **Supervision - Transportation**

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

### **Tardiness**

1. The school day is from 8:00 – 3:30. The morning bell rings at 8:00 with the tardy bell at 8:05. Students will be considered tardy if not in class when the tardy bell rings.
2. Three tardies will result in a conduct slip.

# DISCIPLINE POLICIES

## Disciplinary Procedures – Overview

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

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

The following rules will be posted in all classrooms:

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

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

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

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

## Disciplinary Procedures – Elementary (K4-5<sup>th</sup>)

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

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

**Step 3: Conduct Slip.** A conduct slip is given to the student in violation of one of the five given rules. Conduct slips are to reflect deliberate disobedience.

**3<sup>RD</sup> CONDUCT SLIP --- 1<sup>ST</sup> REFERRAL**

**6<sup>TH</sup> CONDUCT SLIP --- 2<sup>ND</sup> REFERRAL ---PARENT/CHILD CONFERENCE  
WITH ADMINISTRATION**

**9<sup>TH</sup> CONDUCT SLIP --- 3<sup>RD</sup> REFERRAL --- PARENT/CHILD CONFERENCE  
WITH ADMINISTRATION  
1 DAY SUSPENSION**

**12<sup>TH</sup> CONDUCT SLIP --- 4<sup>TH</sup> REFERRAL --- 2 DAY SUSPENSION  
FAMILY TO MEET WITH ADMINISTRATION TO DISCUSS POSSIBLE  
EXPULSION**

**Note: The number of conduct slips is cleared after each 9 week grading period. Multiple suspensions throughout the year may result in expulsion (Primary Only).**

Conduct slips will be reflected on report cards.

<u>Nine-Week Grade</u>	<u>Number of Conduct Slips</u>
E	0 in nine-weeks
S	1 to 2 in nine-weeks
N	3 to 4 in nine-weeks
U	5 to 6 in nine-weeks

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

**See page 23 for further details of suspension/expulsions.**

### **Disciplinary Procedures – Secondary**

East Texas Christian School students are expected to behave in an appropriate manner and strive to be a Christian example to other students and to the community. Discipline involves inner understanding and acceptance. The goal of discipline is to develop Godly self-discipline. Below you will find the procedure taken for students to gain self-discipline in their daily walk.

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

**First Offense** – The teacher writes student's name on the board. Depending on the severity of the problem, parents may or may not be notified.

**Second Offense** – The teacher will place a check mark by student's name

**Third Offense** –The teacher issues a conduct slip to the student for repeated violations to the ETCS classroom expectations and or core values. When a conduct slip is administered, that implies the student has had ample time to correct the misbehavior or attitude and has chosen not to comply. Below you will find the level of consequences for noncompliant behavior/attitude. All conduct slips/referrals will be communicated to parents through the office via email and/or by phone.

Note: Teacher will notify parent via email of the behavior violation.

**3<sup>RD</sup> CONDUCT SLIP --- 1<sup>ST</sup> REFERRAL**

**6<sup>TH</sup> CONDUCT SLIP --- 2<sup>ND</sup> REFERRAL ---PARENT/CHILD CONFERENCE  
WITH ADMINISTRATION**

**9<sup>TH</sup> CONDUCT SLIP --- 3<sup>RD</sup> REFERRAL --- PARENT/CHILD CONFERENCE  
WITH ADMINISTRATION  
1 DAY SUSPENSION**

**12<sup>TH</sup> CONDUCT SLIP --- 4<sup>TH</sup> REFERRAL --- 2 DAY SUSPENSION  
FAMILY TO MEET WITH ADMINISTRATION TO DISCUSS POSSIBLE  
EXPULSION**

**Note: The number of conduct slips is cleared after 1st semester for junior high. Conduct slips due not clear for high school students. Multiple suspensions throughout the year may result in expulsion.**

**Referral.** ETCS considers a referral to be a very serious offense. A referral is a form issued by the office. It includes complete information about a behavioral offense. The process for handling a referral is as follows:

- The student is sent to the office.
- Appropriate discipline and/or punishment is administered. (See above)
- Corporal punishment may or may not be used for middle school students. If parental permission is on file, the office will first attempt to notify that parent that corporal punishment will be used so that parents may come to the office to administer punishment, if they so choose; otherwise, one to three swats are given by the principal or assistant principal.
- A record of the referral is entered in the student's discipline file on RenWeb and emailed to the parents.
- The secondary student remains in the office until the beginning of the next period.

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

- Three conduct slips
- Disrespectful behavior
- Disobedience to an adult
- Displaying inappropriate affection
- Inappropriate language

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

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

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

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

Expulsion may be given for the following:

- Selling, delivering, possession or using the following:
  1. a weapon of any nature with the intent to harm others.
  2. a knife of any kind on campus or at a school function.
  3. alcohol or drugs
  4. tobacco, lighter or matches.
  5. cursing or obscene gestures toward adults or students.
  6. physical violence threatened or made against adults or students.
  7. continued violation of any school policy.

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

### **General rules – All students**

1. Maintain an attitude of respect for all staff members and adults whenever the student may encounter them, such as using “ma’am” and “sir” and addressing adults by last names with title (Example: Mrs. Smith). Students who do not maintain such respect either on or off campus are subject to the disciplinary policies of the school.
2. A student’s lifestyle outside the school must reflect the Christian lifestyle as indicated in the Honor Code.
3. All food and drink is to remain in the lunchroom.
4. After the school day begins, no student is permitted in the lunchroom except during the lunch period.
5. Refrain from running, bouncing balls, making excessive noise, or general horsing on campus or at off-campus school events.
6. Do not bring toys or electronic devices to school except by teacher permission for the purpose of an academic exercise.
7. On any school trips, use of electronic equipment such as Ipods, MP3 players, and cell phones is prohibited. 6<sup>th</sup>-12<sup>th</sup> grade students may take their phone on trips to remain in their pockets for safety purposes only. The phone may be used with permission from an approved chaperone for texting and calling parents and/or taking photos with only with permission. Only Christian music and videos are permissible, and then, only in a group setting.
8. On any school trips, use of electronic equipment such as IPods, MP3 players, and cell phones is prohibited except at the discretion of the Administration. Only Christian music and videos are permissible, and then, only in a group setting.
9. A student may absolutely never leave the classroom or campus without permission from an office staff member.
10. Students must receive permission from a duty teacher to leave the duty area before school, after school, at lunch, and at other times when a duty teacher is in charge. The duty teacher must issue a hall pass for any student who leaves the area.
11. **Gum is not permitted on campus.**

### **Boy/Girl Relationships**

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

Therefore, the following guidelines will be enforced:

- No Public Display of Affection.
- No kissing at any time or in any place associated with an activity of ETCS.

- No holding hands or arms around another during school or at school activities.

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

### **General Rules – Lunchroom**

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

### **General Rules – Playground**

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

## **DRESS CODE POLICIES**

### **Purpose**

The ETCS administration believes that parents have a responsibility to send their children to school neatly groomed in proper uniform. ETCS students are considered under the non-uniform dress code policy during any school events and/or functions or while on campus representing ETCS in any way. We ask that all students follow the policy and represent their school well. Many studies and statistics have proven time and time again that uniforms promote learning and greatly reduce discipline problems. The administration will take corrective action with students who do not follow this policy. Those who consistently violate the dress code policy will be subject to appropriate disciplinary action. Parents may be called to bring clothing if students are not in proper uniform. If the student's dress is inappropriate to be in class or an extracurricular/school event, the student will be requested to go home to change clothes. The parent will be responsible to provide the needed transportation if the student does not drive themselves to school.

Students not in compliance with the dress code for a third consecutive time will receive a conduct slip. A written violation is provided each time a student is out of code.

### **General**

1. Uniforms must be bought at Lollipops and Lace, Academy or Stage to get the correct colors.
2. All uniform items must be maintained in good condition.

3. Students may not roll cuffs of shirts.
4. No body piercing or tattoos. Boys are not allowed to wear earrings or chains. Girls may not wear more than two earrings per ear.
5. Hats and caps are not allowed.
6. Hair must not be excessively or strangely colored, worn in spikes greater than one inch long or shaved. No fuaxhaws/Mohawks. Boys may not wear tails, dread-locks or hair below the color, or longer than the middle of the ear or below the eyebrows. Sideburns may not be longer than the ear lobe, and boys may not have facial hair.
7. No cosmetics for the elementary students. Secondary girls may wear minimal makeup. Applying makeup during class is considered a disruption.
8. All clothing should be modest and should not have obscenities, abusive language or advertisements.
9. Accessory items, including purses and jewelry that are not distracting or distasteful are allowed.

### **Chapel Days**

Elementary- Boys are to wear the maroon polo with the emblem, navy pants or walking shorts, dress shoes and a uniform belt. Girls should wear the plaid jumper with white blouse and white or black shorts underneath. 4<sup>th</sup> and 5<sup>th</sup> grade girls may opt to wear the plaid uniform skirt instead of the jumper. Girls are to wear ONLY dress shoes or dress boots that come to the knee with their uniform. ( No cow-girl boots or UGGs)

Secondary- Students are to wear jeans, a belt and the maroon shirt with the emblem on it. Girls may wear a denim skirt if they wish.

### **Uniform Days**

1. All students must wear shirts tucked in with a simple brown or black belt.
2. All students may wear polo shirts in navy, hunter green, red, light blue, yellow or maroon. Only white, black or gray short sleeve t-shirts may be worn under the polo.
3. All students may wear ETCS sweatshirts, hoodies, or t-shirts purchased through the school.
4. All students may wear navy or khaki walking shorts (no cargo shorts) or pants.
5. All students may wear light weight jacket that zips or sweaters that are open, button or zip provided that they are one of the approved colors. Black may also be worn. No logos larger than a post it note are allowed. No pullovers may be worn. Athletic hoodies may only be worn on a game day.
6. Secondary students-Jeans must be blue or black, without excessive decoration, standard, straight-legged, and loose fitting with back pockets. They may not be torn, frayed or saggy.
7. Secondary students may wear capris.
8. Secondary students may wear shoes with socks or sandals. They may not wear flip-flops, slides or beach-type sandals.
9. Secondary girls may wear denim skirts that are loose-fitting, purchased from the provider of your choice, provided they are mid-calf length or longer, do not split except in the back and then not above the knee. Any skirt that has belt loops must be worn with a uniform belt.
10. Elementary students must wear socks with shoes
11. Elementary girls may wear pleated skorts with or without n navy or khaki

## **Non-Uniform Days**

Non-uniform days are scheduled for most Fridays. Students must have a current, non-uniform ticket to participate. If a student violates any of the rules, they will be sent to the office. If clothing is inappropriate, parents will be notified to bring appropriate clothing. Continued violation of policy can result in loss of NUD privilege.

1. Skirts and/or dresses must not be form-fitting, low cut or strapless. They may be sleeveless as long as the straps are 3 fingers wide (2 inches). They may be no more than 4 inches above the knee when kneeling.
2. Girls clothing should not be too low cut (showing cleavage) or too tight ( stretch, spandex, lycra, leggings, etc.
3. Pants must not be tight and must be free of fraying and holes. Bike pants, stretch pants, leggings, PE, workout, or sweat pants are not allowed.
4. Apparel designed as underwear may not be worn as an outer garment.
5. Boys MAY wear cargo shorts on non-uniform days.
6. Apparel that designates a particular race or power that would constitute a reasonable forecast of disruption is not allowed.

## **Physical Education**

1. Elementary- On PE days, students must wear pants or shorts and tennis shoes. Optional uniforms include sweatshirts and sweatpants purchased through the school office.
2. Secondary- Students must wear the official PE uniform purchased through the school which includes t-shirts and shorts or sweatpants and sweatshirt. They may not make any alterations to the uniforms. They may wear tennis shoes. Depending on the activity, they may also be able to wear slides.

## **Field Trips**

Students will wear the chapel uniform on field trips unless the teacher or head of school decides something else will be more appropriate for the activity.

## **Extra-Curricular Activities**

At all ETCS events, formal or informal, families shall follow the non-uniform day guidelines as well as the following:

1. Clothing should not be see through ( wear shells, camisoles) or show too much skin ( midriffs)
2. Swimsuits for girls should be one piece. If in doubt, wear a t-shirt over it.
3. No bare feet
4. Boys may not wear spandex, lycra, tank tops, or half shirts. They may not wear sleeveless shirts unless they are wearing their uniform on the court.

## **Non-uniform Day Tickets**

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

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

## **East Texas Christian School**

### **Shopping List 2018-2019**

\*\*\* This is intended to be a shopping list. It is not an exhaustive list of rules. Please refer to the parent handbook for exact policy regarding the dress code.

Please buy clothes from Lollipops and Lace, Stage or Academy to get the correct style and colors.

#### **Elementary**

Required:

1. A maroon polo shirt (short or long sleeve) with East Texas Christian School emblem (You can buy them at Lollipops and Lace). This shirt is required for chapel for boys. It is also required for other events for girls.
2. Navy pants or walking shorts- required for boys and girls for field trips. Boys are required to wear during chapel services as well.
3. Standard 1-2 inch black or brown, braided or solid plain belt with plain buckle. This must be worn EVERY day unless a girl student is wearing a dress or skirt.
4. ETCS maroon t-shirt ordered through the school.
5. Jumper #194 for girls only. Required for chapel. 4<sup>th</sup> and 5<sup>th</sup> grade may buy a skirt instead. They must wear black or white shorts to wear underneath the jumper or skirt
6. White polo if purchasing the skirt. . White rounded collar blouse ( long or short sleeved) if wearing the jumper. You may buy a plain long white turtle neck in place of this blouse on cold days.
7. Dress shoes for both girls and boys on chapel day. No boots or sandals with uniform on chapel day. Students are encouraged to bring tennis shoes to wear only during recess and/or pe.

Optional

1. Khaki pants, walking shorts for boys and girls and skorts for girls (no cargo shorts)
12. Polo shirts in red, hunter green, light yellow, light blue or maroon.
11. Jackets that are allowed to be worn in class must have a zippered front and be one of the following SOLID colors: hunter green, black, navy, red, yellow, light blue, gray or white. Open sweaters of those approved colors may also be worn. (No pullovers)

#### **Secondary Students**

1. A maroon polo shirt (short or long sleeve) with East Texas Christian School emblem ( Lollipop and Lace will embroider them for a fee).
2. ETCS maroon or gray t-shirt ordered through the office.
3. ETCS sweatshirt or hoody ordered through the school office.
4. If a student is not wearing an approved ETCS shirt or sweatshirt, they are required to wear a polo shirt (long or short sleeve) in one of the following colors: navy, red, hunter green, light yellow, light blue or maroon.
5. Standard 1-2 inch black or brown, braided or solid plain belt with plain buckle. This must be worn EVERY day unless a girl student is wearing a dress or skirt.
6. Blue jeans that meet the uniform code.
7. Jackets that are allowed to be worn in class must have a zippered front and be one of the following SOLID colors: hunter green, black, navy, red, yellow, light blue, gray or white. Open sweaters of those approved colors may also be worn. (No pullovers)

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

# FINANCIAL POLICIES

## **Delinquent Accounts**

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

- Tuition is due at the time the parent chooses once they sign up in FACTS.
- Past dues are followed up on by a text from the Head of School one week prior to school board meetings.
- Students are subject to dismissal if the account is over 30 days past due. A letter of advisement is sent.

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

## **Extended Care Policy**

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

## **Fees**

- Registration fee is due at time of enrollment (or re-enrollment).
- Student fees are rolled into the tuition/fees line in FACTS.
- Lunch fees are due by the 25<sup>th</sup> day of each month to ensure that your child has a lunch.

## **Refund Policy**

**No fees or tuition will be refunded.**



**FINANCIAL CONTRACT FOR REGISTRATION**

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

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

**PAYMENT OPTION CHOICE: 10 MONTH or 12 MONTH (1<sup>st</sup> 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

# CRISIS MANAGEMENT

## Communicable Diseases

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

## Fire and Tornado Drills; Code Orange and Code Red

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

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

## School Closures

1. When closing school due to winter weather, closure will be announced radio station KVNE 89.5, television stations Channel 7 and Channel 56 no later than 7AM. If either Longview or Kilgore ISD closes, we will close. ***Be sure to sign up for Remind101 text message updates.***
2. When closing school during the school day, elementary students will be kept in the classroom until parents can be notified. Secondary students will gather in the cafeteria and be allowed to leave as parents pick them up, or be allowed to sign out if the student drives.

# HEALTH POLICIES

## Illness

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

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

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

## Medication

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



# 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

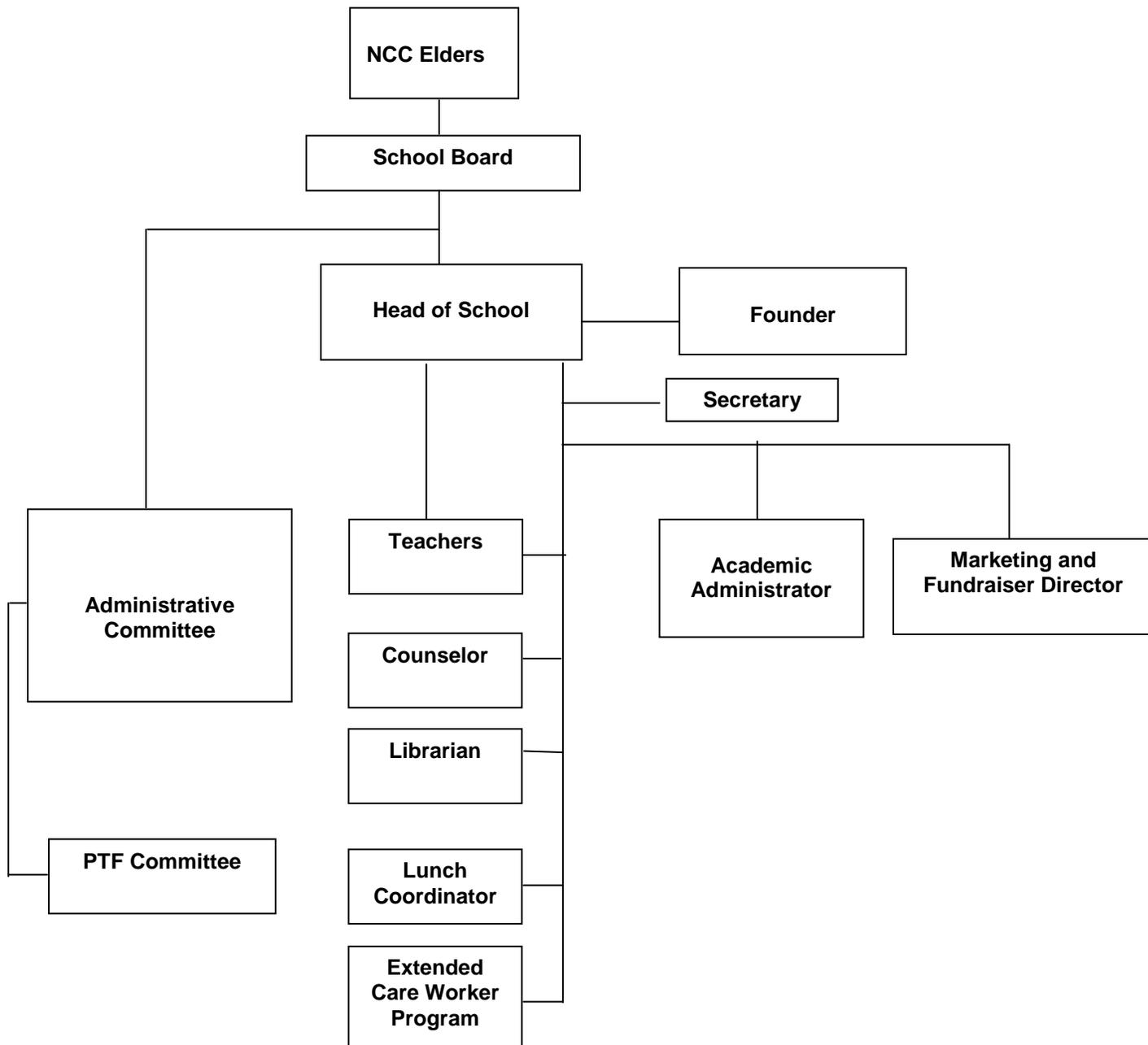
\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

# APPENDIX B

## EAST TEXAS CHRISTIAN SCHOOL ORGANIZATION CHART



# APPENDIX C – Graduation Requirements

## East Texas Christian High School

### Graduation Requirements

for students who entered Grade 9 in 2014-2015 or later

Discipline	Texas Foundation Program	ETCS Graduation Plan with Multidisciplinary Endorsement
English/Language Arts*	4	4
Mathematics*	3	4
Science*	3	4
Social Studies*	3	4
Local Credit (Bible)	0	4 (1 each year at ETCS)
P.E./Equivalent	1	1.5
Elective	5	2
Languages other than English	2	2
Fine Arts	1	1
Speech/Financial Planning	0	0
Technology Application	0	1
<b>TOTAL CREDITS</b>	<b>22</b>	<b>28.5</b>

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

#### Recommended ETCS Course Schedule

<b>9<sup>th</sup> Grade</b>	<b>10<sup>th</sup> Grade</b>
English I Algebra I or Geometry (AMT) Biology Geography Bible PE./ Equivalent Technology Application Elective <p style="text-align: right;"><b>Total Credits-7.5</b></p>	English II Geometry or Algebra II (AMT) Chemistry World History Bible Language other than English (Spanish 1) PE./Equivalent Elective <p style="text-align: right;"><b>Total Credits-7.5</b></p>
<b>11<sup>th</sup> Grade</b>	<b>12<sup>th</sup> Grade</b>
English III Algebra II or PreCal Physics US History Bible Language other than English (Spanish 2) PE./Equivalent Elective <p style="text-align: right;"><b>Total Credits-7.5</b></p>	English IV PreCal or Calculus (AMT) Science Government/Economics Bible Speech/Financial Planning <p style="text-align: right;"><b>Total Credits-6.0</b></p>

## **APPENDIX D – Miscellaneous Graduation Policies**

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

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

### **P.E./ ATHLETICS OR EQUIVALENT**

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

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

# APPENDIX E – School Board

President	Lynette McKinley
Vice President	Diana Warnock
Secretary	Matt Poelman
Treasurer	Joan Slivensky
Members	Chuck Warnock Aaron Oehlert Curtis Wesley Courtney Gill Garry Pace
Ex-officio Members	Renee Sawyer, ETCS Head of School