



## SECONDARY PARENT/STUDENT HANDBOOK

Immanuel Christian School

1201 Hawkins Blvd.

El Paso, TX 79925

Phone: (915) 778-6160 / Fax: (915) 772-8207

[www.immanuelwarriors.org](http://www.immanuelwarriors.org)

### **Administrative Team**

*Rachel Frecka - Head of School*

*Gilbert Valerio - Elementary Principal*

*Brandy Snyder - Secondary Principal*

*Martha Rojas - Counselor*

*Bill Coon - Athletic Director*

*Lori Cooper - Daycare Director*

*Vanessa Quinonez - Admissions Director*

*Martha Saenz - Administrative Assistant*

*Nelda Valerio - IT Director*

*Luis Bert Jordan - Business Manager*

## Table of Contents

### 4 INTRODUCTION

#### 4 THE FOUNDATION OF IMMANUEL SCHOOL

4	Background
4	Mission Statement
4	Vision Statement
4	Core Values
4	Statement of Doctrinal Beliefs
6	Expected Outcomes
6	Non-Discriminatory Policy
7	Standards for our Christian Community
7	Administrative Prerogative
7	Plan of Salvation
7	Complaint/Conflict Resolution
8	Staff Duties
9	Parent Cooperation
9	Lifestyle Policy
9	Parents'/Guardians' Statement of Support
10	Student Pledge
11	No Bullying or Harassment Policy
11	No Bullying or Harassment Pledge
12	Dress Code Policy
14	Changes to Policies

#### 14 ACADEMICS

14	Academic Probation
14	Add/Drop Course Procedures
14	Advanced Placement (AP) Courses/ Honors/ Dual Credit
14	Bible Classes
14	Chapel/Assemblies
16	Cheating/Plagiarism
16	College Prep
16	Computer Use/Internet Statement
17	<ul style="list-style-type: none"> <li>• Computer Policy (7<sup>th</sup>-8<sup>th</sup>)</li> </ul>
17	<ul style="list-style-type: none"> <li>• Computer Policy (9<sup>th</sup>-12<sup>th</sup>)</li> </ul>

## IMMANUEL CHRISTIAN SCHOOL

20	Credit Recovery/Credit by Examination (CBE)
20	Distinguished Warrior Graduate
21	Extra Credit
21	Extracurricular Activities
21	Field Trips
22	Grading
22	Graduation
22	<ul style="list-style-type: none"><li>• Valedictorian and Salutatorian</li></ul>
22	Homework
23	Honor Roll
23	Late Work
24	Library
24	National Jr and National Honor Societies
24	Official Language
24	Report Cards
25	<ul style="list-style-type: none"><li>• Report Card Conferences</li></ul>
25	Standardized Testing
25	Student Records
25	Summer Reading Assignments
25	Test Days
25	Testing Security
26	Tutoring
26	Year-End Promotion/Retention
26	<ul style="list-style-type: none"><li>• 7<sup>th</sup>-8<sup>th</sup> Grade</li></ul>
26	<ul style="list-style-type: none"><li>• 9<sup>th</sup>-12<sup>th</sup> Grade</li></ul>

### 27 ATHLETICS

27	Standards
27	Eligibility

### 28 ATTENDANCE

28	Absences
29	Early Checkout
29	Leaving Campus
30	Tardy and Late Check-In Policy

**30 DISCIPLINE & CONDUCT**

30	Discipline Objectives
30	Disciplinary Probation (Principal's Watch)
30	Disciplinary Procedures
31	Severe Offenses
31	• Assault and Battery
31	• Criminal Convictions
31	• Firearms, Weapons, Contraband
31	• Immoral Conduct
31	• Drugs and Alcohol
32	Discipline Terms Common to All Grade Levels
33	Discipline Process – Demerits and Levels
34	Cellular Phones/Electronic Items
34	Parent/Teacher Conference
34	PBIS (Positive Behavior Interventions Support)

**35 GENERAL INFORMATION**

35	After-School Waiting Areas and Care
35	Safety Procedures for Parents and Guardians
36	Birthdays
36	Community Service Guidelines
37	Holiday Celebrations
37	Hours of Operation/School Hours
37	Illness
37	Food
37	Immunizations
37	Lost and Found
37	Lunch
38	Medications
38	School Cancellation/Schedule Change
38	School Property and Searches
39	Student Driving
39	Student Parking
39	Vision, Hearing, and Spinal Screening
39	Volunteers

## INTRODUCTION

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

## THE FOUNDATION OF IMMANUEL CHRISTIAN SCHOOL

### Background

In 1969, Immanuel Christian School was founded as a ministry of Immanuel Baptist Church. As a ministry of the church, ICS is governed by the Warrior Board made up of members of Immanuel Baptist Church and the school community.

First graduating class: 2002

School colors: Royal Blue, Gold, Dark Gray

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

Accreditation: Association of Christian Schools International (ACSI)

### Mission Statement

Immanuel Christian School partners with families through Christ-centered education to anchor each student in God’s Word, nurture a relationship with Jesus Christ, and equip them to use their skills and talents to further the Kingdom of God.

### Vision Statement

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

### Core Values

A.R.I.S.E.

- **Anchored in Christ**  
*I love God with all my heart.*
- **Respect**  
*I love my neighbor as myself.*
- **Integrity**  
*When I am confronted by culture, I follow the path of Christ.*
- **Service**  
*I am an ambassador for God’s kingdom.*
- **Excellence**  
*I strive for excellence in all I do.*

### Statement of Doctrinal Beliefs

Immanuel Christian School (ICS), the Warrior Board, faculty, and staff subscribe to a strong fundamental, evangelical statement of doctrine. The school was founded by Immanuel Baptist Church and is governed by a Board and Administration of Bible-believing leaders; even so, the mission and focus of this institution is non-denominational. Immanuel Christian School believes denominational beliefs and preferences ought to be taught at church and in the home. The school will emphasize the traditional, fundamental, and historic essentials of Christian belief and practice, while emphasizing the need of a relationship with Christ and Christian growth.

1. **THE SCRIPTURES:** ICS believes that the entire Bible, all 66 books of the combined Old and New Testaments, is verbally inspired by God and is inerrant in the original writings. Through the providence

of God, the Word of God has been protected and preserved and is the only infallible and authoritative rule of faith and practice (2 Timothy 3:16-17; 2 Peter 1:20-21).

2. **GOD:** ICS believes that there is only one true, living, sovereign, holy, and eternally existent God. He exists in three co-equal persons – Father, Son, and Holy Spirit – each being a distinct person and with a distinct function, but all of one essence and all possessing the same nature, perfection, and attributes. The triune God is the creator and sustainer of all things, the source of all truth, and is worthy of worship, and obedience (Deuteronomy 6:4-5; Genesis 1:31).
3. **JESUS CHRIST:** ICS believes that Jesus Christ is God. He was conceived by the Holy Spirit, born of a virgin, lived a sinless life, performed many miracles, shed His blood on the cross as a vicarious substitute, was buried, bodily resurrected, ascended to the right hand of the Father, and will return literally, visibly, and personally in glory and power (John 1:1-3, 14; Matthew 1:18-25, Philippians 2:5-9; Colossians 1:15; 1 Corinthians 15:1-8; Acts 1:11).
4. **HOLY SPIRIT:** ICS believes that the Holy Spirit is God, co-equal and co-existent with the Father and the Son. He is the chief convictor of sin, the chief agent of regeneration and sanctification. The Holy Spirit indwells every believer and empowers every believer to live a godly life (John 14:16-19; 16:7-15; 1 Corinthians 6:19-20; Romans 8:9, 11; Titus 3:5).
5. **MANKIND:** ICS believes that in the beginning God created mankind in His image and is not in any sense the product of evolution. Mankind was originally created with the ability to live perfectly for God's glory (Genesis 1:27, 31).
6. **SIN:** ICS believes that Adam, the first man, sinned by disobedience. This act resulted in the fall of all mankind; therefore, all people have sinned and lost their ability to live for the glory of God. Mankind's fall has incurred both physical and spiritual death on all until there is forgiveness and salvation by the grace of God (Genesis 3:1-24; Romans 3:10-23; 5:12-21, 23).
7. **HUMAN SEXUALITY AND MARRIAGE:** ICS believes that God has created each of us to pursue intimacy with Him, and that He calls some of this pursuit through marriage and others through singleness. ICS's beliefs regarding human sexuality and marriage shall apply in all policies and programs in the ICS Christian community. ICS will only recognize marriages consistent with its Christian beliefs about marriage. ICS believes that God:
  - a. Creates people in His image as two distinct genders, male and female, and that the intended gender of an individual is determined by such individual's biological sex at birth (Genesis 5:2) ICS does not affirm the resolution of tension between one's biological sex and one's experience of gender by the adoption of a psychological identity discordant with one's birth sex.
  - b. Has instituted the divine institution of marriage as a covenant relationship between one man and one woman (Ephesians 5:31-32);
  - c. Calls husbands and wives to exclusive sexual fidelity (Ephesians 5:31-32); and
  - d. Calls sexual relations outside of marriage (whether involving individuals of the same or opposite sex) inconsistent with God's call to intimacy in our lives, undermines the dignity and image of God in us and alienates us from God and from each other (Hebrews 13:4).
8. **SALVATION:** ICS believes the salvation of lost and sinful mankind is a free gift of God's grace apart from human works, based solely upon Christ's vicarious and atoning death, effected by the regenerating work of the Holy Spirit, and received only through faith in the person and finished work of Jesus Christ on the cross (Ephesians 2:8-10; 2 Corinthians 5:21).
9. **THE CHURCH:** ICS believes that the church is the body of Christ and the family of God. It is made up of saved believers who regularly join together on the Lord's Day for worship, fellowship, and ministry (Matthew 16:18; 2 Corinthians 12:12-14; Hebrews 10:25).
10. **EVANGELISM:** ICS believes that it is the responsibility and privilege of every Christian to proclaim the good news of Jesus Christ and to seek to make growing disciples (Matthew 28:18-20; Acts 1:8).
11. **THE HOME:** In addition to these important beliefs, ICS also believes that God has given the parents and the home the responsibility to bring up their children in the nurture and admonition of the Lord (Ephesians 6:4; Proverbs 22:6). ICS believes that a consistent and whole education will occur when the home, church, and school work closely together and are in agreement on the basic concepts of life.

12. **SANCTITY OF LIFE:** ICS believes that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. ICS is therefore called to defend, protect, and value all human life (Psalm 139).

### **Final Authority for Matters of Belief and Conduct**

The statement of doctrinal beliefs does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of ICS's faith, doctrine, practice, policy, and discipline, the Warrior Board is ICS's final interpretive authority on the Bible's meaning and application.

### **Expected Student Outcomes**

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

Immanuel Christian School (ICS), as a Christian school, is founded and based on Christian principles, including our curriculum being anchored on the truth of God's Word (John 17:17). Through ICS we exercise, express and sustain our Christian beliefs and Christian mission. Our shared purpose is to partner together with families to raise their children in the nurturing and admonition of the Lord (Deuteronomy 6:4-10; Ephesians 6:4).

### **Non-Discriminatory Policy**

As a private school, **ICS does not discriminate on the basis of race, color, national and ethnic origin in its administration of education, admission, athletic, or financial policies or in any other school programs.**

As a private school with Christian beliefs, each ICS community representative shall affirm agreement with these beliefs as found in this Parent/Student Handbook including the ICS Mission Statement, ICS Vision Statement, ICS Core Values, ICS Expected Student Outcomes, ICS Statement of Doctrinal Beliefs, ICS Statement of Parent Cooperation, ICS Parents'/Guardians' Statement of Support, ICS Honor Code, ICS Student Pledge, and ICS No Bullying Pledge.

### Standards for our Christian Community

Religious and Non-Religious Activities:

ICS engages in Christian community activities that further our Christian mission or purposes. Because we believe that all such activities are conducted in service to God as means for spiritual growth, we consider these activities to be a form of worship.

We distinguish between exclusively religious activities and integrated religious activities. Exclusively religious activities refer to activities that primarily further only religious purposes, such as devotional worship or chapel services. Integrated religious activities refer to activities that further both religious and nonreligious purposes. Such activities are often like activities conducted by nonreligious organizations and may include certain educational programs, athletic, cultural, humanitarian, and social service activities. We conduct such activities in response to God's calling and in furtherance of and in accordance with our Christian beliefs.

### Administrative Prerogative

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

### Plan of Salvation

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

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

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

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

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

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

### Complaint/Conflict Resolution

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

Accordingly, disputes should be handled as follows:

- Go directly *to the person who offended you* and discuss the matter in private. This also applies to parental concerns over issues in the classroom or overall school administration.
- If resolved, no further action is required.



- If unresolved, notify the level of responsibility above the offending party.

<b>Head of School</b> reports to...	<b>School Ministry Team (Board)</b>
<b>School Office Personnel</b> reports to...	<b>Head of School</b>
<b>Elementary Teachers</b> reports to...	<b>Principal</b>
<b>Secondary Teachers</b> reports to...	<b>Principal</b>
<b>Daycare Director</b> reports to...	<b>Head of School</b>
<b>Daycare Staff</b> reports to...	<b>Daycare Director</b>
<b>Principal</b> reports to...	<b>Head of School</b>
<b>Assistant Principal</b> reports to...	<b>Principal</b>
<b>Academic Counselor</b> reports to...	<b>Head of School</b>
<b>Athletic Director</b> reports to...	<b>Head of School</b>
<b>Admissions Director</b> reports to....	<b>Head of School</b>
<b>Advancement Director</b> reports to...	<b>Head of School</b>

- If the offense remains unresolved, options are to turn the matter over to the Lord and put it behind you or remove your child from the school.

### Staff Duties

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

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

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

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

**Athletic Director:** Develops systems and policies for the Athletic Department, oversees and coordinates coaching staff, reviews and updates the athletic budget, works in conjunction with coaches to schedule all athletic events, manages facility usage, promotes athletic program and athletes to media sources/families/colleges, aids in overseeing of Booster Club, and maintains school-owned vehicles. Evaluates all coaches annually, recommends coaching changes, schedules all events through school calendar, conducts fall/winter/spring parent meetings prior to the beginning of each season, conducts coaches' meetings, creates/edits athletic policy manuals, works with summer athletic camps/open gym/after-school sports programs/tournaments, and oversees all sporting events held at ICS.

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

## Parent Cooperation

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

## Lifestyle Policy

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

Parents/guardians acknowledge and agree to abide by the *Parent/Guardian Statement of Support* so that each child can maximize his/her educational experience at ICS. If at some point the parent becomes dissatisfied with ICS, the parent will promise to privately and lovingly handle the matter following the Matthew 18 Principle. Together, as a school and as parents/guardians, we pledge to submit our lives to one another and to the final authority of the Word of God. If after prayer and discussion a resolution cannot be reached, the parents/guardians agree that it will be their responsibility to leave Immanuel Christian School to seek a school in alignment with their personal convictions.

## Parents'/Guardians' Statement of Support

- A. We have received and read the Statement of Doctrinal Beliefs of Immanuel Christian School and are willing to have our children educated in accordance with them.
- B. We will regularly and earnestly pray for Immanuel Christian School.
- C. We will fully cooperate in the education activities of Immanuel Christian School by doing our best to make Christian education effective in the lives of our children.
- D. We will require our children to support the spiritual activities of Immanuel Christian School (Chapel, Bible classes, Scripture memory, etc.).
- E. We will pay all of our financial obligations owed to Immanuel Christian School through FACTS Tuition Management according to the terms agreed upon. We will promptly contact FACTS and the ICS School Office should there be a change in bank account information.
- F. Immanuel Christian School has full discretion in the discipline of our children in accordance with the Dress Code Policy and the Discipline Policy as published.
- G. Immanuel Christian School reserves the right to dismiss any student when either the parents/guardians or the student does not cooperate with the educational philosophy or the policies of the School.
- H. We will volunteer for duties and responsibilities for Immanuel Christian School as opportunities arise and God provides the time and strength.
- I. We will be faithful to attend all parent functions at Immanuel Christian School as best we can. These include Open House, Parent/Teacher events, parent conference requests, information nights, etc.
- J. If we become dissatisfied with Immanuel Christian School in any way, we will resolve the matter with the person(s) involved, privately and lovingly, rather than spreading criticism and negativism (Matthew

18:15-17; 5:23-24). We understand that failure to adhere to expected standards may result in ICS, using sole discretion, to deny future enrollment or discontinue enrollment of our children at ICS.

- K. We will seek to support and advance Immanuel Christian School in every area possible – spiritually, academically, physically, and financially.
- L. We agree to support Immanuel Christian School with the Annual Campaign by willingly contributing **or** raising the funds requested for the school year. (Remember that any personal monies donated are tax-deductible gifts that help Immanuel Christian School better serve its students.)

### Secondary Student Pledge

As a Christ-centered school, Immanuel Christian School desires that every school employee and student reflect a lifestyle pleasing to Jesus Christ. Realizing that students are representatives of Immanuel Christian School and that the expectations of Biblical behavior are not limited to a specific time or location, expected conduct standards apply to students both **in and out of school, on campus or away from campus, and online**. Thus, parents understand and agree that a student’s conduct away from campus, outside of school hours, and online can result in disciplinary action up to and including suspension or expulsion. As members of the ICS community, we strive to:

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

Attendance at Immanuel Christian School is a privilege and with all privileges come certain responsibilities. Therefore, students and parents are asked to read and sign an agreement to uphold the following student pledge before enrolling in Immanuel Christian School.

As a student at Immanuel Christian School, I agree to the following provisions in support of our community’s values and principles and in an effort to grow in a lifestyle pleasing to the Lord and in step with His Spirit.

1. I will submit to the authority of God’s Word as the foundation for my actions and choices.
2. I will respect and submit to my parents and to those in positions of authority at ICS.
3. I will follow the guidelines and expectations outlined in the Parent/Student handbook.
4. I will build up others with my words, conduct, and behavior both on and off campus, as well as online.
5. I will abstain from the following practices:
  - a. Alcohol use
  - b. Tobacco product use, including vaping
  - c. Controlled substance use
  - d. Bullying, harassment, racism, and intimidation
  - e. Profanity and forms of speech degrading or offensive to others
  - f. Any form of cheating or plagiarism
  - g. Sexual immorality, including the viewing and sharing of pornography

## No Bullying and Harassment Policy

It is the policy of Immanuel Christian School and our goal to maintain a safe learning and work environment in which students and staff feel accepted and loved so that they can freely learn and build Godly relationships. Students, staff, and the school community are expected to conduct themselves in a respectful, Christian manner and demonstrate a high level of respect and dignity towards others. ICS prohibits all forms of bullying and harassment.

### DEFINITIONS:

**Bullying:** Texas Education Code (TEC) §37.0832 defines bullying as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- a. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to a student's property;
- b. Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- c. Materially or substantially disrupts the educational process or the orderly operation of a classroom or school or infringes on the rights of the victim at school.

**Harassment:** Harassment is defined by the Texas Education Code as any action that threatens harm or bodily injury to another student, engaging in sexually intimidating conduct, causing physical damage to the property of another student, subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student's physical or emotional health and safety.

Examples of bullying and harassment may include:

*Verbal:* severe, persistent, or pervasive name calling, put downs, racist remarks, repeated teasing, threats, spreading rumors, sending inappropriate (violent, sexual, malicious, etc.) notes or pictures in any medium (magazine, over a cell phone or internet, etc.)

*Physical:* pushing, hitting, shoving, biting, hair pulling, scratching, spitting, tripping, damaging or stealing the victim's property, locking a person in a room, making mean faces or rude gestures

*Social:* ostracism or exclusion, ignoring, being blatantly unfriendly, alienating, etc.

*Psychological:* acts that instill a sense of fear or anxiety, etc. · Any act that insults or demeans an individual in such a way as to cause distress, fear, and reluctance to attend school, a decline in work standards or problem behaviors.

Annual training is provided for staff, students, and families in the prevention and reporting of bullying and harassment and how to intervene in such situations. Additionally, students will be taught through specialized curriculum, small group discussion, and activities the necessary skills to recognize and abstain from bullying and harassment and defend others when they see them occur.

"Bully Boxes" are available throughout the school building where students may anonymously report suspected bullying or harassment incidents. Students may also report to their teachers or the School Counselor and are encouraged to speak with their parents if they or someone they know is being bullied or harassed. Confirmed incidents of bullying or harassment will be addressed as soon as possible and parents of all students involved in the incident will be contacted by school Administration. Every effort will be made to protect the students and to work for restitution and the restoration of everyone involved.

## No Bullying/Harassing Pledge

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

Bullying and harassment cause fear, pain, and stress to victims and are never justified or excusable as “kids being kids,” “just teasing” or any other rationalization. The victim is never responsible for being a target of bullying or harassment.

### As parents/guardians, we pledge to:

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

### As a student, I pledge to:

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

## Dress Code Policy

Proper dress and grooming play an important role in the life of the Christian school student. At ICS we value excellence and students will be expected to follow the ICS uniform guidelines throughout the school year, reflecting a good attitude toward themselves, their peers, their teachers, and God. The overriding principle guiding the Administration is a desire for students to abide by a *high standard of modesty and respect*. Any inappropriate or anti-Christian content on clothing or accessories will not be permitted. The Administration has final authority in all matters related to student appearance and reserves the right to request any changes deemed necessary. If you have any questions, please contact an administrator.

**Secondary students are required to wear uniforms, following the guidelines listed below.**

All uniform items must be purchased from *Dennis Uniform* or the school *Used Uniform Room* except shoes, socks, and belts.

Only uniform sweaters, hoodies and jackets may be worn in the classroom. All non-uniform jackets and sweaters must be removed in the classroom. Non-uniform jackets and sweaters may be worn in the halls, cafeteria, gym, etc. Acceptable hoodies include those purchased at Dennis Uniform or from school related organizations.

### General Appearance

- Student’s clothing must be the correct size, neither too big/loose nor too small/tight.
- Clothing may not be dirty, torn, frayed, or have holes.
- Uniform shirts must be tucked in.
- NO tattoos temporary or permanent, including writing/drawing on the skin.

- Modest makeup and nail polish may only be worn by girls in 7<sup>th</sup>-12<sup>th</sup>.
- Boys may not wear makeup or nail polish.
- Shirts may not be sleeveless, backless, low cut, or expose the midriff/low back.
- Shorts/skorts must be mid-thigh in length (only 7<sup>th</sup>-8<sup>th</sup> girls may wear skorts).
- Skirts/dresses must be no higher than 2" above the knee and must not be form fitting.
- Dresses may not be sleeveless, backless, low cut, or have a slit higher than midthigh.

### Daily Uniform

- Students must wear the school polo shirt in their choice of royal blue, white, or gold.
- Boys can choose the uniform khaki shorts or pants.
- Girls can choose any of the uniform pants, shorts, or skirts.
- Solid black, brown, or khaki colored belt must be worn with uniform pants/shorts.
- Only uniform and ICS sweaters, hoodies, and jackets are allowed in the classroom.
- A plain solid-colored short/long-sleeved t-shirt underneath the uniform polo is only acceptable in the following colors of ICS: royal blue, gold, white, black, or grey.

### Chapel Uniform

- 7<sup>th</sup>-12<sup>th</sup> grade boys must wear the Dennis uniform Oxford-style shirt with the school logo, a tie or bowtie (navy blue or Mayfair plaid) with Dennis khaki pants and a solid black, brown, or khaki belt.
- 7<sup>th</sup>-12<sup>th</sup> grade girls must wear the Dennis uniform plaid skirt with the Oxford-style shirt with the school logo, a cross tie (navy or Mayfair plaid).
- Dennis sweaters or vests may be worn; no hoodies may be worn on chapel days.
- No free dress passes may be used on chapel days.

### Hair Styles

- Hair may only be a natural color.
- Hair should be styled neat and clean and may not cover the eyes and face.
- Hair should not be cut/styled in an extreme manner; hair/eyebrows cannot have designs/lines cut into them.
- Boys must cut hair above the ears, eyebrows, and collar.
- HS boys must be clean shaven; sideburns are permitted but may not extend below the earlobes.

### Jewelry and Accessories

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

### Shoes and Socks

- Students may wear any closed-toed shoes provided that there is a standard back around the heel (no sandals, slides, or house slippers).
- Socks should be worn with sneakers and closed shoes in colors that match the clothing (no-show socks are acceptable).
- Tights and leggings may be worn in colors that match the uniform. No capri length leggings.

### P.E. Uniform

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

### Club Shirt Day (Annual Giving Campaign/Christian/ICS Apparel)

- Students may wear Annual Giving Campaign t-shirt, ICS apparel, class T-shirts, club shirts, and Christian t-shirts.
- Students must wear black or blue denim or uniform pants/shorts/skirts with the shirts listed above.
- No belt is required these days.

### Free Dress Day

- Student clothing must meet the criteria listed under *General Appearance*.
- No inappropriate content is allowed on clothing.
- Pajamas, P.E. uniforms, sweatpants, and athletic clothing are **not** permitted.
- Wearing free dress on non-free dress days without a current signed free dress pass may result in loss of privilege.

### Pajama Day

- The pajamas must meet the criteria listed under *General Appearance*.
- Shoes must meet the criteria under *Shoes and Socks*.

### Special Events

- Student clothing must meet the criteria listed under *General Appearance*.
- Dresses may not reveal cleavage.
- Dress slacks may not be form-fitting.
- Boys may not wear piercings.
- Entrance into any school-sponsored event will be denied if dress code is not followed.

### Changes to Policies

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

## ACADEMICS

### Academic Probation

Students are expected to meet specific minimum academic requirements in all subjects. Failure to meet these qualifications, especially in core subject areas and in Bible, may result in academic probation and/or summer remediation, retention (grades 7-8), or withdrawal from Immanuel Christian School (ICS). A student placed on academic probation may be removed from school activities that distract from him/her maintaining the minimum academic requirements. Once on academic probation, the principal will determine reinstatement to academic good standing at a time agreed upon with the student and parent. The minimum academic expectations are:

- Pass every subject at a level of 70% or higher
- Maintain a 2.0 or higher GPA

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

### Add/Drop Course Procedures

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

### Advanced Placement (AP), Honors, Dual Credit Courses

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

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

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

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

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

### Dual Credit/Dual Enrollment

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

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

Any alternatives to this policy are at the discretion of the Academic Counselor and Secondary Principal.

### Bible Classes

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

### Chapel/Assemblies

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



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

### **Cheating/Plagiarism/Artificial Intelligence**

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

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

To maintain academic integrity, ensure that all student work reflects individual effort and understanding, and to help the student develop through the learning process, this policy addresses the restricted use of artificial intelligence (AI) tools in completing assignments.

- The unsanctioned use of artificial intelligence tools (such as AI-generated text, code, or any automated assistance) to complete assignments, projects, essays, or any academic work is prohibited.
- Utilizing AI tools to generate answers, draft writing (partial or complete), solve problems, or produce any part of an assignment constitutes cheating. This includes AI-powered writing assistants, code generators, and problem-solving apps.
- Students are expected to complete their assignments using their own knowledge and skills; all drafts and final work submitted must be the student's own.
- Students found using AI to complete assignments will face disciplinary actions congruent with the school's academic integrity policy. Consequences may include a zero on the assignment, parental notification, in-school suspension, and suspension from athletic/extra-curricular activities (Student Council, National Honor Society, National Junior Honor Society, etc.). High school transcripts will reflect suspensions for lack of academic integrity.

### **College Prep**

Each junior student is required to take College Prep. The course incorporates material from Cambridge Essential Skills and a proprietary program called *College Readiness 101*.

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

### **Computers: Technology and Internet Acceptable Use Policy**

Immanuel Christian School (ICS) strives to provide the latest computerized technology to enhance the learning environment and prepare students for college and careers in the 21<sup>st</sup> century. Computer use and internet access for all ICS students is a privilege, not a right. All students and parents are required to respect and adhere to ICS's Technology and Internet Acceptable Use Policy.

- The ICS Technology and Internet Acceptable Use Policy applies to all users of all ICS technology both on and off campus.
- ICS is not responsible for lost, damaged, or stolen personal property brought to school.

- Using or transmitting copyrighted material without the permission of the owner is strictly prohibited. When in doubt, assume that all digital material is copyrighted.
- If you present yourself as a representative of a school club, school publication, or other ICS organization, you must obtain the permission of the Head of School before posting anything to a site outside of ICS or on the school website.
- The school name, logo, mascot, photographs, or material may not be used without the consent of the Head of School.
- ICS does not assume responsibility for the reliability of content from an internet source. Users must evaluate and cite resources appropriately.
- Games, music, and videos for entertainment purposes are not allowed without express permission. Violent, explicit, or offensive content is prohibited. If you are uncertain about the suitability of content, please ask a faculty member.
- Engaging in personal or commercial activities while using ICS' technology is not permitted.

### **Immanuel Christian School's Rights and Responsibilities**

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

### **Consequences for Violations**

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

### **Reminders for Safer Internet Use**

- Remember there is no privacy online. Do not send anything you would not be happy to see posted in the hallway or shared with your parents.
- Things posted online stay there in archives and are infinitely replicable – at ICS and in the outside world – even after you think they have been deleted. Do not post anything you would not want future college administrators or employers to see.
- ICS cannot protect students from all inappropriate or illegal materials. If you are sent anything inappropriate, offensive, or illegal, it is your responsibility to report it to a teacher, administrator, or the Head of School.
- When using sites that may be viewed by people outside the ICS community, do not communicate your full name, age, phone number, or other personal information and do not provide such information about other people. A non-ICS email address is recommended for all non-school use.
- Talk to your parents or guardians before agreeing to meet in person with someone you met online. To report tech abuse, contact a school administrator.

### **Microsoft 365**

At Immanuel Christian School, we use Microsoft 365. Microsoft 365 is a set of education productivity tools from Microsoft including Outlook, Calendar, Word, Teams, and more used by tens of millions of students and teachers around the world. At Immanuel Christian School, students will use their 365 accounts to complete assignments, communicate with their teachers, sign into their devices, and learn 21st century digital citizenship skills. Microsoft Teams is a cloud-based team collaboration software

that is part of Microsoft 365 and Office 365 applications. This will be enhancing ICS in messaging, calling, video meetings, distant learning, app integrations, grading, and file sharing.

### **ICS Computer Policy- Grades 7<sup>th</sup>- 8<sup>th</sup>**

Computers will be provided in each classroom as needed. Classroom Computers will remain in their designated classrooms and will be turned in at the end of each period. They are not to be removed from the classroom for any reason. If distance learning becomes necessary due to an unforeseen event such as a pandemic, students will be loaned a computer for home use.

Students will be allowed to use classroom computers after the \$30 annual usage fee is paid to ICS. Use of this Computer, as well as access to the computer network, the internet, and email are a privilege and not a right. This computer is a necessary and required tool to meet the learning objectives of ICS.

### **ICS Computer Policy- Grades 9<sup>th</sup>-12<sup>th</sup>**

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

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

Policies governing the use of ICS devices (see "Use of Electronics") and general use will be enforced both at home and at school. ICS maintains the right to monitor ICS devices at or away from ICS. ICS administrative staff and faculty reserve the right to - collect/inspect Computers at any time. This includes the remote accessing of Computers for inspection, to alter, to upgrade, or to install software.

### **General Use of ICS Computers**

1. The student's parent/guardian must have signed and returned the Computer Use Agreement and have paid the fee prior to the student receiving the Computer.
2. Each Computer is assigned to an individual student; students may not swap or share their Computers with other students.
3. Students may not share their password with another student; passwords should always be kept confidential.
4. Computers must be in a student's possession or secured in a designated secure area at all times.
5. Students are to bring their Computers, fully charged, to school each day.
6. Students in 9<sup>th</sup>-12<sup>th</sup> are to keep their device in a protective case at all times.
7. Students are not to remove or interfere with the serial number or other identification and may not remove or change the physical structure of the Computer.
8. Students may not attempt to install or run any operating system on the Computer other than the original.
9. Downloading and streaming music and videos is not allowed without express permission and for academic purposes only.
10. Students are prohibited from accessing or attempting to access sites that have been intentionally blocked by ICS technology staff, this will result in disciplinary action.
11. Any computer communication will be used only for legitimate and responsible communication between students, faculty, and the outside world. Bullying, rude and abusive communication is not allowed and will result in disciplinary action.
12. Any threatening, or otherwise inappropriate language is not permitted on the Computer and will result in disciplinary action.

13. Students are never to share personal information about themselves or others while using the student Computer.
14. Internet access, e mail, and other media that are accessed, created, or stored on students' Computers loaned to the students are the sole property of the ICS. ICS has the right to review these items for appropriateness and to limit or revoke a student's access to them at any time and for any reason.
15. Parents/guardians and students do not have a right or expectation of privacy for any use of the Computer or ICS's network. Pornographic, obscene, or vulgar images, sounds, music, language or materials, including screen savers, backgrounds, and or pictures, are prohibited and will result in disciplinary action.
16. Violations that involve computer hacking or trespassing, harassment, bullying, or threats via computer, and computer fraud will result in serious disciplinary action.

### General Care of ICS Computers

1. Students are expected to treat their Computer with care. The Computer is the property of ICS and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the Computer is not allowed and will result in disciplinary action.
2. Students should use care when handling their Computers; Computers can be fragile, and if they are dropped, they may break.
3. Students should protect their Computer from extreme heat or cold. Computers are never to be left in a car, even if the car is locked.
4. Computers are to be protected from the weather, water or other liquids, food, and pets. Students should never eat or drink while using their Computer or use their Computer near others who are eating and drinking.
5. Heavy objects are never to be placed or stacked on top of the Computer. This includes books, musical instruments, sports equipment, etc.
6. Students should use care when plugging in and unplugging their power cords.
7. Any inappropriate or careless use of a Computer will be reported to a teacher or other staff member immediately.
8. If the computer is damaged or not working properly, it must be turned in to Mrs. Walker's office/library for repair.
9. Parents/guardians and students are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the Computer.
10. If a Computer malfunctions outside of school, the student needs to return the machine to Mrs. Walker/Librarian office on the first school day following the malfunction.
11. ICS tech hours are school days from 8:00 a.m. to 4:00 p.m.
12. If the Computer is lost or stolen, parents/guardians should immediately report the loss or theft to the Administration.
13. If a student's Computer is damaged (excluding normal wear and tear), the following charges will be applied to that student's account. Replacement costs:
  - **\$400** for Chromebooks
  - **\$711** for Laptops
  - **\$25** for a new charger

### Consequences of Inappropriate Use

All disciplinary action follows the discipline policies of this Parent/Student Handbook and is subject to the discretion of Administration. There may be civil or criminal liability under applicable laws.

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

1. Develops attendance issues.
2. Has disciplinary issues.
3. Continually does not bring his/her Computer to school.

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

Parent and students agree to the following statements:

1. If my student forgets to bring his/her Computer to school, he/she will not be given a loaner Computer to use.
2. Only ICS Computers are allowed in the school and on the school network.
3. My student's Computer must be turned in and inspected on or before the last day of school each year or on or before the last day the student attends ICS. Any Computer that is not returned by the due date will be reported stolen.
4. I agree to return the Computer, power cord/charger in good working condition at the end of each school year.
5. I will comply at all times with the ICS Parent/Student Policy Handbook and its guidelines as well as the ICS *Technology and Internet Acceptable Use Policy*. Any failure to comply may terminate my rights of possession immediately and the school may repossess the property. I acknowledge that Computers are assigned to a single individual and are not to be shared.
7. Legal title to the Computers is ICS and it shall remain the possession of ICS. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement and the ICS *Technology and Internet Acceptable Use Policy*.
8. Students not complying with all terms of this Agreement and the Computer Policy Handbook, including the timely return of the property, will be declared to be in default.
9. Parents agree to pay the full replacement cost of any Computer or accessories in the event that any of these items are lost or intentionally damaged.

### **Credit Recovery/Credit by Examination (CBE)**

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

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

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

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

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

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

### **Distinguished Warrior Graduate**

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

- Take three years of the same foreign language (should the Rosetta Stone language selected not have enough levels available to comply with this requirement, a year of another language will be accepted)
- Maintain a minimum cumulative average of 92.5% with no lower than a C in any individual course
- Write an original research paper addressing any topic from a Christian perspective

- Make a chapel presentation to the secondary student body
- Exhibit the highest standard of conduct while enrolled as a student at ICS

### Extra Credit

At times, students will ask for extra credit assignments in order to improve their grades when grades are low. There is a fallacy in this request. If a student is not doing well with regular work, additional work will not help the student perform better. Extra work is not permitted for the purpose of improving grades. A teacher may, at his/her discretion, allow students to repeat an assignment in a different format. A teacher may also individualize a previous assignment in order to improve skills and/or to replace a low grade. This will not, however, be used as a last-minute effort to salvage a low grade. Teachers may also give bonus questions on tests or quizzes; however, questions must be from the curriculum taught and of a higher level of thinking.

### Extracurricular Activities

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

Participation Guidelines:

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

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

### Field Trips

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

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

## Grading

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

A = 92.5-100      B = 84.5-92      C = 75.5-84      D = 69.5-75      F = 69 and below

The ICS school year is divided into four terms with two terms making up one semester. Semester grades are calculated with each term. In grades 7-8 each term is worth 47.5% and the semester final exam is 5%. In grades 9-12 each term is worth 45% and the semester final exam is 10%.

## Graduation

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

### CREDITS      SUBJECTS/COURSES

4	Bible 1, Bible 2, Bible 3, Bible 4 (Transfer students will have Bible waved for non-ICS years)
4	English 1, English 2, AP English 3, English 4
4	Algebra 1, Geometry, Algebra 2, Pre-Calculus (a student who earns credit for Algebra 1 during 8 <sup>th</sup> grade can take Calculus senior year if s/he desires)
4	World Geography, World History, US History, Government (.5), Economics (.5)
4	Biology, Chemistry, Physics, Anatomy & Physiology or Marine Biology
2	Foreign Language (same language)
1	Physical Education (PE credit can be fulfilled with participating in major sports)
1	Fine Art
1	College Prep
.5	Speech
.5	Personal Finance (Dave Ramsey course)
2	Electives

### Valedictorian and Salutatorian

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

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

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

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

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

## Homework

Homework serves two purposes – it reinforces and extends learning. The amount of time a student needs to complete homework varies from day-to-day and from student-to-student. The faculty attempts to gear assignments so that only a reasonable amount of time will be required, considering the subject matter and

individual student needs and abilities. Immanuel Christian School asks that each student plan his/her out-of-school activities wisely so that adequate time is provided for homework and family time. Planning wisely will help a student feel a sense of accountability and accomplishment as he/she will complete homework/projects on time and be prepared for quizzes and tests.

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

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

Grades 7-8 1 to 2 hours

Grades 9-12 1 ½ to 2 hours

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

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

### Honor Roll

Two honor rolls are announced each term. The Principal's A Honor Roll and Warrior's A-B Honor Roll designations are placed on report cards at the end of each semester. Students must have an A in every subject for Principal's Honor Roll, or an A or B in every subject for Warrior's Honor Roll, during the grading period.

To be on the semester Principal's A or Warrior's A-B Honor Roll, students must have an A in every subject for each term in the semester for Principal's A Honor Roll, or an A or B in every subject for each term in the semester for Warrior's A-B Honor Roll for the semester.

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

### Late Work

Students are expected to be disciplined and responsible when it comes to turning in homework assignments. All late or missing assignments must be completed **at a time designated by the teacher**. This may include lunch or before/after school. Late assignments will have the following consequences.

- Daily work and homework turned in late will receive a maximum grade of 70% for that assignment.
- Major assignments and projects turned in late will receive a maximum grade of 70%, unless prior arrangements have been made with the teacher.
- Any work not turned in after multiple attempts by the teacher will be issued a zero. Students with two or more zeros during a term may be placed on academic probation.
- Students with missing assignments may be ineligible for participation in clubs and sports until all missing work is turned in. Decisions regarding ineligibility are at the discretion of school Administration and the Athletic Director.

Parents are urged to monitor a student's grades on Parent's Web to keep abreast of a student's progress.

### Late Work Resulting from Absences

A student is required to make up ALL missed classwork, homework, and assessments:

#### Excused Absences



- If a student knows of an absence ahead of time, he/she should ask teachers for the work that will be missed.
- A student will have **one calendar day per each consecutive excused absence** to turn in missed work and make up quizzes/tests/projects.
- Work not turned in/completed by the appropriate deadline will be considered late and the consequences from the above *Late Work* section will apply.
- It is up to the student to ask the teacher about any missed work immediately upon returning from the absence. It is not the teacher's job to remember to give missed work to a student.

### Unexcused Absences

- A student will have **one calendar day** for every two days missed to make up assignments and/or assessments upon returning to school unless arrangements were made with the teacher prior to the unexcused absence (see *Attendance*).
- If a student knows of an unexcused absence ahead of time, he/she should take any quizzes/tests that are going to be given during the unexcused absence BEFORE the absence. If the student cannot take the quiz/test before the absence it must be taken the day the student returns to school. Tests or quizzes turned in late will receive a maximum grade of 70%.

### Library

Students, parents, teachers, and church members can check out books for a two-week period.

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

### National Junior (grades 6-8) and National Honor (grades 10-12) Societies

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

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

*Additional criteria for nominating NJHS/NHS candidates:*

- Students need to have attended ICS for one full semester.
- Students with multiple disciplinary incidents will not be considered for nomination.
- Students must have fulfilled, or be actively fulfilling, ICS requirements for community service hours.

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

### Official Language

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

### Report Cards

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

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

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

## Report Card Conferences

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

## Standardized Testing

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

- 7<sup>th</sup>-12<sup>th</sup> grade students take the Iowa Test in the spring
- 9<sup>th</sup>-10<sup>th</sup> grade students take the PSAT in the spring
- 11<sup>th</sup> grade students take the ASVAB in January
- 11<sup>th</sup> grade students have the option to take the ACT in the fall
- 11<sup>th</sup> grade students take the SAT in the spring
- AP exams are given in May

## Student Records

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

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

## Summer Reading Assignments

Summer reading assignments are given to 7<sup>th</sup>-12<sup>th</sup> grade students. They will also be posted online and an email will be sent to students/parents during the summer. Summer reading assignments are mandatory for all new and continuing students and will count towards their English grade (or Dual Credit English grade).

## Test Days

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

Finals occur during the last week of each semester. Attendance during regularly scheduled finals week is required unless the student exempts. Please refrain missing finals week; this puts undue stress and strain on both student and teacher to prepare early for such a rigorous assessment.

## Testing Security

To encourage student integrity, ICS Administration insists that students conceal answers with their non-writing hand/arm and keep their eyes on their own quiz/test. In addition, teachers will carefully monitor the students as they take assessments. No form of communication between students is allowed while assessments are being taken.

## Tutoring

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

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

## Year-End Promotion/Retention

### 7<sup>th</sup> and 8<sup>th</sup> Grade

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

- An overall average of 69.4% or lower in any two (2) core subject areas will require a student to repeat the current grade level.
- A student having an overall passing grade of 69.5% or higher for the year but having failed a core subject area during any two (2) terms, may be passed to the next grade level upon the successful completion of summer school with a "C-" or better.
- A student who has more than 10 absences in a semester and fails to make up instruction time with Saturday School.
- A student failing Bible will have to meet with Administration before being considered for readmission the following school year.

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

### 9<sup>th</sup>-12<sup>th</sup> Grade

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

Classification is based upon the following scale:

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

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

A student who has more than 10 absences in a semester (excused or unexcused) must make up instruction time with Saturday School before graduating or being prompted to the next grade.

## ATHLETICS

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

ICS athletes strive for excellence on and off the court/field and are expected to represent ICS in a positive light through their Christ-like behavior. Since character and academic success are of primary importance, athletes will not be allowed to compete due to low grades and/or disciplinary issues. Fees will be announced each year.

### Academic Standards

The Academic Standard set by the Texas Christian Athletic Fellowship (TCAF) is implemented across all levels of Athletics at ICS. In accordance with the Athletic Department's Philosophy and TCAF Academic Policy, academic excellence is paramount for the student-athlete. Each student-athlete must maintain an average of 70 or above in each subject. The first eligibility report of grades will be made after the first six weeks of each term. Students with at least one subject grade below 70 in this grading period will be ineligible for the next three weeks. After this three-week period, grades will then be checked again. If there are no grades below 70, they can return to full participation with their team; if the student-athlete still has at least one subject grade below 70 they will be ineligible for the next three weeks. If there are no grades below 70, they can return to full participation with their team. Grade check will take place every three weeks after the first six weeks of the term.

### Attendance - Classroom

Any student-athlete must be in attendance for at least four hours of the school day on the day of an athletic contest. Failure to attend at least four hours will result in the student becoming ineligible to play in that day's scheduled contest. Early release due to athletic participation or other school activities are an exception to this rule. Excessive tardies or absences may affect a student-athlete's eligibility to participate in athletics.

### Conduct - Classroom

Participation in Athletics at ICS is a privilege, not a right. As leaders in the school, Student-Athletes are held to a higher standard of conduct. The student-athlete must conduct themselves in the classroom by being careful to show respect, courtesy, and Christlikeness towards staff, faculty, and fellow students, while having the desire to follow the rules, and policies and procedures as set forth by the ICS Parent/Student Handbook.

### Eligibility

All athletes must have the following forms completed and on file in the school office:

- Physical Form
- Emergency Contact Form
- Insurance Information
- Release and Participation
- Student Pledge
- Athletic Policy Acknowledgment and Agreement Form

There is an athletic fee associated with each sport that each athlete must pay. Athletic fees are non-refundable. Athletic fees may cover "team gear" (hoodies, shooting shirts, team shirts) along with necessary equipment and personnel to successfully complete the season. The fees are levied by the Administration and are subject to change from year to year.

For more information regarding Athletic policies at ICS, please see the *Athletic Handbook*.

## ATTENDANCE

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

The State of Texas allows a maximum of ten (10) absences per semester in order for a student to receive credit for the semester. Additional fees will be charged to the parents for Saturday School to make up for instructional time lost in the classroom. Special consideration is given for unusual long-term illnesses, accidents, and/or trauma backed up by official documentation. In all cases it is the discretion and judgment of the Administration as to what the most appropriate course of action will be.

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

### Absences

At ICS, absences are classified as excused or unexcused; the difference is how much time a student is allowed to makeup missed work. When the term *absence* is used in the following it will include both types, unless otherwise specified.

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

Students participating in elective extracurricular activities such as sports, clubs, etc. will be expected to attend school for the full day (more than 4 hours) on which the activity occurs. If the activity is on a Saturday, the student should attend school the full day on Friday. Absences excused due to doctor appointments, emergencies, and administrative exceptions are excluded in this policy.

#### **Excused Absences Include:**

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

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

*When a student leaves school early for school-related activities, ALL work (tests, quizzes, projects, homework, etc.) that is due on that day MUST be turned in to the teacher before leaving. Otherwise, it will be counted as late work (unless prior arrangements with the teacher have been made).*

#### **Unexcused Absences Include:**

- All absences not listed above
- All absences not verified by Immanuel Christian School
- Family vacation
- Other parental elected absences

*The following guidelines must be followed for an Unexcused Absence:*

- Notification of the pre-arranged absence must be submitted to the School Office within 7 days of the absence.
- Major assignments due during the absence are due *prior* to departure otherwise the *Late Work Policy* applies.
- All make-up work given to the student *prior* to leaving is due the *day of return* to school.
- The teacher will provide the assignments from the plans s/he has completed at the time of the student's departure. The rest of the assignments will be given to the student upon his/her return, and students will have one (1) day for every two school days missed to make up any work. [Example: Student misses Wednesday-Friday and returns on Monday. In this example (Wednesday, Thursday = 1 make up day and Friday = 1 make up day), all missed work will be due by the end of day on Tuesday.
- Parents are responsible for the instruction their student missed.
- **Students should not miss scheduled finals in either semester** unless they exempted all tests. This puts undue stress and strain on both student and teacher to prepare early for such a rigorous assessment.

### Early Checkout

Students are encouraged to be in attendance for the entire school day unless unavoidable circumstances require early dismissal. End-of-the-day activities are as important as beginning-of-the-day activities; therefore, students missing classes at the end of the day will be counted absent.

Parents are discouraged from checking out students early. However, if it becomes necessary to check your student out of school before the end of the day, please follow the checkout procedures outlined below.

- Parents of students in grades 7-8 must come to the School Office and sign the student out personally.
- The 9<sup>th</sup>-12<sup>th</sup> grade student can provide the School Office with a note from a parent/guardian stating the time the student will be leaving the school and a phone number where the parent can be reached. With the parental note, the student may sign out at the School Office (grades 9-12).
- A student may not sign out of school unless the School Office staff is able to verify his/her departure via note.
- If a note is not presented, a parent/guardian must sign the student out at the School Office before leaving school. The student will be called from the classroom to meet the parent at the Office. Parents are not to go to the student's classroom unless authorized by the School Office and given a Pass from Class to present to the teacher.
- When returning to school after an early dismissal, a student must check back in with the School Office to receive a Pass to return to class.
- Students are not allowed to sign out early on the days of school-related activities without parental permission.
- Early dismissals for students traveling with athletic teams or for field trips will be handled by the coaches/teachers.

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

### Leaving Campus

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

## Tardy and Late Check-In Policy

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

Excessive unexcused tardies will be handled as follows:

<b>5th TU per Class</b>	TD and parent notification. In the case of further excessive tardies, additional consequences may be determined at the discretion of the discipline policy or school Administration.
-------------------------	--

A student arriving late to class must have a note from a faculty or staff member or the tardy will be unexcused.

- Students arriving more than fifteen (15) minutes late to class will be counted absent for that class period. An approved note from a teacher or staff member will make the tardy excused. If no documentation is submitted, the tardy will be unexcused.

## DISCIPLINE & CONDUCT

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

### Discipline Objectives

- To develop and maintain the optimum environment for learning
- To encourage behavior that is acceptable
- To correct behavior that is disruptive to the learning environment
- To train students in behavior patterns that will be helpful to them individually and to the school community in achieving and supporting our goals of spiritual, intellectual, physical, and social development
- To address conduct, in school or outside the school, that affects the mission of Immanuel Christian School. The discipline policy applies to students while they are on campus, on school operated/rented vehicles or at recognized school functions. While behavior at other times or places is an individual and parental responsibility (and not the school's), behavior that impairs the testimony of the school may not be ignored. It is at the discretion of the Head of School in communication with the parents, to determine if disciplinary measures will be taken as a result of an off-campus, unofficial event that involves ICS students engaging in an illegal activity.

### Disciplinary Probation (Principal's Watch)

The Principal determines when a student will be placed on disciplinary probation. A conference with the student and his/her parent/guardian will be scheduled to discuss the details of the disciplinary probation. Students may be placed on disciplinary probation for serious offenses and continued misbehavior that leads to consequences at a suspension level. A student who is placed on disciplinary probation may be expelled from the school or asked to leave school either during the school year or not be invited to return to ICS the following school year.

### Disciplinary Procedures

Each teacher will have classroom rules in addition to the school's general rules. Basic rules involve respect for people, things, authority, and learning. Problems that are not able to be resolved in the classroom are

referred to the appropriate administrator. Administrators may impose discipline for any reason that is rationally related to the accomplishment of a positive school environment and school objectives. Disciplinary decisions are imposed in a manner that is uniformly applied to all students. In other words, there is a rational basis for differences in the discipline of different students. Before a disciplinary decision that removes a child from class or student activity becomes final, the parent will be notified.

### **Severe Offenses**

Severe breaches of conduct like those listed below will normally result in more severe disciplinary action, ranging from suspension to expulsion.

#### **Assault**

A student shall not cause or attempt physical or emotional assault (causing fear of harm) or battery (offensive or harmful touching) to a school employee, a fellow student or any other individual. Section 22.01 of the Texas Penal Code defines assault as:

- a. Intentionally, knowingly, or recklessly causing bodily injury to another;
- b. Intentionally or knowingly threatening another person with imminent bodily injury;
- c. Intentionally or knowingly causing physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative.

#### **Criminal Convictions**

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

#### **Firearms, Weapons, Contraband**

- A student should not possess, handle, or transmit any object which can be considered a weapon or dangerous instrument while on school property and at school-sponsored events. Examples of dangerous instruments include, but are not limited to: pocketknives, pellet guns, paintball guns, pistols, rifles, shotguns, etc. If something like a sword is needed for a historical exhibit, it must be checked in with Administration.
- Alluding to Weapons - Any reference to having a weapon at school by any student will be taken as a threat and will bring severe consequences.
- Contraband - Many items have no business on our school campus, and some are expressly prohibited. This would include fireworks, lighters, etc.

#### **Immoral Conduct**

- Sexual Immorality - Students are expected to maintain the Biblical standards for relationships and physical intimacy including abstaining from premarital sex and the viewing of pornography.
- Sexting - Sexting is the act of sending sexually explicit or suggestive messages, photos, audio, or images via a cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or viewing photos, messages, audio, images, or e-mails that contain sexually explicit or suggestive content using school property, during school hours or in association with any school activity, or at any time where the subject matter involves any student or employee of the school, to be a violation of this policy. Any such violation may result in school discipline. up to and including expulsion and/or the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or a school administrator.
- Inappropriate sexual contact, directly or indirectly through clothing.

#### **Drugs and Alcohol**

Immanuel Christian School is resolved to have a drug and alcohol-free student body. Our reasons are simple: we know students who use substances are developing poor coping skills, we know it affects all areas of their lives, and we know what the development of these habits can lead them toward in the present and future. We want something better for our students! ICS works with families to support a drug and alcohol-free culture through education and disciplinary action, the goal of which is to identify students struggling under the influence of illegal substances and direct them to the support they need to recover.

- **Alcohol** - Drinking alcohol while underage is illegal. The sale, giving away, or other disposition of intoxicating liquor to a minor is a crime. Public intoxication is against the law. It is illegal to consume any alcoholic beverage in any public place or on any highway or street. Possession or use of alcohol in any form is prohibited on school property or at any school, event, trip, or function and will result in expulsion. Illegal use or involvement in alcohol use off campus may result in disciplinary action.



- **Tobacco** - All students are to follow the law regarding the use of tobacco. All student use of cigarettes, dip, chew, e-cigarettes, vaporizers, or any other tobacco product is prohibited while on school property or at school-sponsored events, trips, or functions.
- **Illegal Drugs** - All illegal drug use violates school policy. This includes the use, purchase, sale, possession, storage, manufacture, or distribution of prohibited drugs or drug paraphernalia. Use of any substance resembling the foregoing or used for a similar purpose, or assisting another to do so, on school property, will result in expulsion. Illegally using or involvement in illegal drug use off campus may result in disciplinary action,

Sanction: Violating the school's drug and alcohol policy on campus will result in disciplinary action that may likely include expulsion from the school. The general disciplinary policy of the school is to treat all students and parents of students in a manner that is: 1) rationally related to the accomplishment of our school's mission, and 2) uniformly applied to all persons similarly situated.

The goal of this policy is to encourage students to make healthy choices for themselves and the community, as well as to identify students struggling with substance abuse and direct them to support. In light of this, school Administration will take into account parent or self-referral prior to being called for testing as a factor when considering suspension or expulsion for off campus alcohol or illegal drug use. However, this does not preclude sanctions.

### Discipline Terms

- NOC* A "Notice of Concern" informs the parent/guardian of any behavioral or academic concerns with a student. An NOC is recorded as a behavior report in Renweb. A parent-teacher conference may be necessary. ICS strongly encourages a parent/guardian to respond quickly by discussing the issue with the student in order to prevent a future occurrence.
- LD* A "Lunch Detention" requires a student to spend the entire period at the teacher table away from the other students. The student will eat his/her lunch and is not permitted to talk to other students.
- TD* A "Teacher Detention" requires a student to remain with the teacher after school for 45 minutes. The parent/guardian will be notified of any TDs assigned to a student. Failure to report to a TD will result in a PD. The detention **MUST** be served on the day and time it is assigned! (An *extreme* emergency or illness would be the only exception.) **Because this is a consequence for an action, an athlete WILL NOT be excused from attending a detention because of practices or games. If a student is in a carpool, the parent/guardian will need to make other arrangements for transportation.**
- PBIS* Positive Behavior Intervention and Supports. PBIS involves the definition of communication of clear expectations to all students, parents, and staff, the recognition and rewards for those who meet and exceed our *ARISE* expectations, and the consistent and compassionate correction of students who fall short.
- PD* A "Principal Detention" requires the student to serve 90 minutes in the principal's office at a scheduled time. The parent/guardian will be notified of any PDs assigned to a student. Failure to report to a PD will result in a suspension. The detention **MUST** be served on the day and time it is assigned! (An *extreme* emergency or illness would be the only exception.) **Because this is a consequence for an action, an athlete WILL NOT be excused from attending a detention because of practices or games. If a student is in a carpool, the parent/guardian will need to make other arrangements for transportation.**
- ISS* An "In-School Suspension" may range from one (1) to three (3) full days and will be served at a scheduled time. A student will complete all assignments/quizzes/tests missed and turn them in the same day.
- OSS* An "Out-of-School Suspension" may range from one (1) day to five (5) days. A student will complete all assignments during the time missed and will turn them in immediately upon return. Quizzes and tests missed will be taken the day of return. This type of suspension is very serious and may result in expulsion from ICS.

Conduct determines the following demerit and level system:

Description	Demerits	Level
Chewing gum	1	L1
Class Disruption	1	L1
Dress code	1	L1
English-only rule	1	L1
Running in the hallway	1	L1
Disrespect towards a student	3	L2
Roughhousing	3	L2
Talking or being disrespectful/disruptive in chapel	3	L2
Unsanctioned use of electronics/phones/smart watches	3	L2
Inappropriate public displays of affection	3-10	L2-3
Willful disobedience/insubordination	3-10	L2-3
Missed Lunch (LD) or Teacher detention (TD)	5	L3
Skipping Class (Truant)	10	L3
Disrespect towards Teacher/Administrator	5-15	L3-4
Lying/deception	5-15	L3-4
Intentionally harming a student	5-30	L3-4
Profanity/Inappropriate behavior	5-20	L3-4
Stealing	5-20	L3-4
Cheating/plagiarism	10-20 (+0 Grade)	L3-4
Bullying/harassment	20-30	L4
Fighting	20-30	L4
Vandalism	20-30	L4
Alcohol/drug/vaping/tobacco use	50	L5
Possession and/or use of weapons	50	L5
Sexual immorality	50	L5

**Consequences for Conduct Levels**

*Level 1 (L1) Conduct Violations*

Demerits entered into RenWeb and notification sent to parent/student. Continually repeated L1 offenses after the third violation will result with the next infraction moved to L2 consequences.

*Level 2 (L2) Conduct Violations*

Demerits entered into RenWeb, notification sent to parent/student, and Lunch Detention (LD) or Teacher Detention (TD) depending on severity and repeated violations. Continually repeated L2 offenses after the second violation will result with the next infraction moved to L3 consequences.

*Level 3 (L3) Conduct Violations*

Demerits entered into RenWeb, notification sent to parent/student, 2-week suspension from all athletic and extracurricular activities, possible Disciplinary Probation, and Principal Detention (PD) or 1 day of In-School Suspension (ISS) depending on the severity of the infraction. The second repeated L3 offense violation will result in the infraction moved to L4 consequences.

*Level 4 (L4) Conduct Violations*

Demerits entered into RenWeb, notification sent to parent/student, suspension from all athletic and extracurricular activities for the remainder of the Semester, Disciplinary Probation, student is moved to PBIS Tier 2, and 1-3 days of ISS or 1-3 days of Out of School Suspension (OSS) depending on the severity of the infraction. The second repeated L4 offense violation will result in the infraction moved to L5 consequences. L4 consequences may result in a withdrawn invitation to return to ICS and/or expulsion from current school year.

*Level 5 (L5) Conduct Violations*

Demerits entered into RenWeb, notification sent to parent/student, removal from all athletic and extracurricular activities for the remainder of the School Year, Disciplinary Probation, and 3-5 days of Out of School Suspension (OSS) or Expulsion depending on the severity of the infraction. A future violation of any L3-5 will result in immediate expulsion.

The Administration reserves the right to assign demerits, levels, or tiers other than those listed in this table

at their discretion based on specific situations and repeat offenses. An accumulation of 50 or more cumulative demerits or an assigned L4-5 may result in expulsion. At their discretion, Administration also reserves the right to expel a student for severe offenses before 50 demerits or L4-5 is reached.

### Cellular Phones/Electronic Items

#### Middle School:

**ICS requests that students in 7<sup>th</sup>-8<sup>th</sup> grade do NOT bring cell phones/smart watches to school.** Middle schoolers who bring their devices to school must silence or turn off their phones/smart watches and store them in lock boxes in their first class for the school day. If a student uses their phone/smart watch during the school day, it will be confiscated, and a **parent** will be required to retrieve the device after school and pay a \$15 charge. Subsequent confiscations will cause the fee to double for each infraction (1<sup>st</sup>=\$15, 2<sup>nd</sup>=\$30, 3<sup>rd</sup>=\$60, etc.). If a phone/smart watch is used during school, the student will also receive 3 demerits for unsanctioned use of an electronic device. ICS is not responsible for lost, damaged, or stolen personal property brought to school.

Parents may contact their students at any time through the school office. Students may also contact their parents if needed through the school office

#### High School:

Upon entering the classroom, all 9<sup>th</sup> through 12<sup>th</sup> grade students are required to place their cell phones and/or smart watches in a specific container provided by the teacher in a visible location. This will also provide quick access should the teacher need students to use their devices for educational purposes. All devices must be silenced during the school day. Devices will not be confiscated between classes or during lunch; however, personal headphones, air pods, and earbuds are prohibited for all students during school hours (8:00 a.m. – 3:35 p.m. in secondary) and those may be confiscated anytime they are used. Devices, including smart watches, will be confiscated if the device chimes, chirps, rings, etc. or if it is used during class time without permission, and the student will receive 3 demerits. In this case, a **parent** will be required to retrieve the device after school and a \$15 fine will be charged. Subsequent confiscations will cause the fee to double for each infraction (1<sup>st</sup>=\$15, 2<sup>nd</sup>=\$30, 3<sup>rd</sup>=\$60, etc.). ICS is not responsible for lost, damaged, or stolen personal property brought to school.

### Parent / Teacher Conference

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

### Positive Behavior Interventions Support (PBIS)

Our goal at ICS is to build a school culture in which our five ARISE values are exemplified by our leadership, staff, students, and families.

To this end, our discipline policies involve three tiers. Tier 1 is universal and applies to all students. It includes setting and teaching clear expectations to all students, rewarding students who meet and exceed our ARISE expectations, and consistently and lovingly correcting students when they do not.

The majority of students will fall into tier 1, but occasionally a student struggles behaviorally even after regular disciplinary procedures have been employed. After careful consideration according to a series of specific guidelines, these students may be placed in tier 2 and will require targeted interventions. These may include increased supervision, disciplinary probation, evaluation by a professional, and emotional or psychological support through therapies or counseling. A plan of action will be created together with the teachers, principal, and parents and will be reevaluated regularly for progress.

Students may be referred to Administration for tier 2 interventions by an administrator, teacher, or parent by completing a "Request for Assistance" form available in the school office. The student's academic and disciplinary records will be taken into consideration along with observations from school staff and parents. In general, the following will be considered when deciding if a student will receive tier 2 interventions:

- The student's discipline history
- The student's access and response to tier 1 interventions
- Concerns requiring evaluation by a physician or mental health professional

In rare cases when tier 2 interventions are not successful in helping a student thrive at ICS and succeed academically, behaviorally, emotionally, or socially, the student may be referred for tier 3. Tier 3 involves serious behavioral issues and requires intensive interventions which unfortunately, ICS is not equipped to provide. In such cases, parents will be asked to withdraw the student or the student may be expelled. The following will be considered before determining a student requires tier 3 interventions and removal from ICS.

- The student's discipline history
- The student's access and response to both tier 1 and tier 2 interventions
- The impact of the student's behavior on the learning environment for both teachers and students.
- The safety and security of the individual student and his/her peers

## GENERAL INFORMATION

### After-School Waiting Areas for Students

Students are to be picked up at 3:35 p.m. at their designated parking area. Those not picked up by 3:50 p.m. will be taken to After-School Care and charges will apply.

Designated pick-up areas are as follows:

9<sup>th</sup> – 12<sup>th</sup> grades – Back parking lot

7<sup>th</sup> – 8<sup>th</sup> grades – Hawkins (please wait as far to the right as possible to allow other cars to pass.)

After-school care for secondary students is available at an additional cost from 3:50–6:00 p.m. All school rules and discipline policies will be followed during these times.

Students are not to remain unsupervised in the building or on school property after 3:50. Middle and high school students not participating in a supervised after-school activity will be directed to after-school care at 3:50 where they can work quietly on homework until their parents arrive to pick them up. Role will be taken by the designated after-care supervisor and parents will be billed the after-school hourly rate, prorated every 15 minutes. Specific information regarding policies and fees is available in the School Office.

### Safety Procedures for Parents and Guardians

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

#### Procedures for Parents and Visitors

- **ALL** visitors to the school must sign in and leave a picture ID at the front desk between the hours of 8:00 a.m. and 3:30 p.m. Cell phones and car keys will not be accepted in place of a picture ID. The front desk attendant will direct you on further procedures once you have signed in.
- The only door that may be used to enter the building is the main entrance on Hawkins Blvd. **except** during drop-off in the morning.
- If you are inside the building, **DO NOT** open any of the doors to let a person into the building, or prop a door open to make access into the building easier for you. All doors other than those at the Hawkins entrance and back parking lot are alarmed from 8:30–2:30 and should not be opened.
- Be vigilant when you are in or around the building for things that do not appear to be a normal part of the daily activity at the school. Report concerns to school staff, front desk, or the police officer on duty.

#### In the Event of an Emergency

- Do not telephone the school. We understand your concern, but it is essential that the telephone system is available for emergency communications.

- Make sure that we have updated emergency contact information for each of your children at all times, so we are able to contact you or your designated representative in case of an emergency.
- We will provide emergency announcements and status reports through Parent Alert on RenWeb.
- Do not come to the school unless you are instructed to do so. It may become necessary to keep streets and parking lots clear for emergency vehicles. If an evacuation is required, students may be transported to a designated location away from the school.
- Our school emergency plan includes an alternative destination for students to be taken to in the event of evacuation. You will receive instructions on where you should go and how/when you may be able to pick up your children through Parent Alert on RenWeb, phone messages, and media bulletins.
- Once it is deemed appropriate and safe, students may be released to their parents/guardian from the designated location. This means we may not be able to implement electronic procedures for confirming the identity of individuals who arrive to pick up each child. Therefore, when arriving to pick up your children, please make sure that you or your designated representative have a driver's license or government issued picture identification on hand to verify the identity of the person picking up the children. The names must match the school's emergency contact/pick-up information.
- Carefully read all information you receive from ICS. We may update our safety procedures from time to time and you need to be aware of these changes.

### Birthdays

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

- Send a treat that is easy and quick to serve: cupcakes, cookies, or donuts. Remember, these should be store-bought with a list of ingredients on the package.
- Do not send sodas or sugary drinks.
- Please no birthday balloon bouquets! If these are delivered to the school, they will be held in the office until the end of the day.

### Community Service Guidelines

Secondary students must complete a **minimum of 40 hours of community service each year** due by the second Friday in May.

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

- Hours must be performed, without compensation, at an organization such as a church or not-for-profit (shelter, nursing home, food kitchen, etc.). Creativity is encouraged such as assisting an elderly neighbor with chores, spending time with someone who is homebound, helping to coach an athletic team, etc. (Please have the Administration approve this type of service *prior* to serving.)
- Hours performed at a family business (unless the business is a non-profit service organization) will not be recognized. Refer any questions concerning this to the Administration.
- Service hours must be documented and submitted in a timely manner. Forms are located outside the counselor's office or can be found on the ICS website or on RenWeb. An official letter or email from the person supervising the hours served by the student will also be accepted.
- Turn in hours served as soon as possible. Regularly check with the Counselor or the Principal as to how many hours have been recorded as the hours reflected in RenWeb are cumulative. RenWeb shows all hours served since enrolling at ICS, not those for the current school year.
- Hours must be completed **by the end of the current school year**; they do not carry over from year to year.
- Students who fail to complete the required hours by the end of the school year will not be promoted to the next grade level until all hours are served and submitted. A student's final report card and transcript will not be released until all hours are submitted.

Hours served beginning June 1 count for the upcoming school year. A student may complete the required

hours as quickly as he/she desires OR can work on the hours throughout the school year. The 40 hours required must be turned in **before** the end of the school year.

### Holiday Celebrations

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

### Hours of Operation

Morning drop off for students opens at 7:15 AM. ***You may NOT drop off your child/ren earlier than 7:15AM unless they are on the roster of an organized athletic team or extracurricular group with a scheduled practice/game/meeting/event. No supervision will be available until 7:15 AM and students dropped off early will not be allowed to enter the building.***

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

**Morning Drop Off:** 7:15 AM, gym door

**After School Care:** 3:50–6:00 PM

**Secondary School Day:** 8:00 AM–3:35 PM

Before school, secondary students must wait in the gym; they will be dismissed to their classes at 7:45 a.m.

### Illness

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

Chills	Diarrhea	Earache
Inflamed/swollen eyes	Severe headache	Red/swollen joints
Lice	Unexplained listlessness	Skin rashes/sores
Sore throat	*Fever of 99.5° or higher	Vomiting

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

### Food

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

### Immunizations

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

### Lost and Found

The lost and found is located in the hall by the cafeteria and the daycare office. This area is used mostly for articles of clothing, books, and supplies. Please mark a student's personal property with his/her name to prevent loss of an item. Lost and Found will be emptied out at the end of every term. Items will be donated or thrown away.

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

### Lunch

A private company prepares daily hot lunches for ICS students. Information regarding cost and menus will

be provided during registration and are available from the cafeteria. Beverages are available for purchase to students who bring lunch. Students in 7<sup>th</sup>-12<sup>th</sup> grade are allowed to purchase lunch a la carte.

The following are guidelines to be adhered to:

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

ICS is a "closed campus" which means that students are not allowed to leave campus during lunch unless the parent picks up the student or a senior student participates in their monthly off-campus lunch.

### Medications

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

Guidelines for the dispensation of medication to students:

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

### School Cancellation/Schedule Change

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

- Parent Alert Text/Email
- School website ([immanuelwarriors.org](http://immanuelwarriors.org))
- RenWeb/ParentsWeb
- Local television stations
- Local radio stations

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

### School Property & Searches

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

## Student Drivers

Student drivers must complete the *Student Driver Vehicle Information* form, the *On-Campus Parking Contract*, and purchase a Parking Tag from the school office. Failure to follow the policies and procedures for student drivers may result in privileges being revoked for the remainder of the school year. It is the student's responsibility to keep vehicle information current with the school office throughout the school year.

## Student Parking

Student parking is located along the rock wall in the Hawkins parking lot. Students are NOT allowed to go to their cars during the school day without permission. A completed and signed *Student Driver Vehicle Information* form and an *On-Campus Parking Contract* must be on file in the school office. A student Parking Tag must be clearly displayed on dash or hanging on mirror. It is the student's responsibility to keep vehicle information current with the school office throughout the school year.

## Vision, Hearing, and Spinal Screening

As required by the state of Texas, vision and hearing screening is provided to all 7<sup>th</sup> grade students as well as to all new students. In addition, spinal screening is provided to 9<sup>th</sup> grade students as well as to all new students.

## Volunteers

Parents who would like to volunteer at the school may do so through the parent organization called SALT (Serving, Achieving, and Learning Together). This organization provides support through various fundraising and teacher appreciation activities including snack sales, room parents, teacher appreciation week, etc. Additional volunteer opportunities are available throughout the school year. Contact Administration for more information.

### Field Trip Drivers

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

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

In an effort to protect our students, all volunteers supervising children are required to complete sexual abuse prevention training and acknowledge in writing their commitment to the policies and procedures detailed in the Immanuel Christian School *Child Protection Policy*.