

IMMANUEL CENTER FOR CHRISTIAN EDUCATION

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PHILOSOPHY OF IMMAUEL'S CENTER FOR CHRISTIAN EDUCATION

Immanuel Center for Christian Education's philosophy is based upon the Word of God. The primary objective and purpose of the school is to train the student in the way presented in the Scriptures while giving him a good education.

Since the primary reason for the existence of the school is a spiritual ministry, evangelistic efforts are made to all students to a saving knowledge of Jesus Christ so that the teaching of spiritual truths may have a firm foundation. This is followed by instruction in right thinking, good conduct, and clean living in the light of the principles of God's Word.

The academic program, through the traditional approach, is developed to provide students with the best possible program of studies. There is emphasis on the mastery of the fundamental blocks of material necessary for satisfactory achievement in these areas. Stress is placed upon the acquisition of facts and concepts in the areas of study, leading to the development and exercise of the powers of reasoning. Methods of teaching proven to be effective are utilized with a constant search for better methods. Realizing the difference in innate ability, we encourage and expect each student to do his best. We believe the traditional system of education educates the mind and builds character. It encourages competition and teaches the value of living under a free enterprise system of government.

Character training is an important element in Immanuel Center for Christian Education. We believe that the heart of character training is obedience (deciding to do right), which will eventually cultivate an inner self-discipline and is essential to the emotional physical, social, and spiritual well-being of the student. The teacher is the authority in the classroom. Discipline is administered firmly but fairly; to obey, to do right, to love God and country, and to always measure one's attitudes against principles laid out in the Scriptures equipping him for his role in God's plan for his life and for his proper place in society.

Immanuel Center for Christian Education holds that the Bible is the infallible, divine Word of God and that the salvation by faith in Christ is the initial step in the Christian life. There is adequate Biblical basis for the idea of spiritual growth into the image of Christ (Romans 8:29), which is the work of the Holy Spirit (II Corinthians 3:18). This growth begins with the initial act of saving faith and continues through life. The Holy Spirit makes the Christian conscious of the Biblical demands for a holy life, which fulfills both God's moral law and high law of love (Matthew 22:37-39; Romans 13:8-10; Galatians 15:14). The result is a life consecrated unto God and separated from the world.

Immanuel Center for Christian Education must, therefore, provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. A standard of conduct based on the following Biblical imperatives is necessary to provide such an environment.

1. All the activities of the Christian must be subordinated to the glory of God who dwells in us (I Corinthians 8:9).
2. The Christian will endeavor to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and loss of the Christian's physical, mental, or spiritual well-being (I Corinthians 9:27).

A sense of the need for spiritual growth in the light of these principles has led IMMANUEL'S CENTER FOR CHRISTIAN EDUCATION to adopt the following standards, which are believed to be conducive to the environment that will best promote the spiritual welfare of the student. The school, therefore, requests both student and teachers to refrain from swearing, indecent language and jest, smoking, gluttony, gossip, and to maintain Christian standards in courtesy, kindness, morality, and honesty.

Students and teachers are expected to abide by standards throughout their stay at ICCE. Anyone found to be out of harmony with Immanuel's ideals of work and life may be invited to withdraw whenever the general welfare demands it, even though there may be no special breach of conduct.

In this atmosphere of definite and positive Christian standards of conduct, good scholastic planning, and intimate personal interest between faculty and student, there is fine opportunity for the development of strong Christian character.

Immanuel Center for Christian Education is not in competition with either the public school system or other private schools. We are here as a distinct, unique ministry giving parents a Christian alternative to the public schools and private schools in our area.

The Bible is our basic curriculum. The supporting curriculum materials are interwoven with principles that build Christian character in the student. History lessons at I.C.C.E. will build old-fashioned patriotism. Our literature exposes the students to the finest quality reading material, while not compromising Christian decency and morality through abusive language or lewdness.

We use the traditional approach to classroom instruction with an old-fashioned emphasis on the three R's and related learning skills in a disciplined atmosphere. True phonetics is taught as a basis for reading skills beginning at the four year-old kindergarten age level. Our five year-olds read with skill. I.C.C.E. students consistently score above average on the Stanford Achievement Test in language arts, math, science, etc. The students develop a genuine sense of accomplishment through their academic labors. Rather than feeling superior to their peers, they learn that they are accountable to God for using their talents and abilities for the glory of God and the benefit of man.

HISTORICAL

Immanuel Center for Christian Education was founded in 1978 by Rev. Mike Stephens, former pastor of Immanuel Baptist Church, and grew and developed under his direction through the years. Karl Novak served as Administrator at Immanuel from 1983 to 1999. Gary White served as Administrator at Immanuel from 1999 to 2005. The current Administrator is Bob Williford. For many years God has blessed I.C.C.E. with near capacity enrollments and outstanding godly faculty members who have shared their lives with hundreds of students.

Immanuel High School has graduated twenty-six classes and has a reputation for academic excellence, Christian love for students, and a well-rounded high school program.

MISSION STATEMENT

Immanuel Center for Christian Education, a ministry of Immanuel Baptist Church and other evangelistic churches and organizations, will assist parents and guardians in evangelizing and training their child(ren) spiritually, academically, physically, and socially to advance the Kingdom of God in the world.

ACCREDITATION

Immanuel has completed all requirements for accreditation with the Association of Christian Schools International, the Southern Association of Colleges and Schools, and the Mississippi Association of Independent Schools. The requirements for this accreditation include a lengthy process of examination by each accrediting agency to verify that our school meets and maintains accreditation standards.

VISION STATEMENT

Immanuel Center for Christian Education exists to provide a Christ-centered, Bible-based educational program aimed at spiritual growth and academic excellence. We will provide an environment in which every student is cared for spiritually, intellectually, physically, socially, and emotionally. Immanuel Center for Christian Education students, by God's grace, will be servant-leaders who effectively live out and communicate a biblical world-view, strive to realize their academic potential, and seek to know and fulfill the unique purpose that God has planned for each of their lives.

STATEMENT OF CORE VALUES

The primary objective and purpose of the school is to train the student in the way presented in the Scriptures while giving him a good education. With this in mind teachers are guided by the core value of:

- Evangelistic efforts to all students to a saving knowledge of Jesus Christ so that teaching spiritual truths may have a firm foundation.
- Developing the student's character training, which will eventually cultivate an inner self-discipline and is essential to the emotional, physical, social and spiritual well being of the student.
- Emphasizing the mastery of the fundamental blocks of material necessary to the development and exercise of the powers of reasoning. Realizing the difference in innate ability, we encourage and expect each student to do his best.

STUDENT OUTCOMES

1. Student's growth should begin with the initial act of saving faith and continues through life.
2. Students develop the Christian conscious of the Biblical demands for a holy life, which fulfills both God's moral law and high law of love (Matthew 22:37-39; Romans 13:8-10; Galatians 15:14).
3. Students should be able to apply their understanding of theories to address problems in the larger community.
4. Students should develop the ability to use information and communication resources effectively.
5. Students should be adept at critical, analytical and logical thinking.
6. Students should express themselves well in both oral and written forms.
7. Students should be prepared to take responsibility for their personal, social, and intellectual choices.
8. Students should develop into individuals who make informed judgments and interpretations of the broader world.
9. Students should choose actions or beliefs for which they are willing to be held accountable.

10. Students should develop the ability to seek and use knowledge and experience in contexts that challenge and inform their suppositions about the world.
11. Students should grow intellectually and personally.

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2011-12 SCHOOL CALENDAR

August 1-4	Teacher Preparation Week
August 4	Parent Orientation 7:00 p.m.
August 5 (Friday)	First Day of School 8:00 a.m. Early Dismissal Schedule
August 29	3 Week Grade Slips (7 th -12 th)
September 5	Labor Day Holiday School & Extended Care Closed
September 16	Teacher Professional Development Grades K4-12 <u>EARLY DISMISSAL</u>
September 21	Report Cards
October 3 & 4	Fall Break. School & Extended Care Closed
October TBA	PLAN Test/Sophomores
October 10	3 Week Grade Slips (7 th -12 th)
October 12	PSAT Test/Juniors
October 13	PTO Meeting 6:00 p.m., Parent Teacher Conferences 6:30-8:00
October TBA	College Career Night 6-8 p.m.
October 24-28	Book Fair
October 28	Elementary Book Character Day
October 28	Teacher Professional Development Grades K4-12 <u>EARLY DISMISSAL</u>
November 1	TVA Energy Guy Elementary Program
November 2	Report Cards

2011-12 SCHOOL CALENDAR

November TBA	Drama Presentation
November 21-25	Thanksgiving Holidays. School & Extended Care Closed
November 28	3 Week Grade Slips (7 th -12 th)
December 9-12	Review Days for 1 st semester Exams
December 13-16	First Semester Exams. Grades K4-12 <u>EARLY DISMISSAL</u>
December 19-January 2	Christmas Holidays. School & Extended Care Closed
January 3	Classes Resume for Second Semester 8 a.m.
January 4	Report Cards
January 16	M.L. King Holiday School and Extended Care Closed
January 19	100 Day Celebration
January 23	3 Week Grade Slips
February 10	Teacher Professional Development Grades K4-12 <u>EARLY DISMISSAL</u>
February 15	Report Cards
February 20	Presidents' Day Holiday. School and Extended Care closed
March 2	3 Week Grade Slips
March 6	PTO Meeting 6:00 p.m. Parent Teacher Conferences 6:30-8:00
March 8	<u>EARLY DISMISSAL</u> . MAIS District Meeting at 1:30 at Winston Academy

2011-12 SCHOOL CALENDAR

March 9-16	Spring Break, School and Extended Care Closed
March 30	Teacher Professional Development Grades K4-12 <u>EARLY DISMISSAL</u>
April TBA	Drama Presentation
April 4	Report Cards
April 6 & 9	Easter Holidays School & Extended Care Closed
April 20	Elementary Musical 7:00 p.m.
April 23	3 Week Grade Slips
April 24-29	Washington DC Trip – 6 th Grade
May 3	Athletic Banquet
May 4	Senior Chapel
May 9-11	Senior Exams
May 11	Jr. High & High School Awards Program
May 12	High School Graduation 10:00 a.m.
May 10 & 11	Exam Review Days (7 th -11 th)
May 14-16	Final Exams (7 th -11 th) Grades K4-11 <u>EARLY DISMISSAL</u>
May 15	Kindergarten Graduation Last Day K4 & K5 only
May 16	Elementary Awards Program - 8:30 a.m., Last day of school for grades 1-11

ORIENTATION AND OPENING DAY

Parent Orientation Night will be Thursday night, August 4th, at 7 p.m. All parents are strongly urged to attend. We will be sharing vital information concerning the school year.

Prior to Parent Orientation we ask parents not to disturb the teachers as they make preparations for school to begin. Questions should be directed to the school office.

Regular Classes for Grades K3 - 12 will begin **Friday, August 5th, at 8 a.m.**

SCHOOL DISMISSALS - SPECIAL PROCEDURES

Weather Problems - In the case of severe weather conditions, necessitating the closing of school and extended care during a school day, announcements summoning parents to the school to pick up their children will be made on WCBI TV (CHANNEL 4), BC103, K94.9, FOX 99.1, and MIX 106.1. Announcements will also be made on these stations when school and extended care will not be open on a particular day due to severe weather conditions or other emergency situations.

We also will be posting to Facebook and Twitter for any updates and closings.

In the event of emergencies during the school day such as environmental, fire, police or medical emergencies, parents will be called directly by school personnel.

We do not dismiss school for every national holiday. If there is some particular reason why you wish to have your child excused from school on one of these holidays, please prearrange for this at least one week prior to holiday.

ADMISSIONS

Age Requirements For K3 – 1st Grade:

1. Enrollees must be the proper age for enrollment in the grade in question before **SEPTEMBER FIRST**.
2. A copy of the child's birth certificate must accompany the application for enrollment in K3 through 1st grade.

Criteria For Admission:

Students are NOT admitted to I.C.C.E. strictly on a "first come, first serve" basis. The following additional factors are considered with regard to the admission of a student: Principal, Counselor, and Teacher evaluation, academic effort, disciplinary record, church involvement, parental cooperation,

and prompt payment of accounts. These factors will be considered with regard to the readmission of students presently enrolled in Immanuel.

Immanuel Center for Christian Education admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs and athletic and other school-administered programs.

Admission Policies (K3 - 12th):

1. Parents and students must complete, in its entirety, an appropriate application and return it to the I.C.C.E. Office. The student's latest report card and achievement test must be included. Parents must sign the application agreement to abide by all school policies and discipline procedures and be supportive in their attitudes toward the school and its personnel.
2. The Principal or Guidance Counselor will review new student applications. Some applications may be rejected at this point in which case there will be no need for an interview. The family will be notified of the rejection.
3. When a student's application is approved, an interview with the Principal or Guidance Counselor will be scheduled.
4. If the results of this interview are acceptable to all parties, then the necessary registration fee is paid in the office; and the student is officially enrolled as a student of I.C.C.E.
5. The first month's tuition and book fees are to be paid BEFORE August 1st.

Pre-registration In February:

Registration in NOT handled strictly on a "first come-first serve" basis. The following additional factors are considered with regard to the admission of a student: Teacher and Guidance Counselor evaluation, academic effort, disciplinary record, church involvement, parental cooperation, and prompt payment of accounts. These factors will be considered with regard to the readmission of students presently enrolled in Immanuel.

Birth And Immunization Records:

Each student's file must contain a certified copy of his birth certificate.

Three year-old kindergarteners must be up-to-date with shots and have Form No. 121 Certificate of Immunization Compliance marked "Temporary Compliance" with a date for next immunization on file in the school office.

All four and five year-old kindergarteners, 1st graders, and students attending I.C.C.E. for the first time MUST have Form No 121 Certificate of Immunization Compliance on file in the school office.

The following vaccines are required for school entry:

5 doses of DTaP, unless the 4th dose is given on or after the 4th Birthday

4 doses of Polio, unless the 3rd dose is given on or after the 4th Birthday

3 doses of Hepatitis B

2 doses of MMR

2 doses of the Varicella-containing vaccine or a history of typical varicella (chickenpox)

Immunization Certificates may be obtained from the Lowndes County Health Department or your physician.

Immunization requirements must be completed no later than the 15th day of school or the child will be excluded from school until requirements are met (Romans 13:1). There will be no tuition credit for any time lost from school.

Please bring your child's birth certificate and immunization certificate to the school office prior to Orientation Night.

FINANCIAL INFORMATION

Registration Fee:

Registration fees are NON-REFUNDABLE. Upon payment, places are reserved for the student. A registration fee refund will be considered only in the event of a mandated unavoidable relocation such as a military transfer. Written proof of such a required move must be submitted to the I.C.C.E. office before July 1st.

Registration is \$250 per student

Extended Care Registration is \$40 per student

Tuition:

Our school is totally dependent on tuition fees. No tuition allowance may be made for absence from school. You may choose to pay your child's tuition on a prepaid or monthly schedule.

The prepaid schedule will be due by August 1, 2011.

2011-12 SCHOOL YEAR TUITION PAYMENT PLAN

1st CHILD:

<u>Grade</u>	<u>Prepay</u>	<u>Tuition</u>	<u>Books</u>	<u>**August 1 Payment</u>	<u>#Sept. 1 - Apr. 1 Payments</u>
½ Day Students	\$2,945	\$2,220	\$425	\$602.75	\$302.75
Full Day Students	\$4,080	\$3,355	\$425	\$732.66	\$432.66

**August payment includes 1st month tuition, books, and \$300 building fee (building fee is per family).

**Monthly payment plan includes tuition, books, and 9% interest and must be paid by the 1st of the month.

**Prepay includes tuition, books, and building fee.

Eight monthly payments.

2nd CHILD:

<u>Grade</u>	<u>Prepay</u>	<u>Tuition</u>	<u>Books</u>	<u>**August 1 Payment</u>	<u># Sept. 1 - Apr. 1 Payments</u>
½ Day Students	\$2,445	\$2,020	\$425	\$279.86	\$279.86
Full Day Students	\$3,380	\$2,955	\$425	\$386.88	\$386.88

3rd & 4th CHILD:

<u>Grade</u>	<u>Prepay</u>	<u>Tuition</u>	<u>Books</u>	<u>**August 1 Payment</u>	<u># Sept. 1 - Apr. 1 Payments</u>
½ Day Students	\$ 2,145	\$1,720	\$425	\$238.33	\$238.33
Full Day Students	\$2,780	\$2,355	\$425	\$308.89	\$308.89

\$3,000 Maximum Discount Per Family

We reserve the right to adjust these fees either upward or downward due to any unforeseen, drastic economic changes.

Method of Payment:

Tuition payments should be paid through the mail or at the school office. PLEASE DO NOT SEND THESE PAYMENTS WITH THE CHILDREN TO GIVE TO THEIR TEACHERS.

There will be a \$30.00 service charge on any RETURNED CHECK.

Delinquent Accounts:

On the date an account becomes two billing periods overdue, the student or students will be withheld from class. If the problem has not been satisfactorily taken care of within one week after that date, the student/students will be officially dismissed from the I.C.C.E. program. Any tests or quizzes missed will receive grades of 0. No Final Exams may be taken until delinquent accounts are settled.

To avoid the consequences listed above, one of the following steps must be taken:

1. The account must be kept up-to-date or within one billing period of being paid in full.
2. The board must approve an altered payment schedule.

Withdrawal:

For Prepaid Students:

Building Fee and Books are non-refundable. If a student withdraws during the school year, tuition will be refunded on a percentage basis as follows:

<u>Withdraw during the period of:</u>	<u>Refund Percentage</u>
1 st day of school - October 15	75%
October 16 - December 31	50%
January 1 - March 15	25%
March 16 - End of school	0%

For Monthly Payment Schedule:

Building Fee in non-refundable.

Payments must be current through the month of withdrawal.

Example: If a child withdraws on October 10, the Aug., Sept., and Oct. payments must have been paid. In addition to the tuition, book fees must also be paid as follows:

<u>Withdraw during the period of:</u>	<u>Book Fee to be paid</u>
1 st day of school - October 15	\$200
October 16 - December 31	175
January 1 - March 15	125
March 16 - End of school	50

No records will be transferred, no report cards will be presented, and no diplomas will be conferred until all accounts are brought up-to-date.

Programs And Fees:

	<u>Yearly Fee</u>
Elementary Art Fee	\$15.00
Elementary Music Fee	15.00
H.S. Drama	\$90.00
H. S. Chorus	90.00
9 th – 11 th Science Lab Fee	10.00
Secondary Arts	15.00 Per Semester

Students choosing voluntarily to withdraw from the program will be charged for the entire month during which they withdraw.

Students who are forced to withdraw by expulsion will receive a prorated charge for the month in which they withdraw.

SCHOOL HOURS

**EARLY DISMISAL
FULL DAY**

**8:00 A.M. – 12:00 Noon.
8:00 A.M. - 3:00 P.M.**

Kindergarten students not enrolled in Full Day Kindergarten should be picked up by 12:15 p.m.

Students not enrolled in Extended Care must be picked up by 3:30 p.m. **If the student is not picked up by 3:30 p.m., the parent will be charged \$7.00 for any part of each hour they remain.**

Extended Care:

Extended Care is offered to working parents who are unable to pick their children up directly from school. Extended Care provides snack, study hall, recreation, etc. Parents need to register their child/children for Extended Care the same time that they register for the school term.

Before & After School Care Fees:

Registration - \$25.00 per student until April 1st.
\$40.00 per student after April 1st

Weekly:	Before & After School Care	\$35.00 per student
	After School Only	30.00 per student

Daily:	Drop-In Before School (6:45 a.m. – 7:30 a.m)	1.00 per student
	Drop-In After School (3:00 p.m – 5:30 p.m.)	8.00 per student
	Drop-In After School (12 noon – 5:30 p.m.)	10.00 per student

Monthly: Extended Care Monthly Fees are due on the same schedule as the Tuition Payment Plan. Monthly Extended Care begins on the first day of school and ends on the last day of school.

1 st Child - \$110.00	3 rd Child - \$77.00
2 nd Child - 77.00	4 th Child - 39.60

If you decide to withdraw your child/children who are presently enrolled in Extended Care, you will be charged for the entire month they are presently attending.

Students in Extended Care are to be picked up by 5:30 p.m. **There will be a late fee of \$7.00 for any part of each ½ hour that a student remains in Extended Care after 5:30 p.m.**

Snacks and Hot Lunch Program:

Snacks will be provided for kindergarten children.

I.C.C.E. does not have a cafeteria, but we offer lunches from a local restaurant. The students must bring their own lunches and/or purchase pizzas and other special food items that will be available when announced. Secondary students may purchase drinks and snacks from the machine.

Kindergarten students may not use the snack or drink machines. They may purchase white or chocolate milk for lunch or bring a drink. Elementary students in 1st through 6th grades may not use the snack machines or soft drink machines. They may purchase a healthy snack and white or chocolate milk from the window in the cafeteria. Students in 1st through 6th grades may purchase lemonade, bottled water, or a fruit drink from a machine. Students may bring a drink from home if they do not wish to purchase milk or a drink from the machine.

Telephone:

PLEASE DO NOT TELEPHONE STUDENTS DURING SCHOOL HOURS UNLESS ABSOLUTELY NECESSARY. STUDENTS WILL ONLY BE ALLOWED TO USE THE SCHOOL PHONE IN CASE OF EMERGENCIES.

Parents may leave messages for teachers during the school day. The teacher will return the call

STUDENT ILLNESS/ACCIDENT

If a student is ill or injured during school hours, the following steps will be taken:

1. If the problem appears to be minor in severity, the teacher will personally check the student and determine whether or not some type of medical attention is needed.

2. If the problem does not appear to be severe but the student is ill or injured enough to warrant being sent home for the remainder of the day, the teacher will call the parent or have the student call the parent to arrange transportation home.
3. If the student appears to be in need of immediate medical attention, the teacher will call the CPR certified teacher, remain with the student until the CPR certified teacher arrives, and then notify the student's parents and the principal. If the CPR certified teacher is not available, the parents will be notified and the principal will be consulted. A decision will be made as to whether or not emergency medical assistance should be called upon.
4. If the CPR certified teacher or supervisory personnel judge that the student needs emergency medical assistance, arrangements will be made for transporting the student to a medical facility; and the parents will be contacted immediately.

Administering of Medicine:

1. Medications that are sent by the parent will be administered by a member of the administration, faculty, or office staff.
2. All medications will be kept in a secure area separate from first aid supplies and not accessible to students.
3. All medications must be in the original pharmacy labeled or commercially labeled containers.
4. Prescription medications will be given only as ordered by a physician.
5. All prescription and non-prescription medications for students in grades K4-6th must be brought to the Office by the parent/guardian (we suggest a week's supply of medication at a time). The only exception will be inhalers that may be carried and self-administered by the student.
6. Students in grades 7th - 12th may carry and self-administer prescription and non-prescription medication with the exception of controlled substance

Parents/guardians of 7th - 12th grade students must bring controlled substances to the office to be administered by school personnel.
7. Parents/guardians of students K4 - 12th grade must provide written permission for the in-school administration or self-administration of prescription or non-prescription medications to be kept on file. This written permission must include: student's name, medication name, dosage, time to be administered, and parent/guardian signature.

8. School personnel administering the medication shall use a logbook. The logbook will indicate the student's name, the name of the medication, and the name of the person administering the medication, the date, time, and dosage. The person administering the medication will initial the record immediately after the medication is given.
9. The school staff must count and record the quantity of any controlled substance (i.e., Ritalin) received from parent/guardian. When controlled substances are administered, the medications administration record must include the amount on hand, the amount received, the amount given, and the amount remaining

Student Accident Insurance:

An additional fee for student accident insurance is included in the book fees. This insurance is necessary since our church property and casualty medical liability insurance is not adequate for student accident protection.

Affordable student accident insurance policies are only available when purchased for all students, and, therefore, the premium is included as a mandatory fee for all students.

Specific information regarding coverage is available in the school office.

CHECK OUT PROCEDURES

Transportation Form:

Each elementary child must have a "Transportation Form" filled out and turned in to his/her teacher by the first day of school. This form is necessary so that the teacher will be aware of those authorized to pick up each child. You will need to send a note to your child's teacher if he/she will be leaving with someone other than those listed on the "Transportation Form."

Preschool and Elementary:

Parents needing to check out a preschool or elementary child prior to normal dismissal time must sign him/her out in the School Office. Parents should give prior notification to the teacher when this will be necessary.

Jr. High and High School:

1. When a student has a medical or dental appointment before coming to school, parents are asked to send a note the previous day.

2. When a student has a medical or dental appointment during the school day, parents are asked to send a note that morning.
3. **When a student becomes ill or must leave campus during the school day, the student will call his parents and a secretary or administrator must talk to the parent prior to the students' departure. If the student is able, before going home, he will take any tests or quizzes for the day and hand in homework.**
4. All students checking out during the school day must sign out in the office prior to leaving and sign in upon their return to school.

MAINTENANCE OF GODLY TESTIMONIES BY IMMANUEL STUDENTS

Physical contact between male and female students on school property or during school activities must be avoided for the purpose of maintaining an exemplary testimony for the students and for the school ministry.

Publicly known, non-school connected, sinful behavior on the part of I.C.C.E. students may result in probation, expulsion, or some other disciplinary action depending on the severity of the behavior. I.C.C.E. students are identified with Immanuel even during the hours when they are not in school.

DRESS CODE

I.C.C.E. maintains a dress code because God's Word says, "Let all things be done decently and in order." (I Corinthians 14:40) We desire that the way that our students dress reflects the way they behave and witness for Jesus Christ. **Please help us enforce this dress code before your child leaves home.**

K3 - 6th Grade Dress Code

Boys

- Hair length must not be below the eyebrows in the front or below the collar in the back.
- No camouflage shirts, pants or shorts, no sweat pants and no wind suits.
- Pants may be any color. Pants are not to be frayed along the hem or any seam.
- Shorts may be any color and they must have at least a 6-inch inseam. No athletic shorts
- Belts must be worn if the pants/slacks/shorts have belt loops. (**Exception:** K4 and K5 students should not wear belts).
- Collared shirts must be worn and may be any color (NO T-SHIRTS). Shirts must be tucked in.

- T-shirts may only be worn on Fridays when the current spirit shirt is allowed. Students may not wear t-shirts on other days covered by a collared jacket or hooded sweat shirt.
- No flip flops or sandals with open backs – Students need appropriate shoes for running and playing during recess and P.E.

Girls

- Sleeveless dresses or tops are to have arm holes that fit in such a way as not to reveal undergarments.
- Must tuck in any shirt if it is the same style that boys are expected to tuck in such as polo or oxford shirts.
- The hem of blouses and shirts not required to be tucked in must be three inches longer than the top of their pants, shorts/skorts, or skirt to prevent bare backs or midriffs from showing.
- Collared shirts must be worn and may be any color (NO T-SHIRTS).
- T-shirts may only be worn on Fridays when the current spirit shirt is allowed. Students may not wear t-shirts on other days covered by a collared jacket or hooded sweat shirt.
- Pants may be any color. Clingy or leather type material is strictly prohibited. Pants are not to be frayed along the hem or any seam.
- Shorts/skorts may be any color and they must have at least a 6-inch inseam. No athletic shorts.
- No camouflage shirts, pants or shorts, no sweat pants and no wind suit pants.
- Belts must be worn if the pants/shorts/skorts have belt loops. (**Exception:** K4 and K5 students should not wear belts).
- Length of skirts and dresses must touch the top of the kneecap when standing and sitting. Splits must not come up above the knee.
- Leggings may not be worn.
- No flip flops or sandals with open backs – Students need appropriate shoes for running and playing during recess and P.E.

7th - 12th Grade Dress Code

Boys

- Must wear socks
- Must be clean shaven with no mustaches, beards, goatees, or long side burns
- Hair length must not be below the eyebrows in the front or below the collar in the back.
- No camouflage shirts or pants.
- Pants may be any color. Pants are not to be frayed along the hem or any seam
- Belts must be worn if the pants/slacks have belt loops
- Collared shirts must be worn and may be any color (NO T-SHIRTS). Boys must tuck in their shirts.
- If a collared jacket, hooded sweat shirt or sweater is worn over a collarless shirt, the outer garment must remain on and zipped or buttoned up all day.

- No flip flops may be worn.
- No shorts
- No sweat pants or wind suits

Girls

- Sleeveless dresses or tops are to have arm holes that fit in such a way as not to reveal undergarments
- Must tuck in any shirt if it is the same style that boys are expected to tuck in such as polo or oxford shirts
- The hem of blouses and shirts not required to be tucked in must be three inches longer than the top of their pants or skirt to prevent bare backs or midriffs from showing
- Collared shirts must be worn and may be any color (NO T-SHIRTS)
- If a collared jacket, hooded sweat shirt or sweater is worn over a collarless shirt, the outer garment must remain on and zipped or buttoned up all day.
- Pants may be any color. Clingy or leather type material is strictly prohibited.
- Pants are not to be frayed along the hem or any seam
- No camouflage shirts or pants.
- Belts must be worn if the pants/slacks have belt loops
- Length of skirts and dresses must touch the top of the kneecap when standing or sitting. Splits must not come up above the knee
- No low-cut or open-back dresses.
- No flip flops may be worn.
- No shorts
- No sheer or see through tops
- Any top should be modest and not reveal cleavage
- Capri pants must be below the knees when sitting down.
- No leggings may be worn
- No sweat pants or wind suits

K3 – 12th

All students may wear blue jeans on Fridays with their current Spirit Shirts.

Jeans must be fitted, neat and not frayed along the hem or any seam, if not; students will lose their privilege to wear them in the future.

Belts must be worn. (Exception: K3 - K5 students)

No rips or holes, no ragged hem, no huge leg jeans, no chains from the pockets, no sagging.

Immanuel students are held responsible for dressing appropriately for ANY school function on or off campus.

ALL STUDENT DRESS IS SUBJECT TO OFFICE ADMINISTRATION APPROVAL

Discipline for Non-Conformance of Dress Code Policy

Students will immediately correct violation and any time missed from class will be unexcused. Violations are based on each Semester Grading Period.

- 1st violation – 30 minute 7:30 a.m. detention
- 2nd violation – two 30 minute 7:30 a.m. detentions
- 3rd violation – student will be sent home or remain out of class unexcused until parent returns for a conference with the administrator

Miscellaneous Dress Code Regulations:

1. Students will not be allowed to remain in school with slacks that are too tight or made of a “clingy” material resulting in an immodest appearance.
2. Students will not be allowed to remain in school with shorts or skirts that are too short.
3. Formal wear for the Junior Senior Banquet - We realize that formal dress is special occasion wear that is different from normal school day dress. However, there is no reason why the formal wear worn by our high school girls should be low-cut in the front, short, or tight. Please keep this in mind when selecting formal dresses. The Banquet Sponsor and/or Administrator must approve the dresses.
4. No caps/hats are to be worn on campus during the school day. A school day is from the time a student arrives on campus until they leave campus.
5. Outlandish hair or dress styles which draw undue attention to an individual’s outward appearance are prohibited.

HOMEcomings DRESS: Sunday type dress that meets with school dress code. This must be approved through the Student Council Advisor for the homecoming court.

In an effort to help parents prepare for homecoming, we will announce the court in advance. This will allow you to set appointments after school hours.

PARENT - SCHOOL COMMUNICATION

Parent Teacher Conferences:

1. Parent/Teacher Meetings: On designated Thursday evenings after three-week grade slips are sent home on Monday twice a year. Refer to the School Calendar for these dates. Meetings with teachers may be scheduled at other times as needed, but we urge parents to take advantage of these scheduled dates.
2. Parents may call the office and arrange for special meetings with their child's teacher.
3. Parents may contact their child's teacher directly by leaving a message with office personnel during the school day for the teacher to call back as soon as possible, or the parent may call the teacher at home.
4. The teachers are not to be disturbed during the school day while they are in charge of their classes.

Parent Organization:

1. ATHLETIC BOOSTER CLUB - This club is composed of all individuals who wish to be a part of helping the Immanuel athletic program to grow. Members pay an annual membership fee, raise money, and labor in a variety of ways to support and improve the Immanuel athletic program.
2. PARENT-TEACHER ORGANIZATION - The Immanuel Center for Christian Education Parent-Teacher Organization's (PTO) basic tenet is to assist the administrators, teachers, and students in achieving the mission goals of Immanuel Center for Christian Education (ICCE). The Bylaws have been adopted for organizational structure, with officers chosen for each school year. The organizational vision entails a free flow of information and ideas between teachers and parents. The practical application of PTO action includes increased parent-teacher communication, fundraising, volunteerism, and most importantly . . . a free flow of ideas and solutions to help make ICCE a premier "Christ centered" educational institution.

Problems:

A parent who has a problem with a teacher or a member of the administration should follow this procedure:

1. If the problem is with a teacher, go directly to the teacher.
2. If the problem remains unsolved, go to the area principal.
3. If the problem remains unsolved, go to the administration.
4. If the problem remains unsolved, go to the School Board.

If there is a problem with a member of the administration, start by going to that person; and then follow the above steps from that point.

ATHLETIC POLICIES

Philosophy:

At I.C.C.E. athletic preparation, participation and physical education and development are not considered of secondary importance to academic development but must go hand-in-hand with the total spiritual development of the student. While advertisements stress how terrible it is to waste the human mind, it needs to be stressed that it is no less terrible to waste the potential of the body.

The Apostle Paul makes an issue of how important the body is in serving the Lord. Romans 12:1 exhorts us, "I beseech you therefore, brethren, by the mercies of God that you present your bodies a living sacrifice, holy, acceptable unto God, which is your reasonable service." It would be impossible to serve Christ without utilizing some portion of the body in addition to the mind. I Corinthians 6:19-20 calls every Christian to discipline his body thereby harnessing its energies under the direction of the Holy Spirit in serving Christ. It says, "What, know ye not that your body is the temple of the Holy Ghost which is in you, which ye have of God, and ye are not your own? For ye are bought with a price: Therefore glorify God in your body, and in your spirit, which are God's." While most of us would never think of destroying a building dedicated to the worship of God, we do worse by the neglect of the body which is indeed God's temple. The Bible again stresses the importance of bodily discipline when employing an athletic term meaning "disqualified from further participation of service" when it says, "But I keep under my body, and bring it into subjection: lest that by any means, when I have preached to others, I myself should be a castaway (disqualified from running in the race)." God here tells us that serving Him effectively requires good discipline of the body.

Teamwork is another vital ingredient of service to Christ. Jesus exercised teamwork when he chose and trained His twelve Apostles to spread the Gospel. He later sent seventy disciples out to proclaim the Gospel of the Kingdom in teams of two. Learning to overcome the weakness of others by contributing one's strengths while appreciating the strengths of others in overcoming our own weakness is basic to Christian discipleship. Galatians 6:2 says, "Bear ye one another's burdens and so fulfill the law of Christ."

Immanuel, therefore, utilizes team sports, and an Intramural Program to develop athletic skills and principles of teamwork to train the students to use their bodies as disciplined tools of service to Christ.

Transportation:

Students who are transported off campus by school-provided transportation must be brought back to campus by school-provided transportation unless the student's parents take charge of the student at some point in the journey **OR** students may ride home with another parent/guardian if a written note is submitted by their parent to the appropriate **ADMINISTRATOR** prior to departure for the trip. **ABSOLUTELY NO PHONE CALLS OR FAXES WILL BE ACCEPTED.**

Student Athletic Requirements:

SPIRITUALLY: Varsity sports and cheerleading participants are expected to recognize the importance of the example they are setting before other students and the public. Therefore, they should actively be seeking to conform to God's will for their lives and fellowshiping with believers in a local church.

ACADEMIC ELIGIBILITY: Extracurricular activities have value in and of themselves, but they are secondary to the main purpose of a student's education. According to MAIS policy, a student must pass 4 major credits the previous academic year. Two courses may be taken during summer school in order to meet this requirement.

Parents desiring to impose their own more stringent or less stringent academic requirements rather than cooperating with IHS academic requirements should restrain their children from trying out for the athletic or cheerleading programs at IHS. Parents of athletes will be asked to sign a statement of compliance with this policy.

BIRTH CERTIFICATE COPY: A copy of the student's birth certificate must be provided before the student may participate in league games.

ATHLETIC FEE: For the **2011-12 school year**, each student athlete will pay \$50.00 with a maximum athletic fee of \$150.00 per family.

2012 And Beyond: The Athletic Fee will be as follows: 1st child - \$100.00; 2 children - \$150.00; 3 children - \$175.00; and 4 or more children - \$200.00

Student Leadership Policy:

Eligibility for the captain and co-captain positions in varsity sports or cheerleading will be determined by the following:

1. Give evidence of genuine Christian conversion.
2. Show diligence in academic endeavors.
3. Be supportive in attitude toward the school and church

4. Cooperate and be submissive in attitude toward all those in positions of authority including referees and game officials.

Coaching and Sponsor Policy:

Coaches and sponsors are expected to assume the responsibility of developing spiritual character in their athletes and cheerleaders. The students, their parents, and all boosters or fans of IHS athletes should anticipate appropriate devotionals and prayer time, instruction in good sportsmanship techniques, commending exemplary behavior, rebuking and disciplining of behavior that is not Christ-like. Academic supervisors who have opportunity to observe the overall behavior of the students will work with the coaches and sponsors in both the selection and suspension of varsity athletes and varsity cheerleaders.

PHYSICAL EDUCATION

P.E. Dress Code:

First through Sixth grade students will remain in regular classroom dress code for P.E. Girls wearing dresses need to also wear a pair of shorts. Boys and girls need to wear tennis shoes that lace-up and do not have an open toe on P.E. days.

All 7-12 students must wear the required gray t-shirt and black shorts.

P.E. Disciplinary Policies:

P.E. instructors will follow the same Behavior Code as classroom teachers. Refer to the Behavior Code for these procedures.

P.E. Grading:

Each ELEMENTARY STUDENT will begin with a grade of 100 for a daily grade. One point will be subtracted for:

1. Each discipline problem.
2. Each tardy.
3. Each failure to do exercises
4. Each failure to exert reasonable effort.
5. Failure to respond with proper information about a sport when questioned.

One point will be added for:

1. Each display of above average interest or hustle
2. Each display of specific knowledge about a sport when orally quizzed by the P.E. Instructor.

ACADEMICS

Grading Scale:

A	90 – 100	C	70 – 79	F	0 - 64
B	80 - 89	D	65 – 69		

Determining Grades

1. Six Week Grades: When averaging grades all quizzes count once and test twice; then take the total and divide to get the average. Homework may be graded and averaged as a quiz.
2. Semester Grades: 1st six weeks grade $\frac{1}{4}$
 2nd six weeks grade $\frac{1}{4}$
 3rd six weeks grade $\frac{1}{4}$
 Semester Exam $\frac{1}{4}$
3. Final Grade: First Semester grade $\frac{1}{2}$
 Second Semester grade $\frac{1}{2}$

IMMANUEL HIGH SCHOOL NATIONAL HONOR SOCIETY QUALIFICATION

PERSONAL: The student who obtains membership:

- Must be a member of the sophomore, junior, or senior class
- Must have been in attendance at Immanuel High School for a period of one semester
- Must be a professing Christian and active member of a church
- Must present his salvation testimony in writing
- Must have a recommendation by his pastor

SCHOLARSHIP: The student who exhibits scholarship:

- Is working toward a college preparatory diploma
- Has a minimum scholastic average of 90 percent

LEADERSHIP: The student who exercises leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates initiative in promoting school activities
- Exercise influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibilities, conducting business effectively, and without prodding, demonstrates reliability and dependability
- Is a forerunner in the classroom, at work, and in school or community activities
- Is thoroughly dependable in any responsibility accepted

SERVICE: The student who serves:

- Is willing to uphold scholarship and maintain a loyal school attitude
- Participates in some outside activity: Girl Scouts; Boy Scouts; Church groups; volunteer services for the aged, poor, or disadvantaged; family duties.
- Volunteers dependable and well-organized assistance, is gladly available and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to represent the class or school in inter-class and inter-scholastic competition
- Does committee and staff work without complaining
- Shows courtesy by assisting visitors, teachers, and students

CHARACTER: The student of character:

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, or any excessive school violations
- Demonstrates the highest standards of honesty and reliability
- Shows courtesy, concern, and respect for others
- Observes instructions and rules, punctuality, and faithfulness in Christian behavior both inside and outside the school
- Has powers of concentration and sustained attention as shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others

- Expresses genuine repentance at any wrongdoing and forgiveness toward others
- Rates no less than an average of 3.75 on the teacher evaluations

Communications and Drama Elective:

This ½ credit high school elective provides an exciting introduction to the world of speech and drama.

Those 9th - 12th grade students who wish to participate in this course will be given the opportunity to choose it or one of several other electives.

Homework:

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the students' advancement in their studies. Therefore, each student is required to complete his homework assignments. Homework is given for several reasons:

- **FOR REINFORCEMENT:** We believe that most students require solid drilling to master material essential to their educational progress.
- **FOR PRACTICE:** Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.
- **FOR REMEDIAL ACTIVITY:** As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
- **FOR SPECIAL PROJECTS:** Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

Research papers must be adequately completed in order to avoid receiving a report card "Incomplete." Grade penalties of 10 points per day will be assessed against late papers. If a research paper is turned in after the close of the school year, there will be a \$10.00 grading fee. When a portion of a research project is past due, the student will be withheld from athletic participation until the late portion is completed.

Each time a student fails to complete his homework and bring it to class in a particular subject, 1 point will be deducted from his six-weeks' average in that subject.

Repeated delinquent homework could result in a student's expulsion.

Unexcused Failure To Complete Major Graded Assignments:

1. Ten points will be deducted from the grade for each day the assignment is late.
2. The course will be incomplete until the assignment is adequately completed.
3. Research papers require students to turn in work in different stages of completion. Each stage must be turned in before a student can participate in sports.

3 Week Grade Slips/Progress Reports:

JUNIOR AND SENIOR HIGH SCHOOL: Grade slips in each subject will be sent home on the fourth Monday of each six-week grading period. They are to be signed by a parent and returned on or before the second day after issuance. If a grade slip is not returned on time, the student will be withheld from class until the signed slip is returned.

Report cards are issued on the Wednesday immediately following the end of a six-week period. They are to be signed by a parent and returned on or before the second day after issuance. If they are not returned on time, the student will be withheld from class until the signed report card is returned.

Elementary Music Grading Policy:

Each elementary student will begin each six weeks with a grade of 100. Within each six weeks grading period, one point will be deducted for:

1. Each discipline problem.
2. Each failure to complete a workbook page.
3. Each failure to participate.

During the six weeks grading period in which the Elementary Musical is scheduled, 25 points of the 100 will be for attendance and participation in the musical program. The 25 points will be deducted if the student fails to attend and participate in the musical program.

Final Report Cards:

Students in grades 1 - 6 will receive their final report cards at the end of their last day of school. Students in grades 7 - 12 will need to bring a self addressed stamped envelope to their homeroom teacher the last week of school.

Stanford Achievement Tests and Otis Lennon School Ability Tests:

1. These standardized tests will be given to all students in grades K5 - 9 each year in March.
2. These tests are machine graded and results should be back before the end of the school year.

3. NO make-up achievement tests will be given.
4. The parent may pick up the test results in the school office.

Honor Roll:

ELEMENTARY: Any students earning all A's (90-100) for a six-week grading period will be on the Roll of Champions Honor Roll. All students earning an overall AB average (80-100) with no grade less than a B (80), will be on the Honor Roll. Students must be on either the Roll of Champions the entire year or the AB Honor Roll the entire year to receive the appropriate recognition during the Elementary Awards Program.

JR. HIGH AND HIGH SCHOOL: All students earning an overall A average (90-100) for a six-week grading period with no D or F are on the Honor Roll.

Exemption from Exams:

Seniors with an 85 or above semester average in any subject will be exempt from the final exam in that subject.

9th - 11th grade students with a 90 or above semester average in any subject will be exempt from the final exam given in May in that subject.

Students in grades 9-12 may be exempt from the year end exam if they have an 80 average and Perfect Attendance in that class.

Eligibility For Valedictorian And Salutatorian At ICCE

- Student must have attended and received grades from ICCE for the last four semesters
- Only grades received from ICCE will be used
- Highest weighted Grade Point Average (GPA) on a 4 point scale
- If GPA is tied, then highest weighted numeric average will be used

Weighted – Academic course grades are counted twice and Elective course grades are counted once in calculating the Weighted GPA or Weighted Numeric Average.

IHS Graduation Policy:

IHS is primarily a college preparatory high school. All students must earn 23 ½ units to graduate.

IHS reserves the right to withhold the privilege of participating in the graduation ceremony from any graduate whose conduct in or out of school at the time of graduation does not warrant public honor. IHS students must have completed all graduation requirements in order to participate in the graduation ceremonies.

A student who meets all other graduation requirements must complete a minimum of six-weeks at Immanuel High School in order to be eligible to receive an Immanuel High School diploma.

IHS Graduation Requirements:

Subject:	Units:	
Bible	4-	Or ½ credit for each semester a student attend ICCE
English	4-	
Mathematics	4-	Includes Algebra I, Geometry, Algebra II, and any one Carnegie Unit of comparable rigor and content. (e.g., Advanced Algebra, Trigonometry, Pre-Calculus, Calculus, AP Calculus AB, AP Calculus BC, Discrete Mathematics, Probability and Statistics, or AP Statistics.)
Science	4-	Includes Biology I, Chemistry I, and any two Carnegie Units of comparable rigor and content. (e.g., Physics, Physical Science, Biology II, Chemistry II, AP Chemistry, Physics II, AP Physics B, AP Physics C – Electricity and Magnetism, AP Physics C – Mechanics, Botany, Microbiology, or Human Anatomy and Physiology.)
Social Studies	4-	Includes World History, U.S. History, Introduction to World Geography, U.S. Government, Economics, and Mississippi Studies. (Credit earned for a State/Local Government course in any other state may stand in lieu of Mississippi Studies.)
Arts	1-	Includes any one Carnegie Unit of visual and performing Arts course (s) meeting the requirements for high school graduation.
Advanced Electives	2-	Includes any two Carnegie Units of Foreign Language (I and II), Advanced World Geography, and a Foreign Language (I) or any combination of English, mathematics, or lab-based science courses of comparable rigor and Content to those required above.
Computer Applications	½-	Course should emphasize the computer as a productivity tool. Instruction should include the use of application packages, such as word processing and spreadsheets. The

course should also include basic computer terminology and hardware operation.

Pre-High School Units

Algebra I or first year Foreign Language taken prior to high school will be accepted for admission provided the course content is the same as the high school course.

Kindergarten And Elementary School Promotion Policy:

Because a student has many facets (academic, physical, social, emotional) the decision regarding promotion is not based solely on academic standing. Many factors will be used in considering the promotion of a student. These factors may include age, ability, and maturity. However, a general rule that will be considered is that a student should not fail two major subjects with a 64 or lower and be promoted. If a student fails one major subject with a 64 or lower, a summer tutorial program may be recommended for promotion to the next grade level. In the case of a summer tutorial program, documentation of the academic material covered must be presented to the school. The final decision for promotion or retention of an elementary student will be at the discretion of the teacher and the principal.

Summer School

JR. HIGH AND HIGH SCHOOL: Any 7th - 8th grade student receiving an *F* for the year in any subject must make up that subject in summer school in order to be promoted to the next grade level. Any 9th - 12th grade student receiving an *F* for the year in any subject must make up that subject during summer school in order to receive credit for that subject. Summer school is strongly recommended for any student earning a *D* in a major academic subject. Students may take a maximum of two (2) subjects during summer school each year.

There will be a \$20.00 book and registration fee and a \$20.00 fee per hour, with a total of twenty classroom hours for each subject taken during summer school. This total of \$420.00 per class must be paid to the teacher before your child meets class. Should the student fail to complete the subject there will be no refund.

Any student who fails a course with an average lower than 55 will not qualify for summer school.

Field Trips:

Each class will generally take at least one field trip during the school year. These trips are designed to be educational and enjoyable.

Parents will be notified prior to these trips and will be required to sign consent forms allowing their children to participate.

Music:

Music is an important feature of Christian living and is stressed at I.C.C.E. All students learn basic music theory and are afforded the opportunity of singing in a chorus. The yearly concert allows the students to share in a joint Christian witness to the Columbus community.

The additional monthly tuition for Jr. & High School Chorus is \$10.00 to be paid on the 1st of each month.

Library Procedures for Accelerated Reading:

1. Students will only be allowed to check out one book at a time.
2. Books that are damaged or lost will be the financial responsibility of the student.

First Book	- Cost of the book plus a \$5.00 processing fee
Second Book	- Cost of the book plus \$10 processing fee
Third Book	- Cost of the book plus \$20 processing fee

The student will not be issued another book until the lost book is found and turned in to the Librarian or the proper fees are paid to the Librarian.

3. Books are not to be checked out at any time while the Librarian is out of the Library.
4. A student must have his Accelerated Reading Book at school in order to take his/her Accelerated Reading Quiz

Rental Books:

Many of the textbooks are rental books, and we ask that they be handled responsibly. The soft back books may be covered with contact paper or book covers. The hardbacks must be covered with book covers that we provide.

Any student who loses a rental book or mutilates a book beyond repair will purchase a new book to replace it. The cost will include any necessary shipping expenses.

At the end of the school year, a student must turn in the same book he was issued. Unusual wear will result in an additional fee being charged to the student. The additional fees are as follows:

<u>USAGE</u>	<u>FEE</u>
Normal Wear	\$0
Slightly worn past normal usage	\$1
Badly worn inside out	\$3
Book lost or unusable	price of book

ASBESTOS INSPECTION

An EPA Certified Asbestos Inspection has been conducted and the necessary reports have been filed.

Immanuel Center For Christian Education is an asbestos free facility.

Every six months a surveillance inspection will be done and every three years a major inspection is required. A Management Plan is in place and is available for review by teachers, parents and staff.

MISCELLANEOUS INFORMATION

Holiday Decorations: Please do not send items to school decorated with Santa Claus, Easter Bunny, or Halloween symbols.

USE OF SPECIAL EQUIPMENT

In the event that a student requires special equipment to assist in the educational process, ICCE will be responsible for storing the equipment in a secure place while it is not in use (nights and weekends). It will be the responsibility of the owner of the equipment to send off for maintenance or repair due to damage caused by normal wear. ICCE will not be responsible for any damage to the equipment that is caused by a malicious or intentional act on behalf of the student.

NUT-FREE POLICY

The ICCE School Board recognizes that allergies to peanuts and other tree nuts represent a health and safety hazard which can have serious consequences for those who have such an allergy. In order to protect those students, staff, and employees from an environment that may be harmful to them because of such an allergy, the Board hereby prohibits the serving or selling peanuts, peanut butter or any product containing nuts, peanuts, or peanut oil by students, staff members, or employees on the ICCE grounds. It will be prohibited to provide snacks for a classroom or for a Bake Sale that contain these ingredients (including peanuts, almonds, walnuts, pecans, sunflower

seeds, etc.). Students should use their own discretion when purchasing prepackaged items from vending machines, during break and at athletic contests.

The Board hereby directs the Administrator to formulate any other necessary rules and procedures to ensure the enforcement and implementation of this nut-free policy. If it is discovered that a child has an allergy so severe that even being in the presence of these items cause a reaction, it may be necessary to deem a classroom as “nut-free” which means that children in that room could not even provide anything with nuts for their own consumption at snack or lunch.

It is the responsibility of the parent to inform the school on any such allergy and provide medication (such as Benadryl and/or an EpiPen) in case of accidental contact.

BEHAVIORAL CODE

The following behavioral code has been developed because we believe that students possess a sense of personal responsibility and follow standards of behavior because they have accepted those standards for themselves. This code is an effort for the school and family to share a commitment to providing an orderly safe environment for teaching and learning. These standards apply to the overall school; there may be rules in effect for each classroom. The classroom rules will be posted in each classroom along with the consequences.

Since lifelong success depends in part on self-discipline, we have developed this school behavioral code to provide each student with guidance in making wise decisions about his/her behavior and to provide an opportunity to learn in a positive, nurturing school environment. Your child deserves the most positive educational climate possible for his/her growth, and we know that together we will make a difference.

As part of our discipline policy a parent may request that an administrator or a teacher administer the paddling if a parent prefers.

I. BEHAVIOR STANDARDS

A. Alcohol/Drug – Possession or use of – (confiscate and report to authorities)

1st Offense – Expulsion (Administration’s discretion)

2nd Offense – Expulsion

B. Beeper/Cellular phone – beepers and cell phones are not allowed during the academic school day and will be confiscated. The “academic school day” is defined as the time between the first bell of the day and the time the student has departed the building at the end of the academic day, including any after school detention. This prohibition does not apply while students are involved in after-school athletics and after-school extra curricular activities. Furthermore, the penalties for possession and/or use are as follows:

1st Offense

- confiscation of cell phone or beeper
- after school detention
- at the end of the school day, a parent may get the cell phone after signing documentation of the pick up.

2nd Offense

- confiscation of cell phone or beeper
- parents will be allowed to pick up the cell phone at the end of the school term
- all confiscated items must be picked up at the end of the last day of school or before June 1st. Otherwise, the school will dispose of all confiscated items.

For students that do not drive their own vehicle on campus, cell phones may be dropped off in the office upon entering the building before the bell rings and may be picked up after the bell upon exiting the building.

- They must be labeled with name and grade.
- They must be powered off.
- They must be dropped off upon entering the building (not after the bell).
- They must be picked up between 3:05 and 3:20.

C. Cheating – The offenses apply over one school year period.

1st Offense – The student receives a “0” (for both the cheater and anyone who assisted him.) Parents will also be notified.

2nd Offense – The student receives a “0” and a paddling at school and probation.

3rd Offense – Student will be expelled.

D. Cutting – Failure to come to class or leaving from class or school without proper permission for any part of the school day. **A student must have administrative approval to go to their vehicle during the school day.**

1st Offense – Student will be paddled by his parents before being allowed back into class.

2nd Offense – Student will be paddled by his parents before being allowed back into class and the student will be placed on behavioral probation.

3rd Offense – Student will be expelled from school.

E. Damage Caused by Students – Parents will be required to repair to the satisfaction of the administration any damage caused by their child. If parents wish to have the school make repair arrangements, there will be a \$50.00 general contractor fee in addition to the cost of the repairs.

F. Fighting – is defined as an act of aggression in which a person kicks, hits, or strikes another in an angry or hostile manner. Consequences for fighting are:

1st Offense – in a school year – the student may be paddled at school by a parent and may be placed on probation.

2nd Offense – in a school year – the student will be paddled at school by the parent and placed on probation.

3rd Offense – in a school year – the student will be expelled from school.

G. Games, Toys, Magazines, Radios, Tape/CD Players and iPods – Unless the teacher requests these items they are not allowed and will be confiscated. Parents will be notified if there is any obscene material.

1st Offense – Confiscated and the parent may pick up at the end of the day from the Administrator.

2nd Offense – Confiscated and the parent may pick up at the end of the school year from the Administrator.

H. Digital Camera Policy – Students are strongly discouraged from bringing digital cameras to school unless they are used to photo a special activity/event. At the teacher’s discretion, if a student uses a digital camera in a manner that is any way disruptive to the educational process, the camera will be taken up and turned in to the administrator. The administrator will return the camera to the parent after a conference. A student in possession of a camera containing inappropriate pictures/information will be held responsible and will face appropriate disciplinary action issued by the administrator.

I. Gang, Insignias, Signs, Drawings, Pictures or related activity will not be tolerated.

1st Offense – If it is determined that the student has a disruptive activity or undesirable behavior that is directly attributed to gang affiliation, the student will be expelled. Otherwise, a first offense will result in a parent conference, possible probation, and a paddling by the parent at the time of the conference.

2nd Offense – The student will be placed on probation.

3rd Offense – The student will be expelled.

J. Gum, Food And Drinks – (middle/high school) Gum chewing is not allowed on school grounds. Food may not be consumed except at snack, lunch, or class parties. No food or drinks will be allowed in hallways or classrooms. No food or drink will be allowed out of the cafeteria during break or lunch on way to restroom. A food violation form will be issued each time a student violates the gum, food or drink rule.

1st Offense – during semester – a gum or food violation will be issued.

2nd Offense – during semester – a gum or food violation will be issued, and parents will be notified.

3rd Offense – during semester – a gum or food violation will be issued, and a parent must come to the school to paddle the student or after school clean up as an option to paddling.

4th Offense and Subsequent Offenses - 1 hour after school clean up duty.

K. Lost and Found – To encourage responsibility in our students and to keep our lost and found from being too busy, students must pay \$0.50 per item to retrieve items carelessly left where they are not supposed to be. This fine is not to exceed \$2.00 per occurrence.

- L. Stealing – will not be tolerated and the act will be reported to authorities.
- 1st Offense** – The parent will come to the school and administer a paddling, and the student will be placed on probation. If the act of stealing is determined to be a serious enough offense, the student may be expelled on a first offense.
- 2nd Offense** – The student will be expelled.
- M. Tattoos and Earrings – Tattoos are not allowed for students who are enrolled at Immanuel. However, a student may be accepted at Immanuel on a probationary status if he/she has a tattoo. Earrings may be worn by girls and only in the ear.
- 1st Offense** – The tattoo or earring must be removed, and the student will be placed on probation, or the student will be expelled.
- 2nd Offense** - The student will be expelled.
- N. Tobacco – The possession or use of tobacco in any form by students shall be prohibited.
- 1st Offense** – The parents will be called in to the school to administer a paddling. There is a possible probation at this point.
- 2nd Offense** – The parents will be called in to the school to administer a paddling. There will be a probation at this point.
- 3rd Offense** – The student will be expelled.
- O. Transportation – The following are the rules and regulations that govern transportation in a school–owned vehicle. These rules are clearly posted for each passenger to read.
- No standing while vehicle is in operation.
 - Nothing to be outside of vehicle – hands, arms, clothing, etc.
 - No trash to be thrown out of windows.
 - Trash to be placed in trash containers provided.
 - No feet on seats or on backs of seats.
 - No climbing over seats.
 - No sitting on backs of seats.
 - No rider forward of the rear of the driver’s seat.
 - No radios, tape players, etc. allowed.
 - No one is to be allowed in driver’s area.
 - Riders to be responsible for any act of vandalism.
 - Riders not to open emergency exits except in emergency situations.

NOTE: Passengers of school-owned vehicles may lose their privilege of riding in a school owned vehicle. Each driver is properly licensed to drive the vehicle, properly trained, and insured.

- P. Truancy – Truancy is an absence without the knowledge and consent of parents and/or school staff.

1st Offense – The student will be placed on behavioral probation.

2nd Offense – The student will be expelled.

- Q. Probation – A negative attitude that a student has toward his school will certainly be manifested in a negative behavior, and one of the set procedures delineated for dealing with this problem is behavior probation. Unfortunately, a student may have very obvious bitterness and a spiritually destructive negative attitude, which is extremely detrimental to the environment of the school without manifesting overt behavior serious enough to warrant a behavioral probation. When this situation arises, if other methods are not effective in helping the student to repent, the student is placed on an attitude probation. When a student's academic problems are diagnosed as being caused by laziness rather than inability, then the student may be placed on an academic probation. All of these probations are last efforts to bring about necessary changes in a student's attitude, behavior, and performance. It is not our desire to expel students from Immanuel. It is our desire to see them make wise decisions.

- R. Student Behavior – Students at Immanuel are held to a high moral and ethical behavior. They should refrain from the following behaviors and represent a Christian attitude at all times. The administrators are authorized to institute the appropriate disciplinary action including immediate suspension, if warranted, of any student for disorderly conduct, or misconduct including **but not limited** to the following:

Unacceptable Behaviors:

Disobedience

Disrespect

Disruption of school operations

Failure to follow reasonable directives of faculty and or administrators

Inappropriate comments

Inappropriate displays of affection

Instigating a disturbance

Insubordination

Profanity

Rudeness

Student harassment, sexual harassment, intimidation, threats, and bullying

Suggestive language
Vandalism
Any offense punishable by law
Any other activity that is not representative of a Christian school student

Any student who is suspended or expelled from Immanuel Center For Christian Education is not allowed to attend any Immanuel School activity/event or be on campus at anytime until such suspension or expulsion ends.

- S. Bullying: **Verbal:** making threats, name calling, teasing, scaring, intimidation
Psychological: excluding children, spreading rumors, pulling others into the conflict
Physical: hitting, pushing, taking a child's possessions

Once a student feels they are being bullied they should immediately tell the other student to stop. If the bullying does not stop immediately the Bullying Ladder would take effect.

1st Offense – referral to the Student/Teacher Committee and parental notice
2nd Offense – referral to the appropriate administrator
3rd Offense – referral to the appropriate administrator

Administrators may use the appropriate disciplinary action including corporal punishment, immediate suspension or expulsion if warranted in handling Bullying. Students are strongly encouraged to let an adult (teacher, coach, administrator, or a parent volunteer, etc.) know immediately if they are being bullied.

II. STUDENTS' RESPONSIBILITIES AND RIGHTS

- A. Privacy: The administration recognizes that all students possess the constitutional right to be secure in their persons, papers, and effects against unreasonable searches and seizures. The administration seeks to assure a climate in the school, which is appropriate for school and which assure the safety and welfare of personnel and students. To assist the administration in achieving and maintaining these goals, students and school officials are advised of the following:
1. Search and Seizure: According to the decision of the Supreme Court of the United States, "a student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated either the law or the rules of the school." A particular student's effects also are subject to being searched by school officials and are subject to the same rule. Effects may include automobiles located on school property.

2. Student's lockers, desks, and other such property is owned by the school. The school exercises exclusive control over the school property, and a student should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials.
 3. The scope of the search must be "reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction."
- B. Weapons: Immanuel Center for Christian Education recognizes that the possession of firearms or other weapons on school premises or at school functions by persons other than duly authorized law enforcement officials creates an unreasonable and unwarranted risk of injury or death to employees, students, visitors, and guests and further creates an unreasonable and unwarranted risk of damage to properties of employees, students, visitors, and guests. Because of such dangers, Immanuel Center for Christian Education hereby prohibits the possession of pistols, firearms, or weapons in any form by any person other than duly authorized law enforcement officials on school premises or at school functions, regardless of whether such person possesses a valid permit to carry such pistols, firearms, or weapons. A student may be subject to Part C of the Student's Responsibilities and Rights.
- C. Unusual Circumstances:
1. Under certain circumstances, some of the usual cause and effect disciplinary steps will be bypassed; and the parents will be contacted to come immediately and administer a paddling.
 2. Whenever parents are required to paddle at school, the paddling must be accompanied prior to the beginning of the next school day. In the event that this is not done, the student will be withheld from class until the punishment has been administered.
 3. The administration reserves the right to expel a student at any point if it is felt that we can no longer help that student.
- D. Computer Acceptable Use Policies:
- Do not use a computer to harm other people or their work.
 - Do not damage the computer in any way.
 - Do not interfere with the operation of the computer by installing any software other than what the teacher gives you.
 - Do not violate copyright laws.
 - Do not waste limited resources such as disk space or printing capacity.

- Do not trespass in another's folders, work, or file.
 - Do notify an adult immediately, if by accident, you encounter materials that violate appropriate use.
 - Use computers only under the supervision of the proper teacher.
- E. Technology School Wide Goals: The school wide goal of the technology program at Immanuel Center for Christian Education is to enhance students learning through the use of network programming, (i.e. Accelerated Reading). Technology will also be used to have students become involved in online workshops (i.e. 2006 Ray Furr Journalism Online Workshop). These and other opportunities will help the students to have a broader overall outreach as a part of the mission of Immanuel Center for Christian Education to be evangelistic.
- F. Student Activities: The goals of the student activities program of Immanuel Center for Christian Education are to uphold and maintain the Christian values of the school. Activities are to enhance an overall environment that is conducive to the spiritual growth and development of young people who are not yet mature Christians. Every activity should guide the student in right thinking, good conduct, and clean living in the light of the principles of God's Word.
- G. Attendance: Immanuel Center for Christian Education complies with the Compulsory Education Law (Mississippi Code of 1972, Section 37-13-91). Regular daily attendance at school is the responsibility of each student and his/her parents or guardians. Students who maintain regular attendance develop responsibility, remain current with their class work and class discussions, and receive the most benefit from the school day and the extracurricular activities in which they are involved. Daily classroom grades will reflect participation, which is based on regular attendance. Regular and punctual attendance of all students is necessary during the school year. Absences from a class in excess of ten (10) days in a semester course or twenty (20) days in a year course will cause the student to fail. Students in a homebound program, students who are under a physician's care for long-term or chronic illness, or students who have unusual or extenuating circumstances beyond their control who otherwise maintain a passing average will be considered on an individual basis by the administration. (See long term illness or incapacitation on page 49.)
1. Absences: If a student is absent from school, the parent must do one of the following:
 - a. Call the school each day the child is absent.
 - b. Bring notes acceptable for admittance. (Such notes must contain dates of class periods missed, the student's full name, and the reason for the absence, and the parents' signature.)

- c. Bring the child back to school and explain why he/she was absent. This should be done in the school office.
2. Excused Absences: Absences classified as excused are those due to personal illness, illness in the family, death in the family, or extreme emergencies. Other absences can be excused if approved by the principal *prior* to the absence. Work missed under an excused absence must be made up at the earliest possible time. The student will have three (3) days to make up work or to arrange a time to make up work that was missed. This is the student's responsibility.
3. Parents should not request make-up work when their child only misses one or two days. Students absent for one or two days must make-up their work upon return.

Requests for make-up work will be honored when a student is out three or more days.

4. Seniors are encouraged to visit college during their senior year. With pre-approval from the administrator, college visit days will be considered school business, and therefore will not count toward the student's total absences. Any college visit not pre-approved will count as an absence. Each senior will be allowed two college visit days. After this, any day missed will count as an absence.
5. Unexcused Absences or Out of School Suspensions: Any absence from class or school, which is not excused by the principal, is an unexcused absence. An unexcused mean the student receives a grade of zero (0) as a quiz grade.
6. Prearranged Absences: Student's absences of three (3) or more days may be excused if the parents send **NOTES IN ADVANCE** to the appropriate administrator. To avoid overwhelming make up work upon their return to school, students are required to pre-arrange assignments they will miss. Students are required to meet with their teachers to discuss the work they will be missing. The students may be required to complete assignments prior to the absences at the teacher's discretion and to the students' best interest. **FAILURE TO COMPLY** with this procedure will result in an unexcused absence.

Students will not be allowed to prearrange unless the area principal considers the reason for the prearrangement valid.

Some examples of valid reasons for prearranged absences from academic classes would include:

- a. Church-related trips that necessitate absence from classes
- b. Out of town trips.

We feel that having prearranged absences is proper, and we wish to continue to do so. However, the privilege must not be over used and abused.

Even when pre-arrangements are for valid reasons, if the number becomes excessive, the Administrator will call a conference with the parents to discuss the matter. Remember, when a class is missed in excess of twenty times (in excess of ten times for a semester class) FOR ANY REASON, a student will not receive credit for that class.

Procedures to be Followed for Prearranged Absences

- a. When the time of an absence is known in advance, the prearrangement must be completed and signed by all necessary teachers no later than 8:00 a.m. on the day of departure.
 - b. If a prearrangement form is not properly completed for a particular subject, then the student will be considered unexcused from that class.
 - c. If a prearrangement form is properly completed but is not turned in to the office prior to the absence, then the student will be considered unexcused until that student returns and produces the form or has all teachers certify that the form was completed for his subjects.
7. Returning from an absence: When a junior high or high school student returns from any absence he must first report to the office to obtain an excused or unexcused slip for permission to enter class. The student must have a written excuse or a phone call from his parent or guardian stating a valid reason for the absence, or the absence will be unexcused.

Elementary absentees must also bring a written excuse to the classroom teacher when returning to school from any absence.

8. Admission Slip (Blue Slip): Following **ALL** absences from school, the junior high or high school student **MUST** secure a readmission slip from the office prior to first period. It is the student's responsibility to keep up with the admission slip during the day. Losing and/or failing to pick up the slip will result in a tardy for each occurrence during the school day. **Each teacher will check and initial Admission Slips at the beginning of each class.**

9. Long Term Illness or Incapacitation: When a student has been absent for an uninterrupted four-week period, the administration will examine the situation and determine whether or not the student should be classified as “long-term illness or incapacitated.”

When a student has been categorized as “long-term illness or incapacitated,” tuition is not charged for the period of absence. However, if the student returns to school upon recovery, tuition will resume and additional payment for tutorial assistance will be charged.

Students who have missed lengthy periods due to illness will be evaluated upon their return to school to determine whether they must be retained or whether

additional tutorial assistance will allow them to successfully complete their year of school.

Students in this situation should also expect to spend the summer in a tutorial program. This program will involve additional expense to the parents.

Students with a long-term illness or incapacitation will not be considered for Valedictorian or Salutatorian.

- H. Tardy Policy: **Class time is instructional time.** This policy sends the message to students that being tardy is not acceptable. At the beginning of the new school year, students are given two days to adjust to their schedule. The Tardy Policy will go into effect the third day. After the tardy bell has sounded any student who enters a class is considered tardy. Teachers will record tardies in their grade book. At the end of the day, teachers will report all tardies to the office for entry. **Tardies accumulate on a semester basis.**

Penalties for Tardies:

1 st Tardy to class	Recorded
2 nd Tardy to class	Recorded and parent contact by teacher
3 rd Tardy to class	Recorded, parent contact by administrator and a 30 minute detention from 7:30-8:00 a.m.
4 th Tardy to class	Recorded, parent contact by administrator and two 30 minute detention sessions from 7:30-8:00 a.m.
5 th Tardy to class	Recorded and the administrator will assign Overnight Suspension and mandatory student-parent administrator Conference prior to returning to classes.

Excuses For Tardies: It is our policy to deal with the matter of legitimate excuses for tardies by allowing two tardies each semester without penalty. We know that unavoidable circumstances may arise. We hope that nobody experiences more than two “unavoidable” tardies during any semester grading period.

This method of dealing with tardies frees us from continual subjective evaluation of a multitude of excuses and valid reasons for being late.

A student returning from a doctor appointment will not count as a tardy.

If a student has missed over 15 minutes of a class period, they will be considered absent.

Exceptions to Tardy Policy:

If there is a legitimate reason for a student being late to class, that decision will be made by the administrator. The student will bring an “Administrator’s Pass” to class from that administrator.

III. BEHAVIOR STANDARD SIGNATURE FORM

A Behavior Standard Signature Form must be signed by the parents and turned in to the homeroom teacher by the 1st day of school. This form is found on page 53 of this Handbook.

BEHAVIOR STANDARD SIGNATURE FORM

List your child/children that are attending ICCE.

NAME

GRADE

Signing this form indicates that you have read ICCE's Behavioral Code and accept it for your child/children to follow. If clarification or explanation of policies or procedures is needed, contact the principal of ICCE.

Signature (Parent or Guardian)

Date

