





East Central Illinois Christian School

**ECICS School Mission
Statement:
“To provide a Christian
Education option with a Biblical
World View to area children.”**

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Statement of Faith

1. The inspiration of the Bible, equal in all parts and without error in its origin. (Jeremiah 10:10, 2 Timothy 3:16, John 17:14)
2. The one God, eternally existent Father, Son, and Holy Spirit, who created man by a direct immediate act. (2 Corinthians 13:14, Genesis 1:27)
3. Literal creation by the power of His word, as recorded in Genesis.
4. The pre-existence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, Ascension to Heaven and the visible second coming of the Lord Jesus Christ. (John 17:5, Romans 8:3, John 1:14, Matthew 1:18-25, 2 Corinthians 5:21, Mark 4:35-41, Mark 9:14-29, John 9:1-41, John 6:1-14, 1 Peter 2:21-25, 1 Corinthians 15:3-4, Acts 1:9-12)
5. The fall of man, the need of regeneration by the operation of the Holy Spirit on the basis of grace alone, and the bodily resurrection of all to life or damnation. (Genesis 3:1-24, Titus 3:5, John 5:24-25, Matthew 25:41)
6. The spiritual relationship of all believers in the Lord Jesus Christ living a life of righteous works, separated from the world, witnesses of His saving grace through the ministry of the Holy Spirit. (James 2:14-26, Romans 12:2, Titus 3:4-7)
7. The Church as a called body of believers- “ekklesia”-picked out chosen, or called out of the world's system, and therefore of necessity, distinct and separate, from the State. (John 18:36, 1 Peter 2:9, 2 Corinthians 6:17)
8. The Sovereignty of God over both the Church and the State, assigning to each her own distinctive functions.
 - a. The State "is the minister of God, a revenger to execute wrath upon him that doeth evil." (Romans 13:4). This is God's sovereign right reserved unto Himself, distinctly apart from the role of the Church. (Romans 12:19, Proverbs 21:1, Daniel 4:17, 25 & 32)
 - b. The Church, by contrast is called to practice under any and all circumstances a way of love (Matthew 5:38-48) to which the State cannot attain. (2 Corinthians 10:3-4, 1 Peter 3:9, 2 Timothy 2:24)
9. Due respect, honor, prayer, and support to civil authorities at all times, and conscientious obedience to all laws that do not conflict with God's order for the Church. (1 Timothy 2:2)
10. God created mankind in His image: male (man) and female (woman), sexually different but with equal personal dignity and roles. (Genesis 1:26-28, Romans 1:26-32, 1 Corinthians 6:9-11)
11. God created and ordered human sexuality to the permanent, exclusive, comprehensive, and conjugal “one flesh” union of man and woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. (Genesis 1:27, Genesis 2:24, Matthew 19:4-6, Mark 10:5-9, Romans 1:26-27, 1 Corinthians 6:9-11, Ephesians 5:25-27, Revelation 19:7-9, Revelation 21:2)

CHRISTIAN PHILOSOPHY OF EDUCATION

A Christian Philosophy of Education calls for the discipleship of the student to be at the center of all that is done. Discipleship is our “WHY.”

A Christian Philosophy of Education also calls for an educational process that puts the Bible at the center and asks the student to evaluate all he/she studies through the lens of God’s Word. Because God is Truth, He brings a unity of truth to all of His creation. No subject can be taught in its totality if the Creator is ignored or denied.

“Jesus said to him, ‘I am the way, and the truth, and the life. No one comes to the Father except through Me.’” (John 14:6)

“...all things were created through Him and for Him. And He is before all things, and in Him all things hold together.” (Colossians 1:15-17; 16-17)

“All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness, that the man of God may be competent, equipped for every good work.” (II Timothy 3:14-17; 16-17)

Christian education elicits learning that is integrated with the eternal rather than segmented and temporal. Knowledge becomes purified by the recognition of God’s place in it; emerging from such knowledge comes wisdom.

“For the Lord gives wisdom; from his mouth come knowledge and understanding...” (Proverbs 2:6)

“If any of you lacks wisdom, you should ask God, who gives generously to all without finding fault, and it will be given to you.” (Proverbs 3:18)

In addition to an integrated approach to knowledge, a Christian philosophy of education calls for the whole child to be educated for life – spiritually, mentally, socially, and physically. Jesus admonished His disciples, ***“Permit the little children to come to Me, for of such is the Kingdom of heaven.” (Matt. 18:3)*** In Christian schools, students can come to know Jesus on a daily basis, as they are discipled as complete creations in Him. Spiritual mentoring and modeling, godly self-discipline and Christ-like expectations of how to treat one another can be woven into the fabric of each child’s life.

“...You shall love the Lord your God with all your heart and with all your soul and with all your mind...You shall love your neighbor as yourself.” (Matthew 22:37- 40; 37,39)

“For we are His workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them.” (Ephesians 2:10)

The Word of God is clear in making parents responsible for the education of their children. ***“You shall teach them diligently to your children and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise.” (Deut. 6:4-9;7)*** At East Central Illinois Christian School believe we cannot separate the school from the home from the church while striving to be successful, from God’s perspective, in His kingdom. We read in ***Ecclesiastes 4:12, “And if one prevails against him, two shall withstand him; and a threefold cord is not quickly broken.”*** Our mission is strengthened when we join forces with our families at home and at church to support kingdom principles of education.

Mission Statement: *To provide a Christian Education option with a Biblical World View to area children.*

ECICS CULTURE

Honor God and each other.
Seek an alive God and interact with Him daily.
Be a family.
Be a people of hope, kindness, and worship.
Be an empowered and victorious people through the Holy Spirit.

ECICS EXPECTATIONS

Worship God (with everything)
Have a vision (hope and dream)
Be a learner, not a finisher (growth over grades)
Lean into struggle (do hard things)
Own your education
Own our culture

ECICS DECLARATION

This is where we stand as a movement in our generation. We are in the throes of a reformation. No longer will we tolerate the status quo of an externally governed existence. No longer will we accept training in powerlessness. No longer will we live as slaves. Legalistic motivations and the ideals of a small life are no longer options for us. We are sons and daughters of the Most High. We are training for reigning as never before. We now expect to be powerful, living an abundant life in Christ until the kingdoms of this earth become the Kingdom of our God.

EDUCATIONAL GOALS

In order to perpetuate the purpose and philosophy of East Central Illinois Christian School, these goals have been established:

- a. The school will be concerned with educating the whole child, thus aspiring to the intellectual, social, emotional, physical, and spiritual needs of the children. This will be done for the glory of God for the sake of His Kingdom.
- b. A climate of love and concern for students and between staff members will provide an atmosphere of recognizing that all are important to God. (1 John 4:7-8)
- c. Qualified and dedicated staff will provide a rigorous academic program encouraging growth and accomplishment in all areas of learning.
- d. Opportunities will be provided to encourage aesthetic appreciation. Recognizing that all people are made in the image of our Creator God, the student's special abilities and talents will be encouraged.
- e. Self-discipline will be an ongoing goal, with guidelines enforced to train the children in the process of accomplishing that goal.
- f. Educational facilities, equipment and supplies will be maintained at a level to ensure effective use and to meet needs even as they change.
- g. Communication with the parents of the children will be frequent and informative. Also, parents will be encouraged to share concerns, questions, and ideas with the school personnel. The Matthew 18 principle will be followed in all applicable areas of school life.

DESIRED STUDENT OUTCOMES

As we pursue our mission to “instill a Biblical World View,” we recognize that it is only the Holy Spirit who produces lasting outcomes in the lives of our students. The desire of East-Central Illinois Christian School is to see evidence of His work in students who:

1. Grow in wisdom

- **value and acquire enduring knowledge in all academic disciplines.**

For the Lord gives wisdom, and from his mouth come knowledge and understanding. . . For wisdom will enter your heart and knowledge will be pleasant to your soul. (Proverbs 2:6,10-11)

- **pursue life-long learning.**

We pray this in order that you may live a life worthy of the Lord and may please him in every way: bearing fruit in every good work, growing in the knowledge of God... (Col. 1:10) (2 Peter 1:5-8)

- **discern and act consistent with a Biblical worldview and Christian ethics.**

He has showed you, O man, what is good. And what does the Lord require of you? To act justly, and to love mercy and to walk humbly with your God. (Micah 6:8)

. . . find out what pleases the Lord. (Ephesians 5:10)

2. Grow in stature

- **recognize and care for their bodies as temples of the Holy Spirit.**

Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body. (I Cor. 6:19-20)

- **understand their uniqueness and value to the Lord.**

For you created my inmost being, you knit me together in my mother’s womb. I praise you because I am fearfully and wonderfully made; your works are wonderful; I know that full well. How precious to me are your thoughts, O God! How vast is the sum of them! (Ps. 139:13-14, 17)

3. Grow in favor with God

- **know the person and the redeeming work of Jesus Christ and commit to Him as Savior.**

Now this is eternal life: that they may know you, the only true God, and Jesus Christ, whom you have sent. (John 17:3)

- **understand and submit to the lordship of Jesus Christ.**

Therefore let all Israel be assured of this: God has made this Jesus, whom you crucified both Lord and Christ. (Acts 2:36)

Submit yourselves, then, to God. . . Humble yourselves before the Lord, and He will lift you up. (James 4:7a, 10)

- **acknowledge the Bible as the authoritative Word of God, foundational to faith and purposeful life.**

All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness. . . (II Tim 3:16)

4. Grow in favor with man

- **develop and sustain healthy, faithful relationships.**

Be imitators of God, therefore, as dearly loved children and live a life of love, just as Christ loved us and gave himself up for us as a fragrant offering and sacrifice to God. (Eph. 5:1-2)

Submit to one another out of reverence for Christ. (Eph. 5:21 – 6:9)

- **actively grow and serve as members of the body of Christ.**

Now you are the body of Christ, and each one of you is a part of it. (I Cor. 12:27)

We have different gifts, according to the grace given us. (Romans 12:6-8)

- **articulate and defend the Truth of the gospel.**

But in your hearts set apart Christ as Lord. Always be prepared to give an answer to everyone who asks you to give the reason for the hope that you have. But do this with gentleness and respect. . . (I Peter 3:15)

- **engage the culture for Christ, as His ambassadors in a diverse world.**

...that God was reconciling the world to Himself in Christ, not counting men's sins against them. And He has committed to us the message of reconciliation. We are therefore Christ's ambassadors, as though God were making his appeal through us. We implore you on Christ's behalf: Be reconciled to God. (II Cor. 5:19-20)

Belief and Respect

While ECICS requires that all board members and staff be able to sign the Statement of Faith and support its Mission, patrons and students are not required to sign the Statement of Faith. Parents may choose to send their children to ECICS, even if the parents do not hold to these values. Even so, the parents must agree to show respect for the ECICS Statement of Faith and Mission, understanding that the staff is encouraged to witness to, pray for, disciple and mentor the students in knowledge of the Bible and love for Jesus Christ.

Elementary students, for the most part, have not come to an age of accountability for their own faith. As students mature into young adulthood, they are becoming increasingly aware of their own values, beliefs, and faith. While teenagers who are seeking truth are encouraged to ask questions and express faith or doubt in Christ and in the Bible, we ask that students keep in mind and be respectful in attitude, communications, and actions of the Statement of Faith and Mission of ECICS, realizing that the time, effort, and money that is being invested in them is being given, often sacrificially, by Christians who uphold these beliefs. If a parent or student is not willing to be respectful of the ECICS Statement of Faith and the ECICS Mission, then the parent, student or ECICS Principal/Lead Teacher may call a meeting to discuss a plan of action with the ECICS School Board.

Students are required to sign a Code of Conduct included in the enrollment process.

TO GOD BE THE GLORY

All monies presented to East Central Illinois Christian School to include, yet not limited to, Gifts of Support, grant monies, and/or personal property/estates, shall be received through a unanimous vote of acceptance by the ECICS School Board, in accordance with our **Principles** and **Beliefs**.

ADMINISTRATION AND STAFF

The School Board

Elections- The school board is an elected body by patrons' votes at the annual business meeting. The board is made up of six members in good standing in a Bible believing church. They shall be Patrons of the school or actively supporting and regularly contribute to school activities. All board members serve a six-year term.

Responsibilities- The school board is responsible for the overall direction of the school. Some of these duties include, but are not limited to conducting all school meetings, oversight of school finances, hiring administrative staff, etc.

Meeting Guidelines

- All board meetings feature an open session.
- Patrons may present questions or concerns to the board.

Administrator/Superintendent

Responsibilities include maintaining a Christ-honoring culture and promoting the mission and goals East Central Illinois Christian School by giving leadership and support to the school's teacher, aides, and volunteers by maintaining vital communication with the school board and staying informed on trends, updates, and laws for private schools. Additional responsibilities include implementing handbook standards and discipline, being familiar with and mindful of those who offer Gifts of Support to the school, attending school board meetings, helping maintain the facility by identifying problem areas and notifying the appropriate people, motivating staff to pursue character and academic excellence in students, when applicable assistance in raising funds for capital campaigns and the athletic department, managing the activities of the administrative assistant and athletic director, and communicating effectively with patrons. A more detailed description can be found in the personnel policy.

Administrator/Principal-Lead Teacher

The Principal's responsibilities include duties such as keeping the Board President informed of the needs of the students and staff, managing daily operations, providing leadership and support for staff they supervise, leading staff meetings, evaluating staff and educational materials, approving volunteers, approving and/or arranging field trips, choosing curriculum, creating class schedules, implementing and applying handbook standards and discipline, being familiar with and mindful of those who offer Gifts of Support to the school, attending school board meetings, helping maintain the facility by identifying problem areas and notifying the appropriate people, motivating staff to pursue character and academic excellence in students, maintaining disciplinary records, and communicating effectively with parents. The focus of the Principal and School Board should be to serve God by supporting in the work of maintaining a Christ-honoring culture and by being a witness to others of the good news to be found in the person of Jesus Christ. A more detailed description can be found in the personnel policy.

Student Advisor/Councilor

Advisory programs are meant to be *proactive*, creating a strong support system and safety net that students can turn to *before* something becomes a crisis. It's important that students and advisor form real, strong, and lasting relationships with one another. These relationships allow for free and open communication, letting students know they can ask for help, and giving the advisor insight into the struggles that students are facing. These relationships are what truly support academic success and excellence. The Student Advisor works with Administration, Staff, parents/guardians when student discipline or relationship problems arise. The key to success is making sure that students understand that they can *always* talk to someone about *anything* that is bothering them, and that the Advisor along with ECICS staff are there to offer support and guidance. The Student Advisor will strive to offer a strong support system that students need to develop academically, socially, and emotionally.

Faculty

All faculty, support staff and volunteers must be in good standing in a Bible-believing church, must agree with the ECICS Statement of Faith, sign a Lifestyle Statement, and must agree to abide by the missions and standards contained in this handbook as well as the staff handbook. The Administrative Team (but are not limited to, Superintendent Administrator, Principal/Lead teacher and select Board members, how many to be determined.) shall interview all prospective faculty and support staff. Faculty duties include conducting student activities in the classroom such as daily prayer time, assigning homework, issuing tests and quizzes, etc. They will also be in charge of PE. Faculty will also conduct parent-teacher conferences and contact parents if a need should arise. A more detailed description can be found in the personnel policy.

Parents/Guardians

Parents/guardians have a vital role in the spiritual life of the school. The parents'/guardians' relationship with the school and its staff is an important factor for the proper educational development of the child. The ideal environment for the child is one in which he/she senses that his/her parents/guardians and his/her teacher are in harmony in their teaching and discipline. Serious problems can arise in the school, home, church, and in the development of the child if unity of purpose and practice are not sought and maintained. Parents/guardians are to feel a sense of responsibility toward the school. Therefore, at least one parent/guardian is requested to be present at the following school functions:

Parent Orientation is ordinarily held at the beginning of the school term. Parents will be briefed on school policies and school procedures.

Parent-Teacher Conferences will be scheduled twice per year. Student performance improves greatly with parental involvement in these conferences.

Fundraisers are held occasionally during the year to help finance capital campaigns, athletics and class trips. Parents/Guardians are asked to help facilitate all fundraising activities and are encouraged to provide and encourage their children to share responsibility. We believe God will supply all our needs!

Parent Teacher Fellowship (Not Applicable at this time)

While the PTF Team is open to all patrons, three members shall serve as the elected leaders for the team. Their term of office is unspecified and shall remain until resignation or removal from position(s). Leaders will be elected at the annual business meeting as needed.

The PTF works in cooperation with the Headmaster, Principals and Directors, and staff in planning programs for the school. General PTF meetings are held quarterly. PTF Leader meetings are held monthly. Leaders will help plan ECICS social functions, preside at all PTF meetings, and organize support programs for staff and new families of ECICS.

ACADEMIC POLICIES

Curriculum

East Central Illinois Christian School may use curriculum prepared by numerous academic publishing companies in addition to Abeka in the future. (Examples: Abeka, Bob Jones, Apologia, etc.).

The grading system of East Central Illinois Christian School are designed to give parents a true picture of the student's academic progress. It is based upon a 4.0 scale. For each course the teacher will designate how scores for assignments, quizzes, and tests will be combined for a final grade. At the teacher's discretion, some assignments may be designated as *mandatory*. Failure to hand in mandatory assignments will result in an incomplete grade which will be marked as a failed class at the end of the course. Mandatory assignments must be completed to the teacher's satisfaction to be accepted. Late mandatory-assignment grades will be docked according to the teacher's classroom policy. The teacher is required to clarify what he or she is designating as mandatory at the time of the assignment by announcing it in class and on the teacher's assignment records. All tests and quizzes must be taken in a timely manner. Quarterly report cards will be issued electronically. All parents are encouraged to contact the school at any time and request information on their child's/children's progress, concerns with homework, etc.

With written approval of the student's parent/guardian, a student demonstrating learning difficulties in core academic areas will be evaluated by the Administrator/Lead Teacher, along with the teacher, to identify areas of concern. Based on their best judgment of the student's capabilities and areas of need, the staff and the parent will work together to determine an effective educational strategy and possible accommodations for the student. Accommodations will be noted in the student records and may appear on the student's high school transcript, when applicable. ECICS cannot offer or implement an Individualized Education Plan (I.E.P.)

Controls in the Classroom

- Merit/Demerit systems will be used at the teacher's discretion. (Details on disciplinary structure can be found in the STANDARDS OF CONDUCT section of this handbook)
- Workspaces and student storage areas are private. Please respect the privacy of others.
- All personal items and reading material must be approved by the teacher. If an item is a
- Student workspaces and storage areas must be kept neat.
- Food and drink items allowed at the discretion of the classroom teacher.
- distraction or deemed unnecessary, staff members will set the item aside for retrieval at a later time.
- Electronic devices can often aid in the learning process. However, certain items may not be permitted during school hours. E-readers, iPods/iPads, MP3 players, etc. may be allowed at the discretion of the teacher and with specified limitations.
- Cell phones will be kept in a designated area by an administrator. Students are required to power off and drop-off their phones between 7:45-8:00am. Students may retrieve their phone when dismissed at the end of the day. A phone that is not powered off will be held at ECICS until a parent retrieves it.
- When electronic devices are permitted, they must be connected to the ECICS network, and the student must abide by the Acceptable Use Policy.
- It is the teacher's or teacher aide's responsibility to dismiss students for break, lunch, or close of the school day.
- Teacher's desk is off-limits for students.
- Students are not permitted to take any school property home without permission.
- There will be other minor details of conduct in the classroom as deemed necessary by the teacher to maintain a conducive learning environment.

Standardized Achievement Tests

A current national achievement test will be issued to select grades and students every year.

Advancement

Junior High Requirements - To advance to the next grade level, students in Junior High must pass the Grammar course and three other academic courses. Failed courses may need to be retaken at the discretion of the principal. In addition, for an 8th grader to advance to 9th grade, a minimum math requirement is that the student has successfully completed Intermediate Math.

Finals

Finals are held at the end of semesters for Junior High students. Students with an overall grade of A- to A+ in a particular course may opt out of the final for that course.

Teaching staff may or may not choose to issue a final for their course. Additionally, they may choose to issue a project in its stead.

CHAPEL

Chapel for all grades will be held every Friday. Devotionals and other activities will be held throughout the week in the classroom.

ATHLETICS

Elementary & Junior High Sports (For the future, partnering with ACS)

Various competitive sports and leagues are offered for our JH & Elementary students based upon interest and number of participants. ECICS will co-op with Arthur Christian School's athletic program. Please refer to <http://www.arthurchristian.org/athletics-1.html> for further information.

Eligibility

Each athlete at the Junior High level is required to maintain a cumulative GPA of 2.0, grades checked weekly and pass a minimum of 25 hours (5 credits) per semester. A student needs to be at school for a minimum of ½ day (unless pre-arranged, excused absence/tardy) in order to participate in an extracurricular activity that day.

Homeschool participation

Homeschool students will be allowed to participate in Athletics with ACS. They must meet all eligibility requirements as outlined herein, and in the ACS Athletic Guidelines.

Athletic Guidelines

Further information can be acquired in the ACS Athletic Guidelines.

Physical Education

PE Will be offered to all grade levels. In the event the Newman Community Gym is used, tennis shoes must be worn.

FIELD TRIPS

Field trips are a part of the mandatory attendance days. Students are expected to attend all the scheduled field trips. Students not reporting to school will need a written excuse from their parent/guardian or the absence will be recorded as an unexcused absence.

AWARDS

Student Awards (To be added in the future)

ACCREDITATION

Accreditation by a state governmental agency is an administrative mechanism designed to ascertain uniform education for all children in secular schools. It was established as a governmental means of causing local public-school districts to provide what the state mandates for academic and faculty standards.

Accreditation teams, therefore, investigate and approve or disapprove facilities and curriculum in educational institutions according to the criteria developed by secular educational administrators who may or may not be Christians.

Furthermore, accreditation dictates that a school employ a curriculum and teacher certification standards often

inferior or in opposition to those of Christian institutions. It seems unreasonable for ECICS to expect parents to withdraw their child from a government school and place him in a private institution with the same curriculum methods and objectives.

As a private school, we value our freedom to innovate and meet students' needs in unique ways when not bogged down by unnecessary state and national mandates. With that in mind, East Central Illinois Christian School has chosen not to seek accreditation by a state or governmental agency.

Accreditation of a private Christian school is not necessary for a graduate who wishes to enroll in a college or university. The instructional program of ECICS is designed and implemented to properly train students who wish to continue their education beyond high school.

This decision will never be used as an excuse to employ inferior educational or administrative practices. But rather, this decision will spur ECICS to go above and beyond to meet the unique and varying needs of our students and families. It is a call to excellence and creativity as we see exemplified throughout Creation by our great God.

ADMISSIONS POLICY

Racial Nondiscrimination

East Central Illinois Christian School does not discriminate against students because of race, color, or national and ethnic origin. Parents who are willing to give wholehearted support to the standards and principles of the school, as explained in this handbook, are welcome to apply for admission.

Selection of Students

When a new student enrolls at ECICS, the number one goal is to ensure that we can meet the unique needs and that the student and family are on board with the ECICS culture and mission. With that in mind, the following criteria is used upon acceptance of a new student

- Review of records from student's previous academic institution.
- Student and parent/guardian must agree to abide by and sign the Code of Conduct.
- Student and parent/guardian must agree to abide by and sign this handbook.
-

Admissions Committee

The admissions committee will be comprised of the ECICS Administration Team.

Tuition Payment Policies

- New Student enrollment/registration fees are \$100.00 per student, not to exceed \$250.00 family.
- Enrollment/registration fees are non-refundable.
- For families enrolling multiple students, the first student will pay full tuition, the 2nd student gets a 5% discount. For any additional enrollees, there will be a 10% discount.

- Annual payments received by Sept. 1st will receive a 5% discount.
- Semi-annual payments are due July 1st and December 1st. Failure to pay by these dates will automatically revert to a monthly payment plan and will be subject to a \$25.00 monthly late fee.
- Monthly payments are based on a 12-month schedule (Sept.-Aug.). Electronic transfers are *required* for monthly payments. If a payment cannot be met, a \$25.00 monthly late fee will be assessed.
- Withdrawal policy – if student attends one day in given semester, tuition must be paid in full with no refund issued for that semester.
- Any variations or changes from the policy must be voted on by the School Board.

Health Forms

Each student is required to have up to date, health forms. A **medical** checkup is required for students entering Kindergarten and 6th Grade. A **dental** checkup is required for students entering Kindergarten, 2nd and 6th grades. A **vision** examination report is due for all new students. These forms must be received by the first day of school in the given school year.

Re-enrollment

Yearly registration is required for all students.

Withdrawal Policy

- Parents must notify the school that their students will be leaving and fill out the withdrawal form.
- If student attends one day in a given semester, there will be no refund issued for that semester.
- Exit interviews are requested with all students and their parent/guardian.
- Tuition must be paid in full to receive transcripts.

STANDARDS OF CONDUCT

Role Models

Since the school is designed to accommodate all ages of students, it is imperative that the older students set Christ-like examples for the younger students in courtesy, kindness, language, morality, and honesty. Since God's design and interest of the Christian home is to function smoothly with all ages, so the Christian school, with the proper incentives, controls, and discipline, must also function properly.

Dress Code

Boys' Dress Standard

Boys shall be modestly dressed. Boys will wear school uniforms. The current standard for uniforms can be obtained from the school office. Khaki pants and shorts are to be modest and simple. Shorts shall extend one inch beyond the fingertips when arms are extended straight down at sides. The required polo shirts must have lay down collars and be navy, red, or white in color. All boys shall have neatly trimmed hair. All haircuts shall be subject to the approval of administration. Jewelry may be worn in moderation. No piercings for male students. All footwear must be close-toed. Sweatshirts/Hoodies may be worn when appropriate, but must be ECICS attire and navy, red, gray, or white in color. When indoors, the hood must be kept off the head. Supplier of ECICS merchandise can be obtained from the school office. Flannels are not acceptable to be worn over polo shirts. Boys are expected to be always in proper uniform attire during the school day.

Girls' Dress Standard

Girls shall be modestly dressed. Girls will wear school uniforms. The current standard for uniforms can be obtained from the school office. The required polo shirts must have lay down collars. Khaki slacks, shorts, or skirts are to be modest and simple. Shorts shall extend one inch beyond the fingertips when arms are

extended straight down at sides. Skirt length shall be three inches above the knee or longer. Jewelry may be worn in moderation. Ear and nose piercings are acceptable. Earrings/nose rings are to be simple in color and structure. All haircuts shall be subject to the approval of administration. All footwear must be close-toed. Sweatshirts/Hoodies may be worn when appropriate, but must be ECICS attire and navy, red, gray, or white in color. When indoors, the hood must be kept off the head. Supplier of ECICS merchandise can be obtained from the school office. Flannels are not acceptable to be worn over polo shirts. Girls are expected to be always in proper uniform attire during the school day.

Extra-curricular Dress

This dress, referred to as “game clothes,” differs from normal school dress in that the student may choose to not wear their school uniform. While we appreciate a student’s creativity being demonstrated in the attire they choose, we also want to uphold a standard that is appropriate for school functions. Appropriate t-shirts may be worn. Denim is acceptable. Shorts shall extend one inch beyond the fingertips when arms are extended straight down at sides. Skirt length shall extend to at least three inches above the knee. Holes in attire are not to be excessive and all holes must be located below the standard for short length. Leggings may be worn with a shirt or dress that meets the length standard for shorts. Hats are permitted but staff may request their removal at times. Close-toed shoes are required. This dress code is applicable for summer school, designated school days (Friday is often deemed a “game clothes” day), and extra-curricular activities.

Staff Dress Standards

The faculty and staff have the responsibility to provide leadership and an example for our students in the areas of dress and appearance. Faculty and staff dress should reflect modesty and the professional status we have in our ministry. In keeping with these expectations, guidelines for dress include:

MEN

1. Shorts and flip flops should not be worn.
2. Non-ECICS Sweatshirts should not be worn.

WOMEN

1. Shorts and flip flops should not be worn.
2. Non-ECICS Sweatshirts should not be worn.
3. Skirts and dresses should be at least knee length.

Conduct not to be Tolerated

- A lack of honor towards any staff and/or student
- Foul or profane language.
- Disrespect for the authority of the teacher.
- Deliberate disregard for the school mission and/or Statement of Faith.
- Jokes which may be injurious.
- Fighting.
- Any deliberate damage to school property shall be paid for by the offending student.
- Theft.
- Indecent and impure behavior.
- Carelessness in romantic relationships.
- Sitting in vehicles.

- Unhealthy arguments concerning church differences.
- Bringing matches, guns, or knives to school.
- Use of tobacco, drugs, and alcohol.

Pathway to Self-Discipline

When a child's attitude cannot be reconciled to school policies, the ECICS Staff will follow the "Pathway to Self-Discipline" model. This model has been developed by ECICS administration with helpful procedures from other credible agencies. This discipline structure will help students to accept responsibility for their actions, and partner with the staff and administration to correct this negative action. Step 1 in the process will require that an "Incident Report Form" be filled out by the teacher. If Step 1 does not serve to correct the issue and a pattern of bad behavior has been developed, Step 2 will commence. Step 2 is a detailed "Plan of Action" developed by the Principal/Lead Teacher and approved by a designated Board Member. This plan lists consequences if the bad behavior continues. A probationary timeframe is included. If the student deviates from the plan, an appropriate consequence will occur. If during the probationary timeframe the student deviates from the plan more times than allowed for within the plan, indicating an unwillingness to pursue honor for ECICS and its staff and students, a more severe consequence will be pursued (likely suspension or expulsion). The probationary period is intended to be a time to help the student focus on developing a habit of making better decisions. The student, parent/guardian, and teacher involved will be notified of the "Plan of Action" decided upon and will have the opportunity to offer input toward resolution.

The school is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We believe all things should be done decently and in order, and our students are taught to accept their God-given responsibility to walk honorably before all men. Thus, we maintain a discipline which seeks to place the responsibility upon the student to prepare them to make decisions that are God-honoring when they are no longer within the ECICS family. We seek to be fair, consistent, and corrective with the hope of love, honor, and connection being strengthened. Our faculty maintains standards of behavior through kindness, love, and a genuine regard to the student's needs rather than his/her wants. However, when disciplinary action becomes necessary, it is carried out, tempered by good judgment, grace and understanding.

We ask that our patrons pursue the following when disciplinary action is taken:

1. Give the school the benefit of the doubt.
2. Realize that your student is likely not being dishonest about their perception of what happened, but that their perception may be ill-informed or they may lack the maturity and wisdom for a proper perception of the disciplinary action.
3. Realize the school has reasons for all the rules, and they are enforced without favoritism. We strive hard to not employ rules simply for rules sake. Each has a purpose with the ultimate purpose being the discipleship of the student.
4. Support the school by contacting the staff member involved in the disciplinary action. If further assistance is needed, contact the administration.

"...the Lord disciplines the one he loves," (Hebrews 12:6)

"Children, obey your parents in everything, for this pleases the Lord." (Colossians 3:20)

"Let everyone be subject to the governing authorities..." (Romans 13:1)

"Folly is bound up in the heart of a child, but the rod of discipline will drive it far away." (Proverbs 22:15)

"Discipline your children, for in that there is hope; do not be a willing party to their death." (Proverbs 19:18)

"Whoever heeds discipline shows the way to life, but whoever ignores correction leads other astray."
(Proverbs 10:17)

Classroom Discipline Structure

Within each classroom, we allow our teachers to employ methods and disciplinary structures (such as merits and/or demerits) that may vary from one classroom to another. We want each teacher to be able to utilize their unique creativity and passion.

All teachers will employ the Pathway to Self-Discipline. When step 1 or step 2 of the Pathway to Self-Discipline is pursued, the parent/guardian will be notified, and the action will be documented in the student's file.

The faculty has the right to pursue an automatic suspension if he/she feels an offense is serious enough. The offense will be documented, and the Administration Team will provide approval of automatic suspension, or request that Step 2 of the Pathway to Self-Discipline, the Plan of Action, be pursued. The Administration Team does not need to provide approval of suspension if it is a result of the Plan of Action not being followed.

Corporal Discipline

While we support a parent's prayerful consideration to utilize corporal discipline in their own home, East Central Illinois Christian School staff will not utilize this method of discipline.

Searches

The school reserves the right to search the student's person and belongings in the event the school suspects the student possesses an unapproved item. Such a search may be conducted without the student's or the parent's permission. The registration of the child constitutes parental consent to such searches. The items that may be searched are listed, but not limited to:

- Backpacks, purses, pockets, etc.
- Lockers, student workspaces, etc.

Disciplinary Probation

A student may be placed on disciplinary probation (the Plan of Action within the Pathway to Self-Discipline) at the discretion of the staff and/or the school board.

Suspension and Expulsion

This method of discipline will not be used until deemed necessary by the Administration Team unless it has been specified as the last step in the Plan of Action.

All absences due to suspension will be considered unexcused absences. All make up work completed will hold a maximum grading value of 50% and must be completed by the final day of the week of return.

Attendance Regulation

East Central Illinois Christian School endeavor to work in obedience to the laws of the State of Illinois and in cooperation with local county authorities regarding attendance regulations. All patrons will be expected to conscientiously respect and obey the laws of the State.

Attendance is taken every morning after the bell rings at 8:00am. If students are not in their classrooms or the areas designated by their teachers at this time, they will be considered tardy. If ECICS staff determines a pattern of tardiness, the Pathway to Self-Discipline model will be followed. If students are not at school by 10:00 a.m., half a day of absence will be counted. If they are not at school by the beginning of lunch break, a full day of absence will be counted.

Absentee Policy

- A child not in school must be counted absent regardless of the reason.
- It is the responsibility of the parent/guardian to notify the school as to the reason for the absence.

- This may be done by note, email, text, or phone call to the student's teacher or the school office prior to the absence if possible.
- All absences will be considered unexcused until notification is received.
- A limit of 10 absences may be accumulated in 1 year.
- When 8 absences are reached, a meeting will be required between parent, Administrator/Lead Teacher and a board member to arrive at a plan of action to eliminate the problem.
- After a child's tenth absence from school, the administration reserves the right to process a voluntary withdrawal on any student for any reason without notice as this pattern of attendance greatly inhibits a child's ability to meet academic requirements.

Excused Absences

- Illness
- Medical appointments (i.e. physical, dental)
- Serious injury, illness, or death in the family
- Travel with family
- Any absences deemed unavoidable by the administration
- College visits (Junior and Senior year)

Unexcused Absences

- Skip school
- Shopping or pleasure trips
- Hair appointments
- Oversleeping
- Work for pay (unless it is within a work/study program)
- Travel with friends
- Out of School Suspensions
- Two consecutive or three accumulated unexcused absences will be reported to the appropriate officials.

If the student leaves school between 12:00pm and 2:00pm, he/she is considered absent for half a day. If that student leaves after 2:00pm with an excused absence, he/she is not considered absent for that day. If student arrives at school before 10:00am with an excused absence, he/she is not considered absent for that day.

All make up work completed for unexcused absences will hold a maximum grading value of 50% and must be completed by the end of the week of return.

Absences other than sickness and emergency will be excused only if arrangements are made in advance with the school administration. As responsible citizens, we will be required to report any cases of truancy.

DAILY SCHEDULE

Arrival and Dismissal

Students should arrive at school between 7:45am and 8:00am. Dismissal should be promptly at 3:20pm Monday-Friday except on the last Friday of each month when dismissal is at noon. Drivers should make an effort to get their students between 3:20pm and 3:45pm Monday-Friday with the exception of the last Friday of each month pick up is between noon and 12:20pm.

In order to keep things moving in an orderly fashion and to keep your children safe, please follow these procedures for dropping off and picking up your children at ECICS. Our main concern is the safety of your children. Please partner with us in following the pickup and drop off expectations.

GENERAL POLICIES

Church Attendance

It is the desire of East Central Illinois Christian School that all students and parents attend a Bible-believing church regularly. However, ECICS does not require that all students attend church when considering enrollees.

K-8 Pick Up/Drop Off

To be determined

Parking (PreK Drop Off/Pick Up, Parent/Driver Entering School Building, Trunk Loading/Unloading, etc.)

To be determined

Health Service and First Aid

East Central Illinois Christian Schools do not have a nurse on campus. There is a first aid kit on hand in cases of minor cuts and injuries. By signing admission forms, parents grant permission to administer first aid for minor injuries. All other medical emergency situations will be handled by trained emergency medical personnel by calling 911.

No staff member will be allowed to administer any prescription medicines without written authorization from the parent/guardian detailing the description of medication and required dosages (Medication Administration Release and Authorization Form located towards the end of this handbook). All medicines prescribed by a physician must be secured by an East Central Illinois Christian School staff member. Any over-the-counter medicines (ie. ibuprofen, cough drops, antacids, etc.) must be secured by an ECICS staff member along with a parent's/guardian's written note detailing recommended dosages.

A student should remain at home or may be deemed to be too sick to stay at school and will be sent home based upon the following criteria:

- Temperature of 100 degrees Fahrenheit or higher when taken by mouth.
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline).
- Diarrhea and/or vomiting.
- New onset of severe headache, especially with a fever.
- New loss of taste or smell

We request that no student return to school until at least 24 hours after a fever has broken naturally (without fever-reducing medicines). If uncertain if your child is well enough to return to school, contact your physician.

Technology – Acceptable Use Policy

East Central Illinois Christian Schools recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, ECICS encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and Statement of Faith of ECICS.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, ECICS adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on the ECICS network.

East Central Illinois Christian School Rights and Responsibilities

ECICS seeks to maintain an environment that promotes moral, ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, ECICS recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, ECICS retains the following rights and recognizes the following obligations:

1. To log network use and to monitor fileserver space utilization by users and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
2. To remove a user account on the network.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to ECICS-owned equipment and, specifically, to exclude those who do not abide by the acceptable use policy or other policies governing the use of school facilities, equipment, and materials. ECICS reserves the right to restrict online destinations through software or other means.
5. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

Staff Responsibilities

1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and Statement of Faith of ECICS.
2. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

User Responsibilities

1. Use of the electronic media provided by ECICS is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, students, and other patrons at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

Acceptable Use

1. All use of the Internet must be in support of educational and research objectives consistent with the mission and Statement of Faith of ECICS.

2. Proper codes of conduct in electronic communication must be used. In news groups, giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communications and information accessible via the network should be assumed to be private property.
5. Subscriptions to mailing lists and bulletin boards must be reported to the system administrator. Prior approval for such subscriptions is required for students and staff.
6. Mailing list subscriptions will be monitored and maintained, and files will be deleted from the personal mail directories to avoid excessive use of fileserver hard-disk space.
7. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
8. From time to time, ECICS will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

Unacceptable Use

1. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Excessive use of the network for personal business shall be cause for disciplinary action.
4. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
5. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
6. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
7. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
8. The unauthorized installation of any software, including shareware and freeware, for use on ECICS computers is prohibited.
9. Use of the network to access or process pornographic material, inappropriate text files (as determined by the Administrative Team), or files dangerous to the integrity of the local area network is prohibited.
10. The ECICS network may not be used for downloading entertainment software or other files not related to the mission and Statement of Faith of ECICS for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of ECICS.
11. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
12. Use of the network for any unlawful purpose is prohibited.
13. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
14. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.

15. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the Administrative Team.

Disclaimer

1. East Central Christian School cannot be held accountable for the information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. ECICS will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
4. ECICS makes no warranties (expressed or implied) with respect to:
 - the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and
 - any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
5. ECICS reserves the right to change its policies and rules at any time.

Cellular Phones and Smart Watches

Cellular phones and/or smart watches are allowed in the school building when school is in session under the following conditions:

- They will be turned into a designated administrator and kept in the designated area.
- Students are required to power off and drop off their devices between 7:45-8:00am.
- Students may retrieve their devices when dismissed at the end of the school day.

A phone and/or smart watch that is found on the student during the school day, or that is not powered off, will be held at ECICS until a parent retrieves it.

Visitors

Visitors must check in at the office upon arrival. Any visitors that requests to see a particular student (including law enforcement) will not be allowed to do so unless Administrative Team is given consent by the student's parent/guardian.

School Closings

Parents will be notified of any unscheduled school closings through telephone communications. Information can also be observed on illinoishomepage.net and/or WCIA Channel 3, and the ECICS Facebook Page. Please keep your child's school notified as to any phone number changes to ensure proper notification.

Lunch

The facility is not equipped with a cafeteria, but we do provide microwaves to the students so they may bring lunches to be warmed. Students are responsible for the proper care of their lunches. Occasionally lunches may be served as a fundraiser for class trips, athletics, etc. When this occurs, it will be communicated to patrons.

Safety Plans

A *fire drill* and *tornado drill* will be held at least once a year. Warning devices, signals and procedures will be determined prior to the start of school. Information on the procedures for each event will be available in the school office for parents and anyone else it may concern.

Facility Rental

Any rental of the ECICS property should coincide with the mission and Statement of Faith of East Central Illinois Christian School. ECICS reserves the right to deny use of facility for any activities that deviate from the mission and Statement of Faith.

Fees to be determined