East Liverpool Christian School

East Liverpool Christian School

Warriors for Christ

School Handbook

2026-2027

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East Liverpool, Ohio 43920
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2026-2027 School Calendar

Date	Event
August 4	Teacher In-service
August 18	Back to School Bash
August 24	Teacher In-service/PK-12 Grade Parent Information Night
August 25	Teacher In-service
August 26	First day of school 1-12 Grade/PK-K Class Orientation
August 27	First day of school PK-K
September 7	NO SCHOOL – Labor Day
September 23	See you at the Pole
October 8	NO SCHOOL – Parent/Teacher Conferences
October 9	NO SCHOOL – Comp Day
October 19	NHS Applications
October 23	NHS Submission deadline
October 23	Spelling Bee
October 23	**End Q1 (40 days)**
November 5	Providers' Banquet
November 6	NO SCHOOL
November 11	NHS Induction
November 18	Thanksgiving Chapel MS/HS
November 16-20	Operation Christmas Child
November 25-27	NO SCHOOL – Thanksgiving Break
December 11	Speech Meet Final
December 15-18	High School Mid-term Exams
December 18	½ DAY OF SCHOOL – 11am dismissal – Christmas Music Program
December 21 – January 1	NO SCHOOL – Christmas Break
January 4	NO SCHOOL – Teacher In-service
January 5	School Resumes
January 15	**End Q2 (44.5 days)**
January 18	NO SCHOOL – MLK Jr. Day
February 12	NO SCHOOL – Parent/Teacher Conference
February 15	NO SCHOOL – President's Day
February 22	NO SCHOOL – Open House
March 19	Science Fair
March 24	**End Q3 (44 days)**
March 25-29	NO SCHOOL – Easter Break
April 5	NO SCHOOL - Teacher In-service
April 9	Spring Music Program
April 16	Math Olympics
April 23	Kindergarten Screening – NO SCHOOL PK-K Only
May 6	National Day of Prayer
May 7	Art Show
May 19	Senior Chapel
May 21	Olympics (Rain date May 24)

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May 22	Graduation
May 25-27	High School Final Exams
May 27	½ DAY OF SCHOOL – 11am Dismissal – LAST DAY OF SCHOOL
May 27	**End Q4 (41.5 days)**
May 28	Teacher In-Service

Q1 – 40 days
Q2 – 44.5 days
Q3 – 44 days
Q4 – 41.5 days
170 days
+ 4 Teacher In-service days
+ 2 Parent/Teacher Conferences
176 days
-160 HS required days
16 extra days

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MISSION STATEMENT

The mission of East Liverpool Christian School is "To provide a distinctively Christian education with academic excellence that equips each student to choose a life that is completely obedient to God."

VISION STATEMENT

The vision of East Liverpool Christian School is students will ***love*** the Lord with all their heart, mind, soul, and strength; ***grow*** in wisdom, stature, and in favor with God and man; and ***worship*** God through their thinking, learning, serving, and living.

STATEMENT OF NON-DISCRIMINATION

The governing board of East Liverpool Chrisitan School located at 46682 Florence Street in East Liverpool, Ohio 43920 has adopted the following racial nondiscriminatory policies.

The East Liverpool Chrisitan School recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs.

The East Liverpool Chrisitan School will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

Romans 2:11, "For God does not show favoritism."

TENETS OF FAITH

We believe the Bible to be the only inspired, infallible, authoritative Word of God.

II Timothy 3:16

We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit.

Matthew 28:19

We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true Man.

Luke 1

We believe that man was created in the image of God; that he sinned, thereby incurring not only physical death, but also spiritual death which is separation from God, and that all human beings are born with a sinful nature.

Romans 3:23, I John 1:8

We believe the Lord Jesus Christ died for our sins according to the Scriptures, as the representative and substitutional sacrifice, and that all who believe in Him are justified on the ground of His shed blood.

Romans 6:23

We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and in His present life there for us, as High Priest and Advocate.

John 11:25, I Peter 1:3

We believe in "That Blessed Hope" --the personal, pre-millennial, and imminent return of our Lord and Savior, Jesus Christ.

Titus 2:13

We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit, and thereby become children of God.

Romans 5:1-2

We believe in the bodily resurrection of the just and the unjust, the eternal blessedness of the saved, and the everlasting conscious punishment of the lost.

Revelations 20:15, John 14:1-3

STATEMENTS OF FAITH

Recognizing that obedience to earthy authorities is obedience to God, students are expected to show the proper respect for and obedience toward all adults in authority positions over them. This includes but is not limited to faculty and staff members, coaches, and parents.

Romans 13:1-5

Because of our human nature, we may at times irritate others, resulting in misunderstandings or strong disagreements. In Matthew 18:15-17, Jesus gives His formula for solving person-to-person problems. We call it "the Matthew 18 principle" for solving school problems. In a school setting, the Matthew 18 principle requires that parents talk to the teacher about student problems or classroom issues before they talk to Administration or the School Board. If unresolved at the two-person level, the matter is prayerfully and in an orderly fashion moved upward in the school's organizational structure always with the goal of seeking a peaceful resolution. This is the Lord's way of solving people-to-people problems.

Matthew 18:15-20

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life.

Psalm 139

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person.

Genesis 1:26-27

We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture.

Genesis 2:18-25

We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

1 Corinthians 6:18; 7:2-5; Hebrews 13:4

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God.

Matthew 15:18-20; 1 Corinthians 6:9-10

We believe that in order to preserve the function and integrity of East Liverpool Christian School as the local Body of Christ, and to provide a Biblical role model to the community, it is imperative that all members of the East Liverpool Christian School including school employees, volunteers, students, and parents agree to and abide by these Statements on Marriage, Gender, and Sexuality.

Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of East Liverpool Christian School.

Mark 12:28-31; Luke 6:31

FINAL AUTHORITY FOR MATTERS OF BELIEF AND CONDUCT

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

1 STUDENT OUTCOMES

Students who graduate from East Liverpool Christian School should be students who:

1. Understand and commit to a personal relationship with Jesus Christ.
2. Know, understand, and apply God's Word in daily life.
3. Are empowered by the Holy Spirit and pursue a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love.
4. Treat their bodies as temples of the Holy Spirit, practicing the principles of healthy, moral living.
5. Are actively involved in a church community, serving God and others.
6. Possess apologetic skills to defend their faith.
7. Understand the worth of all humanity as created in the image of God.
8. Can articulate and defend their Christian worldview while having a basic understanding of opposing worldviews.
9. Personally respond to carry out the Great Commission locally and around the world in a culturally sensitive manner.
10. Have an appreciation for the natural environment and practice responsible stewardship of God's creation.
11. Understand that work has dignity as an expression of the nature of God.
12. Are well prepared in all academic disciplines and are skilled in reading, writing, speaking, listening, reasoning and thinking.
13. Have knowledge and understanding of people, events, and movements in history.
14. Appreciate literature and the arts and understand how they express and shape beliefs and values.
15. Have a critical appreciation of languages and cultures of other peoples, dispelling prejudice, promoting interethnic harmony, and encouraging biblical hospitality for the alien/stranger.
16. Know how to utilize resources, including technology, to find, analyze, and evaluate information.
17. Are committed to lifelong learning.
18. Have the skills to question, to solve problems, and to make wise decisions.
19. Understand, value, and engage in appropriate social (community) and civic (political) activities.
20. Embrace and practice justice, mercy, and peacemaking in family and society.
21. Value intellectual inquiry and are engaged in the marketplace of ideas-open/honest exchange of ideas.
22. Respect the people with whom they work, play, and live; and relate appropriately with integrity to them.
23. Are good stewards of their finances, time (including discretionary time), and all other resources.

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2 ADMISSIONS

2.1 PHILOSOPHY

It is the purpose of the East Liverpool Christian School to serve families by providing a Christ-centered education for their children. Children are best educated when the home, church, and school are working from the same foundational truths. Ecclesiastes 4:12 says, "A triple-braided cord is not easily broken." It is the aim of our admissions policy to help us reach this goal.

Although prospective students and/or their families are not required to be "born again" believers to apply for enrollment at ELCS, we do reserve the right to regulate admissions. Students in grade 5-12 must either express a testimony of having received Christ as their Savior or demonstrate an openness to explore such a relationship. Both students and their families must agree to support the principles espoused by the school. These stipulations are intended to support the Great Commission (Matthew 28:16-20), as well the mission and vision of ELCS to create a "distinctively Christian education," helping students to grow in their faith, wisdom, and service.

We have a deep concern that each child has an opportunity to receive a Christ-centered education; however, at our current state of development, we may be unable to meet the needs of students who:

1. Show extremely low academic performance as indicated by standardized testing and/or physiological referral.
2. Have emotional, attitude, and/or discipline problems.
3. Have a physical handicap which would impair the learning process.
4. Come from a home that would oppose the type of instruction that would take place.

2.2 PROCEDURE

1. <u>General:</u>

A. The following paperwork, submitted to our office, is necessary to complete registration for each student:

- Application packet (all paperwork)
- $75 non-refundable application fee (includes testing/screening)
- Current registration fees
- Grades 5-12 student questionnaire
- Release records from former school
- Latest report card
- IEP or 504 plan (if applicable)
- Birth certificate, Social Security card
- Immunization records
- Custody papers (if applicable)
- Signed parent commitment form agreeing to support ELCS policies contained within the handbook

B. An interview will be held with the parents, the applicant(s), and the Principal.

C. Families are encouraged to enroll all their school age children.

D. The applicant and parents must be in agreement with the Christian education philosophy and the policies of the East Liverpool Christian School as stated in the handbook.

2. Age:

An applicant for **preschool** class must be three years old and completely toilet-trained by the first day of school. An applicant for **kindergarten** must be five years old before September 30th or six years old before September 30th to be enrolled in **first grade**. Only those considered ready for the grade after entrance testing and observation during the interview will be enrolled.

3. Academic:

A. Kindergarten applicants will be screened for readiness, and entrance tests are required of all applicants in grades 1-8; entrance tests may be required of applicants in grades 9-12 if deemed necessary by the Admissions Committee.

B. The grade placement is determined by the school through testing and evaluation of previous school records.

4. Health:

Prior to entrance into preschool, a doctor's examination is necessary within the twelve months prior to enrollment, along with a vaccination certificate and a statement concerning the child's physical fitness for school.

All other students must present an immunization record of vaccinations and shots.

5. Acceptance:

A. All other things being equal, acceptance is granted according to the received date of all the application paperwork and fees.

B. Once a student has been accepted, a probationary period begins. New students and parents will be asked to come in during fall conferences to meet with administration/teachers to insure ELCS is a good match for the student and their family.

C. Acceptance in any grade does not mean automatic acceptance into the school for the following year. **Parents must register their children for ELCS each year.**

D. Parents must enter into a written contract with the Board of Education and all registration paperwork must be submitted prior to the first day of school.

E. An application fee of $75 is required of all new students. This and the registration fee must be paid before enrollment is complete. February registration is $50; March, and April registration is $75; May and June registration is $100. July and later registration is $125. **Application/Registration fees are non-refundable and must accompany paperwork in order for a classroom spot to be secured for the student.**

2.3 RE-ADMISSIONS POLICY

The purpose of the yearly registration procedure is to provide our parents and students with an opportunity to consider the following: their motives for being at East Liverpool Christian School, their re-commitment to the school philosophy and program, and their restatement to be willing to cooperate with school personnel.

In order to seek re-admission for the next school year, registration fees must be paid and the papers in the application/registration packet must be read and/or signed on the checklist included in the packet.

In the event that tuition from the previous year has not been paid in full by the opening of the new school year, an early registration payment will not guarantee admission for that school year.

Application/Registration fees are non-refundable and must accompany paperwork in order for a classroom spot to be secured for the student.

2.4 PARENTAL RESPONSIBILITY

Parental involvement is a vital link to the success of the East Liverpool Christian School. There are many opportunities for parents to be involved; however, the following are requirements:

1. Agree to fulfill all financial obligations on time.
2. Agree with the policies and practices of the East Liverpool Christian School and agree to fully support the school and encourage the staff in the implementation of said policies.
3. During any conflict concerning a staff member, the person(s) involved will first go to the staff member, then to the Principal or Dean, and finally, if needed, to the School Board. (Matthew 18 principle). Parents agree to conduct themselves in a respectful Christian manner at all times. Conferences may be done in person or phone/email but must first be scheduled in advance. Parents also agree not to malign or attack the school or its employees through any form of media so that the name of Christ does not suffer.
4. Agree not to file or bring litigation against the East Liverpool Christian School for any present or future claim that you may have involving or affecting the school. Instead, because the Bible commands Christians to settle their disputes privately or within the church, we promise to resolve any disputes involving or affecting the school, its employees or its volunteers privately or through the mediation of the school board.
5. We ask that our parents commit to pray for the East Liverpool Christian School family on a consistent basis, including the Board, administrators, teachers, parents, and students.

2.5 GRIEVANCE PROCEDURE

Parents who choose to enroll their children at East Liverpool Christian School do so with the understanding that they are in support of the school's policies and staff. Anytime parents have a concern about school policy or procedure, the following guidelines should be followed in accordance with Matthew Chapter 18:

1. Pray
2. Parents are to go directly to the staff person involved to discuss concern.
3. If an agreement or solution is not reached, the parents, the staff person and an administrator will meet in an attempt to reach a resolution.
4. If an agreement or solution is not reached, the parents, the staff person and the administrator will go to a closed session of the next Board meeting to attempt to reach a resolution.
5. If no solution is achieved after these steps are taken, the parent may withdraw the student from the school.

Considering that discord and disunity have the potential to destroy the school, in Christian maturity and deference, concerns will be kept confidential by all parties involved. Any persons found to be perpetuating discord among school families, students, and/or staff may be dismissed from the school or denied access to the school.

2.6 EAST LIVERPOOL CHRISTIAN SCHOOL TUITION POLICIES AND AGREEMENT

The tuition is as follows:

Grade Level	1st Child
Preschool	$1,500
Kindergarten	$6,166
Elementary grade 1st – 4th	$6,166
Middle School grade 5th – 8th	$6,166
High School grade 9th – 12th	$8,408

2.7 TUITION PAYMENT OPTIONS

Families paying in full must do so before the first day of school. All families will pay their tuition through an automatic bank withdrawal program through FACTS Tuition Management System. **Payment schedules MUST be approved by the office before the first day of school and tuition contracts signed. Students will not be permitted to begin classes until a payment plan is in place. Any changes in payment plans during the year must be approved by the Finance Committee. No balances will be forwarded into the next school year**.

Parents are responsible for monthly tuition payments whether or not your child is in attendance during a particular month. Tuition to ELCS will not be refunded.

There will be a $30 fee for checks returned NSF (non-sufficient funds). No postdated checks will be accepted.

2.7.1 CCCTC, Part-Time, and College-Credit-Plus Students

2.7.1.1 CCCTC

Students attending the Columbiana County Career and Technical Center (CCCTC) for a half day are still considered full time ELCS students. The tuition rate for students attending the Columbiana County Career and Technical Center (CCCTC) for a half-day is the standard rate for all full-time ELCS students.

Seniors electing to attend CCCTC for a full day with the intent to graduate from ELCS must meet the following criteria:

- attended ELCS for grades 9-11
- maintained satisfactory grades throughout grades 9-11
- maintained satisfactory behavior throughout grades 9-11
- complete an ELCS provided, independent study Bible course overseen by an ELCS teacher

Tuition for full-time CCCTC seniors will include a flat rate of $1100.00, a $250.00 course fee, and a $650.00 teacher fee, totaling $2000.00.

2.7.1.2 Part-Time Students

Home-schooled students wishing to enroll part-time at ELCS will be granted up to two courses. Tuition for part-time students will include a flat rate of $1100.00 and a $250.00 course fee per course. Students wishing to enroll for more than two classes must enroll as full-time students.

2.7.1.3 College Credit Plus Students

Students in grades 7 through 12 participating in the College Credit Plus program through the state of Ohio are considered full-time students at ELCS receiving all of their high school credits through our school. The tuition rate for College Credit Plus students is the standard tuition rate for full-time ELCS students.

2.8 FINANCIAL AID APPLICATIONS

Financial aid is available upon request through application.

2.9 MISCELLANEOUS FINANCIAL OBLIGATIONS

It is expected that those who enroll their children in the East Liverpool Christian School will be faithful in meeting the payments. Those who become delinquent will be given 30 days to reinstate an approved payment schedule. All delinquent repayment plans must be approved by the school board. Refusal to pay tuition will result in dismissal of the student from the school.

If the student is a senior, financial obligations must be settled in full to participate in commencement exercises. Should this payment be received within ten days of graduation, it must be paid with a money order or certified funds. **A student's diploma will be withheld and they will not be permitted to participate in commencement exercises until all financial obligations are met in full.**

Families should not request school records be forwarded until all tuition and other fees are paid in cash, money order, or certified funds. Report cards will be withheld during a given grading period if tuition payments, book fees, lunch money, and late fees are not current.

2.10 PRESCHOOL

East Liverpool Christian School offers a preschool for three-, four-, and five-year-old. Both morning and afternoon sessions are options based on class enrollment; each session meets five days per week. All students entering must be three years old **and** completely toilet-trained by the first day of school. The morning session is from 8:15-11:15; the afternoon session runs from 12:00-2:30.

2.11 SCHOOL SUPPLIES

Parents are responsible for defraying the cost of materials which will be consumed during the school year, such as crayons, notebooks, paper, pencils, etc. See the school website in June for a class listing of supplies.

Parents will also be responsible to pay for field trips as they pertain to their children. These trips are designed to enhance our students' educational experience and should not be considered optional. It is our hope that all students eligible for field trips will attend; if you experience a financial difficulty with field trips, please contact the office.

2.12 ATTENDANCE

Ohio school law requires punctual and regular attendance at school. These are of prime importance in the school life of the pupil, as they supply training in the area of work ethic. **School hours for K-12th grade classes are 8:10 am – 3:05 pm.** Students must be in the building by 8:05 am to ensure they are in class by the tardy bell, which rings at 8:10 am. Carpool/dismissal is from 3:05-3:25 pm. A $5 "late charge" fee per day will be assessed if your children are not picked up by 3:25 pm. without permission from administration.

1. Anyone habitually absent the day after a sporting event must have a conference with the Athletic Director, Dean, or Principal to determine disciplinary action.
2. Unreported absences are counted as unexcused. Students who are not in school for health or fatigue reasons for the full day on the day of an athletic contest (See #3), will not be allowed to participate. (Any exceptions must have administration approval).
3. **To be eligible to play the day of a game, you must arrive at school before 10:00am** even if there was a late contest the night before. If a student is late the day after a game, they will be required to sit out at least one half of the next contest. **SEE #2 and #6 FOR CLARIFICATION**
4. If a student has an unexcused absence on Friday, he/she will not be eligible to participate in an athletic contest

the next day.

5. Each unexcused absence from practice or game will result in a suspension for one game. More than one unexcused absence from practice or game may cause further disciplinary action by the coach. Three unexcused absences from practices or games may constitute dismissal from the team. Extra practices or games may be called if needed, and attendance is mandatory. Unreported absences are unexcused on Friday, he/she cannot play in Saturday game
6. Makeup work from **excused absences** will be accepted in the following manner: It is the responsibility of the student and parent to obtain missed work due to absence. Students have the number of days absent plus one to complete and submit all make-up work. The day of return to school is day one. Weekends are included.

2.13 TARDINESS

Students are considered tardy if they enter class after the 8:10 bell. The following is the tardy policy for ELCS:

- **Grades K-4**: Students may be tardy three times in a grading period with no penalty. On the 4th time (and subsequent) tardy, students will miss a day of recess. At the beginning of each nine-week grading period, students return to zero tardies.
- **Grades 5-12**: Students may be tardy three times in a grading period with no penalty. On the 4th time (and subsequent) tardy, students will receive a demerit plus an additional demerit for every tardy to school thereafter. At the beginning of each nine-week grading period, students return to zero tardies.

Students are required to attend school each day and will be excused only for the following reasons:

1. Personal illness.
2. Death of a close relative.
3. Emergency set of circumstances judged as sufficient by school authorities.
4. If parents wish to remove their children from the school for the purpose of vacation, they may do so provided that:
    - **A written request is made at least two days prior to each absence**.
    - Permission is given by both the teacher and administrator of the school.
    - Work assignments will be taken with the student and completed during the time away from school.
    - Assignments will be turned in on the first day the student returns to classes or zeros will be given on each assignment.

The following are considered unexcused absences:

- Shopping trips, hair, nail, and tanning appointments
- Oversleeping or sleeping in
- Care-giving or babysitting
- Missing the bus, working part-time jobs
- No written excuse from doctor.

Note: Students may not be excused as spectators for school events. However, families involved in these events may make special arrangements for dismissal of their children through the office.

Appointments with the doctor, dentist, etc., should not ordinarily be made during school time. If this is

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necessary, however, the student must bring a note, written by a parent or guardian, to the school office prior to 8:30am stating the reason for the required early dismissal, along with the doctor's excuse when they return.

2.14 ABSENCES

Parents must notify the school **before** 10:00 am if their student is going to be absent. The school will attempt contact with the parent/guardian to determine the cause of the absence. **However, if contact is not established by 10:00 am, the student will be marked unexcused (see below for consequences for unexcused absences).** The parent/guardian must provide the school with one or more phone numbers for this purpose. If the reason for the absence was not given in the phone call, the parent must write a note explaining the reason for the absence. The note must contain the student's first and last name, date of absence, reason for absence, and the parent's signature; otherwise, the absence will be considered unexcused.

Students absent for 38 hours in a month (6 days) or 65 hours in a year (10 days), with or without legitimate excuse, are considered to be **excessively absent**. Student's reaching this level of absence will be notified by the school within 7 days of the triggering absence and may be asked to meet with the Principal and Absence Intervention Team (AIT). Students absent for 10% of the school year (approximately 17 days in a school year) are considered to be **chronically absent**. Students reaching this level of absence MUST meet with the Principal and Absence Intervention Team (AIT). At that time, credit for the semester may be denied (high school) and/or a doctor's excuse may be required for each additional absence. **Doctor's excuses must be submitted on the day of return following the absence. If an excuse is not submitted on the day of return, the student will be marked unexcused (see below for consequences for unexcused absences). No late submission will be accepted.** Students absent for 30 or more consecutive hours, 42 hours in a month (7 days), or 72 hours in a year (12 days) without legitimate excuse are considered **habitually truant**. The parents-guardians of habitually truant students will be contacted to meet with the AIT within 10 days of the triggering absence to develop an Absence Intervention Plan. If the plan is not followed, a complaint will be filed at the county juvenile court.

Consequences for Unexcused Absences

- In grades 5-12 the student will receive a detention for each day missed. Students will also receive zeros for coursework/homework that is due on the day of an unexcused absence.
- In grades K-4 the student will miss one day of recess for each day missed.

2.15 DISCIPLINE POLICIES

The goal of all discipline should be aimed at developing Christ-likeness - "putting off" negative character qualities and "putting on" positive ones. Ephesians 4:22-24

The quality of education attained by the school and the level of discipline maintained in the school have a marked correlation. Therefore, both **enrolled students and their parents must abide by and cooperate fully with the rules and regulations established by the school.**

2.15.1Philosophy

A philosophy of discipline for the East Liverpool Christian School must be based on scriptural truths. The characteristics of our discipline should be modeled after God's example to us.

1. God corrects us out of love that is unconditional. He does not love us any more when we do good. He does not love us any less when we do bad. (Proverbs 3:12, Hebrews 12:6)
2. God corrects us because He delights in us (Proverbs 3:12). As Christ did with his disciples, we must visualize what our children could become. We must resist making negative predictions based solely on present behavior.

3. God corrects us to produce holiness, and not in order to make us "better than" someone else, but to conform us to His image. (Romans 8:29).
4. God corrects us to produce fruit in our lives.
    a. The fruit of repentance (II Corinthians 7:9-11)
    b. The peaceable fruit of righteousness (Hebrews 12:11, Galatians 5:22-23)
5. God forgives and forgets (Hebrews 8:12, Titus 2:14).

The above excerpt was taken from Sowing for Excellence, Educating God's Way, by Claude E. Schindler.

2.15.2Behavioral Guidelines

Believing that discipline is necessary for the welfare of the student as well as the entire school, the teachers, Dean, and Principal have the liberty of making and enforcing (classroom, playground, hallway, etc.) regulations in the manner which is in accordance with Christian principles set forth in the Bible. Proverbs 3:11-12, 13:24, 29:15-17, Hebrews 12:11.

A student's main goal in this school is to get a Christian education. It is the responsibility of the school to provide that education and prevent anyone from interfering with the achievement of that goal. Most discipline problems in the school center around students disrupting others.

2.15.3 Student Conduct Policy

The school considers that the Bible is clear in making parents responsible for the proper education of their children. Children should be educated at home, at church, and at school with the consciousness that all truth is God's truth. Thus, proper working together of these three units will lead to the fulfillment of the necessity for each person to have a personal relationship to Christ as Savior. The East Liverpool Christian School seeks to aid the parent in fulfilling his/her responsibility to God "to train up a child in the way he should go."

Students are expected to conduct themselves in a Christ-like manner at all times. This includes time at school, time at school related activities, and discretionary time. In the event that a student's actions do not exemplify Christ, the following policy will be implemented.

Galatians 6: 1-2 states, "Brothers, if someone is caught in a sin, you who are spiritual should restore him gently. But watch yourself, or you also may be tempted. Carry each other's burdens, and in this way you will fulfill the law of Christ."

Steps for restoring gently come from Matthew 18:15-17 which states, "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector."

These steps of restoration include:

1. Talk in private (Principal to student; Principal to student and parent, if necessary) to develop a means to bring about restoration.
2. Take one or two others along. If the matter has not been resolved at the first step, then the Discipline Committee and/or the Board becomes involved in the intervention.
3. Suspension or Expulsion occurs if there is no change in attitude/behavior.

2.15.3.1 Regulations for Students in Grades K-12

Examples of **minor misconduct violations** receiving demerits (middle/high school), or loss of recess, class time,

or privileges (elem. teachers will discipline in class) **

1. Inappropriate behavior
2. Not turning in a cell phone or other electronic devices to the homeroom teacher
3. Using a cell phone or other electronic device without permission during school hours
4. Unexcused tardiness to class/school
5. Violation of lunch rules
6. Chewing Gum
7. Improper use of a pass
8. Class disruption
9. Dress code violation
10. Inappropriate display of affection
11. Misuse of school property
12. Uncooperativeness
13. Failure to attend detention (2 demerits)
14. Lying (2 demerits)
15. Verbal or nonverbal abusive language (2 demerits)
16. Skipping class (2 demerits)
17. Unprepared for class (no homework, lack of materials needed for class, etc.)

** While these offenses are considered minor in nature, the Dean or Principal may determine that any of these behaviors or repeated behaviors require a detention or more serious consequence.

Examples of **major misconduct violations** resulting in a Suspension or Expulsion (middle/high school); **repeated** violations in elementary will have the same result:

1. Vandalism
2. Theft
3. Assault--Physical Attack or Verbal Threats
4. Cheating—this includes plagiarism
5. Sexual Harassment (verbal or physical)
6. Overt Defiance
7. Forgery
8. Extortion
9. Setting off any alarm
10. Gambling
11. Possessing any type weapon
12. Arson
13. Misconduct on the bus

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14. Misconduct in the bathroom
15. Truancy/leaving school grounds without permission
16. Possession or sale of drugs
17. Driving violation
18. Disrespect
19. Failure to attend detention
20. Any other act of irresponsibility

2.15.4Specific Guidelines

Some rules exist because they are Biblical mandates. Other rules exist to help us live together in harmony. Both are to be followed by ELCS students. Administration reserves the right to seek God's wisdom as discipline is measured out on a case-by-case basis.

2.15.4.1 Students (grades K-12) will not be permitted to do the following:

1. Interfere with another student's education.
2. Exhibit willfully defiant behavior such as sassing and disrespect of authority.
3. Use cell phones or devices other than school provided/approved devices during the course of the school day.
4. Bring the following items to school: toys (unless specifically allowed for a time by teacher, e.g., "sharing day"), laser pointers, electronic devices (see Internet usage pages from application), pornographic materials.
5. Use the Lord's name in vain.
6. Use swearing, obscene language, or obscene gestures.
7. Cheat, steal, or fight.
8. Use, distribute, and/or possess tobacco, alcohol, or any controlled substance.
9. Use or possess illegal drugs, or distribute ANY drug, legal or illegal.
10. Engage in any form of gambling.
11. Display improper affection in school or at school-sponsored functions.
12. Leave supervised areas during class sessions.
13. Sell items at school without permission from the administration.
14. Participate in sexual harassment.
15. Engage in repeated verbal or physical abuse; this constitutes bullying.
16. Damage property. Students responsible for damage must pay for the damage or repair the damage.

Students at the East Liverpool Christian School are expected to maintain the highest degree of integrity in their interpersonal relationships. Students known to be engaged in any sexual activity outside of the Biblical model may face disciplinary action up to and including expulsion. Please read and refer to these scriptures as examples I Corinthians 6:18, 10:13; II Corinthians 10:3-5; II Timothy 4:3-4; I Peter 2:11; Hebrews 12:11-13; Romans 1:18-32; Ephesians 5:3-7; I John 1:9; Ecclesiastes 8:11-12; Psalm 119:9-11.

Students bringing and/or handling guns, knives, or any item that could be used as a weapon may result in up to a 1-year expulsion from school. A detailed policy is located in this handbook.

2.16 PLAYGROUND RULES

1. Stay away from all cars in the parking lot.
2. Do not kick, hit or throw balls toward the buildings or the cars.
3. No hardballs permitted at any time.
4. Students are to stay off the road.
5. No wrestling, boxing, fighting, or rough games permitted.
6. Students are not to interfere with games being played.
7. Students are not permitted to throw snowballs.
8. Students are not to climb or go over the fence, even if it is to retrieve a ball.
9. Students must use the slide in the appropriate sitting position and not climb up.
10. Students are not to pick up or throw stones.

2.17 SCHOOL BUS RULES

Students are assigned to ride a certain bus to and from school. The following rules will be observed:

1. Students will be seated immediately upon entering the bus and will remain seated.
2. Students will obey all driver commands without hesitation or back talk.
3. Students will not be unnecessarily loud or use profane or indecent language.
4. Students are to be waiting at the assigned bus stop as the bus approaches.
5. Students are not to eat food on the bus.
6. Windows may be adjusted with the permission of the bus driver. Students are not permitted to put their head, arms, or other objects out of the bus windows.
7. Students are not to throw objects from the bus.
8. Students who do not ride the bus may not go home with a friend on the bus.

Violations of above rules may result in loss of bus privileges.

2.18 DRIVING PRIVILEGES

Students holding a valid driver's license will be permitted to drive to and from school as long as they adhere to the following guidelines:

1. Obey all traffic laws.
2. Enter and exit the school parking lot at a slow rate of speed (5 mph).
3. Avoid reckless operation.
4. Park in the area designated for student drivers.
5. Access to cars during the course of the day is prohibited.

2.19 DRIVING CONSEQUENCES

In the event that a driver of a vehicle, while on school property, violates any of the driving guidelines, the consequences will be as follows:

Incident	Consequences
1st incident	A written warning
2nd incident	Loss of driving privileges for one month and a $75 fine*
3rd incident	Loss of driving privileges for the remainder of the year and a $125 fine*

*All fines must be paid to ELCS before driving privileges may be reinstated. These fines will benefit other students through the Scholarship Fund.

2.19.1 General Discipline Procedures

In order for a discipline system to be successful it must be fair, firm and just. All school personnel will attempt, with God's help, to accomplish this goal. The cooperation of the family is also a must. Teachers will handle disciplinary offenses through a variety of methods. These include talking to the student, written assignments, contacting parents, demerits, detention, service projects, Biblical studies, restitution, or other suitable methods they deem appropriate to the situation. School personnel will counsel, warn, and pray with each student as needed.

2.19.1.1 Specific Discipline Procedures

In the event that these ordinary measures are unsuccessful, more drastic measures will be utilized. There are times when a student must be dealt with strongly. This will give all concerned an opportunity to reflect deeply upon their motives for being involved with the East Liverpool Christian School. If certain problems of discipline cannot be resolved, the student will be suspended, or expelled from the school. Some reasons for such drastic actions include the following:

1. Continued deliberate disobedience
2. A rebellious spirit which is unchanged after much effort by personnel of the school
3. A continued negative attitude and a bad influence on the other students
4. Moral misconduct
5. Repeat violations of the Student Conduct Policy
6. Refusal on the part of the parent to comply with the state requirements for immunizations of school children
7. Excessive absences or tardiness
8. Continued threats, bullying, harassment

2.19.2 Consequences for Misbehavior (Elementary)

The following disciplinary code will apply to elementary students:

Regarding the above rules, elementary teachers will use various forms of discipline to restore good behavior in the classroom, including loss of recess, special class times, field trips, or other privileges. If the teacher has exhausted all his/her disciplinary options, the student will be sent to the office to see the Principal. A disciplinary form will be sent to the parent/guardian. In most cases, the student who is sent to the office should expect:

1. Phone call home to their parent
2. Same day suspension or longer

3. Expulsion
4. A combination of the above options

2.19.3Consequences for Misbehavior (Grades 5-12)

The following disciplinary code will apply to all students from grade 5 through 12:

Demerits:

1. Total of (4) demerits will result in 1 day of after school detention.
2. Total of (6) demerits will result in additional after school detention(s).
3. Total of (8) demerits will result in 1-3 days of in-school suspension.
4. More than (10) demerits will result in out-of-school suspension and POSSIBLE EXPULSION FROM THE SCHOOL.

Note:

Because God is full of grace, demerits accrued in a nine-week grading period will go "off the book" at the end of each nine-week grading period.

Consequences of late or missing assignments/homework for middle school/high school students will result in a lunch-time detention in order to provide accountability and help for our students.

**Parents will be notified of disciplinary actions through FACTS-SIS and/or phone call. **

2.19.4Detention

Infraction of school rules may result in detention. Detention is to be served within one week from the date it was issued. Detentions are held after school from 3:10-4:00. Parents will be notified and a date for the detention will be set. Failure to serve the detention will result in more serious disciplinary measures. No morning detentions will be permitted.

2.19.5Suspension

Accumulation of demerits may result in an "in-school suspension." An isolated area will be provided for the student where they will do work assignments for the day; credit will be given for these assignments.

The Principal may place a student in an "out of school suspension" for up to ten days. The parent or guardian shall be notified of the intent to suspend within 24 hours of the action. During the out of school suspension period, students will be expected to complete all provided coursework and submit work upon return to school. Parents have the right to appeal the action to the School Board.

Elementary students may be subject to an out of school suspension if child's behavior has not improved after the teacher has exhausted the discipline possibilities in the class.

Readmission of a suspended student must be preceded by a parent conference and a recommitment on the part of the student to the principles of the school. A letter explaining the suspension and making suggestions for parental action may precede and/or follow the conference. Copies of the letter are sent to the chairman of the Board and the parents of the student. A copy is placed in the student's cumulative record file.

2.19.6Expulsion

A student may be expelled from East Liverpool Christian School provided that he or she is afforded reasonable, fair, and appropriate procedures and the nature of their offense is considered to be sufficiently drastic by a majority of the members of the Board of Education to warrant such action.

A student who has been expelled may be considered for re-admission at the beginning of the new school year. This decision is to be made by the administration and the school board.

Students bringing and/or handling guns, knives, or any item that could be used as a weapon may result in up to a 1-year expulsion from school. A detailed policy is located in this handbook.

2.19.7Repeat Misbehavior Recommendations

If a student frequently misbehaves, parents may be asked to spend the entire day at the school with their child. Repeated misbehavior may lead to suspension or expulsion from the school.

2.20 LOCKERS AND DESKS

Lockers and/or desks will be assigned to students on a yearly basis. These lockers and desks belong to East Liverpool Christian School, and as such, the school reserves the right to inspect the contents of these lockers, desks, or any other item, such as a book bag, that is left in close proximity to the school lockers and desks. This property is to be kept clean and in order by the students.

2.20.1Social Media Policy

Since students do not have access to social media during school hours, the control; and monitoring of social media is the responsibility of the parent or legal guardian. Students agree to not malign or attack the school, its employees, or fellow students through any form of media, so that the name of Christ does not suffer. While in school, students will not be permitted to engage in any form of digital manipulation for the purpose of gain or harm to themselves or others.

2.20.2Network/Computer Use Policy

2.20.2.1 PHILOSOPHY

ELCS believes the use of technology and computers is a vital component of the educational process. Therefore, all students, faculty, and staff are expected to use these tools and resources in an appropriate manner to further the educational process while glorifying our Lord.

2.20.2.2 APPLICABILITY

The policy applies to all faculty, staff, students, and guests of ELCS.

2.20.2.3 GENERAL USER STANDARDS

- **Students**

  All students, preschool through 12th grade, shall have access to instructional software and data files. Access to the Internet shall be in a fully supervised environment (classroom teacher, designated teacher's aide or designated parent present) and only through the school's site-filtering software which may be modified by the Network Supervisor upon request and/or need. In classes requiring students to have their own files, only data files are allowed (no application files such as games or utilities). Students are not allowed to use the Internet in an unsupervised environment.

- **Faculty/Staff**

  Access to the Internet shall only be through the school's site-filtering software which may be modified by the Network Supervisor upon request and/or need.

- **Guests of ELCS**

  Access to the computers and Internet may be granted by the Network Supervisor, under supervision, and only through the school's site-filtering software.

2.20.2.4 INTERNET ACCESS SOFTWARE AND TERMS

Internet access is only allowed through the proxy server and/or through the designated Gateway. The Proxy Server can create a log, which may be printed and reviewed randomly by the Network Administrative Staff. Suspicious URL visits will be reviewed.

Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is not consistent with the purposes of the Net and is inappropriate. Illegal activities are strictly prohibited.

Violation of the following terms and conditions will result in the immediate loss of network services including, but not limited to the Internet, and could eliminate future access.

- **Copyright**

  Most software and much of the information posted on the Internet is copyrighted. Violations of software licensing agreements may constitute serious infractions of federal law and the violator may be subject to civil and/or criminal penalties.

- **Games**

  Games are not to be installed or played on ELCS computers (including games brought from home). This includes Microsoft installed games such as solitaire. The Internet is not to be used for the playing of games or participation in contests. Instructional games and game-like software used in the course of education and accompanied by an ELCS license is excluded from this prohibition.

- **Music**

  Music is not to be downloaded, installed or played on ELCS computers, including web-based radio stations unless with the supervised permission given by the teacher. Teachers may play music of their choice during a given class period. (The only exception to this rule is when instructional reasons permit students to find music for a school-based project such as a PowerPoint presentation.)

- **Desktop Themes/Screensavers/Cursors**

  No desktop themes, screensavers, or alternate cursors are to be downloaded or installed at any time on ELCS computers. Desktop themes and screensavers are the number one cause of viruses on computers; thus, all installation is prohibited. This includes teacher computers, although teachers are permitted to change the picture on their desktop or be granted special permission to install a screen saver that is not obtained from the web.

2.20.2.5 NETWORK/INTERNET/EMAIL REGULATIONS

Students and untrained faculty/staff are not permitted use of ELCS Server computer. The server is used to provide all ELCS students, faculty and staff the opportunity to gain access to the Internet and is only to be operated by Network Administrative Staff. In addition, students, or faculty/staff may not post information to the ELCS website without the supervision/permission of the Network Administrative Staff.

- The use of your account must be in support of education and research and consistent with the educational objectives of ELCS. Do not give your password to anyone, or if given the option, change your password or the password of the computer you are operating on.
- No food, drink, or candy is to be consumed around school computers.
- Do not use or alter anyone else's Internet account.

- Do not alter screen savers or desktop backgrounds unless your instructor gives you permission. This includes downloading themes/pictures for background use. These alterations must be restored to default at the end of the instructional class period.
- Do not break in or attempt to break in to unauthorized files on this network, or any other computer network.
- Users are not permitted to use any type of instant messaging, chat rooms, blogs, social networking sites or any non-educational games (including on-line-gaming).
- Student users are not permitted to access any private email accounts (including Hotmail, etc.) from school computers. Teachers may permit single use access to retrieve a document for class use. Staff/faculty are permitted to access private emails in moderation; however, discretion must be exercised to prevent viruses and spy ware from affecting faculty/staff computers.
- Do not create or share computer viruses.
- Do not destroy another person's data.
- Do not monopolize the resources of the network by such things as running large programs and applications or sending large files over the network during the day.
- You are not permitted to get from or put onto the network any copyrighted material (including software) or threatening or obscene material.
- Purposefully annoying other Internet users, on or off the ELCS system is prohibited.
- Even though a student access to Internet sites is filtered, ELCS recognizes that this software is not absolutely capable of filtering all sites the school, parents, and/or students may deem as inappropriate. Therefore, all users should report the knowledge of any such site reached through the ELCS access to the network supervisor, classroom teacher, or other administrator. These sites will be blocked immediately as necessary. Such sites include the content or portrayal of pornography, obscenity, or "hate sites."
- As a user of this community system, users should notify the network supervisor of any violations of this contract taking place by other users or outside parties. This may be done anonymously either to a teacher or administrator.
- Students will not reveal their names and personal information to or establish relationships with "strangers" on the Internet, unless the communication has been coordinated by a parent or teacher.
- When sending educational related emails:
    1. Be polite. Do not write or send abusive messages to others.
    2. Use appropriate language (this includes not using derogatory slang or computer shortcuts).
    3. Do not reveal your personal address, photos, or phone numbers, or those of other students, colleagues or faculty/staff.

Note that this educational approved electronic mail is not private. People who operate the system do have access to this mail. Messages relating to or in support of illegal activities will be reported to the authorities.

2.20.2.6 PERSONAL TECHNOLOGY DEVICES

Because the school provides technology for student use, no personal devices are permitted unless special circumstances exist and permission is granted by administration.

2.20.2.7 CONSEQUENCES OF REGULATION VIOLATIONS

The Network Supervisor may suspend or close an account at any time as required. The administration, faculty, and staff of ELCS may also request the network supervisor to deny, revoke, or suspend specific user accounts. Such measure would prevent accessing any network resources, including the Internet, educational e-mail, in-house databases, and/or any other resource located on the ELCS Network or individual computers. ELCS takes seriously their responsibility to provide a safe, educational computer environment for their students. Rules for computers will be posted in all rooms containing computers, and violations will be dealt with as follows:

- **1st Offense** – Violations for infractions other than vandalism constitutes 2 full days of suspended privileges on any school computer – this includes use of computers during computer classes that student may be enrolled in. (** Note: No home laptop can be used at school during this time of suspended privilege.)
- **2nd Offense** – Violations for infractions other than vandalism constitutes 1 full week of suspended privileges on any school computer – this includes use of computers during computer classes that student may be enrolled in. (** Note: No home laptop can be used at school during this time of suspended privilege.)
- **3rd Offense and following** - Violations for infractions other than vandalism constitutes an additional week (i.e., 3 offenses – 3 weeks, 4 offenses – 4 weeks, etc.) of suspended privileges on any school computer – this includes use of computers during computer classes that student may be enrolled in. (** Note: No home laptop can be used at school during this time of suspended privilege.)
- **Vandalism Clause** – Shall result in immediate cancellation of all privileges. Vandalism is defined as any attempt to harm or destroy hardware, operating systems, or applications of another user. This includes uploading or creating computer viruses. The cancellation privilege is for the remainder of that school year. In addition, the administrators or board of ELCS may employ other actions as each case is reviewed individually.

INSTRUCTIONS:

Students/Parents of Students:

After reading the ELCS Network/Computer Use Policy, please check and sign the appropriate portion of the registration paperwork that applies to this policy. (Disregard the final page of this document, if attached, as it is for ELCS faculty/staff purposes.)

2.21 POLICY OF SEARCH AND SEIZURE

Should probable cause exist, East Liverpool Christian School reserves the right to request any student to empty the contents of his/her pocket, purse, book bag, or the like. In the event that this request is not honored, the student will remain in the office until his/her parents or legal guardian can be contacted. At this point, refusal to honor said request may subject student to suspension or expulsion from the school.

2.22 POSSESSION OF/THREAT OF/USE OF WEAPONS

2.22.1Introduction

East Liverpool Christian School considers students possession of/use of/or threat of the use of weapons as a serious offense and will not tolerate such by students on school property, at school events, or any other time while under the school's jurisdiction. Statements made by a student claiming or boasting of a weapon at school or school event will be dealt with in the same manner as a "threat" below.

2.22.2Student Action

Students who possess a weapon or who carry, exhibit, display, or threaten any of these items apparently capable of producing bodily harm in a manner which, under the circumstances, manifests an intent to intimidate another or warrants alarm for the safety of others shall be subject to discipline up to and including expulsion for a period of one calendar year. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. After review, the Discipline Committee may recommend to the Board of Education a reduction of the expulsion, which must be supported by mitigating circumstances. Said reduction must be supported by a three-fourths majority of the entire Board.

Students are also prohibited from bringing knives on school property, in a school vehicle, or to any school sponsored activity. The definition of a knife includes but is not limited to a cutting instrument consisting of a sharp blade fastened to a handle. If a student brings a knife on school property, in a school vehicle, or to any school sponsored activity, the Dean or Principal may, if authorized by the Board, expel the student from school, with the same expulsion implications as noted above.

The Board may extend the right to expel a student for reasons beyond the possession of a firearm or knife. Students who possess or use other dangerous weapons, which are defined but not limited to metal knuckles, straight razors, explosives, noxious irritation or poisonous gases, poisons, drugs or other items possessed with the intent to use, sell, harm, threaten or harass students, staff members, parents or community members, may also be subject to expulsion under this policy.

2.22.3Definition

"Possession" includes, but is not limited to, having a weapon on school property or at a school sponsored event located:

1. In a space assigned to a student such as a locker or desk;
2. On the student's person or property (such as on the student's body, in his/her clothing, purse, backpack, gym bag or vehicle);
3. Under the student's control or accessible or available, such as hidden by the student.

"Threat" includes, but is not limited to:

1. A statement of personal bodily harm with a weapon;
2. A statement indicating friends or acquaintances with weapons who will commit bodily harm;
3. Or the statement of possessing a weapon at school or a school function.

A "weapon" includes, but is not limited to:

1. A firearm, which is a weapon or device from which a projectile may be fired by an explosive; or
2. An air gun, which includes any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by discharge of compressed air, carbon dioxide or other gas, or any items which appear to be realistic firearm or air guns; or
3. A slung shot, which is a piece of metal, or a stone fastened to a short strap, chain or thong, used as a weapon; or
4. A sling shot, which is a forked piece of wood, metal, plastic or similar substance having and elastic band fastened to the prongs for shooting small stones and pebbles; or
5. A sand club, chains or metal knuckles; or
6. A device commonly known as "throwing stars" multi-pointed metal objects designed to embed

upon impact; or

7. Any knife which is a cutting or stabbing instrument with a sharp blade set in a handle; or
8. A dirk, which is a type of dagger; or
9. Any device commonly known as “nunchucks” consisting of two or more lengths of wood, metal, plastic or similar substance connected with wire, rope or other means; or
10. A stun-gun; or
11. Any explosive device including fireworks.

2.22.4Incident Reporting and Action

Any faculty member, staff member, or administrator with knowledge of “possession”, “threat”, or “use of weapons” as described above shall immediately report to the building principal/director/designee, who shall;

1. Submit a report to the appropriate jurisdictional police authority, and
2. Remove the involved student(s) from school pending full investigation by school and/or law enforcement authorities.

2.22.5Denial of Admittance to Student under Expulsion from Another District

East Liverpool Christian School will temporarily deny admittance to a student who has been expelled from another school district if the student’s expulsion period in that district has not expired. ELCS Board will offer the student a hearing regarding the denial of admittance if they so desire.

2.22.6Student Review Policy

Each school year the faculty will meet and the names of students whose actions (behavior, attitude, academics, etc.) need improvement will be submitted to the Principal. Teachers will keep notes on discipline, conferences, phone calls with parents, etc. If little or no improvement is seen, the name of that student will not be recommended for re-admission.

2.23 GRADING SYSTEM

2.23.1Philosophy

Two of our primary goals at East Liverpool Christian School are to meet the academic needs of students and to help all students realize their God-given potential. In order to determine the progress students, make toward obtaining these goals we have an evaluation process. This evaluation process must:

1. Be as accurate as possible. (Proverbs 11:1)
2. Encourage self-worth (really God-worth). (Psalm 139)
3. Encourage a student to strive to do his/her best without causing discouragement. (Philippians 3:12-14)
4. Help foster competition not against others, but with oneself. (Galatians 6:4-5)
5. Encourage the students to be good stewards of what God has entrusted to them. (Matthew 25:14-30)
6. Help students set goals for themselves so they can fully utilize their resources. (Philippians 4:8-9)

This evaluation will reflect a student’s work and not their worth as a person. The worth of a student will not be judged by the grades they make.

The following grading scale will be used school wide to evaluate student work:

Percentage	Letter Grade	
92 - 100	A	Excellent
82 – 91	B	Commendable
70 – 81	C	Satisfactory
60 – 69	D	Having Difficulty
0 - 59	F	Not Passing

Regular progress reports and report cards are made to parents concerning student progress. Each student is different and his evaluation should be interpreted as such. Parents are urged to study the child's progress report and report card with care. When questions are raised, please arrange to speak with a teacher.

2.23.2Grade Point Average Grades 7 - 12

Calculating G.P.A. on a 4.0 scale is the method used to determine one's scholastic standing. High school students taking college classes have "weighted" grades—i.e. An "A" in a college class constitutes a 100%, a "B" receives a 95%, and so on. At East Liverpool Christian School, G.P.A. will be used to determine the privilege of participating in extra-curricular activities such as school clubs, performance groups, and athletics. In addition, the G.P.A. will be used as a standard for academic probation. The G.P.A. limits are as follows:

Academic Probation: Students who fall below a 2.0 G.P.A. or who carry an "F" in an academic class are automatically placed on academic probation.

> **Step 1**: A letter (progress report) will be sent quarterly to the parent or guardian to inform them of their child's G.P.A. Parents are encouraged to contact each teacher in whose class the student is presently failing and ask about the teacher's expectations for the student in that class.
>
> **Step 2:** If the G.P.A. is still in danger after the first semester, the parents and student will meet with the Dean and Principal. A recommendation to have testing may be requested.

Exclusions: Students who fail required courses for graduation must repeat those courses until they pass them.

Activities: Grades for students in grades 7-12 will be checked every week. If a high school student (grades 9-12), receives a **grade point average below 2.0 or any "F's," he/she will not be allowed to participate in any extra-curricular activities for one week**. **Extra-curricular activities include**: praise team, leadership opportunities, sports, etc. (service trips will not be penalized). Middle school students (grades 7-8) will not be permitted to play sports. During periods of academic probation, a student **may attend practice with his/her team but MUST spend the first thirty minutes of practice doing homework**. He/she should be working hard to raise his/her grades. **Probation begins the Monday following grade checks and continues for one week**.

2.23.3Promotion Policy (Grades 9-12)

For students in grades 9-12, grade advancement is based on the number of credits successfully earned.

- Promotion to the **10th grade** requires a student to successfully earn **at least 6 credits** prior to the beginning of that school year.
- Promotion to the **11th grade** requires a student to successfully earn **at least 14 cumulative credits** prior to the beginning of that school year.
- Promotion to the **12th grade** requires a student to successfully earn **at least 20 cumulative credits** prior to the beginning of the school year.

During their high school career, students must successfully earn a total of **at least 28.5 cumulative credits for graduation.**

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****Students missing 15 days in any class during the semester may be denied credit for that class.** Students who fail required courses for graduation must repeat those courses until they pass them.

2.23.4Promotion Policy (Grades 5-8)

Middle school students (without an IEP) in grades 5-8 who fail one or two core classes may be conditioned to the next grade; failure in three core courses will result in retention.

2.23.5Promotion Policy (Elementary)

Elementary students (without an IEP) will be conditioned to the next level if they have failed two core classes; failure in three core classes will result in retention.

2.23.6Graduation

Students successfully completing the board approved high school course of study will be granted a diploma.

2.23.7Rank in Class

The grades earned during the freshman - senior years are used in computing rank in class. Rank is computed at the end of each high school year and again at the end of each semester of the senior year. The Valedictorian and Salutatorian must have a G.P.A. of at least 3.5.

2.23.8Honor Roll-- Grades K-12

At the end of a grading period, a student who has all "A's" and "B's" will be on the Honor Roll. Students must be working at a reasonable grade level and receive no marks of "U".

2.23.9Principal's List-- Grades 7-12

Students receiving all A's will be named to the Principal's List at the end of each quarter.

2.23.10 Membership Selection Procedure for National Honor Society

To be eligible for membership, candidates must be sophomores, juniors, or seniors and must have been in high school level classes for the equivalent of at least one semester. Candidates must have a cumulative scholastic average of at least 3.2. They will then be evaluated on the basis of service, leadership, scholarship, and character. Selection will be by a Faculty Council. Eligible candidates will be considered once each semester.

2.23.11 Homework

No homework shall be ASSIGNED on Wednesday to be due on Thursday so that students and their parents may be free to attend mid-week prayer services. Any materials or information that will be included on a Thursday quiz/test must be covered by the end of class on Tuesday. Students need to plan their study week to allow for the extra-curricular activities they choose.

Students in grades 1–12 will be responsible to complete homework four nights a week. Homework will be assigned at the rate of approximately 10 minutes per night per grade level. For example, a first grader should plan ten minutes of homework nightly, a fourth grader plans for forty minutes, a seventh grader plans for seventy minutes, and so on. If there is no specific assignment given, students should consider a review of material in their weakest subject. This practice instills the habit of a disciplined time for study each evening.

Parents do not have to check homework for correctness but should check each night for completeness. Don't ask, "Do you have any homework?" Instead ask, "What did you bring home tonight to study?" Follow up by actively helping your child review/practice; not just looked over class notes.

Make-up work from **excused absences** will be accepted in the following manner: students will be given one day

for each day absent plus 1 additional day to turn in make-up work that was assigned while they were absent.

If assignments were made while the student was in school, but due during the absence, the **student must check with each teacher to see about making up that work.**

2.23.12 Semester Exams

Semester exams are given at the end of each semester in grades 9-12 (the exception is Bible, where no exam is given). These exams constitute 1/7 of the semester averages. Exam schedules will be posted prior to exam weeks.

2.23.13 Standardize End of Course Tests

Standardized end of course tests are administered for all K-12th grade students in the spring of each school year. For all high school students not achieving a proficient score on a given test, retake opportunities are offered yearly.

2.24 DRESS CODE

2.24.1 Philosophy

Proper grooming must be taught along with other rules of manners and morals. The Christian home should emphasize modesty in dress, hairstyles, and general grooming. The East Liverpool Christian School's dress and grooming guidelines try to encourage its students to think and act like Christian ladies and gentlemen. It serves to give the student a distinctive appearance, encouraging Christian behavior and promoting school pride. It seeks to create an atmosphere conducive to learning.

1. Our dress should reflect our Christian walk. Clothes are a badge by which we communicate. There should always be cleanliness, neatness, and modesty.
2. Our dress should reflect our message. The testimony of our Lord Jesus Christ is extremely important and in the eyes of the world, Christians are expected to live by a higher standard.
3. Our dress should maintain the distinction between genders.

2.24.2 Apparel guidelines for ELCS

1. All apparel worn to school should be modest. The thigh or upper leg should not show when standing or sitting in shorts or a skirt. For all students, shorts and girls' skirts are to be no more than 6 inches from the floor when in a kneeling position. Jeggings/leggings **must not** be worn without a skirt/dress/shirt of appropriate length. Pants must sit high enough that underwear does not show. Pants may not have extreme tears. No skin may show above the knee.
2. Shirts must have sleeves and be appropriate in length. No midriff should show at any time. Any wording on clothing must be consistent with the school's philosophy.
3. Sandals and flips may be worn EXCEPT for gym classes.
4. All outerwear must be consistent with the above guidelines. Hats and sunglasses may not be worn inside the building.

2.24.2.1 Summer Apparel Guidelines

Shorts may be worn to school from **April 15 - October 15**. They must be no shorter than six inches above the knee when kneeling and modest in nature. The other rules for dress code also apply to the summer dress code.

2.24.2.1.1 Dress Code for Grades Preschool–4

Boys		Girls	
Item	**School Standard**	**Item**	**School Standard**
Pants	Modestly cut, ankle length or below, good repair. No skin may show above the knee; pants may not have extreme tears or gaps. Sweats, jeans, dress pants are approved wear.	**Skirts, Dresses**	Modestly cut, and in good repair. Not more than six inches above the knee when kneeling. **No jeggings or leggings without an approved skirt, dress or shirt.**
Shirts	Logo on shirts must be school appropriate. **All** shirts must have sleeves. Sleeveless shirts or tank tops are not permitted.	**Pants**	Modestly cut, in good repair. No skin may show above the knee; pants may not have extreme tears or gaps. Sweats, jeans, dress pants or capris are approved wear.
Shoes	Appropriate footwear at all times. Students **MUST** have gym shoes/sneakers on gym days.	**Tops**	Logo on shirts must be school appropriate. **All** shirts must have sleeves; sleeveless shirts or tank tops are not permitted; no midriff may show.
Hair	Hair is to be well-groomed and clean, with length not to exceed two inches at the neck. No extreme hairstyles or ponytails are permitted. Only natural hair coloring is permitted.	**Shoes**	Appropriate footwear at all times. Students **MUST** have gym shoes/sneakers on gym days.
Jewelry	Earrings are not permitted. Fake tattoos are not permitted.	**Hair**	Hair is to be well-groomed and clean. Extreme hairstyles not permitted; only natural hair coloring is permitted.
		Jewelry	Earrings are permitted in the ear only. Fake tattoos are not permitted.

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2.24.2.1.2 Dress Code for Grades 5-12

Boys		Girls	
Item	**School Standard**	**Item**	**School Standard**
Pants	Modestly cut, in good repair, and appropriately fitting. No skin may show above the knee; pants may not have extreme tears or gaps. Dress pants, jeans, and approved sweats are permitted.	**Dresses, skirts**	Modestly cut, good repair, Not more than six inches above the knee when kneeling. **Jeggings and leggings are not acceptable unless worn with an approved skirt, dress or shirt.**
Shirts	Logo on shirts must be school appropriate. Sleeveless shirts or tank tops are not permitted. No midriff may show.	**Pants**	Modestly cut, in good repair, and appropriately fitting. No skin may show above the knee; pants may not have extreme tears or gaps. Dress or capri pants, jeans, and approved sweats are permitted.
Shoes	Appropriate footwear at all times. Gym shoes/sneakers **MUST** be worn for gym class.	**Tops**	Logo on shirts must be school appropriate. Sleeveless or tank tops, those exposing the midriff, cleavage, shoulders, or undergarments are not permitted.
Hair	Hair is to be clean and well-groomed, not to exceed two inches in length at the neck. Facial hair must be neat and well-groomed. Extreme hairstyles are not permitted. Any coloring in the hair must be a natural human color. No ponytails are permitted.	**Jewelry**	Earrings are permitted in the ear. No bars—students may wear clear or skin-toned flat retainers. Body piercings and tattoos are not permitted.
Jewelry	Earrings, body piercings and tattoos are not permitted.	**Hair**	Hair is to be clean and well-groomed. Extreme hairstyles are not permitted. Any coloring in the hair must be a natural human color.
		Shoes	Appropriate footwear at all times. Gym shoes/sneakers **MUST** be worn for class.

While some rules are necessary, the administration reserves the right to make a judgment call on what constitutes "extreme." Any student in violation of dress code will be sent home, held out of class, or excluded from an extracurricular activity until the code violation is corrected. As new clothing styles develop, they will be evaluated using our guidelines as a measure.

2.25 FIELD TRIPS

Classes may take field trips to places of interest that will contribute to their education. These trips are a vital part in the pupil's education and part of the curriculum; therefore, it is expected that all students will attend and parents will support them by paying for them or driving if needed. Participation in field trips is based upon

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behavior. **If a student is a behavior problem at school and has not demonstrated the self-control and self-discipline to be taken on a trip outside of school, he or she may be disqualified from participating. An unexcused absence the day prior to a field trip will preclude participation in said event**. For all grade levels-- If you are not able to pay for a field trip, please see your child's teacher or someone in administration. It is our desire that all students will participate in those things that add to their educational experience. Teachers will make transportation arrangements and share trip details with parents prior to any school outing. Before any student participates, his/her parent must submit a signed permission slip. While on field trips, parents, drivers, and chaperones must observe all school rules. **Chaperones are asked to abide by the dress code for grades 5-12 and abstain completely from smoking while on the field trip**. Those not following the guidelines will not be permitted to participate in field trips for the remainder of the school year and possibly the next. **Drivers must sign a form verifying that they have a valid driver's license and accident insurance.** In the event that a private bus is used, the driver must have a C.D.L. endorsement with bus driving experience.

2.26 SPORTS ACTIVITIES

Sports are considered a vital asset to the well-being of the student. Students can learn the importance of fellowship and good sportsmanship with other students. We encourage students to participate but feel **academic achievement must have priority**. Arrival prior to 10:00 a.m. is mandatory to participate in a sports event after school or on the weekend. An unexcused absence on a Friday will preclude participation in a Saturday event. **Anyone habitually absent the day after an event must have a conference with the Athletic Director, Dean, or Principal to determine any disciplinary action.** Please refer to information on academic probation for further details regarding student participation. Drivers transporting students must sign a school form verifying that they have accident insurance. Please see the Athletic handbook (located at the end of this handbook) for further information on sports at ELCS.

2.27 RECESS AND PHYSICAL EDUCATION POLICY

Whenever the temperature is 32 degrees F or above and weather conditions permit, elementary students will go outside for recess; all students will be outside for P.E. and dismissal. Students are required to have appropriate winter attire–coats, hats, and gloves.

2.28 VISITING THE SCHOOL

We welcome parents in our school for many reasons—service projects, parties, conferences, etc. When visiting the school, **please come to the office first to receive a visitor's sticker. Do not go directly to the classrooms.** This helps protect our students and keeps us aware of who is in the buildings.

Lunches, homework, books, etc. may not be hand-delivered to the students. Students may not come out to cars to receive things delivered from home. However, these may be left at the office and in turn they will be taken to the child.

If you would like to come to school to have lunch with your child, please let the office know first. You may bring lunch in or order a school lunch ahead of your visit. Remember to sign in and get a badge.

Visitors are asked to refrain from parking automobiles in such a manner as to restrict the flow of traffic and to use specified parking areas. Do not park in front of the main building, in the driveway, or on the golf course lawn or driveway. Specific rules for dismissal will be discussed at the beginning of each school year. **Visitors are also asked to refrain from smoking when in or about ELCS. All parents are asked to abide by the dress code of the students in grades 5-12 when visiting the school.**

Students who violate this policy more than once will be recommended for permanent exclusion under Ohio law.

2.29 TUTORING

If parents desire to employ a teacher for tutoring purposes, the parent is encouraged to counsel with an administrator. Often, tutoring sessions are set up after school hours on a weekly basis. If tutoring is obtained for the purpose of receiving a high school credit, it must be pre-approved by the administration.

2.30 TELEPHONING PRIVATE HOMES

Parents and students may not call teachers or administrators at their homes except in an emergency situation (pupils forgetting homework assignments is NOT an emergency). We will be happy to set up an appointment for you to discuss your concerns; please respect the family time of our employees.

2.31 ADDRESS AND PHONE NUMBER

Please inform the office if you have changed your address or telephone number. This will help in addressing mail; in case of an emergency, **it is vitally important that we have correct contact information for your child**. Each of our families will be added to the One Call list (automated phone system) using the home phone unless otherwise specified. One Call is an easy way for the school to help keep you updated on school information or changes.

2.32 DISPENSING MEDICATION

The members of the faculty at East Liverpool Christian School are not qualified to dispense medication to the students. Special exceptions for cases of chronic affliction in which the child has been trained to take specific doses of medication without assistance of the teacher shall be granted provided the parent has consulted with the administrator before registration procedures are completed. All medications MUST be kept in the office; students may not keep ANY medication with them except cough drops, or, with a doctor's permission, an inhaler. Should it be necessary for the health care coordinator to dispense medication, prescription or over- the-counter, Ohio Law mandates that she must first have written authorization from both the child's physician and parent. These forms can be obtained in the office. By law, the office cannot provide OTC medication for our students (e.g. Tylenol or Advil); please follow the law by sending a note with medication for every incident.

2.33 STORMS, DISASTERS, CANCELLATIONS AND DELAYS

During times of emergencies (storms, disasters, power failure, water shortages, lockdown, etc.) which are sufficiently severe to require cancellation of classes, East Liverpool Christian School will notify parents by the One Call phone system, announcements on TV stations, and other methods employed by the public schools to notify their constituency.

The stations to listen to are:

- WTOV-- TV 9 in Steubenville
- Morning preschool will be cancelled in the event of a 2-hour delay.

When school is cancelled due to inclement weather, pre-scheduled, evening athletic competitions may still take place depending on weather conditions. A determination will be made by the Athletic Director and Administration in cooperation with the opposing school. When relevant, the status of evening competitions will be announced to the school community early in the day when the decision has been made. All athletic practices will be cancelled when school is cancelled.

2.34 HEALTHCHEK OHIO'S EARLY AND PERIODIC SCREENING, DIAGNOSTIC AND TREATMENT (EPSDT)

Apply for healthcare:

- online at Benefits.Ohio.Gov,
- by phone at (800) 324-8680, or
- in-person at your County Department of Job and Family Services.

  Find your local office at JFS.Ohio.Gov/County.

Call the Medicaid Consumer Hotline at (800) 324-8680 for help completing an application or other questions.

Additional information is available at Medicaid.Ohio.Gov.

Ohio | Department of Medicaid

Healthchek

Healthchek is Ohio's Early and Periodic Screening, Diagnostic and Treatment (EPSDT) benefit.

Individuals younger than age 21 who are covered by Ohio Medicaid can receive important preventive services through Healthchek, including:

- physicals,
- hearing, vision, and dental screenings,
- nutritional screenings,
- mental health screenings,
- developmental screenings,
- vaccinations, and
- blood lead screenings

Babies should have at least 8 Healthchek exams by their first birthday.

Children should have Healthchek exams at 15, 18, 24 and 30 months.

One exam per year is recommended for children over 30 months old.

Any doctor that accepts Medicaid can provide Healthchek services. Ask your doctor to give your child a Healthchek exam.

Healthchek support services are also available to help you with making appointments, transportation and referrals to community services for food, clothing and other needs.

For more information about Healthchek services:

- contact your County Department of Job and Family Services,
- go online at Medicaid.Ohio.Gov/Healthchek,
- contact your Medicaid managed care plan, or
- call the Ohio Medicaid Consumer Hotline (800) 324-8680.

3 PRESCHOOL

3.1 BEHAVIOR MANAGEMENT/DISCIPLINE

For the purpose of the following pages dealing with the Preschool, the term “center” or “program” will refer to East Liverpool Christian School. The term “director” will refer to the teacher(s).

1. A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
2. The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.
3. The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
    A. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
    B. No discipline shall be delegated to any other child.
    C. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
    D. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or as similar cubicle.
    E. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
    F. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
    G. Techniques of discipline shall not humiliate, shame or frighten a child.
    H. Discipline shall not include withholding food, rest or toilet use.
    I. Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
    J. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
4. The parent of a child enrolled in a center shall receive the center's written discipline policy.
5. All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

3.2 PRESCHOOL MANAGEMENT OF COMMUNICABLE DISEASE

1. A person trained to recognize the common signs of communicable disease or other illness shall observe each child daily as he enters a group. A "person trained to recognize the common signs of

communicable disease" means any person trained in prevention, recognition and management of communicable diseases as required by paragraph (D) of Rule 3301-37-07 of the Administrative Code.

2. The following precautions shall be taken for children suspected of having a communicable disease:

   A. The program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.

   B. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian:

      a) Diarrhea (more than one abnormally loose stool within a twenty-four-hour period);

      b) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;

      c) Difficult or rapid breathing;

      d) Yellowish skin or eyes;

      e) Conjunctivitis;

      f) Temperature of one hundred degrees Fahrenheit taken under the arm when in combination with other signs of illness;

      g) Untreated infected skin patch(es);

      h) Unusually dark urine and/or gray or white stool;

      i) Stiff neck; or

      j) Evidence of lice, scabies or other parasitic infestation.

   C. A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian. The child, while isolated at the program, shall be carefully watched for symptoms listed in paragraph (B)(2) of this Rule as well as the following:

      a) Unusual spots or rashes;

      b) Sore throat or difficulty in swallowing;

      c) Elevated temperature;

      d) Vomiting.

   D. Programs shall follow the Department of Health "child day care communicable disease chart" for appropriate management of suspected illnesses.

      A child isolated due to suspected communicable disease shall be:

      a) Cared for in a room or portion of a room not being used in the preschool program;

      b) Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised;

c) Made comfortable and provided with a cot. All linens and blankets used by the ill child will be laundered before being used by another child. After use, the cots shall be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomit or other body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent;

d) Observed carefully for worsening condition; and

e) Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.

3. Each program shall have a written policy concerning the management of communicable disease. The policy shall include, at a minimum:

   A. The program's means of training all preschool staff in signs and symptoms of illness and in hand washing and disinfections procedures;

   B. Procedures for isolating and discharging an ill child and policy for readmitting such child;

   C. Procedures for notifying the parent or guardian immediately when a child is exhibiting signs or symptoms of illness or has been exposed to a communicable disease; and

   D. Procedures regarding the care of a mildly ill child. "Mildly ill child" means a child who is experiencing minor common cold symptoms, but who is not exhibiting any of the symptoms specified in paragraph (B) of this Rule or a child who does not feel well enough to participate in activities, but who is not exhibiting any of the symptoms specified in paragraph (B) of this Rule.

   E. Procedures for notifying all parents of enrolled children when children are exposed to a diagnosed communicable disease such as pink eye, ringworm, chicken pox or lice.

Preschool parents are welcome in our school and may have unlimited access to the preschool classroom, provided that permission from administration is obtained first. Parents **MUST** check in/sign in at the office and wear a visitor's badge while on our campus. You are also welcome in the school during hours of operation, Monday-Friday, from 8:30-3:30. Tours of the building, appointments with the Principal, or other concerns may be addressed at this time. If you wish to see the preschool policy handbook for any reason, it can be made readily available for your perusal here at school. Please see the Preschool teacher or the office to schedule a time slot. The preschool teacher and office staff can also provide the latest inspection report from the Ohio Department of Education should you wish to see it. For further questions or concerns, we ask you to follow the Matthew 18 principle explained in the Student/Parent Handbook, but other information can be obtained by contacting the OELSR (Office of Early Learning and School Readiness) at 614.466.0224 or the Department Ombudsperson at 877.644.6338, divisions of the Ohio Department of Education.

Thank you, The Preschool Department.

The school board reserves the right to change any policies in this handbook at any time during the year with reasonable notice to the parents.

East Liverpool Christian School

Warriors for Christ

Athletic Handbook

2026-2027

Athletic Director: Joby Franczek
(joby.franczek@elchristian.org)

4 ATHLETICS

4.1 PHILOSOPHY OF ATHLETICS

Christians are commanded to be like Christ, which means we are to be different than the secular world around us. Jesus Christ is to be the center of all our attention, both on and off the athletic field. We are to have His attitudes, actions, and mental set (Philippians 2:5; Romans 8:29) and do everything as unto the Lord and not unto men (Colossians 3:23). As Christians, we have a different perspective from which to work. We are to play as if Jesus were the only one watching. Jesus loved us so much that He gave Himself up for us (Philippians 2:8). With the Holy Spirit's help, it is only natural that we should give all we have to Him in return.

Parents, coaches, and athletes are a very important part of an athletic program. Jesus Christ is to be the center of each Christian family. **Family cooperation and public support for the school athletic program and coaches are very important.**

The Bible has much to say about our character. These qualities are possible with God's help through study, practice, and prayer. Some character qualities we want all of our athletes to have are:

1. **LOVE** - "Love one another." Show a real concern for team members, coaches, and opponents. Be self-sacrificing.
2. **DEPENDABILITY** - Be at all practices and contests unless excused by your coach. Do what is expected of you in all situations.
3. **FAITH** - Show that you know the Lord is in control of all circumstances and that He is carrying out His will in your life.
4. **HUMILITY** - Give God the credit for your abilities, talents, and success.
5. **PUNCTUALITY** - Be on time, NEVER late.
6. **ENTHUSIASM** - Take an active part in your sport and be glad to quickly carry out every part of the job.
7. **LOYALTY** - Support your team, your coach, and your school. Be positive at all times!
8. **ENDURANCE** - You must be able to withstand stress, hard work, and the problems that all Christian athletes experience.
9. **INTENSITY** - Give everything you have at all times, putting forth every effort to complete the job. DON'T GIVE UP!
10. **BOLDNESS** - The Christian athlete must be ready to BOLDLY express what Jesus Christ has done for him or her.

Please visit www.elchristian.org/athletics to view ELCS sports handbook, schedules, updates, sports pictures and more. May also visit the **Facebook Group "ELCS – Athletic"** page for latest updates. You can also click the link to visit our SWCAC League site, which includes member school schedules, addresses, and SWCAC scholarship information. Sports photos should be forwarded to the Athletic Director and Media Arts Teacher.

4.2 GUIDELINES AND RULES FOR ATHLETES

1. No use and/or possession of drugs, alcohol, or tobacco at any time. Proven use and/or possession of such items can constitute suspension for a portion of the year or expulsion from the team for the remainder of the season.
2. Unreported absences are counted as unexcused. Students who are not in school for health or fatigue reasons for the full day on the day of an athletic contest (See #3), will not be allowed to participate. (Any exceptions

must have administration approval).

3. **To be eligible to play the day of a game, you must arrive at school before 10:00am** even if there was a late contest the night before. If a student is late the day after a game, they will be required to sit out at least one half of the next contest. **SEE #2 and #6 FOR CLARIFICATION**
4. Any improper or questionable language or behavior will not be permitted. Improper areas include: swearing, boasting, initiation activities, and disrespect of officials, your own team members, opposing team members and/or coaches. Let God's Spirit control your tongue and your life. Let your performance do your talking for you.
5. School dress and hair code must be maintained, as well as any other dress code required by the coach. (Example: ties may be required)
6. If a student has an unexcused absence on Friday, he/she will not be eligible to participate in an athletic contest the next day.
7. Our actions are being watched at all times; we must be consistent in our testimony. Any inappropriate display of affection will be governed by ELCS discipline rules.

Consequences for infractions to the above rules:

– **<u>First</u>** offense is loss of a starting role and half the playing time in the next contest.

– **<u>Second</u>** offense is loss of playing time for the entire next contest.

– **<u>Third</u>** offense may result in dismissal from the team.

4.3 STANDARDS

As an athlete of ELCS, you should realize it is an honor and a privilege to serve the Lord through this activity. Any student who assumes an athletic position at ELCS also assumes the responsibility that goes along with it. Your life should reflect the Lord in such a way that you are deserving of the respect you will receive. God should be honored in your actions, words, and attitudes. ***I Timothy 4:12*** says, *"Let no man despise thy youth but be an example of the believers in word, in conversation, in love, in spirit, in faith, in purity..."*

Sports are an important part of our school program and serve several purposes:

A. To give you the privilege to show faith in Christ and what He means to you.

B. To encourage you to develop a sense of responsibility and good sportsmanship, and to instill, promote and uphold school spirit, enthusiasm, and cooperation among the students.

C. To help you strive to build better relationships between opposing schools through athletic events.

D. To encourage you to be an example to your peers, and those younger than you, of what a young Christian should be. I Corinthians 10:31 "Whether therefore ye eat, or drink or whatsoever ye do, do all to the glory of God."

E. To encourage self-confidence and self-esteem.

F. To use your God-given talents, gifts, and abilities.

4.4 COMMITMENTS

1. <u>Time commitment</u>

A. Practices will be set by the coach. You are expected to be at all scheduled practices on time. If for any reason you must miss a practice, the coach must be notified in advance. **Each unexcused absence from practice or game will result in a suspension for one game.** (See section ***2.15***

Absences) More than one unexcused absence from practice or game may cause further disciplinary action by the coach. Three unexcused absences from practices or games may constitute dismissal from the team. Extra practices or games may be called if needed, and attendance is mandatory.

B. There will not be games or mandatory practices held on Wednesdays or Sundays without prior approval from administration. Open gyms may be conducted until 5:00 p.m. on Wednesday.

C. Students on academic probation are required (**with parental approval**) to attend all practices and to "sit the bench" at the home games. Coaches may require students to spend part of practice completing school assignments. Cheerleaders are to cheer in the stands. This is to keep athletes in physical shape and keep them familiar with plays and cheers and also to help support the team. Uniforms are not to be worn at this time. You will not be excused early for any games while on probation/ineligible.

D. Your sport is a priority commitment. Please make sure your family understands the importance of this commitment.

E. Attendance is required at all designated games and tournaments.

F. Sometimes practice time at home is required.

G. Sometimes cheerleaders may have to stay after school for decorating or planning. If so, you are required to be there and to have transportation home.

H. Athletes are required to arrive at all games at least 30 minutes before they begin. You are permitted to stay after school on game days and to bring a snack for after school.

I. You are encouraged to stay and support other ELCS teams whenever possible; however, attendance at other games is not mandatory.

J. An athlete whose sport is in season may not participate in a sport whose season has not yet begun without the consent of both coaches. Open gym is not a sport in season.

K. Students are permitted to play two sports in a season. When games, matches, or practices occur on the same day, the student shall decide in which one they will participate. But, in all cases, a game or match will take precedence over any practice. The student shall not be penalized in any way for missed practices because of this. This includes starts and/or playing time.

L. Student athletes and their parents will sign an "ELCS Sports Permission" form giving student's permission to play a sport, and an "ELCS Athletic Responsibility" form prior to playing a sport.

2. Academic Commitment

A. Each student must maintain a **2.0 G.P.A and** have **no "Fs".** Progress reports and report cards will be checked by administration to determine eligibility. Eligibility will be determined each week on **Thursday**; ineligibility begins the next **Monday**.

B. If one of the team members is having academic problems, you are to see if there is any way you could help them. The team needs to support and encourage one another.

C. Any athlete who has been issued a detention (academic related or otherwise) must serve that detention in a timely fashion. Should an athletic event (game, practice, etc.) coincide with any detention day, an athlete with a detention that is more than ten days old must first serve his/her detention before becoming eligible to participate in the athletic event that is scheduled for that

day.

3. <u>Responsibility Commitment</u>

Items A - B apply to cheerleaders only; items C - E apply to all athletes.

A. The junior high cheerleaders will cheer for all junior high boys' basketball games (4 quarters), all junior high girls' basketball games (2 quarters), and all junior high tournament games. Varsity cheerleaders will cheer the same time frames at the varsity games.

B. All cheerleaders are responsible for designing bulletin boards, posters, making favors for the players, run-throughs, etc.

C. Athletes must always show support for their coaches, captains, the school administration, and the opposing team(s).

D. Each athlete will be responsible to take a turn delivering devotions in their sport.

E. In the event that an athlete is ineligible to participate due to attendance or a detention, it is the responsibility of that athlete to inform his/her coach of his/her ineligibility. Failure to do so will result in future suspension of an athletic competition.

4. <u>Attitude and Testimony Commitment</u>

A. All athletes are expected to be good Christian leaders. At all times, they are to present a good testimony to our student body as well as to opposing teams. Be friendly, show Christian character in everything you do or say. The students from Preschool through 12th grade notice and watch your actions. Remember to be a good example so that your life will be a positive testimony to Christ.

B. Students should always be conscious of their behavior in public. This is especially important when wearing uniforms, varsity jackets, or any clothing bearing the name or emblem of ELCS.

4.5 FACILITIES

1. The Lord has blessed us with fine facilities to use. You must be a good steward of what we have and use the facilities wisely. Don't tolerate destruction or misuse of property and always leave an area cleaner than you found it.

2. Using transportation provided is a privilege, not a right. Keep vehicles clean and neat.

3. You are to be picked up within 10 minutes following a practice. Please don't make it necessary for the coach to wait with you for a ride.

4. You are not to be in any area of the building other than your practice area.

5. Never enter the building unless your coach, or an approved substitute, is there.

4.6 UNIFORMS AND EQUIPMENT

1. The coach will issue you a uniform before the first contest. It is **YOUR** responsibility to keep it clean and in good shape.

2. Lost or damaged uniforms must be paid for in full.

3. Check with your coach for the type of practice uniform he/she desires for you to wear. If an athlete wears improper apparel, they will be dismissed from practice and sent home.

4. Treat school equipment with care. If your coach gives you responsibility for equipment see that your job is carried out completely. Any loss or damage of school equipment due to neglect or carelessness by the student is to be repaid by the athlete in full.
5. Uniforms from previous sport seasons must be returned before uniforms for the upcoming sport seasons will be distributed. **Report cards will be held if uniforms are not returned.**
6. A uniform is **only** to be worn at games and approved events.

4.7 TRANSPORTATION

1. **Show respect for all vehicles. Vehicles are to remain clean. Ask and receive permission from the driver before gum chewing, eating, or drinking in the vehicle. After each use, ALL papers and trash must be picked up.**
2. Improper conduct in vehicles will result in loss of privilege to travel to away games.
3. Riding to a game is a time to prepare mentally and spiritually for the upcoming contest.
4. Communications with the opposite sex should follow school guidelines.
5. Athletes are allowed to ride home from contests with their **parents**, but parents must inform the coach.
6. A player is expected to return in the same vehicle in which he/she arrived to a contest, unless the coach receives the verbal or written permission of a player's parent specifying alternate transportation arrangements.
7. No student is to drive any other student(s) to or from an away game.
8. **If a parent is not attending a sporting event, they must make arrangements to pick up their child as soon as they return to the school. Please do not rely on the coach to find transportation for your child.**

4.8 PHYSICAL EXAMINATIONS

1. **EVERY** participating athlete in grades 5-12 participating in middle school/high school sports **must** have an annual physical from a licensed physician on file BEFORE the season begins. **Uniforms will not be issued, and a player will not participate in a game until the physical is on record.**
2. Along with the signed physical form, a signed Concussion Information Form, and a signed Sudden Cardiac Arrest and Lindsay 's Law form must be included.
3. Each year an emergency medical release form and must be completed and signed by parents or guardians of each athlete. (This form is part of the enrollment registration packet given to the office.)
4. The physical exam, Concussion Information Form, Sudden Cardiac Arrest and Lindsay 's Law form, and emergency release form must all be completed BEFORE the athlete is allowed to practice or compete.
5. Physical forms are available at http://www.elchristian.org/athletics.html or in the office.

4.9 INJURIES

1. All injuries must be reported to the coach so that proper aid may be given. Each athlete is responsible to inform the coach of any allergies or ailments that require personal attention.
2. Pre-season conditioning is the responsibility of each athlete. Begin easily and build up to a high level of endurance. Preparation is necessary to be ready for the physical stress of practice.
3. An athlete must supply a release signed by a physician, after an injury that requires medical attention,

before they will be allowed to practice or participate in a game.

4.10 ELIGIBILITY

A student's G.P.A. is the method of determining one's scholastic standing in grades 5-12 participating in middle school/high school sports. At ELCS, it will also be used to determine the privilege of participating in athletics and as a standard for academic probation.

If a student receives a grade point average below 2.0 or has any "Fs," he/she will be considered ineligible. Grade checks will be done every Thursday school is in session. If, for any reason, eligibility is not determined on a Thursday, it will be run the on the next school day and every Thursday thereafter.

Students will be deemed eligible or ineligible, and **academic probation will begin or end on Monday following grade check**. Probation continues until the next grade check is done. The only exception will during Christmas break. Grades will not be checked over Christmas break but will resume upon return to school in January.

Elementary students who play sports in the name of the school (Church League basketball) or for an outside organization (Beaver Creek Youth Soccer) will be held to the standards and expectations of the league. It is understood that behavior should be reflective of God's standards as well.

4.11 TOURNAMENTS

All athletes must meet eligibility requirements to play in tournaments. Any exceptions will be determined by the Athletic Director and administration.

4.12 BEHAVIOR ELIGIBILITY

1. Poor and improper behavior may result in ineligibility to participate. Coaches will report serious infractions to the administration and, if deemed necessary, additional discipline from the administration will result.
2. Reinstatement to the team requires a definite change in behavior and attitude.
3. Students must sign up no later than one week prior to the start of the season, to play any sport. This rule applies to existing students; transfer students will be allowed to start upon entering the school.

4.13 SPORTS FEES

Each family will be required to provide a family member to work as needed by the Athletic Department (concessions, clock, scorebook, ticket gate). **Participation will be documented and those not complying will be responsible to pay $25.00 for each required game not completed. Unpaid fees** will result in holding report card or diploma; students will be ineligible to play a second sport until all fees are paid in full and uniforms are returned.

Each varsity athlete, JV (middle school) athlete and elementary athlete will be required to pay a sports fee. These fees will help cover the cost of the gym rental and other sports related expenses. **This fee will be due prior to the first game of the season**. If the sports fee is not paid the athlete **will not** be allowed to play in games until the sports fee is paid in full unless you have an extension approved by the Athletic Director. Checks are to be written to the ELCS Athletics and turned into the school office in the Athletic Box. Then the ELCS Athletic Treasurer will get athletic fee from the box and keep track students sport fee per sport. For students participating in multiple sports there will be a maximum sports fee of $200.

Sport	Varsity Team	**JV Team (Middle School)	Elementary Team
Basketball Boys & Girls	$200.00	$150.00	$50.00 (co-ed)
Volleyball Girls	$200.00	$150.00	N/A
Soccer (Co-ed)	$200.00	$150.00	N/A
Golf (Co-ed)	$100.00	$50.00	N/A
Tennis (Co-ed)	$100.00	$50.00	N/A
Cheerleader	$100.00	$50.00	N/A
Cross Country (Co-ed)	$100.00	$50.00	N/A
Bowling (Co-ed)	$100.00	$50.00	N/A
Softball Girls	$200.00	$150.00	N/A
Baseball Boys	$200.00	$150.00	N/A
Archery (Co-ed)	$50.00	$50.00	$25.00

**We may not always have the numbers to field Middle School Teams. When athletes "play-up" on a varsity squad they will be required to pay varsity fees. Also, the Athletic Department reserves the right to reduce sports fee at any time.

Each team member and at least one family member will be required to participate in a team fundraiser. The proceeds from that fundraiser will go into the general fund of the booster club to pay for uniforms, equipment, officials, gym rentals, tournament fees, and SWCAC League dues.

All money raised from the fundraisers is dedicated to meeting the needs of the athletic teams at ELCS. Fundraising monies do not help pay coaches.

If there is a financial problem or special circumstance, please talk to the Athletic Director to discuss a plan for the payment of the fees.

4.14 AWARDS

4.14.1 TEAM MANAGERS AND STATISTICIANS

All team managers and statisticians are to receive some type of recognition from the coach.

4.14.2 ELEMENTARY BASKETBALL AND ARCHERY

Elementary players will each receive a certificate.

4.14.3 JV (MIDDLE SCHOOL) BASKETBALL, VOLLEYBALL, SOCCER, CHEERLEADING, AND ARCHERY

4.14.3.1 JV (MIDDLE SCHOOL) CHEERLEADING

Each athlete will receive a certificate. Up to two awards can be given each year - “Spirit” award will be given to the cheerleader who displays the most spirit for the Lord and the school and coach’s award will go to the cheerleader who is the easiest to coach.

4.14.3.2 JV (MIDDLE SCHOOL) VOLLEYBALL, BASKETBALL, AND SOCCER

Up to three awards can be given for these sports (offensive, defensive, and coach’s award) which can be at the coaches’ discretion but should be the easiest to coach and most supportive of the team.

4.14.3.3 JV (MIDDLE SCHOOL) TENNIS

Each athlete will receive a certificate. Up to three awards will be given each year – coach’s award, most

improved, and spirit award.

4.14.3.4 JV (MIDDLE SCHOOL) CROSS COUNTRY

Each athlete will receive a certificate. Up to three awards will be given each year – coach's award, most improved, and most points.

4.14.3.5 JV (MIDDLE SCHOOL) ARCHERY

Each athlete will receive a certificate. Up to three awards will be given each year – highest male score award, highest female score award, and most improved.

***Note**: Additional awards may be given each year by the coach with the permission of the Athletic Director but must be paid for by the coaches or parents.*

4.14.4 VARSITY VOLLEYBALL, CHEERLEADING, BASKETBALL, GOLF, TENNIS, SOCCER, CROSS COUNTRY, SOFTBALL, BASEBALL, BOWLING AND ARCHERY

A. Varsity letters will be awarded to athletes in grades 9-12 who participate in at least one-half (½) of the varsity games, practices, quarters, etc.

B. Only one varsity letter will be awarded per athlete.

C. Any player who quits the team before the season is over will not receive a letter.

D. For the first sport letter the athlete will receive:

- An 8" letter "W"
- A pin emblem of the sport in which the letter was earned.
- Certificate for the sport

E. Multiple year or multiple sport letter recipients will receive

- A small bar for each sport, each year a bar letter is earned. All athletes earning a letter for more than one sport will receive an emblem for each sport earned and a bar for each year of each sport earned. Only 1 8" letter "W" will be given to per player.

4.14.4.1 VARSITY CHEERLEADING

Each athlete will receive a certificate. Up to two awards can be given each year - "Spirit" award will be given to the cheerleader who displays the most spirit for the Lord and the school and coach's award will go to the cheerleader who is the easiest to coach.

4.14.4.2 VARSITY VOLLEYBALL, BASKETBALL, AND SOCCER

Each athlete will receive a certificate. Up to three awards can be given for theses sports (offensive, defensive, and coach's award) which can be at the coaches' discretion.

4.14.4.3 VARSITY TENNIS

Each athlete will receive a certificate. Up to three awards will be given each year – coach's award, most improved, and spirit award.

4.14.4.4 VARSITY CROSS COUNTRY

Each athlete will receive a certificate. Up to three awards will be given each year – coach's award, most improved, and most points.

4.14.4.5 VARSITY GOLF

Each athlete will receive a certificate. Up to three awards will be given each year – coach's award, most improved, and medalist.

4.14.4.6 VARSITY SOFTBALL AND BASEBALL

Each athlete will receive a certificate. Up to three standard awards will be given each year - offensive award, defensive award, and MVP award.

4.14.4.7 VARSITY ARCHERY

Each athlete will receive a certificate. Up to three awards will be given each year – highest male score award, highest female score award, and most improved.

***Note**: Additional awards may be given each year by the coach with the permission of the Athletic Director but must be paid for by the coaches or parents.*

4.15 FINAL COMMENTS

Coaching is a privilege and a gift that requires much commitment, planning, time and flexibility. At ELCS, it also requires that the role model for our athletes must reflect Christ. If God can use you to help change the lives of young student athletes, please inquire with the Athletic Director or Administration of ELCS to see how you can help. You can offer so much!!

Every game has a winner and a loser. We need to rejoice in winning, but we also need to be gracious in losing. We want athletics to be fun and helpful in your Christian life, and we want sports to help build the character of Christ in you

In closing, we the coaches, athletic director, boosters, and athletic committee members, would like to wish you the very best in your athletic endeavors at ELCS. We want to help you in any way that we can. Please let us know if you need help. That is why we are here–to help you grow in the Lord!

JESUS CHRIST IS ALIVE!! Let's make it known throughout the athletic program at ELCS!