

# EBENEZER CHRISTIAN SCHOOL



## Student / Parent Handbook

**Fall 2023 – 2024**

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### *A message from the Administrator*

*He said to them, “Therefore every teacher of the law who has been instructed about the kingdom of heaven is like the owner of a house who brings out of his storeroom new treasures as well as old.”*

*The purpose of this handbook is to communicate to students and parents a set of guidelines for the operation of Ebenezer Christian School. Hopefully, this will provide everyone with a basic knowledge of how our school operates and what our expectations and responsibilities are.*

*It is our intention to provide each student with a well-rounded Christian education and to assist them in achieving their goals. We will strive to provide the support and encouragement necessary to have each student reach his or her potential and purpose of God for their lives.*

### *School*

*In welcoming you to Ebenezer Christian School, we hope that you will share with us the pride we have in our school and programs.*

*If at any time you have questions or concerns, do not hesitate to contact us no matter how slight your concern might be. It is in working together that we shall achieve the best possible results for each child.*

*Again, May I sincerely welcome you and wish you a super year.*

*May God bless you,*

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*Administrator*

### ***Statement of Faith***

1. *We believe the Bible to be inspired, authoritative, and infallible word of God. (2 Timothy 3:16)*
2. *We believe in the deity of our Lord Jesus Christ, in his Virgin birth, His sinless life, in His miracles, in His vicarious and atoning death through ascension to the right hand of the father and His personal return in glory and power. (1Corinthians 15:3, 1 Peter 2:21 – 24, John 3:16)*
3. *We believe that there is one God, externally existing in three persons: Father, Son and Holy Spirit. (1 John 5:4 – 6)*
4. *We believe in spiritual unity of the believers in our Lord Jesus Christ, and seek community together, to “become more and more in every way like Christ, who is the head of His body, the church.” (Ephesians 4:16)*
5. *We believe in the resurrection of both the saved and the lost; that they saved unto the resurrection of life and they are lost into damnation. (John 5:24, 28, 29)*

### ***Biblical Principles***

*As a private school, Ebenezer Christian School is based and operated upon the following statements of principles:*

1. *The acknowledgement of God as Creator, the Source of all truth, and the Sustainer of all things.*
2. *True education has Jesus Christ as the center and depends on the Holy Spirit to illuminate and guide.*
3. *The Bible is God’s written word and revelation to mankind.*
4. *Education is a Biblically integrated process of developing students spiritually, academically, physically, socially, and emotionally.*
5. *Utilizing a traditional approach to education, students gain knowledge and understanding through revelation, reason, experience, and investigation.*
6. *Through the cooperative interaction of the home, the church and the academy students cultivate a self-discipline enabling them to live as a responsible citizens and effective Christians.*
7. *The role of the Christian faculty is to stimulate learning that will equip students with the tools necessary to internalize learning and to encourage students to fulfill their divine destiny.*

*One of the basic reasons why parents enroll their kids in private schools, especially Christian or religious schools, is because they want a good foundational education for their kids.*

*Ebenezer Christian School uses the “School of Tomorrow” biblically based curriculum, which includes scriptures, passages, and verses from the Bible to refer to God and his Son, Jesus Christ. It is also designed to prepare children spiritually by instilling in them a love for God the Father, the Lord Jesus Christ, and His Holy Spirit and a personal sense of responsibility to fit/fill their divine destiny.*

## ***Standard of Conduct***

*Students who attend Ebenezer Christian School are expected to refrain from talking about or engaging in cheating, swearing, stealing and all above mentioned. Students who participate in and discuss such activities at school are subject to suspension. We expect from all students to behave and act in an orderly and respectful manner, maintaining biblical standards of social courtesy, moral behavior, acceptable language and honesty. Students are expected to agree to strive toward unquestionable character in dress, conduct and attitude. Any student observing questionable activities or overhearing conversations which are contrary to the policies of the school is urged to discuss the matter with a supervisor or school administration officer. This is not tattling. The bible says: “All it takes for evil to triumph is for good men to do nothing” ... “to him that knoweth to do good and doeth not, to him it is a sin.” James 4:17*



## ***Christian Americanism***

*Christian Americanism places emphasis upon the greatest of America’s heritage and sacrifices of their heroes. America’s constitution guarantees liberties to educate in order to preserve freedom. We unashamedly teach the biblical doctrines of self-discipline, respect for those in authority, obedience to the law, love for God the flag and our country.*

## *Admitting*



### ***Admissions Policy***

*Ebenezer Christian School admits students of any race, color, nationality, and ethnic origin. We do not discriminate on the basis of race, sex, or national origin.*

### ***Admissions Procedures***

- 1. A registration application form must be completed and signed by parents/guardians along with a \$150.00 registration fee.*
- 2. Parents that wish to register their kids for the first time must accept an interview prior to registration with the Administration Department.*
- 3. A report card from the previous school year must be presented at the time of registration.*
- 4. The medical history of the child must be submitted, including records of immunization.*
- 5. New students are required to take a diagnostic test for proper placement.*
- 6. Students will not be allowed to go to school until all paperwork is submitted and all fees are paid in full.*
- 7. There will be a video presentation for parents.*
- 8. Proper documentation from parents will be required.*
- 9. The child's birth certificate as well as social security card is also required.*
- 10. If a child is in the custody of one parent/guardian/adopted parent (mother/father) a certified copy of any court papers showing full custody, visitations, etc. will be required.*

### ***Student Withdrawal***

*If a parent wishes to withdraw their child from Ebenezer Christian School, they must come into the school office and fill out a withdrawal form. At that time, withdrawal procedures will be initiated regarding transcripts and termination of financial obligations.*

## ***Academics***

*Ebenezer Christian School expects its students to develop to their full potential as they push toward greatness through the power of God. We have witnessed tremendous success using the School of Tomorrow Curriculum. Our primary goal is to enhance curricular tools from School of Tomorrow curriculum which place Christ as the center of all learning.*

*“Recognizing Jesus as the author and finisher of my faith and the Word as the supreme standard for all wisdom and knowledge, it is my aim to submit myself accordingly, realizing that as I seek first His kingdom and righteousness, all these things shall be added.” (Hebrews 12:1, 2; James 1:5, 6; I Peter 1:24; I John 2:5, 6; 5: 3-5).*

*I will endeavor to follow the will of God for my life, and to exemplify a Christ-like character through daily personal prayer, and consistent study of the Word of God, and through faithful group worship at both school and church (Matthew 7:7-11; James 1:22; I Peter 1:13-16; II Peter 1:10,11; Galatians 4:7).*

*I will apply myself to my studies and endeavor to develop the full powers of my mind in Christ. (Luke 2:52; Philippians 2:5; I Corinthians 1:5).*

### ***Learning Center Rules***

*The unique format of the curriculum allows students to advance from unit to unit as they demonstrate mastery. Students move independently through the curriculum under the supervision of instructors who provide the tutoring at the optimum moment of learning. Students learn to see life from God’s point of view.*

*Our program is based on an individualized curriculum where the students work at their own pace. Students are placed in offices or dividers. A student is not permitted to communicate between each other and is not permitted to leave his/her office unless permission is given by the supervisor or monitor. The student is not permitted to turn sideways or around in their office and will not be allowed to tip back in their chair.*

*Any activities or information not related to the prescribed material are not to be conducted in a student office without permission, unless privileges have been earned. Every student is equipped in their offices with all the materials needed to work for his/her assigned week. Two flags are also provided: The American Flag and the Christian Flag.*

*The American Flag is to be raised for non-academic questions (check out reference book, supplies, use of restroom, etc.); the American Flag is usually answered by the Monitor. The Christian Flag should only be raised when a student has academic questions, have difficulties understanding a specific subject and need guidance. These questions are to be answered by the supervisor.*

*A student is not permitted to chew gum or eat any type of candy inside their station or in school property. Talking with neighbors is not accepted.*

*Student Offices are assigned and are only to be changed by the supervisor. The student is responsible for the neatness and care of its office and must not lean or sit on the side of the divider. Anything to be placed in the office must be approved by the supervisor.*

## **Goal Card**

*Every student is provided with a goal card to set goals individually, that he/she reasonably and appropriately knows and is expected to achieve. Most students should set daily goals in four to seven subjects at a time. The student is expected to finish their PACE within three weeks.*

*The student should keep his/her Goal Card posted on his bulletin board and should cross off daily goals in blue ink when they have been scored and corrected.*

## **PACES**

*PACES are private property and are not to be shared among students. It is their material to work for the specified time they entered in their goals. After a PACE is completed, and all self-tests are finished, the PACE must be turned over to the supervisor, and the student must wait until the following morning to take a final test. Test results will be given to the student the next school day by their supervisor. PACES are done in pencil or permanent blue ink pen. Calculators are permitted in the learning center only at the supervisor's discretion.*

## **Scoring Table**

*“Providing for honest things, not only in the sight of the lord, but also in the sight of men.” -2 Cor. 8:21*

*We at Ebenezer Christian School encourage our students to be honest in all the things that they do. In the learning center a scoring table is provided with score keys for which each student with approval of the supervisor/monitor can score their own work. These score keys are to be handled carefully. The student will approach the scoring table to score their PACE and Self-Test, if all questions are right a red “x” is placed and a circle on the number page to specify that it was scored.*

## **Scoring Table Cont.**

*If any of the answers are wrong, then the student will mark a red “x” beside each wrong answer. This means that the student has to go back to his/her office to review and correct the material. The supervisor will intervene if the student still doesn't understand the material. Once the questions are answered correctly, the student goes back to the scoring table to re-correct and circle the corrected answer. Red pens will be placed on the scoring table and are not to be taken to the office of any student. Pencils are not permitted at the scoring table.*

## **Test Table**

*After a PACE is completed, scored, and turned in, the student is ready to take the final test. The test is administered at the Test Table.*



## ***Attendance***

*At Ebenezer Christian School we believe that you want your child to receive the best Education possible, and in order for him/her to be properly educated he/she will need to be in attendance at school on a regular basis. Excessive absences will inhibit the students' progress.*

*Should a child be absent for any reason, a written excuse signed by the parent/guardian must be submitted. Appointments with doctors, dentists etc. Should be made after school hours, on days off from school, and or during vacation. If at any time a student needs to go home early or becomes ill and needs to go home, the parent/guardian must come to the school office to sign his/her child out for the day.*

*Students must be in attendance at school for four hours to be considered present for the school day and to be considered for the perfect attendance award. The parents will be responsible for all the schoolwork missed. It is the parents' responsibility to make sure that his/her child is up to date after missing days from school. A two-day grace period will be allowed for each day absent to complete make-up work and turn it in to the teacher. (Exceptions will be considered for extreme situations only).*

*Absences for any reason other than illness or emergencies will be excused only if parents arrange in advance with the school office or assigned supervisor for their child. Take into consideration that the student must be advanced on his PACEs in order to take time from school for something other than sickness.*

### ***Note:***

*For security purposes, students are not permitted to be dropped off outside school premises. All students must be dropped off inside the school.*

### ***Homework:***

*For special projects: Book reports, compositions, special research assignments, and projects are some of the activities that are frequently given for homework. We request parents' full cooperation in seeing that homework assignments are completed. Delinquent homework will result in failure to perform well on tests and lower grades. Parents should communicate to teachers when their child is having difficulties with homework. You may call the school and leave a voicemail, e-mail or write a note.*

*The responsibility for scholastic achievement is placed on the student. Most students shouldn't have to take academic work home. The goals that the students set should be accomplished by the end of the day. Should the students not meet their goals for the day then he/she will be required to take homework, at the discretion of the supervisor. If a student is to bring homework, he/she will be given a slip indicating the PACEs or sections to be completed by the student. The slip is to be signed and returned by the following day. No resource books may be taken home.*

### ***Congratulation Slips***

*Congratulation slips will be given to those students who accomplished their expected goals. These congratulation slips will be taken home by the student for their parents. Parents are expected to encourage their kids in doing their work.*

***Progress reports***

*The grading system of our school is designed to give a true indication of the student's progress or lack of thereof. Ebenezer Christian School uses a quarterly grading system; therefore, you will receive a report card every nine weeks. You may keep the report card. If you would like a conference, please feel free to contact the office. Report cards will be withheld from students who have an outstanding school account. If you need a duplicate of the report card, a \$10.00 fee will be assessed.*

***Grading Scale***

*At Ebenezer Christian School students' grades cannot go any lower than 85%. We want our students to excel in their work. Anything below 85% is a failing grade. It is either A or B. C or lower is not acceptable.*

# Ebenezer Christian School

## 2023 - 2024 School Calendar

July 2023				
M	Tu	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

August 2023				
M	Tu	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

September 2023				
M	Tu	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October 2023				
M	Tu	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

November 2023				
M	Tu	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

December 2023				
M	Tu	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

January 2024				
M	Tu	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		









February 2024				
M	Tu	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

March 2024				
M	Tu	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

April 2024				
M	Tu	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

May 2024				
M	Tu	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

June 2024				
M	Tu	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

 School Closed / Holidays / Convention	 Recess Day	<table border="1"> <thead> <tr> <th>Days in grading Period</th> </tr> </thead> <tbody> <tr> <td>47</td> </tr> <tr> <td>43</td> </tr> <tr> <td>45</td> </tr> <tr> <td>45</td> </tr> </tbody> </table>	Days in grading Period	47	43	45	45
Days in grading Period							
47							
43							
45							
45							
 Iowa testing / Early release	 Teacher Planning Day. No students in school.						
 Beg/End of grading period	 Graduation						
 Student Convention	 Summer School Beg/End						

August 9 – 11	Teacher planning day
August 14	First Day of School; begin first semester
September 4	Labor Day; holiday for students and employees
October 18	End first grading period; first semester
October 19-20	Teacher planning day; no students in school, FACCS Convention 2023
October 23	Begin second grading period; first semester
November 9	Teacher planning day; no students in school, Educational Leadership Summit
November 10	Observance of Veterans' Day; holiday for students and employees
November 20 – 24	Thanksgiving Recess for students and employees
November 23	Thanksgiving; Board-approved holiday for students and employees
December 22	Early Release
December 25 – January 5	Winter recess for students and employees
January 12	End first semester and second grading period
January 15	Observance of Dr. Martin Luther King Jr.'s Birthday; holiday for students and employees
January 16	Begin third grading period; second semester
January 25 – 26	Teacher planning day, Future of Education Technology Conference
February 16	Teacher planning day, Schools United Convention
February 19	All Presidents Day; holiday for students and employees
March 22	End third grading period; second semester
March 25	Begin fourth grading period; second semester
March 28	Early Release
March 29	Teacher planning day; no students in school
April 1 – April 5	Spring Recess for students and employees
April 15 – 19	IOWA Testing; Early Release
May 24 – 30	International Student Convention
May 27	Observance of Memorial Day
June 4	Last day of school; End of grading period
June 7	Graduation

## ***Tardy***

*A student is considered tardy after 8:30a.m. Parents are required to bring the student to the school office to obtain a late pass. Students will not be permitted in the classroom without a late pass. Three unexcused tardiness will equal one unexcused absence. Chapel starts at 8:30am.*

*Absences should be limited to the following:*

- 1. Personal illness*
- 2. Death in the family*
- 3. Absences pre-approved by the principal*



## ***Chapel***

*Students are assigned to meet in at the temple for a period of 30 minutes with their respective supervisor and monitor every day of the week to attend chapel every day from Monday-Friday. The chapel starts at 8:30am-9:00am.*

*Chapel program at Ebenezer Christian School is considered to be an essential part of its curriculum. Chapel is designed to draw the student closer to God and to enhance the student's spiritual growth and development. Because of its significance in Christian learning environment, chapel attendance is carefully monitored with high expectations for behavior conducive to worship.*

*Students are required and must bring their Bibles on a daily basis.*

## ***Christian Leadership Program***

*At Ebenezer Christian School, students are exposed to the word of God on a daily basis.*

## ***Pledges of Allegiance to the American Flag, Christian Flag and the Bible***

### **The American Flag**

I pledge allegiance to the flag  
of the United States of America  
and to the Republic  
for which it stands,  
one Nation under God,  
indivisible, with liberty  
and justice for all.

### **The Christian Flag**

I pledge allegiance  
to the Christian Flag  
and to the Saviour,  
for Whose kingdom it stands,  
One Saviour, crucified,  
risen and coming again  
with life and liberty  
for all who believe.

### **The Bible**

I pledge allegiance to the Bible,  
God's Holy Word.  
I will make it a lamp unto my feet  
and a light unto my path.  
I will hide its words in my heart,  
that I might not sin against God.



## ***Discipline***

*Ebenezer Christian School is not a corrective institution. Discipline is based on the partnership of the home, church, and school. It is our belief that the first institution established by God was the home. We ask that a child not be enrolled at our school with the idea that we are able to reform a child. We have a job to do as an Educational Institution and we cannot take the place of parents who are experiencing difficulties in fulfilling their roles as parents.*

*All new students are admitted on a probation grace period of six weeks. During this time, we expect from students (all current and new):*

- 1. Respect authority and peers*
- 2. Maintain Christian standards of courtesy, kindness, morality, and integrity*
- 3. Follow school dress code and code of conduct*
- 4. Salute and give proper respect to the American flag, Christian flag, and Bible*
- 5. Give proper respect in the house of God (sanctuary)*
- 6. Seek wisdom, understanding, and knowledge*
- 7. Do all things for the glory and honor of God*
- 8. Gripping is not allowed nor tolerated*

*If a child goes home complaining about our school policies or discipline procedures, parents should do as follows:*

- 1. Give the staff/supervisor/monitor the benefit of the doubt. There are always two sides for every situation. One is the student and the other is the staff/supervisor/monitor.*
- 2. Parent/Guardian should realize that a child is reporting based on his emotions and may not include all information.*
- 3. Parents/Guardian should realize that the school has reasons for all rules enforced and that they are enforced without partiality.*
- 4. Support is expected from parents/guardians as we try to be the best we can to instruct your child.*

## ***Discipline Cont.***

*We realize that children are in the process of learning Christian principles; therefore, we will do our best to acknowledge and recognize positive behavior, as well as having the improper behaviors dealt with in a Biblical manner. School staff and parent interaction and cooperation are essential in providing appropriate corrective measures:*

- 1. Correction by the teacher (addressed specific disruptive behavior)*
- 2. Verbal warning is given*
- 3. Time Out (student is removed from regular seat and place in time-out)*
- 4. Corrective academic or physical work assignment*
- 5. Office referral \*student is sent to the office for administrative corrective action, parents are contacted if additional corrective action is needed).*

*Please note that any child who receives three **official office referrals** (signed by Principal and Parents) during the school year will be **AUTOMATICALLY SUSPENDED**. Suspensions may be internal or external, based upon the severity of the offense and are issued by administrative decision. All suspensions will be reported to the parents and an administrative conference will be required for re-entry to class.*

*High school students' behavior is expected to be an example to younger kids. The influence that high school students have over younger kids is tremendous. Small kids are trained to adhere to the school's policy and philosophy based on Ebenezer Christian School's Biblical program. Such adherence includes:*

- 1. Abstinence from smoking, use of alcoholic beverages, use of narcotics*
- 2. Listening to secular music on school premises*
- 3. Viewing or discussing or viewing any pornographic items*
- 4. Carrying themselves in a disruptive manner*
- 5. Any questionable practices*



## ***Weapons***

*Students may not bring weapons on campus. If a student possesses, uses, handles, displays, or transmits any firearm, knife, blades or anything that can be used as a weapon he/she will automatically be suspended and referred to the administration/principal office for an immediate round table meeting with Board of Expulsion. If a weapon is found in a student's possession, other than a firearm, or a student passes one to someone else, or uses any type of object to threaten or harm someone, they will be suspended, and expulsion proceedings may be started.*

*Since at Ebenezer Christian School books and supplies are provided to the children, School of Tomorrow curriculum provides an individualized program all students are assigned an office for their school equipment, unless they have assigned homework. For this reason, students will be subject to book bag search randomly. Some days of the week the search will be required for every single student. A security officer will be present for the search. Kids don't need a big book bag. Lunch bags are permitted as long as the student is bringing his/her lunch or snacks.*

## ***Dress Code***

*Ebenezer Christian School requires all students to wear proper uniforms. All students must also have the school's logo on their uniforms.*

### **Elementary Boys**

- *Navy blue socks*
- *Blue shirt (oxford style) short or long sleeve*
- *White, blue, or black socks*
- *Navy blue tie*

### **Elementary Girls**

- *Navy blue jumper*
- *Blue shirt (peter pan style)*
- *White, blue, or black socks*
- *Navy blue neckband tie*

### **Junior/High School Boys**

- *Navy blue slacks*
- *Blue shirt (oxford style) short or long sleeve*
- *White, blue, or black socks*
- *Navy blue tie*
- *Black belt*

### **Junior/High School Girls**

- *Navy blue skirt (knee length)*
- *Blue shirt (peter pan style)*
- *White, blue, or black socks*
- *Navy blue neckband tie*

*Students may wear **NAVY BLUE COLOR** SWEATERS, SWEATSHIRTS, OR UNIFORM JACKETS. Hooded jackets are not allowed.*



### ***Physical Education Dress Code***

*Ebenezer Christian School requires that all students must have proper Physical Education uniform to attend class. P.E. uniforms can be purchased at any sporting goods store. Dress code for P.E. is as follows:*

### ***Physical Education Dress Code Cont.***

*Boys:*

- *White T-Shirt*
- *Navy blue shorts*
- *White socks*
- *White sneakers*

*Girls:*

- *White T-Shirt*
- *Navy blue skort (short/shirt in one)*
- *White socks*
- *White sneakers*

***NOTE: STUDENTS ARE NOT PERMITTED TO BRING ANY KIND OF TOYS OR GAMES TO SCHOOL.***



## ***School Supplies***

*General supplies for all students; as each student is placed in their specific grade, supplies may be added.*

- *King James Version Personal Bible (Grades 1-12)*
- *1 package of Blue and Black ball point pens (Grade 1-12)*
- *Blue permanent marker pen*
- *Dictionary (Grades 9-12)*
- *2 packages of #2 pencils*
- *1 package of colored pencils*
- *4 yellow highlighters (Grades 1-12)*
- *Standard notebook for reports and compositions (Grades 1-4)*
- *4 Five-Subject notebooks for research notes (One for each quarter) (Grades 5-12)*
- *6 Block Erasers*
- *2 Pencil Sharpeners*
- *1 box of crayons*
- *Ruler*
- *2 boxes of tissues*
- *Book bag*
- *Scissors*
- *Basic calculator (at the supervisor's discretion)*
- *Scientific calculator (Grades 9-12)*
- *Compass (Grades 8-12)*
- *Protractor (Grades 8-12)*

## ***Faculty***

*Ebenezer Christian School employs spirit-filled, qualified, educators to teach in our school. They are “living curriculum” who are righteous role models for our impressionable children. We believe the faculty makes the school, and our school is what it is because of these dedicated men and women of God. To be a Christian educator at our facility we need individuals that love God as much as he loves them, and we do our best to make sure that the people employed at our school have this quality before anything else.*



## ***Parent Supervisor Conference***

*Each parent is required to meet with his child’s supervisor at least once during the school year. The teacher will cover important aspects of your child’s education. You will be given a copy of the conference form, and the original will be placed in your child’s cumulative folder.*

## ***Custodial and Non-custodial parents***

*All students not living with their two biological parents are required to have custody documentation on file in their permanent record. If there has been legal action, such as divorce or separation, a copy of that record showing custody must be provided to the school administration. Unless this legal record states otherwise, the non-custodial parent does not have the same legal rights as the custodial parent. These custodial rights would be to visit the school for information about how the student is doing, the right to a teacher conference, and the right to copies of student reports.*

*A non-custodial parent can request that material be mailed to them. In order for this to be done, the non-custodial parent will need to provide a self-addressed, stamped envelope for the record to be mailed. This request will need to be made to the administrator who will inform the teachers of the situation. If there are any changes in custody or visitation, it is the parent’s responsibility to notify the administrator or the principal immediately.*



### ***Tuition Fee***

*Tuition at Ebenezer Christian School is \_\_\_\_\_ per year. Parents may apply for a scholarship by obtaining an application through Step Up for Students, AAA, or any other government organization that offers scholarships. If a student is granted a scholarship that does not cover the whole tuition, it is the responsibility of the parent to pay the difference.*

- 1. Parents are required to pay every 1<sup>st</sup> of the month. There will be a grace period of 5 business days to make payment. If payment is received after the days stipulated, a late charge of \$25.00 will apply.*
- 2. If a parent is late for payment, the child's report card will be held at the Financial Department.*
- 3. There will be a \$30.00 charge for any check that is returned by a bank.*
- 4. Ebenezer Christian School is open to discuss payment arrangements for parents with financial difficulties. Proper paperwork will be required for special exceptions.*

### ***Withdrawal Refund Policy***

*All Registration, Matriculation, Re-enrollment, and Testing fees are non-refundable. Attendance of any portion of a semester will require full payment for that semester. All tuition payments must be current before any school records are transferred.*

## **General**

- *Students' hair must be clean and neatly groomed. Boys must have hair off their collar and not covering more than half of the ear. Middle school boys should be clean shaven. Extreme haircuts, colors, and styles are not permitted for boys or girls.*
- *Boys may NOT wear earrings. Jewelry that would distract from academic endeavors, or that could get caught on playground equipment, is not allowed.*
- *Shirts must be tucked in.*
- *Hats and caps are allowed only outside the building on rainy days and only with special permission*
- *Girl's skirts must not be shorter than the top of the knee in length.*
- *Shorts are pants are not allowed to be worn by girls on school premises*
- *All students must wear socks with their shoes. Shoes should be comfortable and safe. No open toe shoes or sandals are allowed.*

## **Physical Education**

*Physical education is required for all grade levels. P.E. uniforms are required for students from kindergarten through twelfth grade. If your child sustains an injury and cannot participate, we must have a doctor's note. Your child will be required to dress in the assigned PE uniform. Students will only be allowed to participate in PE if he/she has completed their assignment or their goals.*

*P.E. uniforms can be purchased by the school. A fee will be assessed to purchase the t-shirts.*

## **Computer Lab**

*Computers are vital now in days and in Ebenezer Christian School all students are given the opportunity to learn how to use the computer starting as early as Kindergarten. By the time a student is ready to graduate we expect that student to be well informed and to possess the knowledge of how to run a computer efficiently. If the student needs to save any type of work on an external memory device, he/she will be required to bring his/her own disk in order to save his/her work.*

## **Books/Magazine/Music**

*The only items that will be allowed in school by students are items that are educational and must be approved by the supervisor/monitor/principal. Christian music is what is allowed to be heard on school premises.*

## ***Medical Guidelines***

*In the event that a student becomes ill or is injured, the child will be taken to the office clinic and the parents will be called. Emergency first aid will be given to an injured child. Please be sure that the school office is always updated on home, work and emergency phone numbers. It is especially important that the school has a reliable number to reach a parent in the event of an emergency.*

*If a student is on medication (prescription or over the counter), and still is able to attend school, a medical authorization form must be filled out by a physician and signed by the parent. The medicine, in its original container, must be submitted to school office personnel. The child's name, name of the medication and the dosage must be readable on the original pharmacy label. We will not accept medication that is not in its original container, or medication without an approved measuring spoon or cup. The school office personnel will administer medication as long as we have the "Authorization for Medication" form signed and in the school office.*



## ***Communicable Diseases***

*Ebenezer Christian School desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness or communicable health hazard, which arises as a result of a susceptible host or infected person to other persons.*



### ***Communicable Diseases Cont.***

*An Ebenezer Christian School staff member who reasonably suspects that a student has a communicable disease shall immediately notify the school office. Any student with a communicable disease, for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students with communicable diseases for which immunization is not available shall be excluded from school while ill; if the nature of the disease and circumstances warrant, Ebenezer Christian School may require an independent physician's examination of the student to verify the diagnosis of the communicable disease. The parent must submit written physician verification of student's clean bill of health for a student to be permitted to return to class. Ebenezer Christian School reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.*



### ***Fire/Emergency Drills***

*Fire Drills are held each school month. When the alarm (continuous ringing of the buzzer) sounds, students and staff go quickly and quietly outside the building into the designated area. The principal will make an "all clear" announcement when it is all right to return to the building. During drills, as well as in the event of an emergency, it is required that all students are accounted for, and attendance is reported to the proper administrative authority. Teachers will familiarize students with the proper exit route, as posted in the classroom, and will train students to follow these plans to ensure the safety of everyone on campus.*



### ***Storms/Inclimate Weather***

*School will be dismissed in case of severe weather warnings. Students will be released to go home when their parents arrive. Ebenezer Christian School generally follows the closing decision of the county schools. If Miami-Dade Public Schools are closed because of hurricane warnings, or other inclement weather, Ebenezer Christian School will also be closed, unless otherwise is instructed by the Administrator.*

## General Information



### ***Guests and Parent Visits***

*Parents are always welcome to visit our school. However, we do require everyone to sign in at the school office and obtain a visitor's pass. If you wish to come and sit in one of your child's classes, you will need prior approval because of special classes and activities that take place outside of the classroom. All conferences with a teacher or administrator require an appointment. The school secretary will be happy to schedule an appointment for you.*

### ***Student Visitors***

*Student visitors are welcome to visit Ebenezer Christian School. The student host must have written parental permission, administrative approval, and teacher permission prior to the visit. The host and visitor must check in at the school's office and obtain a visitor's pass, prior to going to class. It is expected that all visitors will dress in clothes equivalent to our school uniform standards. Visitors will not be allowed during test weeks or the last day prior to a holiday.*

### ***Volunteers***

*Volunteers are a vital part of Ebenezer Christian School, and you are incredibly special to us. Volunteers are required to sign in at the school office and wear a volunteer badge while providing volunteer services to the school. We will give you instructions on the areas that we'll be needing help.*

### ***All other visitors***

*For security purposes, other visitors must be approved and sign in at the school office and wear a badge every time they visit the school.*

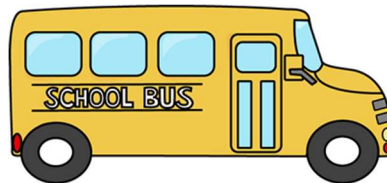
## Miscellaneous Information

### ***Lunch***

*Students may purchase lunches through our cafeteria lunch program or may bring their own lunches. Please send in the exact amount of money for each day or week's lunch. We encourage you to send healthy snacks for your child. A good nutritional snack and lunch will help produce a good academic performance.*

### ***Personal Items***

*Students should not bring personal items (toys, C.D. players, game boys, printed materials, etc.) to school unless requested to do so by the classroom teacher. Any items brought to school are the responsibility of the student while in transport and while on the school premises. Ebenezer Christian School is not responsible for lost or damaged items. **If personal items are brought without teacher direction, they will be confiscated.***



### ***Transportation***

*Students who are dropped off in a school bus should be dropped off on school premises. Cars and bikes should be locked at all times. The school is not responsible for any lost items from a car.*

### ***Lost and found***

*We encourage parents to see that all school items, including clothing, are identified with the student's first and last name as well as grade. Items lost that are labeled can be taken to your child's classroom. Articles of clothing not claimed will be donated. If a student or anybody is to find an item that does not belong to them is required to turn it in to the Lost and Found department.*



*Parent Acknowledgement*

*“I hereby pledge to pay my financial obligation to the school on the date due and understand that it may be necessary to withdraw my child if proper arrangements are not made on a past due account.”*

*“I give permission for my child to take part in all school activities, including sports and school-sponsored trips away from the school premises, and absolve the school from liability to me or my child because of any injury to my child at school or during any school activity.”*

*“I agree to uphold and support the high academic standard of the school by providing a place at home for my child to study and giving my child encouragement in the completion of any homework or assignment.”*

*“I appreciate the standards of the school and do not tolerate profanity, obscenity in word or action, dishonor to the Godhead and the Word of God, or disrespect to the personnel of the school. I hereby agree to support all regulations of the school in the applicant’s behalf and authorize their school to employ discipline as it deems wise and expedient for the training of my child.”*

*“I understand that the school reserves the right to dismiss any child who fails to comply with the established regulations and discipline or whose financial obligation remains unpaid.”*

*“I have read the STUDENT HANDBOOK, I agreed to complete parent Orientation PACE’s, and understand the terms stated on this application and agree thereto.”*

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*Signature of Parent/Guardian #1*

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*Signature of Parent/Guardian #2*

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DATE

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DATE