

Student Handbook

Updated July 2022



IMMANUEL
CHRISTIAN SCHOOL

EST. 1979

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

Welcome to Immanuel Christian School

We are excited by the prospect of serving families that want Christian education for their children. This handbook is designed to explain both the philosophical and the practical aspects of what the ICS education looks like. So, get a glass of lemonade, sit down, and enjoy your read-through of the handbook. We want you to be well acquainted with all these materials so we can best serve you.

Important things to remember about being a student at ICS:

- Being a student is a high calling.
- Christian education is that noble task of understanding as much as possible about the world that God has made.
- True wisdom is also an understanding of who God is, how He works, and what He has required.

“Great are the works of the LORD; they are pondered by all who delight in them.” Psalm 111:2

Vision

To dramatically impact the city of Hazleton by empowering generations of diverse students, through Christ-centered education, to love God, serve others, and bless the world.

Mission

To provide a financially accessible, grace-filled, Christ-centered education shaping students to become lifelong learners who serve their community with integrity.

Guiding Verse

“Seek the peace and prosperity of the city...Pray to the Lord for it, because if it prospers, you too will prosper.” Jeremiah 29:7

Section I: PURPOSE & PRACTICE

Statement of Faith

Immanuel Christian School accepts and acts in accordance with the ACSI Statement of Faith, as follows. This Statement of Faith is not exhaustive of all of beliefs of Immanuel Christian School. The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior. The ICS Board of Trustees holds final interpretive authority on biblical meaning and application with regard to faith, doctrine, policy, practice, and discipline. (<https://www.acsi.org/about-acsi/statement-of-faith>)

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons- Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28–29).

6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12–13, Galatians 3:26–28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18).
8. 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 (1 Corinthians 6:18, 7:2–5; Hebrews 13:4).
9. We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.
10. We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26–27).

Philosophy of Education

The following are the foundational beliefs of Immanuel Christian School that distinguish our approach to education.

1. **God-Centered**

Man's chief purpose is to glorify God and enjoy Him forever. (Psalm 73:25; 1 Corinthians 10:31)

ICS is committed to assisting each student in the pursuit of his or her chief purpose, which is to glorify God and enjoy Him forever. Therefore, we must seek to encourage quality academic work and to maintain high standards of conduct, service, love, and honor.

We encourage every student to begin and/or develop a relationship with God the Father through His Son Jesus Christ. We hope to support children to use their skills and abilities to live for His glory.

2. Parent-Primary

Parents are to bring up their children in the nurture and admonition of the Lord. (Deuteronomy 6:5-7; Ephesians 6:4)

ICS exists to complement, not replace, the parents' or guardians' God-ordained responsibility as their child's primary nurturers and teachers.

We communicate concerns to parents about behavior and character issues as they arise in the context of school life. We will help parents guide their child with biblical counsel.

3. Bible-Based

True knowledge is impossible without recognition of God. (Revelation 4:11; Romans 1:20)

We believe that true knowledge is impossible to attain without recognizing all truth as God's truth. God's character is revealed not only in the scriptures but also in every facet of His creation. God cannot be rightly separated from history, literature, mathematics, science, or any other academic discipline.

Therefore, we seek to integrate the truth of scripture into every aspect of our educational program.

4. Redemption-Drive

God intends that we understand the human journey from the perspective of His redemptive purposes. (Deuteronomy 7:5-8; 1 Peter 2:9-10)

We believe that the only prudent way for a child to make sense of this life and all of human history is through the lens of God's redemptive purposes from all eternity. We will seek to help our

students view the human journey from this redemptive framework.

5. Grace-Dependent

Having a right relationship with God is always based on a trust in His gift of undeserved grace and never on what is earned or deserved by good deeds. (Ephesians 2:8,9; Titus 3:5,6)

We believe it is vital for each student, as well as parents and guardians, to understand that the good news of the scriptures is that eternal life and favor with God cannot be secured by the commendable works of any person.

Therefore, we seek to communicate that to secure right standing with God both now and eternally, mankind must trust in God's undeserved gift of a Savior. This Savior, Jesus Christ, has achieved that right standing for His people by paying the penalty for sin through His suffering and death.

6. Heart-Focused

Focusing on the heart and motives of a student, rather than only their actions and behavior, is paramount in effecting significant and long-term change in the life of the student. (Matthew 12:34,35; Luke 6:45)

Since the heart is the wellspring of life, the heart must be instructed in God's ways regarding all relationships.

The most effective way to build exemplary character and commendable behavior into students' lives is to lovingly and consistently expose and deal with the motives of their hearts. In the Sermon on the Mount, Jesus clearly taught that personal holiness should not be measured by actions of the individual. Rather, He said that holiness must be weighed by the motives of the heart. Therefore, our focus will be on the hidden motives of the student's heart in order to effect significant and lasting change of character and behavior.

Goals

1. **Students will receive a distinctly Christian education.**

- We teach from a perspective that confesses that God exists.
- We teach that absolute truth is given in His revelation, the Holy Scriptures.
- We teach that scriptural perspectives, goals, and methods provide focus and understanding for every subject area.
- Students will have their hearts instructed and their minds expanded as they study history, literature, mathematics, science, and all other academic disciplines with that purpose in mind.

“All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work.” II Timothy 3:16, 17

2. **Students will have biblical models to imitate.**

- We will model the servanthood of Christ in our classrooms.
- We will demonstrate love and respect for children.
- We will humbly enjoy children as those that God has brought to be here under our care.
- We will show thankfulness for students and the circumstances they bring to the classroom.
- We will respond as closely as possible to what is held out in Philippians 2:1-16 and Matthew 22:37-40.

3. **Students will be encouraged to begin and/or develop their relationship with God the Father through Jesus Christ.**

- Students will gain insight as they pursue a relationship with God.
- Students who do this will gain a sense of the purpose of education.

“Now devote your heart and soul to seeking the Lord your God.”

I Chronicles 22:19a

4. Students will care for their world and all that is in it.

- We will instruct children’s hearts in the principles and absolutes of Scripture in dealing with all social behavior.
- Students will have their care for the school, their belongings, and their work reflect an understanding of their role as stewards.

“Then God said, ‘Let us make mankind in our image, in our likeness, so that they may rule over the fish in the sea and the birds in the sky, over the livestock and all the wild animals, and over all the creatures that move along the ground.’” Genesis 1:26

5. Students will understand their purpose as being created for God’s glory and to proclaim His glory.

- Students will be encouraged to see the purpose of education as service to others and the advancement of His kingdom.
- Students will see themselves as image bearers with God-given talents.
- Students will be motivated by the potential of being stewards and vice-regents with God Himself.

6. Students will think biblically.

- Students and staff together will continually evaluate the task of learning in light of the truth of Scripture.
- Students will not only examine and evaluate *what* is to be learned but *why* it is to be learned.

School Mascot & Colors

The rampant lion, a symbol of Christ as the Lion of Judah, is the mascot for Immanuel Christian School. In 2019 the ICS student body voted to name our mascot Leo. You might see Leo the Lion at basketball events or hiding in the hallways of the school!

The school colors are dark royal blue and gold.

School Motto

“Love for Christ, service before self, and in all things, honor.”

Section II: ORGANIZATIONAL STRUCTURE

Corporate Organization

Established in 1979 by Dr. Tedd and Margy Tripp as a 501(c)(3) non-profit organization, Immanuel Christian School is committed to providing a biblically-based education for students in kindergarten through 12th grade. The organization’s Statement of Purpose is as follows:

“This organization is organized exclusively for religious purposes, including, but not limited to, the operation of a Christian school for the Christian education of children.... Particularly, God must always be recognized as in active control of the universe in a direct causative relationship. Education must always express the true nature of reality as God reveals it to man in the Old and New Testaments of the Bible. The staff and the members of the board shall always be composed of people committed to God through Jesus Christ as outlined in the purposes of this corporation.”

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Certification

- Immanuel Christian School is certified as a non-public, non-licensed school.
- Subjects and activities are taught in compliance with the State Board of Education.

- Attendance at Immanuel Christian School satisfies the compulsory attendance law.
- Colleges recognize the diplomas of our graduates.

Board of Trustees

President and Chair: David Walton, President of Push The Rock

Vice President: Don Elko, Owner of Covenant Abstract

Secretary: Nina DeCosmo, Attorney at Silverblatt & Associates

Treasurer: Nelson Herr, eCommerce-Tele Sales Coordinator at Bradley Caldwell, Inc.

Members:

Reyna Logsdon, Former Hispanic Outreach Director, King's College

Susan Selby, CEO of Immanuel Christian School

Aaron Tripp, Officer at Shepherd Press

Board Emeritus: Sandy Insalaco, Sr., Chairman of the Board at U.S. Hydrations; Board Chair at Landmark Community Bank

Christian School Affiliations

- **Association of Christian Schools International (ACSI):** ACSI's mission is "to strengthen Christian schools and equip Christian educators worldwide as they prepare students academically and inspire them to become devoted followers of Jesus Christ" (acsi.org/about-acsi/mission-vision).
- **Mid-Atlantic Christian Schools Association (MACSA):** MACSA is an organization formed and governed by Christian schools for the purpose of combining resources and making services available to Christian schools.

District Services

The Hazleton Area School District (HASD) provides the following services to Immanuel Christian School by the mandate of the Pennsylvania Department of Education:

- Nursing – Records and screenings are undertaken by the nurse assigned to ICS
- Luzerne Intermediate Unit 18 (LIU 18) – Various educational, testing, and support services under Act 89 (www.liu18.org)
- Transportation – Busing (*See Bus Transportation section*)
- Title I (remedial math and language), Title IIA (professional development), Title III (ELL) & Title IV (wellness/technology) services

Section III: APPLICATION PROCESS

Application Procedure

ICS practices a biblical philosophy of admissions and does not discriminate based on race, sex, religious affiliation, or national origin in the administration of its policies, admissions, athletics, and other school-directed programs.

Please refer to our website for information about our application process for new students: <https://www.icshazleton.org/admissions>

Children attending kindergarten will be admitted if they are 5 years old before September 1. If the child's birthday falls within the month of September, we will be glad to meet with the parents and the student to assess if the student is mature enough to begin the academic work necessary to be successful in our program.

Re-Enrollment

Re-enrollment occurs mid-year, usually in the month of February.

Payments for the current year must be up to date in order for a student to be considered for re-enrollment.

Provisional Re-Enrollment

By mid-year, students who have shown a consistent lack of interest and effort in their work or an unwillingness to cooperate with staff will be placed on provisional re-enrollment. Parents will be given specific areas in which the student must improve before the end of the year. Regular reports will be given to parents apprising them of their child's progress. Sufficient improvement must be noted for the child to return to ICS in the fall.

Section IV: STUDENT CULTURE

Overview

People are designed to make culture through what they ultimately believe to be important and true. Families build culture; communities build culture; schools build culture. Because we are a small school, culture is very important. We are intentional in creating a Christian culture where students **live** together, **play** together, **work** together, and **pray** together. This dynamic is intended to demonstrate the vitality of relationships that reflect desiring God and His plans for life. The student culture at ICS will reflect our school motto: *“Love for Christ, service before self, and in all things, honor.”*

Living Together

Respect for Truth

Students will learn to respect the philosophy and content of the Christian faith. That means when the Bible is read, they will listen respectfully because it honors God when we engage with what He has to say.

Because people are made for relationship with the living God, our students will learn what it means to live under biblical authority. God has described and warned against a general disregard for attention to authority, disregard for direction, and involvement in wild behavior that is mistaken by the foolish for fun. God also speaks blessing that attends those who are wise and self-controlled.

Students will understand that Christian education is a privilege. In this, they will learn to critique all that they see and hear from a Christian worldview and apply these truths to themselves. Therefore, their relationships will be in accordance with God’s standard to love and be concerned for others. Their understanding of the nature of law will help them apply the laws of state and country to themselves.

Students will pursue their education. Their attitude toward their work and learning about God’s world should reflect God’s call to do all things for His honor and glory. Therefore, they will learn to be thankful for the

opportunity to work. Complaining, whining, and arguing over expectations of the teacher does not show a thankful spirit. Students will learn a seriousness of purpose for their academic tasks. They are expected to do their work and hand it in on time unless there are extenuating circumstances that are discussed with the teacher by the parent or guardian.

The end goal will be students who are using their abilities to serve others.

Respect for Others

Students will understand and learn to demonstrate kindness and respectful behavior toward the faculty, school staff, and classmates at all times and to honor the Scriptural concerns for honesty and integrity. Racial, cultural, political, or other derogatory slurs will not be permitted.

Roughhousing and physical behavior are not appropriate for an educational learning institution and are prohibited. Male and female students may not have physical contact with one another in any way. Public displays of affection are not permitted at school or at school activities.

Respect for the School

Students will demonstrate orderliness and appropriate behavior for all activities. They will help keep the building clean. They will be expected to pay for property damaged through neglect, carelessness, or vandalism.

They will learn why and demonstrate that wearing hats and chewing gum in school shows a lack of understanding and respect for the calling of being a student who is focused on education.

Electronic devices may not be used during school hours, field trips, nor during clubs or meetings before or after school. Personal devices must not be used during the school day. If a student must use their mobile phone, permission from their teacher must be first obtained; phone use is limited to the office area.

Out-of-school use of social media ought to be monitored by parents but may have consequences in school if social media use is inappropriate and against the school's code of conduct.

Dress & Grooming Guidelines

The dress code must be adhered to at all times while on school property, when entering or leaving the building on a school day, and on field trips unless otherwise directed. The ICS Dress & Grooming guidelines are available on the ICS website; these guidelines are also outlined in the back-to-school packet sent to all ICS families.

Daily Schedule

- 7:30AM** Doors open for bus students. Teachers report to their classrooms.
- 7:30 – 7:50** Quiet Time in the Classroom. This time may be used for study, preparation for the day, or special help from teachers.
- 7:30 – 7:45** Arrival for car students. *All students who arrive after 7:45AM will be tardy.*
- 7:50** Classes begin. Students must be in their seats no later than 7:50AM. *Any student not in his or her seat by 7:50AM will be considered late for class.*
- 11:30 – 12:30** Lunch
- We do not have a cafeteria, so parents must provide a midday lunch (including a drink) for their children.
 - Students are expected to finish their lunches. Any food not consumed must be taken home, so parents know what their student consumed. Students may not throw food away during or after lunch. Exceptions are open containers of yogurt, fruit cups, or other liquids.
 - Students will be assigned to help clean the lunchroom on a regular basis.
 - The high school students provide a hot lunch program one to two days each week for all students. The students organize and serve the food, keep track of orders, costs, and inventory, and clean up after

serving. All profits are applied to the cost of the high school students' end-of-year trip.

2:18 Bus students are dismissed.

2:30 Car students are dismissed.

- Students will stay in the designated parent pick-up area until parents arrive. For safety reasons, students will not be allowed to run or play while waiting.
- Students and parents must cross at designated crosswalks.
- Students who are in the building after dismissal must have a specific destination and purpose. Students who do not have an approved after-school activity may not wait for siblings who are in after-school activities.

Playing Together

People were meant for community. Students who enjoy doing things together build relationships that last. These friendships are solidified by sharing in the mutual successes and defeats that events bring. These school-community-building events also provide opportunities for students to demonstrate excellence, act with Christian conviction and integrity, and develop self-discipline and school spirit. These events punctuate the school year with opportunities for competition, community involvement, public performance, service, and school spirit. The school calendar, special reminders, newsletters, and invitations will alert you to all school events.

Our primary method of communication with parents is through the Family Portal. Please make sure to check the Family Portal weekly. We are growing in our ability to provide communications in Spanish, but we encourage our Spanish-speaking families to secure a translator for weekly communications.

Nuestro principal método de comunicación con los padres de familia es a través de un correo electrónico semanal. Por favor, asegúrese de revisar su correo electrónico

varias veces por semana. Estamos creciendo en nuestra capacidad de proporcionar comunicaciones en español, pero alentamos a nuestras familias que hablan español a obtener un traductor para las comunicaciones.

Activities & Opportunities

Activities vary year to year but generally include the following:

- Academic Fairs—Students in grades 6–12 study a teacher-approved topic of their choice. Each student conducts research on their topic and prepares a display to present to the school community.
- Art Youth Expo—As part of our art program, students in grades 7–12 may choose to display their artwork at the Hazleton Art League during the annual Art Youth Expo held in the spring. ICS students have won prizes and secured buyers for their artwork in the past!
- Art & Photography Club—Students in grades 7–12 meet in the winter for Art Club, under the direction of the ICS art instructor.
- Basketball—Boys’ and girls’ basketball teams for grades 6–12 meet two to three times per week from October to January.
- Chapel Team—Students in grades 9–12 have the opportunity to serve on Chapel Team in the roles of singing, playing instruments, and leading other aspects of school chapel.
- Crossing Guard—Crossing Guard is a service opportunity for grades 9–12 for 15 minutes at the end of the school day.
- Eighth Grade Leadership—Eighth graders meet weekly during school for leadership training. They also sponsor fundraisers to donate to a world need. Fundraisers include waffle lunches, hot cocoa mornings, and more.
- Excelsior—Student literary magazine. Students submit poetry and other writings for a quarterly production that is shared with the ICS family and greater community.

- **Field Trips**—The purpose of field trips is to enhance students’ understanding of the world from a biblical perspective with hands-on experience.
- **Internships**—High School students may participate in in-school internships, professional internships, and job shadowing in the community. Students in various grades may also participate in service-learning projects.
- **Hot Lunch Program**—The Hot Lunch program is a service opportunity for the school community. The weekly program helps to raise money for the high school trip. Students in grades 9–12 assist in food service for weekly hot lunch, and leadership opportunities are available to some high school students.
- **House System**—The House System gives voice to students in governing themselves and builds community among students in various grade levels. All students are a member of a House and remain in the same House the entire time they are a student at ICS. House competitions throughout the year give time for fun and service opportunities in the community. Leadership in Houses consists of an Ambassador, Chancellor, and Steward.

House Name	Meaning	Origin
Caru (cǎ - řoo')	Love	Welsh
Desita (des' -ř- tǒ)	Joy	Ethiopian
Pace (pǎ' - chay)	Peace	Romanian
Nàixing (nāř - seen)	Patience	Chinese
Udarata (oo - dār' - ř - tǒ)	Kindness	Bengali - India
Bonitatem (bōn-ē-tǒ'-tem)	Goodness	Latin - Italy
Fidélité (fē-del'-ē-tay)	Faithfulness	French
Myagkost (mē-og'-cost)	Gentleness	Russian

- Leadership Conference—A select group of ICS high school students travel to Washington, D.C. for an annual, overnight leadership conference with the Association of Christian Schools International (ACSI).
- Leo's Ledger—Leo's Ledger is a 7th grade elective class in which students create a monthly school newspaper. Students are involved in a variety of activities, including conducting interviews, writing articles, editing copy, drawing comics, designing puzzles, writing poetry and short stories, and thinking creatively!
- Music Program—As Christ-followers, we are told to sing and to play instruments in joy to the Lord (Psalm 33:1-3). All students have the opportunity for music learning in all grades through various means, including the Cub and Lions Choirs, in-class music instruction, and more. Students who take private lessons at home on piano, guitar, or other instruments may apply for their lessons to count toward a grade on their report card and/or high school transcript.
- Newspaper Correspondent—Two students (one in grades 9–12 and one in grades 7–8) are chosen to write articles for the Standard-Speaker's School Times column.
- Race for Education—This is an annual event for ICS families in which all families are expected to participate. We have raised between \$30,000 and \$40,000 at this event in past years; it is essential to the ICS scholarship fund and essential to keeping the ICS education affordable for families. Students have traditionally run at Hazleton Community Park, and prizes are awarded to students who run the most laps and/or raise the most money. We have a time of worship, and student Houses compete against each other and earn points for the House Cup. Plan to take the day off from work to attend and volunteer. It truly is an ICS Family event and one of the highlights of the year!
- Recess—Students in grades K–5 have morning and/or afternoon recess for a physical diversion from their academic work.

Students play together so that no one is excluded, and all are encouraged to participate.

- Soccer—Boys and girls play on a co-ed soccer team for grades 6-12 and meet two times per week from August through October in preparation for approximately six games that include travel.
- Track and Field—Training for track and field events is available for boys and girls in grades 6–12. Students meet two or three times weekly in preparation for two invitational track meets in the spring. The track team also practices on Saturday mornings at the HASD outdoor track.
- Yearbook—The yearbook staff meets during scheduled Yearbook times within the school day. Editorial and staff positions are available for students in grades 9–12.

Optional Activities

The following activities are not guaranteed from year to year and are volunteer-dependent. It is great to offer our students this extra enrichment when we have the volunteer capacity to do so.

- Tone Chimes—Auditions are required to participate in the Tone Chimes Choir. The Tone Chimes Choir practices weekly during school.
- Chess Club—Students in grades 3–12 meet twice weekly after school from November to March. Some years we have a competition team and attend a chess meet in Maryland.

Working Together

Students will learn that education must be actively pursued. ICS teachers and staff are willing to work with students who have academic problems, but they will not be able to work with students who are unwilling to do their assigned work.

Homework

- Students in grades K–8 will take home a homework slip or assignment book each day listing their homework assignments.
- High school students are responsible for all facets of their education: notetaking, studying, accomplishing homework assignments, and preparing for tests. Teachers will support this process by helping students on a regular basis. *Parents are expected to interact with their children concerning homework on a regular basis as well. All high school students will use a planner and parents are expected to visually examine their child's work and ensure the child has completed their assignments to the best of his or her ability.*
- If, on a rare occasion, a child is unable to finish homework, a parent or guardian may write a note indicating which assignments were not completed and that their child may need more time. A parent note does not exempt a student from completion of the work.
- Teachers will contact parents about missed assignments.

Standards for Work

God holds us to a high standard in our work. We want to help students understand that, in all they do, this attitude ought to prevail. These are some of the standards that will help students achieve this:

- All work must be done in pencil. Final copies must be done in black or blue pen or typed. Pen may also be used for notetaking and outlining in grades 7–12.
- Students are expected to work toward the goal of conformity to the ICS standard for handwriting.
- All loose-leaf paper assignments must be completed on 8 ½" x 11" lined or standard size plain white paper and have the following heading: first and last name, date, and subject. *Students may not use paper torn from spiral notebooks.*

- Plagiarism is the misuse of another person’s work by passing it off as though it were one’s own. When research is done to complete an assignment, direct quotes and paraphrasing must be cited. Slight changes to wording can be considered plagiarism. This is not acceptable work.

Curriculum

Educators teach students to think, analyze, discern, critique, and prepare for a life of learning. The curriculum serves as a framework and tool to serve the more important goals in education. Students in grades 2–12 will need a Bible in school.

- Kindergarten—Immanuel Christian School provides a five-day Kindergarten program. Kindergarten students study phonics, reading, writing, math, science, and social studies. They also enjoy art, music, show and tell, poetry, story time, rhythm band, and constructive play. Correct pencil grasp, accurate letter formation, understanding of phonological patterns, and discipline of drilling number facts introduce children to the disciplines of learning about God’s world.
- Grades 1–6—Students will receive instruction in compliance with Pennsylvania’s requirements. Elementary students have a full range of academic subjects: Reading, Math, Language, Handwriting, Science, History, Grammar, Composition, Spelling, and Public Speaking.
- 7th–12th Grade—Classes are designed to stimulate the pursuit of education and to increase reasoning skills. Classes are given so all students will receive the proper classes necessary for graduation. Coursework for 2022–2023 includes the following and varies according to the student’s grade:
 - Language Arts 7–10 includes grammar and composition
 - Touch-Typing
 - Intro to Spanish and Spanish I and II
 - American Literature 11–12
 - Term Paper
 - Bible

- Health
- Geography
- U.S. History (alternates yearly with World History and U.S. Government)
- Art
- Music
- Algebra I, Geometry (alternates yearly with Algebra II)
- Trigonometry and Pre-Calculus (there is a Calculus option for advanced students)
- Physical Science, Biology, Chemistry, Physics
- Physical Education
- Worldview Class (Alternates between Logic, Problem-Solving, Topics of Thought and Life (TOTAL), and Study Skills)

Report Cards

Report cards are designed to give a numerical grade that indicates a relationship of work to the standard. This does not indicate how hard a student works, his or her diligence in studying or taking notes, or how easily a subject comes. Our expectation is that parents will be dealing with those issues. On our part, we will apprise parents quarterly of the grades earned during that time.

D, F, and Incomplete notices for regular tests, quizzes, and coursework are emailed to parents by teachers. Interim reports are sent each mid-quarter for grade averages below C. Report cards are sent at the end of each quarter. Grades, interim reports, and report cards are also available on the FACTS SIS Parent Portal. *Immanuel Christian School grades on a 7-point scale.*

Grading Scale

A	94 – 100
B	87 – 93
C	80 – 86
D	73 – 79
F	0 – 72

Honors Scale

First Honors	94 – 100
Second Honors	90 – 93

Standardized Testing

Immanuel Christian School administers NWEA's MAP Growth testing at the beginning, middle, and end of the school year for every student. MAP Growth is designed to measure how well a student is learning critical skills. It provides teachers with detailed, actionable information they can use to guide instruction and better support students. It also measures progress over the school year and across school years in reading, language, and math. Parents will have access to their child's results through an online parent portal and printed reports. MAP Growth testing will help students focus less on grades and more on progress. We want a "straight A" student to continue to make progress and to see that. We want a struggling student who may not get an A to be encouraged when he or she sees significant progress. We also want to identify areas where a student is not progressing, so we can provide support. This kind of testing will also help us improve as a school. See more about MAP Growth here: <https://www.nwea.org/map-growth/>

Summer Study Program

All students must meet curriculum requirements in order to be promoted to the next grade level. If a student has a failing grade or incomplete work, he or she must enroll in the Summer Study Program. A maximum of two failed subjects may be taken during the summer. Students will not be promoted or graduate if they have more than two failed subjects.

The cost for the **Summer Study Program is \$375 per subject** to be paid to Immanuel Christian School.

Also, for students who are not required to attend the Summer Study Program but who have incomplete work, a fee of **\$375 per subject** will be required for overseeing any incomplete work not done by the last day of school in June. This work must be completed before a student is promoted. This includes research papers, compositions, tests, workbook pages, loose papers, oral recitations, and homework assignments.

Technology

The Internet is a vast and diverse resource that deals with how we communicate and get information. We want students to use this

resource intelligently, ethically, and with biblical insight. Because the Internet is a global network, there are risks associated with its use. Parents and students must sign our **Technology Acceptable Use Policy**. Your signature indicates your recognition of the risks and our inability to guarantee complete protection from access and exposure to inappropriate information.

Controversial Subject Policy

Controversial subjects are those which Christian families and churches commonly consider divisive. Immanuel Christian School desires to produce students who think biblically and who apply Scriptural principles to all topics. At their discretion, teachers may lead and allow discussion of controversial subjects, in a gracious, scholarly way. Teachers will endeavor to teach and model appropriate respect for other views on the subject knowing that this respect is what brings unity when two people disagree. Parental beliefs will be referenced as the student's authority.

Dual Enrollment

Students may be able to take dual enrollment classes during their junior and senior years through NorthStar Academy, or locally through Lackawanna College or Luzerne County Community College (LCCC). Dual enrollment courses may count toward ICS graduation requirements depending on the course content.

Learning Support Program

ICS has several options for providing learning support to students, including one-to-one or small group sessions with a tutor (i.e., Title I, Literacy Intervention, and LIU 18 remedial math and language), practice of math facts with "Mr. Drill," and MobyMax, an adaptive learning support software program. All ICS students are given a free online account to MobyMax. *This is excellent work to do over the summer to prepare for your upcoming year at ICS.*

To participate in the learning support program, students must either have been evaluated and already have documentation (i.e., an IEP) that warrants extra support, or they must be referred by a teacher, then proceed through the ICS evaluation process. Students must be willing to

work diligently. ICS does not provide learning support to students who are not interested in doing their work.

Praying Together

Contrary to the popular culture of our day, Immanuel Christian School is determined to have a distinctly Christian culture. As students go through life together, there must be a conscientious goal in acknowledging dependence on God together. Before each day begins, a time of devotion and prayer is held in every classroom. Also, teachers lead their classes daily in the hearing and understanding of God's Word.

- Chapel—We meet weekly as a school to worship God. Once a month we have “All-School Chapel,” and parents are invited to attend. Students memorize Scripture and are taught its truths. Student leadership provides the music and Scripture reading each week.
- Christmas Program—In December, students participate in a program designed to demonstrate some aspect of the incarnation for the school community and the city of Hazleton. All students have an opportunity to play a part in the program.
- City Trip—The purpose of our end-of-year high school city trip is to critique the culture of cities. Students will travel to a major city, engage with the various sights and experiences, then purposefully reflect on them from the standpoint of God's truth. Funds for this trip come from student-generated fundraisers.
- High School Retreat—All grade 9–12 students are required to attend a two-day retreat during the last week of August. The purpose of this retreat is to create unity within the high school. Students will receive spiritual instruction for community living in the high school setting. Students will also enjoy sports and outdoor activities, times of prayer, singing, and studying God's Word together. Incoming high school students will be able to establish acquaintances with others; returning students will develop relationships with new students and continue in

building godly relationships, which establishes a healthy spiritual atmosphere for the year ahead.

Section V: PARENTAL INFORMATION

Attendance Policies and Procedures (updated 9/4/19)

Parents should notify the school office in advance of any absence:

frontoffice@icshazleton.org.

Attendance is a requirement at Immanuel Christian School. According to the Pennsylvania Department of Education's Key Policy Letters, "A growing and compelling body of research demonstrates that chronic absence from school—typically defined as missing at least 10 percent of school days in a year for any reason, excused or unexcused—is a primary cause of low academic achievement and a powerful predictor of which students will eventually drop out of school"

(<https://tinyurl.com/y42fa8av>).

In addition to adhering to PA State law regarding absences, at ICS we want to promote responsibility and increase the potential for our students to be successful in school and in all future endeavors. The following guidelines will assist you in understanding our policy regarding absences and trancies.

Daily attendance and active class participation are critical to the learning process. A significant role of school is to help students learn to understand and recognize the value of punctuality, engagement, and regular attendance. School attendance is the primary responsibility of the parent/guardian and the student. If a student is absent, it is the responsibility of the parent/guardian to notify the school office before 8:00AM.

The Pennsylvania Department of Education states that truancy is any unexcused absence from school. Under the law, every principal or teacher must report to the secretary of the school board any child who has had three (3) unexcused absences in a school year. The School is then required to report truancy to the student's school district and undertake a School Attendance Improvement Conference (SAIC) with the parents. Continued truancy will result in

the student's school district pursuing lawful consequences. In such cases, Immanuel Christian School may pursue expulsion of the truant student.

An absence from school will only be excused if it is for one of the following reasons:

ACCEPTABLE

Illness/quarantine*

Doctor appointments

Death in the family

Impassable roads

Recovery from an accident

Educational field trips (Approved in advance, per PA State Law):

<http://www.pacode.com/secure/data/022/chapter11/s11.26.html>

Educational family trips (Approved in advance, per PA State Law):

<http://www.pacode.com/secure/data/022/chapter11/s11.26.html>

Students are responsible for getting the assignments that they missed from their teachers.

*Students absent one to two days must have a written note from a parent or guardian stating the specific reason for absence. Students who have a consecutive illness (absent for 3 or more consecutive days) will need a medical note to be excused and to return to school.

A student may have a maximum of ten (10) days of cumulative excused absences during a school year. All absences beyond these 10 days will require a parent meeting. ICS may not be able to serve students who are chronically absent from school.

UNACCEPTABLE

Oversleeping

Car problems

General excuses

Missing the bus

Personal business (work, hair appointment, shopping, etc.)

After three (3) unexcused absences, parents/guardians will be required to attend a meeting to develop a “**Tuancy Elimination Plan**,” per PA State law. During this meeting, discussion will cover what might be keeping a child from coming to school and what can be done to help.

DAILY ATTENDANCE - Arriving late or leaving early

Parents and guardians are asked to help their child learn responsibility by insisting that he or she arrive on time for school. During remote learning, students are still responsible for attending. Attendance is tracked during morning homeroom and by completion of work for that day. With NorthStar Academy, daily progress is monitored for students.

7:50AM Tardy

All students are expected to be in their classroom and in their assigned seats at 7:50AM. Doors are locked at 7:50AM. Any student arriving to school after this time will be marked tardy.

All students who arrive after 7:50AM must be accompanied by a parent or guardian. The parent/guardian must sign the student in. The student must obtain a pass to go to class.

After 5 days tardy per quarter, tardies will be considered unexcused, and the parent/guardian will be required to meet with the Academic Principal to make a plan.

10:30AM Absent

Any student who arrives to school after 10:30AM or leaves before 11:30AM will be considered absent for the day. Parents **MUST** write a note or email the front office as to why their student is absent.

After 3 days of unexcused absence, the parent/guardian will be required to meet with the Executive Committee to make a plan.

Doctor Appointments

Please make every effort to schedule routine doctor appointments after school hours. If required to make appointments during school hours, please do so at a time that will have the least impact on the student's schedule. You may check with your child's teacher about specific class times that would be better or worse for your child to miss.

General Excuses

When an excuse is submitted with a general reason, such as "out of town," "an appointment," or "family emergency," or if there is no specific explanation, the front office will be contacting the parent/guardian to gain further explanation and information.

Dismissal for Appointments

Early releases from school should be for urgent reasons such as medical appointments, court appointments, etc. To be excused early, the parent/guardian must submit an **email or a signed written note** to the front office indicating the reason for the early dismissal, the time, and the date. Students are not permitted to leave the school building during the school day unless they have an email or written note from the parent/guardian and permission from the office.

APPROVED EXTENDED ABSENCES

Extended absences are for non-ICS, parent-attended activities such as church-sponsored functions and college visits. Activities that do not include parents will not be approved. Absences are to be arranged at least two school days (and preferably one week) prior to the absence. Absences may not be taken during the first two weeks of the school year or during the final two weeks of each quarter.

*The parent/guardian must complete the **extended absence request form**, available on the ICS website and in FACTS SIS Parent Portal, and have it signed by the Academic Principal for approval.*

HOMEWORK

ICS is not obligated to allow students to make up the work from the day or days missed when absences are unexcused. Graded activities might be treated as if the student has chosen to not participate in them.

The student will have the same number of days as the excused absence to make up daily homework (i.e., if the student has 3 days off, the student has 3 school days to complete missed work). The student should expect to make up quizzes and tests the day he/she returns to class if they were assigned before the absence. Previously assigned homework will be due when the student returns.

If a student's absence is long-term and if he/she has missed class review for a quiz or test, then arrangements between the teacher and student will be made to make up the work. Papers and projects which are assigned two weeks or more prior to their due date must be turned in on the day a student returns to school from an absence.

SCENARIOS

- 1) A student has a dentist appointment for 9:00AM and does not arrive to school until 10:45AM. The student is marked as being absent because of arriving after 10:30AM. However, if the student brings a note from the dentist, it will be considered an excused absence.
- 2) A student has a dentist appointment at 8:00AM and gets to school at 9:00AM with a doctor's note. The student is marked tardy (excused) but not absent.
- 3) A student misses a day each week on a fairly regular basis. The parent must fill out the absence slip with the reason for the absence. We will track absences to make sure they are excused. After 10 excused (cumulative) absences, the parent will need to meet with the Executive Committee.

Links:

http://www.elc-pa.org/wp-content/uploads/2016/11/New-Truancy-Law-Fact-Sheet_Extended-Version_2-7-17.pdf

http://www.aiu3.net/uploadedFiles/Teaching_and_Learning/IDEA_and_Training_Consultation/Behavior_Support/ELC%202016%20Truancy%20Fact%20Sheet%20Part%201.pdf

<http://www.pacode.com/secure/data/022/chapter11/s11.26.html>

<http://www.wbactc.org/Docs/PA%20truancy%20laws.pdf>

EXTRA-CURRICULAR PARTICIPATION

To participate in practices, chess, drama, games, or performances, a student must arrive at school by 11:00AM and stay for the remainder of

the school day. If a student is absent from school, the student cannot participate in a practice, game, or performance that day.

CREDIT LOSS

Any student absent for thirty or more days during the school year may be retained at the same grade level. In grades 6–12, this would result in a loss of credit for any course in which the student has accumulated thirty absences.

POLÍTICA DE ASISTENCIA Y AUSENCIAS

Políticas y procedimientos de asistencia

Asistencia diaria y participación activa de parte de los estudiantes es una parte crítica en el proceso de aprendizaje. Uno de los roles significativos de la escuela es el que los estudiantes reconozcan el valor de la puntualidad, el compromiso y la asistencia regular.

Asistencia a la escuela es la responsabilidad primaria de los padres o tutores y del estudiante. Si su estudiante está ausente, es su responsabilidad el de notificar a la oficina antes de las 8:00 am.

Su estudiante o usted como padre de familia, son responsables de obtener las tareas del día en que estuvieron ausentes, para esto puede contactarse con el maestro o la oficina.

7:50 a.m. Tardy

Se espera que los estudiantes estén en su pupitre, en su respectiva clase al sonar la campana 7:50 a.m. Las puertas de la escuela son cerradas a las 7:50 a.m. cualquier estudiante que llegue después de esta hora será marcado Tarde.

Los estudiantes que lleguen después de las 7:50 a.m. deben ser acompañados por el padre de familia o guardián. El padre de familia o guardián debe entrar a la oficina y firmar por el estudiante. El estudiante obtendrá un pase para ingresar a la clases respectiva.

Una vez que haya acumulado 5 días de tardanza por trimestre, el padre de familia o guardián tendrá una cita con el decano de estudiantes para hacer un plan de acción.

10:30 a.m. Ausente

Los estudiantes que lleguen después de las 10:30 a.m. o que salgan de la escuela antes de las 11:30 a.m. serán considerados ausentes. **Padres de familia deben mandar una nota o un email a la oficina explicando el motivo por el cual estuvieron ausentes.**

Después de 5 ausencias sin excusa, el padre de familia o guardián tendrá una cita con el decano de estudiantes para hacer un plan de acción.

Bus Transportation

The Hazleton, Berwick, Tamaqua, Crestwood, Weatherly, and Mahanoy Area school districts provide transportation for all eligible K–12 students. Bus transportation is arranged as part of the admissions process.

If a regular bus student will not be on the afternoon bus home, the school office must be notified by a parent, or the child will be sent home on the bus. Parents should notify the office by 1:00PM to communicate the change to the teacher and student.

For HASD Act 80 days, Hazleton Area provides alternate busing; parents will be notified ahead of time regarding HASD transportation.

There is no afternoon busing for HASD students on ICS Half Days.

Student Drivers

Driving to school is a privilege granted to students who are responsible in obeying traffic laws, school driving, and parking rules. All student drivers must park in the lot behind the school. Careful attention must be paid to elementary students in the parking lot before and after school. Students are not allowed in cars at any time during the school day. Students may not leave the building between classes to go to their cars without permission.

Medications

All prescription and herbal medicines must be accompanied by a note from a doctor and a parent. When prescription medication is to be administered during school days, only the prescribed dose per day may be sent to the school. All medicine must be clearly labeled with the student's name and sent to the office in a bag. Student inhalers must be kept in the school office.

All medication, including over-the-counter medicine, must be kept in the school office. School staff may administer Tylenol, Ibuprofen, and antacid with the parent's permission as stated on the emergency forms on file. A record is kept of all dispensed medications.

Physical Examinations and Immunizations

The Hazleton Area School District serves Immanuel Christian School students by keeping health records and ensuring state compliance. Parents must comply with these state laws to enroll students at ICS. These laws include proper immunizations and medical examinations from a physician prior to admission in kindergarten, sixth, and eleventh grades. In cases where personal reasons for not getting these immunizations exist, parents must provide the school with a written explanation of those choices.

Gifts

ICS does not collect money from students to purchase gifts for teachers, though a child or family is welcome to show their appreciation to a teacher through a gift at any time.

Harassment Policy

Immanuel Christian School is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, and which is free from all forms of intimidation, exploitation, and harassment.

ICS is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination of contract or expulsion.

The following individuals are authorized to receive complaints and to respond to questions regarding harassment:

Mrs. Susan Selby
CEO

(570) 459-1111

selby.s@icshazleton.org

Mr. Glen Cathers
Academic Principal

(570) 459-1111

cathers.g@icshazleton.org

Mr. Kelly Knowlden
Chancellor

(570) 459-1111

knowlden.k@icshazleton.org

Grievance Policy

If a dispute or grievance occurs between any two parties connected in a direct way to the school, the ICS Board has established biblical guidelines to resolve the issue:

All concerns about the classroom:

- 1) Must first be presented to the teacher by the parents, or if the student is mature enough, by the student with the parents' knowledge and consent. If the student presents the concern, a respectful demeanor is required at all times. If the problem is not resolved, the parents and student may bring the concern to the Academic Principal. If there is still no resolution, they should contact the CEO.
- 2) Concerns about the general operation of the school, apart from the operation of the classrooms, may be brought to the CEO.
 - a) If the situation is not resolved, concerns should be presented to the Board president.
 - b) If there is still no resolution, a hearing from the ICS Board should be requested.

- c) This procedure also applies to board members and staff who are acting in their capacity as parents, and not as representatives of the Board or as employees of ICS.
- 3) For concerns not relating to a specific individual, the student may request to meet with the CEO.

Discipline & Correction

We value focusing on the child's heart motivations, above the actual behaviors. There is plenty of research that shows that the use of reward and punishment is neither long-lasting nor effective for true behavior change. Instead, we want to focus on the issues of the heart and help students choose to do the right thing.

Students at ICS will understand that discipline is an essential component of gaining mastery over self. Doing what is necessary when they do not feel like it requires the self-discipline that will make them successful. Therefore, parents and students will understand that maintaining an orderly atmosphere in the school is critical to the learning process. More importantly, it is reflective of the principles and absolutes of Scripture.

Suspension/Expulsion Policy

Suspensions will be used in some cases to alert a family to the seriousness of their student's behavior. Suspension should not be considered discipline but rather a signal to the student and the family that we are standing with them as they shepherd the heart of their child.

These behaviors will automatically necessitate discipline from the administration (versus the teacher) **and may result in the suspension or the beginning of the expulsion procedure:**

- Disrespect shown to any staff member. The staff member will be the judge of whether disrespect has been shown.
- Dishonesty, including lying, cheating, and stealing.
- Rebellion, including direct disobedience in response to instruction or correction.

- Fighting, including any physical force used with the intention to harm or intimidate another student or staff member.
- Obscene language, including taking the Lord's name in vain and double entendre.
- Failure to exhibit appropriate attitudes and respectful behavior for the person and property of the school, staff, and fellow students.
- Weapons on the school grounds or buses.
- Use or possession of alcohol, drugs, or cigarettes at any time in or out of school.
- Misuse of social media in and outside of school.

The ICS Leadership Team reserves the right to use this level of consequence for other behaviors of serious nature not itemized here. In order to track trends in student behavior, written suspension records including dates and reasons will be maintained in the school office. Suspension/expulsion records are not generally part of the student transcript. No records will be passed on from year to year unless the behavior which led to the suspension or expulsion could have legal ramifications.

The Suspension Procedure will follow these guidelines:

- The school will schedule an appointment.
- The teacher (where needed), the parents, and the administration will attend.
- The child's behavior will be outlined, illustrated, and discussed.
- A plan will be created to solve the problem.
- A repeat of the behavior problem will result in a one-day suspension.
- The next problem will result in a two-day suspension.

- A three-day suspension will result in a review by the ICS Leadership Team and a determination will be made as to whether ICS will be able to continue to serve the student.

When our efforts to give instruction and direction to children fail and parents are unable to discipline and influence children to correct disobedient or disruptive behavior, the expulsion procedure may be implemented. There may be instances when behavior is sufficiently out of line with the goals of ICS to indicate that we may waive the suspension procedures and call for immediate expulsion.

- ICS follows an internal expulsion procedure which includes meeting with the parents and students. The parents and student will be given written copies of the following to discuss:
 - a) Explanation of the reasons for the disciplinary action.
 - b) Explanation of the process for reinstatement into the school.
 - c) Explanation of the parent's legal responsibility to provide an education for their child in the event of expulsion.

Immanuel Christian School will allow a student to return the following year if the student has accepted responsibility for his/her behavior and can assure us that he/she will behave in appropriate ways.

- A re-entrance interview with an administrator will be required for both the parents and student before the student will be allowed to return to school following a suspension and before a student will be allowed to re-apply for the next school year following an expulsion.
- During the re-entrance interview the suspension and expulsion policy will be reviewed with the parents and student with the intent that the seriousness of the occasion will be understood.

- The teachers, staff, and administration will work hard to help the returning student succeed, but a serious commitment must be demonstrated by the parents and student to work together with ICS in the correction of the behavior.

Student Oversight

ICS reserves the right to access lockers and desks, use security cameras, monitor all phone lines and email messages, and disclose communications for any purpose and without prior notice.

Guidance Services

The Dean of Students acts as an advisor to students and families pertaining to scholarships and colleges. The guidance services team ensures that each student is receiving the appropriate courses to graduate. Information on ACT and SAT registration and testing dates is available in the office. Parents are primarily responsible for pursuing this, but the Chancellor may be called on for assistance.

Honors and Awards

Immanuel Christian School maintains a system of formal honors and awards to recognize and show appreciation for students who merit commendation and to demonstrate that good work and good behavior bring blessings (Galatians 6, I Samuel 2). Students earning placement on one of the honor rolls will be recognized publicly following each quarter.

Holidays

Immanuel Christian School celebrates holidays in ways that are consistent with biblical principles. Teachers will not criticize families for their choices in these areas. Parents may not promote their views on specific holidays to other children through the distribution of snacks or materials. We have chosen to regard these holidays in this way:

- Christmas—At Immanuel Christian School, we celebrate the birth of our Savior in traditional ways. We will exclude any references to Santa Claus in our decorations and class parties.
- Easter—At Easter, we are reminded of our Savior’s sacrificial death and celebrate His resurrection from the dead. We refrain from using secular symbols of this season, which detract from that purpose (i.e., bunnies, eggs, etc.)
- Halloween—ICS has chosen not to celebrate this holiday. Harvest parties may be enjoyed in the fall with appropriate decorations.
- St. Valentine’s Day—ICS has chosen not to celebrate this holiday. Teachers may choose some special activities to focus on love for Christ or love for others.

On-Time Tuition Payments

Immanuel Christian School relies upon the tuition and fees for a substantial portion of the budget to operate. Therefore, when tuition and fee payments become delinquent, it is a serious matter. Please note that for those who pay monthly, there will be a \$50 late payment fee each month your account is overdue. All ICS families pay tuition through FACTS Tuition, whether annual pay, semi-annual pay, or monthly.