

# Welcome To All

Welcome to East Martin Christian School! We are pleased that you have entrusted your children to us. We encourage your support and involvement, and covet your daily prayers. As your principal, I am looking forward to getting to know you. Please feel free to call if there are concerns or questions. I pray that we work together to provide a quality Christian education for your children.

## Notations From The Board

- The basis of the association is the infallible Word of God.
- The teachers will open and close each school day with prayer.
- The School Board desires teachers who have outstanding personal and professional qualities.
- Teachers should possess the vitality, emotional stability, high sense of Christian principles, a dedication to Christian education, and a love and interest toward children and youth which will promise the highest teaching success at East Martin Christian School.
- It is the aim of the School Board, administration, and instructional staff to promote through discipline policies the highest possible standard of Christian conduct and atmosphere for good instruction.
- Malicious destruction of school property must result in the replacement or repair of property or payment for damages by the student or his/her parents.
- The School Board will give diplomas and NIV Bibles to all 8<sup>th</sup> graders at their graduation.
- Philosophy of Instruction: It is the philosophy of East Martin Christian School to educate children from a Christian perspective. This will include not only daily instruction in the Bible, but Christian living, commitment, ethics, morals, and such ancillary topics as patriotism, respect for authority, respect for others, respect for God, etc.
- The School Board must be aware of actual conditions within East Martin Christian School.
- EMCS Board members will make regular visits to each classroom and to the school.
- Guidelines for Board Members: Be spiritual leaders who seek to find God's will in and for East Martin Christian School.
- Be it resolved that we, the School Board of East Martin Christian, will maintain the present policy and practice of admitting students on a non-discriminatory basis. NO student will be denied admission on account of his or her race. The Constitution of the school will continue to be the criteria for admitting students to EMCS.
- All new parents to EMCS will be screened on the sex offender registry. All volunteers and coaches are required to have a Criminal Records Check on file at EMCS. An ICHAT screening may be performed at the discretion of the supervising teacher or Administrator. All coaches who have not previously been fingerprinted will be checked on the sex offender registry and ICHAT (Internet Criminal History Access Tool).

*EMCS is an equal opportunity institution and does not discriminate on the basis of race, color, national origin, age, gender, or physical/mental ability in its enrollment, educational programming, or employment.*

## **Partnering with Families, Educating Christian Leaders, Building Futures on Christ**

### **Partnering with Families**

*Proverbs 22:6 Train up a child in the way he should go, and when he is old, he will not depart from it.*

- ◆ Close, mutually supportive relationship with families
- ◆ Caring, extended school community includes several generations of alumni, families, staff, and friends
- ◆ Welcome and support of all families into our greater school fellowship
- ◆ Recognition of the gifts and challenges of each individual student
- ◆ Small, personal family atmosphere that encourages Christ-like behavior, knowing that each individual is precious in God's sight
- ◆ Expectation that each student and teacher will treat others with dignity and respect, providing a safe, affirming, and caring school environment for all students and families

### **Educating Christian Leaders**

*Romans 12:2 Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is---his good, pleasing and perfect will.*

- ◆ Small class sizes which allow us to meet the needs of each individual's abilities and gifts
- ◆ Test scores that place us well above average both for public schools nationwide and Christian Schools International schools
- ◆ Approximately 80% of graduates go on to college, with another 15% receiving vocational training
- ◆ Integration of faith into all subject matter so that each student is encouraged to develop a world view that is focused on the Lordship of Jesus Christ
- ◆ A commitment to the professional development of teachers
- ◆ A full music curriculum, including choir for all grades and band for third through eighth grade, with many performance opportunities, both within the school and at venues outside of the school
- ◆ Athletics available to fifth through eighth grades including basketball, volleyball, bowling, and track
- ◆ Many opportunities for individual growth and leadership---spiritually, academically, and socially
- ◆ Students prepared for leadership in any area of life to which God leads them

### **Building Futures on Christ**

*Jeremiah 29:11 "For I know the plans I have for you," declares the LORD, "plans to prosper you and not to harm you, plans to give you hope and a future."*

- ◆ Students taught to build their lives on the foundation of their faith in Jesus
- ◆ Participation in a student-led family group comprised of students from each grade, fostering leadership, caring relationships between students, and unity of the student body as the family group participates in a variety of school-wide activities, field trips, and worship events
- ◆ Students learn to appreciate that they are uniquely made in the image of God and bring to God's family particular gifts and talents to be used for His Kingdom
- ◆ Strong sense of fellowship among the school family which encourages active service to God and to the community (student made items for the Harvest Sale; school-wide annual giving project; singing at Young at Heart, nursing homes and church services; collecting and recycling paper; Martin Resource Center)
- ◆ Development of a foundation which promotes a life-long confidence in the ability to interact positively with others and successfully take up their place in society

# School Daily Schedule and Information

## **Elementary Schedule**

7:55 a.m.	First bell and the Pledge of Allegiance
8:00 a.m.	School day begins
10:07 a.m.	Ten minute morning break / recess.
11:43 a.m.	Noon recess and lunch until 12:28 p.m.
2:45 p.m.	School dismissal.

## **Middle School Schedule**

7:55 a.m.	First bell and the Pledge of Allegiance
8:00 a.m.	School day begins
10:07 a.m.	Ten minute morning break / recess.
11:43 a.m.	Noon recess and lunch until 12:28 p.m.
2:45 p.m.	School dismissal.

## **Bussing**

Students are to obey the rules of the Martin Public Schools while riding the school buses. Students riding bicycles to school are to leave them parked in the bike rack during school hours. Students not riding the bus home are to remain in school until the bus has left the parking lot and they are dismissed by the school administrator.

## **Communication Policy**

Parents are encouraged to understand that the staff is not available by electronic means during the day. We ask that you please do not text the teacher during the school day. When possible please email the teacher; they will try to get back to you promptly after school. Emergency contacts to a teacher can be handled through telephone calls to the school.

## **Discipline**

It is the aim of the School Board, Administration, and instructional staff to promote through these policies the highest possible standard of Christian conduct and atmosphere for good instruction.

Pupils are to respect the authority of all teachers and all teachers are in authority over all pupils. The discipline goal is a high level of self-discipline, to be achieved through individual study and treatment of children rather than by application of arbitrary standards.

Students are required to exhibit a high standard of Christian behavior at all times. Malicious destruction of school property must result in the replacement or repair of property or payment for damages by the students or his parents.

Students are to keep the school grounds and property clean at all times. The school building is also the responsibility of students and staff members to keep in an acceptable manner. The Administration and staff are responsible for the student rules and regulations, which help to maintain proper student respect for school property.

## **Dress Code**

Clothing should be comfortable, modest and reflect a good attitude about God, yourself, and EMCS. Good taste would prohibit immodest attire which is too short, too skimpy, too tight or too bizarre. No bare midriffs, hats, bandanas, sunglasses, frayed jeans or jeans with holes, tank tops or spandex. Pictures and words should be appropriate and respectful. Shorts are allowed during the months of August, September, October, April, May and June. This dress code applies to all school activities such as field trips and school programs. A pair of clean gym/indoor shoes must be left at school for indoor wear.

### **Electronic/Audio Equipment**

Cell phones, MPS players, and other electronic and audio equipment must remain in your locker and may not be used from 7:45 a.m. to 3 p.m. expect with staff permission.

### **Faculty Meetings**

Monday mornings before school the faculty has devotions together. Faculty meetings are usually held after school the Wednesday following the board meeting.

### **Gum Chewing**

Gum chewing is not permitted from 7:45 a.m. - 3:00 p.m.

### **Gym Rental**

Please contact the office for rental approval and forms. Final guarantee for gym use is form approval and rental payment.

### **Half-Day Dismissal Policy**

On the occasion of a half-day of school, students will normally be dismissed at 11:00 a.m.

### **Immunization Requirements**

State law prohibits a principal or teacher from admitting new entrants to school without a record of the following:

2 doses: MMR	4 doses: Polio
3 doses: Hepatitis B	2 doses: Varicella or documented history of the disease
5 doses of DTaP with one dose at 4-6 yrs of age. 1 dose for children in 7th grade	
1 dose: meningococcal vaccine for children in 7th grade	

Vision screening is required for entrance into kindergarten.

Michigan requires us to assess and report the immunization status of all 7th grade students in addition to new entrants, including kindergartners.

### **Library Book Policy**

Library materials will be selected, ordered, and placed into service by library personnel. They may request recommendations and advice from teachers, the administrator, and parents when appropriate.

The library will be opened to the students as soon as possible in the fall. It will close three (3) weeks prior to the last day of school. The librarians will send a notice to parents informing them of the library's closure. All library fines must be paid before a student will receive his/her report card.

If a student loses or ruins a book they are responsible for replacing it or paying a \$5 fine. The library will refund a student if he/she returns the book.

### **Music Concerts and Program Attendance**

Concerts and music programs are an important part of school life. If your child cannot attend, please contact his/her music instructor.

Quality performance depends on attendance. Absences affect other participants, and the question should be asked "What if everyone...?" The music instructor has the right to lower a student's music grade for absence without excuse or an inappropriate excuse.

### **Outdoor Policy for Recess**

All students are expected to go outdoors for recess. We will follow the state guidelines regarding temperature.

### **Parent/Teacher Conferences**

East Martin Christian School will conduct conferences for grades K-8 both in the fall and spring.

In the fall conferences will be held on Thursday evening, November 4. In the spring, conferences will be held at the request of teachers and/or parents.

### **Photo Release Information**

During the school year your child may have his/her photo taken while participating in classroom projects and other school events and activities. Unless you specifically contact our office and request that your child not be photographed and published, this will serve as notification that all pictures taken may be used for publication purposes.

### **Room Mothers/ Chaperones**

We request that room mothers and field trip chaperones please leave younger siblings at home. The duties of room mother/chaperone require 100% concentration toward classroom students. Having a young child along makes it difficult to perform the duties of room mother or chaperone. It is also a liability issue for the school to have additional children on a school event or outing. In case of an illness or injury to a smaller child, the parent can no longer fulfill room mother/chaperone duties. We find that younger children distract students from field trip activities and/or classroom parties. We do appreciate your cooperation and understanding regarding this policy.

### **School Closing**

Since some of the students are bussed by the transportation system of the Martin Public Schools, the decisions to close school because of inclement weather will be made by the superintendent of Martin Public Schools. School delays and cancellations will be transmitted on local TV stations and messages will be sent via email.

### **School Newsletter**

Bi-weekly on Friday the newsletter with school-related information will be sent home with the youngest child of the family. Notes/announcements, etc. that should be included with the newsletter should be sent by Wednesday at 7 p.m. Send announcements to newsletter@EastMartin.org. If school is not in session on Friday, the newsletter may be sent home the last day of the school week.

### **School Report Cards**

The Kindergarten class will receive report cards at the end of each semester. Grades 1 and 2 will receive report cards on a 9-week basis. Grades 3-8 will receive grades online at JupiterEd.com.

### **Student Appointments During The Day and Vacation**

Occasionally, parents must take their student from class for appointments during the school day. For security and educational reasons, we request that you pick up your student from their classroom.

It is the responsibility of the pupil's parents to maintain a satisfactory level of academic achievement during extended vacation periods during the regular school year. Tests missed by such absentee will be taken and administered under the supervision of the teacher during non-classroom time, (recess, after school, etc). Parents are reminded that such vacations make work which is beyond the scope of teacher responsibility and appropriate parental accommodation is appreciated. Parents are responsible for notifying the teacher and administrator and making the necessary arrangements concerning school work missed in advance. The School Board does not approve of extended absentees, particularly in the case of underachieving pupils.

### **Student Supervision**

All students need to be directly supervised by an adult if they are at school while school is not in session. Students staying after school need to stay with that responsible adult until another adult is available and responsible for them. Because teachers are busy working on preparing for another day of school, it should not be assumed that teachers will supervise students after school is dismissed. For that reason, we ask that parents pick up their children by 2:45 p.m.

### **Teacher Gifts**

The School Board requests that pooling for teacher's gifts be avoided but individual gifts are acceptable. Teachers will not open personal gifts during classroom parties.

### **Telephone Use**

The office has an answering machine. Please call before school, at recess breaks, and after school to speak with a teacher or other staff member.

Students must receive permission from homeroom teachers to make a call. These calls should be of importance and not trivial issues that could have been discussed or decided earlier.

### **Tuition Payments**

Tuition payments should be mailed by the 1<sup>st</sup> of the month to:

**East Martin Christian School  
c/o Joan Doezema  
516 118th Avenue  
Martin, MI 49070**

## **Internet Rules**

1. Do not give out your personal information on the computer (full name, location/address, bank account numbers, social security number, phone number, email address, etc.) Do not give out personal information of others on the computer as well.
2. Do not be a cyber-bully.
3. Do not go to unknown websites without permission.
4. Do not share passwords.
5. If someone you do not know contacts you on-line, do not answer. Tell your teacher and/or parents about any occurrence that does not seem appropriate.
6. Do not post pictures or videos of yourself, friends, family members, etc. on-line.
7. Do not respond to pop-up advertisements.
8. Your behavior should reflect your identity as a Christian student.
9. Treat equipment and all work done on the computer appropriately and respectfully.
10. Computers may only be used with the direct supervision of a teacher or teacher aide.
11. Do not copy or delete software or files other than your own.

## **Consequences**

1. First offense: call to the parents
2. Second offense: conference with the principal, teacher, parent and student
3. Third offense: loss of computer privilege at school

## Special Events/Programs/Activities

Here at East Martin Christian School, we do a variety of things throughout the school year to foster fellowship with one another as well as raise money for the school. This keeps the tuition low and may honor those special people in our lives. Below you will find a brief description of some of those programs and activities. Find out how **YOU** can be an integral part of our school.

**PaperGator:** The PaperGator® is a unique fundraiser. Our school is paid to collect paper products and place them in a bin for recycling. Being good stewards of our resources is a great reason by itself, but in this case we also earn funds for recycling!! Bring in recyclable paper anytime from your homes or any other available sources and place it in the PaperGator® bin. If you find it inconvenient to use the PaperGator, please call school and someone will pick up your recyclable paper.

**T.R.I.P (Tuition Reduction Incentive Program):** Are you interested in learning how you can reduce the amount of your tuition each year? Participating retailers such as Kohl's, Meijer, Speedway Gas, Subway, Wendy's, etc. offer gift certificates that you purchase through the school at face value. In turn, the retailer gives a discount to the school. That discount is passed on to you in the form of a tuition credit. Contact Jen De Young for more information.

**Harvest Sale:** Many years ago, East Martin Christian School began a tradition that still lives on today. On a crisp evening in the fall, people come from all over to bid on items such as homemade pies, cinnamon rolls, crafts, quilts, wood furniture, fishing trips, week-long vacation getaways, you name it! You can expect to eat good food, enjoy the fellowship of friends and family, and go home satisfied that you've helped a worthy cause: Christian education.

**Grandparents' Day:** We have a special afternoon to honor our grandparents. We are proud to uphold these men and women in our lives and we sincerely hope you will join us as we pay tribute to our grandparents once again. You will be invited to come to your grandchild's classroom, meet their teacher, and fellowship with one another over a great cup of coffee or punch while we sing a few songs for you!

**Spring Musical:** Each spring, East Martin Christian School holds an assembly and program featuring all of our students' musical talents. Come join us as we sing and fellowship together.

**Walk-A-Thon:** In May we take a break from school to participate in our school Walk-A-Thon. All students ask sponsors to support them for the laps that they walk and/or run. After lunch students will celebrate with games and inflatables.

**Golf Outing:** In June of 2000, East Martin Christian School kicked off its first official Golf Outing. This is held at Mullenhurst Golf Course in the Delton area, and the money we raise goes towards curriculum development at our school. Come on out and golf to help our school!

## Advisory to Parents/Guardians

Dear Parent or Guardian:

State of Michigan law requires schools and day care centers that may apply pesticides on school or day care property to provide an annual advisory to parents or guardians of students attending the facility.

Please be advised that East Martin Christian School utilizes an Integrated Pest Management (IPM) approach to control pests. IPM is a pest management system that utilizes all suitable techniques in a total pest management system with the intent of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize sanitation, pest exclusion, and biological controls. One of the objectives of using an IPM approach is to reduce or eliminate the need for chemical applications of pesticides. However, certain situations may require the need for pesticides to be utilized.

As required by State of Michigan law, you will receive advance notice regarding the non-emergency application of a pesticide, fungicide or herbicide, other than a bait or gel formulation, that is made to the school or day care grounds or buildings during this school year. In certain emergencies, such as an infestation or stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be notified following any such application.

Advance notification of pesticide applications, other than a bait or gel formulation, will be given by at least two methods. The first method will be by posting at the main entrance to the school/day care center, which is located at 516 118th Avenue, Martin. The second method will be by the method(s) checked below:

Posting in a public, common area of the school or day care center, other than an entrance. We will post on the community bulletin board.

Please be advised that parents or guardians of children attending the school or day care center are entitled to receive the advance notice of a pesticide application, other than a bait or gel formulation, by first class United States mail postmarked at least 3 days before the pesticide application, if they so request. If you prefer to receive the notification by first class mail, please contact the office for a form. Upon completion, return it to the office.

Please be advised that parents or guardians of children attending the school may review the school's Integrated Pest Management program and records of any pesticide application upon request.

The following person is responsible for pesticide application procedures at East Martin Christian School:

Jennifer Tuinstra  
jentuin@gmail.com  
269 779-2323