

Esther's School *Parent/Student Handbook*

2009-2010

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*“Exceptional Education for
Exceptional Children”*

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

Student's Name

Parent's/Guardian's Name

TABLE OF CONTENTS

Standard of Conduct	Page	4
Mission Statement	Page	4
School Hours	Page	5
School Staff	Page	5
School Calendar	Pages	6-7
Attendance	Page	7
School Curriculum	Page	8
Field Trips	Page	8
Statement of Faith	Pages	9-12
Non-Discriminatory Policies	Page	13
General School Policies	Pages	13-14
Child Abuse Policies	Pages	15-19
Resolving Issues	Pages	20-22
Disciplinary Policies	Page	23
Parent Responsibilities & Requirements	Page	24
Student Dress Code	Page	27
Student/Parent Goals & Policies	Page	26
Re-Enrollment	Page	27
Grades	Page	27
Van Transportation	Page	28
Chapel/Assembly	Page	28
Financial/Tuition	Page	29
Student Policy Contract	Page	30

Standard of Conduct

This ministry is a biblically-based ministry serving children, parents, and organizations. It behooves us, therefore, to conduct our ministry and ourselves according to biblical principles. Many of those to whom we minister consider the Christian school as a haven of separation from the world for their children, with a specialized learning environment. They practice abstinence from smoking, gambling, profanity, the use of liquor in any form, and substance abuse, as well as refraining from lying, gossiping, unrighteous anger, and overindulgence. It is imperative that all our staff exhibit good Christian character before those to whom we minister, vendors, and friends as a testimony of our dedication towards meeting the goals of our ministry.

Mission Statement

©

Esther School strives to educate special need students in academic excellence, Biblical principles, and integrity to develop the whole child intellectually, emotionally, socially, physically and spiritually in a safe loving environment.

School Hours
 Monday - Friday
 9:00 am - 3:30 pm

Please be on time; excessive tardiness or
 absences may affect your scholarship.

After school care is available.

There will be a \$5.00 charge for pickup between
 4:00-5:00pm
 With an additional \$5.00 for every 15 minutes
 After 5:00pm

Esther's School Staff

Administrator	Rev. Esther Berry
Administrative Asst.	Maggie Harms
Transportation	Chris Berry

Board of Trustees:

Gary Bradshaw, Chairman	Marilyn Davis
Rev. Esther Berry	Jill Reed
Susan Bradshaw	

Advisory Board Members:

Pastor Glenn and Rita Miller
 Dr. Carolyn Abernathy
 Terry Bradshaw

Supervisors:

Carol Chesler
 Jenna Minton
 Danielle Capehart
 Michelle Hillock

Monitors:

School Calendar for School Year 2009-2010**August 25, 2009**

First Day of School

September 7, 2009

Labor Day, School Closed

October 16, 2009

Professional Development Day

School closed for Students

October 30, 2009

First Quarter Report Cards

November 23, 2009 – November 27, 2009

Thanksgiving Holidays, School Closed

November 30, 2009

School reopens

December 21, 2009 – January 1, 2010

Winter Holidays, School Closed

January 4, 2010

School opens

January 18, 2010

Martin Luther King Jr. Day, School

Closed

January 21, 2010

Second Quarter Report Cards

January 22, 2010

Professional Development Day

School Closed

FIRST SEMESTER ENDS

SECOND SEMESTER BEGINS

February 15, 2010

Site based Training Day
School Closed

Marc 26, 2010

Third Quarter Report Cards

March 29, 2010 – April 2, 2010

Spring Holidays
School Closed

April 5, 2010

School opens

May 7, 2010

Professional Development Day
School Closed

May 31, 2010

Memorial Day – Holiday
School Closed

June 9, 2010

Last Day of School
Fourth Quarter Report Cards
2nd semester ends

Supervisor-Parent Conferences will be held at the end of each quarter at the request of the supervisor or the parent.

TARDIES AND ABSENCES

Prompt and continuous attendance enhances academic performance

Arrival after 9:00 is considered late.

Student is unexcused unless a doctor's note is presented.
Three or more consecutive absences require a doctor's note.

Three tardies will equal an absence.

Ten absences per year , the student will fail and be retained for this school year.

For all absences a parent note must be sent in.

School Curriculum

Esther's School uses the Accelerated Christian Education curriculum. A.C.E. is a self-paced specialized learning system that allows the student to work on his or her own performance level. Each student is given an initial placement test which determines the level at which the student is performing as well as any gaps in his or her education. The student will then begin doing Paces at the prescribed level, as well as revisiting any gaps.

Self-Paced Learning/ Progress Tracking

The student is to maintain a weekly goal card, listing the Paces in each subject he or she is to complete. It is the student's responsibility to complete daily assignments, and stay on track. The supervisors review goal cards to track student progress.

Field Trips

At various times during the year, Esther's School will have field trip opportunities for your child. Field trips are part of the curriculum and students must attend field trip or take an absence and stay home that day. Alternative assignments may be given if the student does not participate in the field trip. Your child's supervisor will inform you prior to the date of the field trip of the location and any additional cost for the event. Every child should have a signed permission slip in his/her permanent records file. The administrators will verify this prior to the assigned field trip date.

ESTHER'S SCHOOL, INC. STATEMENT OF FAITH

A. The Bible

We believe the Bible, both the Old and New Testaments, to be the Holy Scriptures, inspired of God in the original manuscripts, infallible, inerrant, and God-breathed, the perfect rule of faith and practice.

(Ps. 119:9,89,105; 2 Tim. 3:16,17; Heb. 4:12)

B. The Trinity

We believe in one God, Creator of all things, infinitely perfect and eternally existing in three Persons: Father, Son, and Holy Spirit.

(Gen. 1:1; John 1:1-3,32-34; Luke 3:21,22; Matt. 28:19)

C. The Lord Jesus Christ

We believe that God the Son, Who has always existed, became a man (without diminishing His deity) by virgin birth through Mary. He lived a sinless life and as the infinite God-Man took upon Himself the sins of all men, died in their place, and satisfied God concerning their sins.

We further believe in the literal, physical resurrection of Jesus Christ from the dead. He was then ascended to the right hand of God the Father and was exalted as the Great High Priest of all believers.

We further believe in the literal, future return of the Lord Jesus Christ to receive His Church unto Himself.

(Matt. 1:18-25; 1 Cor. 15:3,4; Phil. 2:5-11; Matt. 28:1-9; Heb. 4:14-16; 1 Thess. 4:13-17)

D. The Holy Spirit

We believe that the Holy Spirit is a Divine Person Whose ministry is to glorify the Lord Jesus Christ. He convicts the world concerning sin, righteousness, and judgment, and He is the Supernatural Agent in regeneration. He baptizes all believers into the Body of Christ. He indwells, instructs, gifts, empowers, and seals believers unto the Day of Redemption.

(John 14:15-18,25 26; John 16:5-15; Acts 1:8; 1 Cor. 12:1-13; Eph. 1:13)

E. Creation

We believe that God created the universe.

(Gen. 1 and 2, Ex. 20:11, Eph. 3:9, Col. 1:16, Rev. 4:11)

F. Man

We believe that man was created in the image and likeness of God, but in Adam's sin, the race fell and became alienated from God. Man is now totally depraved and of himself is utterly unable to remedy his lost condition.

(Gen. 1:26,27; 2:16,17; 3:6,17-20; Rom. 3:10-12,23; 5:12)

G. Salvation

We believe that salvation is the gift of God offered to all by grace and received by personal faith (apart from any works by man) in the Lord Jesus Christ, Whose precious blood was shed on Calvary for the forgiveness of sins.

(Rom. 5:8; 6:23; 10:9,10; Eph. 2:8-10; Tit. 3:4-7)

H. The Devil and Demons

We believe that Satan is a created angel who rebelled against God and fell from his high position. He is aided by a host of evil spirit beings called demons. Their assignment is to attempt to destroy believers, their homes, their families, their churches, their ministries, etc. Every believer is subject to their attack, and may be victorious over them only through the Lord Jesus Christ, His shed blood, and the weapons of warfare He has provided us.

(Matt. 28:18; Luke 9:1,2; 10:17-19; John 10:10; Eph. 6:10-17; Col. 2:15; Jas. 4:7; 1 John 4:1-4; Rev. 1:17,18)

I. Sanctification

We believe that every believer has received eternal life (Christ's life), and was spiritually crucified, buried, and raised up with Christ. This must become an experiential reality to each believer as he or she chooses to walk after the Spirit and not after the flesh. Sanctification, then, is Christ living His life out through the believer. (This is not teaching passivity, sinless perfection, or the deification of man.)

(Rom. 6:1-11, Gal. 2:20, Col. 3:1-4, 2 Pet. 1:1-4)

J. The Church

We believe that the Church, which is the body and espoused bride of Christ, is made up solely of born-again persons.

We further believe that the establishment and continuance of local churches is clearly taught and defined in the New Testament Scriptures.

We further believe in the five-fold ministry gifts of apostles, prophets, evangelists, pastors, and supervisors working together in the ministry of the local church.

(1 Cor. 12:12-14; 2 Cor. 11:2; Eph. 1:22,23; 5:25-27; Acts 14:27; 20:17,28-32; 1 Tim. 3:1-13; Tit. 1:5-9; Acts 13:1-4; 15:19-31; 20:28; 1 Cor. 3:9,16; 5:4-7,12,13; 1 Pet. 5:1-4; Eph. 4:11)

K. Church Ordinances

We believe that the ordinances of the Church, Water Baptism and the Lord's Supper, are to be observed by believers in Christ according to the Lord's command. They are not a means of salvation, but a testimony of our identification with and salvation through the Lord Jesus Christ.

(Matt. 28:18,19; 1 Cor. 11:23-30)

L. Civil Government

We believe that God has ordained and created all authority consisting of three basic institutions: 1) the home; 2) the Church; and 3) the state. Every person is subject to these authorities, but all (including the authorities themselves) are answerable to God and governed by His Word. God has given each institution specific Biblical responsibilities and balanced those responsibilities with the understanding that no institution has the right to infringe upon the other. The home, the Church, and the state are equal and sovereign in their respective Biblically-assigned spheres of responsibility under God.

(Rom. 13:1-7; Eph. 5:22-24; Heb. 13:17; 1 Pet. 2:13,14)

M. Marriage

We believe that God instituted marriage and that it is only to be between a man and a woman.

(Gen. 2:18-24, 1 Cor. 7:2, Eph. 5:25, Tit. 2:4)

N. Human Sexuality

We believe that human sexuality is a gift of God and that intimate sexual activity is only to be engaged in inside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, pornography, transgender, cross-dressing, etc. are sinful perversions of God's gift of sex.

(Gen. 2:24,25; 19:5,13; 26:8-10; Lev. 18:1-30; Rom. 1:26-28; 1 Cor. 5:1; 6:9,10; 7:1-5; 1 Thess. 4:1-8; Heb. 13:4)

O. Divorce

We believe that God hates divorce and intends for marriage to last until one of the spouses dies.

(Mal. 2:14-16; Matt. 19:3-12; 1 Cor. 7:10-13)

P. Abortion

We believe that human life begins at conception and that the unborn child is a living human being. Therefore, we believe that abortion constitutes the taking of human life.

(Job 3:16; Ps. 139:13-16; Is. 49:1,5; Jer. 1:5; Luke 1:41-44)

Q. Lawsuits Between Believers

We believe that Christians are prohibited from bringing civil lawsuits against other Christians or the Church to resolve personal disputes. We believe the Church possesses all the resources necessary to resolve personal disputes between members of the Body of Christ. (We do believe, however, that a Christian may seek compensation from another Christian's insurance company as long as the claim is pursued without malice or slander.)

(1 Cor. 6:1-8; Eph. 4:31,32)

R. Stewardship

We believe that Christians have the privilege and the responsibility of participating in the work of God with their time, talents, treasures, and prayers, primarily, though not exclusively through the local church.

(Ex.36:1,2,8; 1 Pet. 4:10; Prov. 3:9,10; Mal.3:8-12; Col. 4:2,3)

Note: The Bible itself is the sole and final source or all that we believe. Though the above-listed Statement of Faith does not exhaust the extent of our Biblical beliefs, we do believe that it accurately represents the teaching of the Bible, and therefore, is binding upon all Directors, Officers, employees, and /or volunteers of this school corporation.

Nondiscrimination policy

Esther's School admits students of any race, color and ethnic origin to all the rights privileges, programs, and activities generally accorded or made available at the school.

General School Policies

A. Staff Screening

The following procedures reflect Esther's School, Inc.'s commitment to provide protective care for all children and workers who participate in school-related activities.

1. All volunteer and compensated workers must complete the following procedures before participating in any school-related activities:
 - a. All volunteer and compensated workers must complete a standard application and disclosure form. References will be checked.
 - b. All volunteer and compensated workers will be interviewed by school leadership personnel.
 - c. All volunteer and compensated workers must attend orientation/training activities appropriate to the level of the volunteer or compensated worker involvement.
 - d. Applicants must sign written acknowledgement stating they have received and reviewed a copy of the *Child Abuse Prevention Policies and Procedures* of Esther's School, Inc.
2. No individual, whether serving as a volunteer or a compensated worker, who has been convicted of a crime against a child or a violent crime against an adult, will provide services in any school-sponsored activity.
3. All volunteer and compensated workers are subject to background checks for the purpose of obtaining information regarding criminal history or child abuse findings.
4. Applications and the results of any screening will be kept confidential by authorized school staff.

B. Classroom Discipline

No corporal discipline or verbal abuse, e.g., ridicule, are to be used with any student at any time.

C. Parent Visitations/ Conference with teachers

Classrooms or childcare rooms may be visited with prior notice by parents, guardians or other school staff. Staff are available to meet with parents or guardians at any time. Such meetings must be scheduled for times that do not take away from staff members' classroom responsibilities with the students. Please contact the office or the teacher for an appropriate time for visitation.

D. Driving Policies

Drivers transporting students for Esther's School, Inc. must:

1. Be at least 18 years old;
2. Have a valid driver's license, qualified for the vehicle operated;
3. Have no record of convictions for the past five years for drunken driving, driving under the influence, driving with a suspended or revoked license or reckless endangerment;
4. Have proof of insurance; and
5. Never be alone in a vehicle with a child not his or her own.

E. Gifts

No staff, either paid or volunteer, are to give gifts to individual students without the prior knowledge of the parent's), guardian's) and/or school administrative staff. Because gift giving can be a form of buying loyalty or silence, gift giving should be done on a group basis, or for special occasions only. Gifts may not be elaborate but should be modest and appropriate to the occasion.

F. Overnight Trips

In situations where staff members are taking students out of the area for long periods of time or for overnight outings, only known, proven staff will be permitted to chaperone the trips. New staff or volunteers may be used as additional sponsors, but shall not be left alone with the students in a situation where there are no other staff to observe. In no circumstance will one adult be allowed to take students on an overnight outing.

Child Abuse Prevention Policies and Procedures

Purposes

- A. To help Esther's School, Inc. provide a caring, safe, and secure environment for children in all phases of the school.
- B. To help Esther's School, Inc. reduce its legal risk and liability exposure.

Biblical Foundation

Esther's School, Inc. seeks to express God's love of children, educate them in the ways of the Lord and quality instruction, and provide for their personal wholeness. Esther's School, Inc. seeks to prevent child abuse of any form to our students while under our supervision. The Bible is foundational to our understanding upon which all policies, procedures, and ministries must stand.

And they brought young children to him, that he should touch them: and his disciples rebuked those that brought them. But when Jesus saw it, he was much displeased, and said unto them, Suffer the little children to come unto me, and forbid them not: for of such is the kingdom of God. Verily I say unto you, Whosoever shall not receive the kingdom of God as a little child, he shall not enter therein. And he took them up in his arms, put his hands upon them, and blessed them. (Mark 10:13-16)

And whoso shall receive one such little child in my name receiveth me. But whoso shall offend one of these little ones which believe in me, it were better for him that a millstone were hanged about his neck, and that he

*were drowned in the depth of the sea.
Woe unto the world because of offences! for it must needs be that offences come; but woe to that man by whom the offence cometh! (Matthew 18:5-7)*

Our goal in response to these Biblical mandates is to maintain a safe, secure, and loving place where children may grow and receive quality Christian education: a place where all staff serve appropriately to their needs.

Child Abuse Prevention Policy

Esther's School, Inc. desires to be a safe place for all children and who attend any school-related activity. Individuals they know and trust sometimes victimize children. Schools are not immune to such abuse. Incidents of child abuse or neglect cut across racial, social, economic and religious boundaries. Although no organization or individual can assure complete protection, these Child Abuse Prevention Policies and Procedures reflect Esther's School, Inc.'s commitment to help protect children from harm. These policies and procedures apply to all volunteer and compensated workers of Esther's School, Inc.

Esther's School, Inc. will not tolerate child abuse or neglect. Your cooperation in this commitment not only reflects your concern about children's safety in this society, but also your willingness to take steps toward halting child abuse and its detrimental effects.

For the safety and protection of our children and workers, all people who participate in school-sponsored activities with children are required to comply with the guidelines provided in these policies and procedures.

Definitions

In these policies and procedures the following definitions apply:

A. Adult - Any person age 18 or older;

B. Child - Any person under the age of 18;

C. Child Abuse - An act committed by a parent, caregiver or person in a position of trust (even though he/she may not care for the child on a daily basis) which is not accidental and which harms or threatens to harm a child's physical or mental health or welfare. The following definitions and explanations apply in determining whether abuse of a child has occurred:

- 1. Physical Abuse** - A physical injury, threat of injury or creation of a real and significant danger of substantial risk of death, disfigurement or impairment of bodily functions. Such injury or threat of injury, regardless of intent, is inflicted or allowed to be inflicted by non-accidental means. Examples: asphyxiation, bone fracture, brain damage, skull fracture, subdural hematoma, burns, scalding, cuts, bruises, welts, abrasions, internal injuries, poisoning, sprains, dislocations, gunshot, and stabbing wounds;
- 2. Physical Neglect** - The failure to provide food, clothing, shelter, or supervision for a child if the child's health or safety is endangered. Physical neglect may include multiple occurrences or a one-time critical or severe event that results in a threat to health or safety, such as a toddler left alone. Other types of neglect include abandonment, inadequate supervision, inadequate clothing, inadequate shelter, inadequate personal hygiene, inadequate food, and malnutrition;
- 3. Sexual Abuse** - Abuse that consists of sexual contact or interactions with a child, including physical contact (fondling, sexual intercourse) and nonphysical contact (exhibitionism, child prostitution, pornography, voyeurism);
- 4. Medical Neglect** - Refusal or failure by caretaker to obtain and/or follow through with a complete regimen of medical; mental; or dental care for a condition, which if untreated, could result in illness or developmental delays;
- 5. Failure to Thrive** - A syndrome of infancy or early childhood that is characterized by growth failure, signs of severe malnutrition, and variable degrees of developmental retardation. Children are considered to be in this category only when the syndrome is diagnosed by a physician and is caused by non-organic factors;

- 6. Mental Abuse/Neglect** - A pattern of acts or omissions by the caretaker that result in harms to a child's psychological or emotional health or development;
- 7. Educational Neglect** - The child's caretaker is directly responsible for the failure of the child to attend school or an approved alternative program of study; and
- 8. Bizarre Discipline** - Any actions in which the caretaker uses eccentric, irrational, or grossly inappropriate procedures or devices to modify the child's behavior.
- D. Compensated Worker** - Hourly, salaried, part-time or full-time employee who works with children at any school-related activity;
- E. Volunteer Worker** - Any non-compensated individual who works with children at any school-related activity;
- F. Mandated Reporter** - Any persons with the responsibility for the care of children is a mandated reporter. Florida State law provides that if a caregiver has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, that person shall immediately report or cause a report to be made to the Florida abuse hotline; and
- G. Corporal Punishment** - Any punishment applied to the body including, but not limited to slapping, spanking, pinching, pulling, or squeezing.
- H. Student** - A person enrolled as a student in Esther's School, Inc., regardless of age.

Reducing the Risk of Child Abuse

In an effort to create the safest possible environment within Esther's School, Inc., several abuse prevention measures will be used. These measures include screening of paid and volunteer workers for past child abuse convictions or expungements, use of the two adult rule, standards for appropriate classroom discipline and open classrooms.

Reporting Child Abuse

When it becomes necessary to report suspected child abuse or neglect, the protection of children must be the most important concern. It is the legal responsibility of any person with responsibility for the care of children to report all cases of child abuse they observe, and further, to report visible signs of alleged abuse. Failure to report could lead to liability on the part of the school, the observer or both. Esther's School, Inc. has determined that it is the responsibility of the staff to report all cases of suspected child abuse to the proper legal authorities and to the most senior school staff person available at the time of the determination of the suspicion of the abuse.

What is reasonable suspicion? Reasonable suspicion means that there is credible evidence or a discrepant or inconsistent history in explaining a child's suspected abuse. A report based on reasonable suspicion does not require proof that abuse or neglect has actually occurred or that the reporter witnessed the incident in question. Reporting is not a determination that child abuse or neglect has actually occurred; rather, it is a request for an assessment of the condition of a child.

The Florida Abuse Hotline number for reporting suspected child abuse is:

1-800-962-2873 (1-800-96-ABUSE).

Child Abuse or Neglect

Under Florida law, Esther's School is required to report any and all cases of suspected child abuse or neglect to the proper authorities. Reports will be made by both the supervisor, with first-hand information supporting the abuse, and the administrator who was advised of the suspicion

THE MATTHEW PRINCIPLE FOR SOLVING SCHOOL PROBLEMS

By Dr. Paul A. Kienel, Executive Director
Association of Christian Schools International

The “Me Generation” philosophy of “I’ll do it my way” sometimes spills over into the Christian community. For example, when differences develop between individuals, some Christians take matters into their “own hands” and bypass the Biblical procedure of solving problems.

A Christian school is made up of people... parents, administrators, supervisors and students. Like any other collection of earthly mortals, the people associated with a Christian school have the potential for God’s will that we live and work together in harmony. Jesus said, “A new commandment I give unto you, that ye love one another. By this shall all men know that ye are my disciples, if you have love one to another.” (John 13:34 -35)

Due to our human nature we may at times irritate others, resulting in misunderstandings or strong disagreements. In Matthew 18:15-17 Jesus gives his formula for solving person to person problems. I call it the “Matthew 18 Principle” for solving school problems. The following are the words of Jesus.

“Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and Him alone: if he shall hear thee, thou has gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. And if he shall neglect to hear the church, let him be unto thee as a heathen man and a publican.”

There are several clear principles that Jesus taught in solving people to people problems:

KEEP THE MATTER CONFIDENTIAL

The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those that gossip or malign others with their words. “A hypocrite with his mouth destroyeth his neighbors, but through knowledge shall the just be delivered.” (Proverbs 11:9)

KEEP THE CIRCLE SMALL – “... If thy brother shall trespass against thee, go and tell him his fault between thee and him alone ...”. The first step and most often the only step needed in solving a person to person problem is for one of the two people involved to initiate face to face dialogue. Most problems are solved at the two people level.

BE STRAIGHT FORWARD - “tell him his faults ...” Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly yet clearly presented. The Scripture says, “... faithful are the wounds of a friend ...” Proverbs 27:6.

CONFLICT

Parents/students who have a grievance should follow the Matthew 18 Principle when in regards to Esther's School.

All conflicts reported at Esther's School between students and their supervisors, monitors, administrators or other students will be documented in writing. An incident report will be signed by the parent, attending supervisor and/or the administrator. All incident reports will be part of the student's permanent re file. In addition, the specifics of the incident as well as any potential suspensions, expulsions or disciplinary actions will be addressed with the parent in a conference.

DISCIPLINE POLICIES

Merits: Positive

Students may earn merits as a reward for positive behaviors. A merit is a slip of paper shaped like a ticket, with an identification mark, which is issued to the student for various academic and behavioral achievements such as completing daily goals or receiving no daily or weekly demerits. Students accumulate merits and cash them in periodically at the Merit Store for items such as pencils, erasers, plaques, trinkets, etc.

Demerits: Negative

Training children to take responsibility for their actions means teaching them that they are accountable for committing misdeeds or for omitting required actions. Students who violate Learning Center procedures will be corrected and given an appropriate penalty, such as detention, as soon as possible. Demerits are marked on the student's Goal Check Report, which is designed for quick assessment.

DETENTIONS, SUSPENSIONS AND EXPULSIONS

Detentions will be served for 15 minutes after school ends or, on occasions, during the student's lunch time. The student will be informed of his/her detention by a demerit, given by the supervisor for that day.

Suspensions are for a period of one to three days. The student will be required to complete assigned Pace work during his/her suspension. Suspensions will be considered on a case-by-case basis. Days missed will be counted toward the ten absentees.

Expulsion is automatic for any student who is caught with drugs, weapons of any kind, fighting or acts of violence on school property.

6. HAIRCUTS: Boys—must have a traditional haircut with bangs off the eyebrow, in the middle of the ear and off the collar. No pony tails or dread-locks.

Girls—bangs need to be off the eyebrow, no color hair outside the natural tones of the student's natural color.

7. No fads—The definition or determination of a Fad will be determined by Administration.

8. Consequences for Dress Code Violation

1st Warning with a note home

2nd Student will be sent home

It is the responsibility of the student to be dressed appropriately. It is the responsibility of the parent to check the student each morning to be sure the student is in proper dress code.

We agree that we will comply with the school dress code.

Students must comply with the Administrator's requests.

Student Signature: _____

Parent Signature: _____

Re-Enrollment

The school will review the student's status yearly. A student's academic progress, disciplinary records and his account being in good standing determine re-enrollment. Esther School reserves the right to require a student to cooperate with the overall program academically, behaviorally, and spiritually, as well as the purpose of the school. If any of these are at risk or an account has an outstanding balance, re-enrollment may be jeopardized.

Grades:

As a means of evaluation, parent-teacher conferences, report cards and progress reports are used at Esther School. Remember that evaluations should be guides in the learning process rather than goals of learning. Often too much emphasis is placed on grades by parents and students. Parents are reminded that grades are indicators of present achievement and not indicators of one's overall ability to learn.

Grade Scale:

A	94-100
B	87-93
C	86-80 Passing

All test scores below (80) eighty are re-tested for long term learning.

Parental Participation/ Volunteering

It is requested for the parents of every child attending Esther's School to volunteer for a minimum of five hours each school year. A local background check is required. Here are some acceptable forms of volunteering;

Field Trips - The students will be attending several field trips throughout the school year. We will be needing parents to volunteer to chaperone during these activities.

Office/Administrative - Parents with administrative skills are welcome to volunteer in our office.

Aides/Mentors - Any parent who is able to take time out to mentor a student is greatly appreciated. In-class aides are also needed.

Janitorial - Any time parents can contribute to school beautification or clean-up is acceptable. Please see the office for specific instruction.

Esther's School is a non-profit organization. All donations, no matter the size, are wonderful blessings to Esther's School, as are all the students who attend here.

Dress Code 2008-2009

The following Dress Code is required for ALL students:

1. **Green, yellow or burgundy shirts**, polo or button down, recommended that tails be tucked in. The only logo permitted on the shirts is the school logo.
2. **Green or khaki slacks, shorts, or skirts, worn at the waist.** Skirts and shorts must be of an appropriate length. Overalls, blue jeans, or excessively baggy pants are inappropriate. Cargo pants with excess pockets are not permitted.
3. **Belts**, if the pants, shorts, or skirts have belted loops.
4. **Closed toe, closed heeled shoes.** Shoelaces must be black, white or brown. Platform shoes may not be worn.
5. **Burgundy or green pullover or cardigan sweatshirts may be worn inside the building.** Jackets or other types of outerwear may be worn outside, but must be removed inside the building.

VAN TRANSPORTATION REGULATIONS

Van availability is first come first serve.

Students must be on time to meet the van.

Students must be in proper uniform or they will not be permitted in the van. Orderly and decent behavior must be displayed by each student while riding in the van.

Prior notice of absences must be given to the school and the van driver.

CHAPEL/ASSEMBLY

Assembly meets daily starting promptly at 9:15 am. Student participate in assembly to develop leadership, teamwork and spiritual growth and unity. Students will develop praise and worship, public speaking and Biblical principles skills. Assembly starts the day with an atmosphere of school spirit.

Chapel is once a week. Parents are invited to attend. Each week an offering will be taken to support the Esther Schools in Uganda.

ELECTRONIC DEVICES

Cell phones, I-Pods, MP3 players, CD players, or any other electronic devices are not to be brought to school. If they are brought for after school use, they must be turned in to the Supervisor immediately upon entering the school. If a child fails to turn in an item, a warning will be issued and the item will be turned over to the supervisor. At the second incident, the item will be confiscated and turned over to the parent. If it is necessary for the child to utilize equipment for a sensory disability there must be documentation by a doctor or educational therapist.

FINANCIAL/TUITION TERMS

Registration fees are due upon applicant's receipt of enrollment forms and are nonrefundable for any reason. A down payment of \$400 per student is due upon acceptance and is deducted from the initial Tuition. The balance of tuition is due by August 1. A payment plan may be set up with the balance divided by 10 payments beginning August 1 and ending May 1.

Late fees will be assessed to any fees ten (10) days late. When it falls 20 days late the student will not be allowed to attend school until all fees are made current. Thirty days late the student will be dismissed.

Tuition fees are nonrefundable. There will be not exceptions to this provision, including but not limited to bankruptcy.

WITHDRAWALS

Please beware that deposits/registration/book fees are non refundable and not transferable to another students. If a payment plan is in place the remaining payments are still due. The remaining balance may be paid off in full or the monthly payments may continue, but it must be paid.

Student Goals/Policies Contract

I am enrolling in Esther's School because I want to attend school here.

I understand that learning requires me to cooperate and complete the assignments given to me by my supervisors to the best of my ability. I agree to cooperate with my supervisors and monitors.

I agree to treat my supervisors, monitors and fellow students with respect.

I agree to abide by Esther's School policies.

My specific goals at Esther's School are:

I have read and agree to abide by all rules and guidelines in the *Esther's School Parent-Student Handbook*. I understand and agree that the Statement of Faith is an integral part of the Handbook. I will conduct myself to reflect these standards both in attitude and action at all times.

Parent Signature and Date

Student Signature and Date

Administrator Signature and Date



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www.EstherSchool.com*

*Designed by: Janice Applegate for Esther's School
I can do all things through Christ who strengthens me.
Philippians 4:13*

