EMERGE
SCHOOL

Quality Christian Education with Real-life Application

Parent/Student Handbook

emergemt.com

WELCOME TO EMERGE SCHOOL!

We are very grateful to the Lord Jesus Christ for His provision of a Christian school in the Gallatin Valley and are thankful that He has led you to choose EMERGE as your school.

EMERGE was founded in 2015, and since then, God has enabled EMERGE School to partner with parents in educating their children. This handbook is designed for both students and parents with the goal of providing basic information on the policies and procedures of the school. It is intended to be a readable guide containing important information.

You are encouraged to read this handbook carefully and to keep it available for future reference. Revisions of this handbook may be made on an ongoing basis, and you may also access this and other important information from the school's website at www.emergemt.com

Thank you again for choosing EMERGE School. We pray God's blessing upon the students, parents, teachers, and staff of EMERGE. May diligent work allow us to know and love the true God and delight in studying his world. We ask for your prayers as our community strives for excellence.

VISION, GOAL, & IMPORTANT DATES

Vision

Our vision is to teach students from a biblical worldview with a strong focus on practical application, creating students who will be eager and ready to serve the Lord wherever He calls.

Goal

EMERGE exists to provide challenging and engaging weekly classes for students. Each class will provide additional coursework to be completed during the week.

Our goal is to equip Christian students for college, career, and community service while maintaining a focus on a Christian worldview. Our teachers, staff, and administration love Jesus and encourage each student to grow spiritually, emotionally, and intellectually.

Important Dates

Important school dates are listed on the emergemt.com website.

STATEMENT OF FAITH

The following truths are held in joint agreement at EMERGE School:

- There is one God, who is infinitely perfect, existing eternally in three persons: Father, Son, and Holy Spirit (Isaiah 43:10, 44:8; John 1:1-3, 3:16; 2 Corinthians 13:14).
- Jesus Christ is fully God and fully Man. He was conceived by the Holy Spirit and born of the Virgin Mary. He died upon the cross as a sacrifice for our sins. All who believe in Him are justified on the grounds of His shed blood. He arose from the dead according to the Scriptures. He is now at the right hand of the Father. (Matthew 1:18, 23; Isaiah 53:5; Titus 2:14; Hebrews 7:25; Romans 3:24-25; Matthew 28:6; John 20:9; Hebrews 4:14).
- The Holy Spirit is a divine Person sent to indwell, guide, teach, and empower the believer and convince the world of sin, righteousness, and judgment. (John 14:16-17; Acts 1:5, 8; Galatians 5:16, 25)
- The Old and New Testaments are accurate and trustworthy as originally given, were verbally inspired by God, and are a complete revelation of His will for the salvation of all. The Bible is to be the foundation of our lives. (2 Timothy 3:16, 17; II Peter 1:19-21; John 5:39; Matthew 24:35; Psalm 119:89).
- People are created in the image of God; male and female, God created us. We fell through disobedience, resulting in physical and spiritual death. All people are born with a sinful nature and can be saved only through Jesus Christ (Genesis 1:27; Romans 3:23; Psalm 51:5; Romans 5:12, 15-19).
- Marriage is a sacred vow between a man and woman, and one should abstain from sexual relations until married. (Hebrews 13:4; Genesis 2:24)
- All human life is sacred, including the preborn. God created each person in their mother's womb. (Psalm 139:13)
- Those who repent and believe in Jesus, accepting Him as their personal Lord and Savior, are born again of the Holy Spirit, receive the gift of eternal life, and become children of God (Romans 5:1- 2, 6:23, 8:1; John 6:47; Ephesians 2:13; John 3:16).
- Local Christian churches are a body of believers who meet for the worship of God, for the teaching of the Bible, for prayer, fellowship, to share the Gospel, and to observe baptism and the Lord's Supper (Romans 6:4, 12:5; Acts 2:47; 1 Corinthians 11:26, 28, 12:12-27; Matthew 28:19-20; Psalm 111:1; Hebrews 10:24- 25; Acts 2:41).
- We believe Lord Jesus Christ is coming again. (I Thessalonians 4:16-17; Titus 2:12- 13; Hebrews 9:28).

INTERDENOMINATIONAL POSITION

EMERGE School is a non-denominational, evangelical school that believes that all genuine believers are one in Christ. The preceding Statement of Faith is fundamental to basic Christian tenets. It contains those doctrines to which we unreservedly adhere and from which we teach. Since there are denominational preferences among Christ-followers, the following areas are left primarily to the teaching of the home and church:

- Church government: authority, discipline
- Mode of baptism
- Security and the believer
- Timing of past/future events, including the age of the Earth
- Second work of grace: baptism of the Holy Spirit
- The following gifts of the Spirit: tongues, interpretation of tongues

EMERGE School desires to remain united in salvation and the love of Christ, avoiding the dissension which may be caused by denominational distinctiveness. Students who express questions or concerns in these areas will be warmly received, and their questions will be deferred to their parents and pastor.

ADMISSIONS REQUIREMENTS

EMERGE School recognizes that the teaching of spiritual truth requires much reinforcement from the home and church; therefore, the following requirements are necessary for all student admissions:

- Each student enrolled at EMERGE School must have at least one parent or legal guardian express a personal, saving faith and relationship with Jesus Christ. Both the student and parent should regularly attend a local Christian church.
- The parent(s) agrees with EMERGE Statement of Faith and Parent Involvement outlined in the EMERGE Student Handbook.
- Pupils admitted from other schools to EMERGE School must have a good conduct record and put forth a solid academic effort. The purpose of the school does not include the correction or rehabilitation of problem children. Children who have been refused admission or asked to leave by any other school must be reviewed by the principal and advisory team before enrolling.
- Students and families who hold to doctrines directly conflicting with evangelical Christianity or do not hold the Bible as the only inspired, authoritative Word of God will not be considered for admission.
- Kindergarten students must be five years old by September 30 of the year the child is enrolling.

ADMISSIONS STANDARDS

EMERGE School is committed to a philosophy of education that integrates Christian principles and scriptural truths with every student's academic and social experiences. We seek to enroll students who will exhibit the biblical values of care and concern for others in our school community and demonstrate enthusiasm for the learning process.

EMERGE School reserves the right to admit or reject students, either new or current, at its sole discretion based on academic performance, religious commitment, philosophical compatibility, behavioral conduct, sexual conduct (including but not limited to sexual activity outside of marriage, lesbian, gay, bisexual and/or transgender behavior), and/or willingness of students and parents to cooperate with and abide by the policies of EMERGE School. Parents not supporting the school's mission, policies, and leadership shall be subject to dis-enrollment or expulsion at any time without refunding tuition and fees.

Students seeking admission following suspension, expulsion, severe behavior, or academic problems at another school will not be permitted to enroll until they have proven themselves elsewhere for one year. EMERGE teachers will do their best to accommodate students with reading challenges; however, EMERGE School does not have the facilities or staff to educate children with other special needs or severe behavioral problems.

ADMISSIONS PROCESS

Parents interested in enrolling their children at EMERGE School shall use the following process:

1. Read the EMERGE **Handbook** & EMERGE **Statement of Faith**. Be prepared to abide by it.
2. Complete an online **Application**.
3. Participate in an **informational meeting** with Colleen Olsen, Principal. Both the 6th-12th-grade student and at least one parent should attend. K-5 students should not attend this meeting, but will meet the administration before being accepted into EMERGE School.
4. If requested, have **transcripts** and records sent from prior school(s).
5. Pay non-refundable **registration fees** as appropriate.
6. Receive a **welcome letter.**
7. Create an account on Jupiter Ed (an online Learning Management System).
8. Schedule an **advising appointment** and/or **placement exam** meeting.
9. Middle and high school students **order** required **books** and class materials when instructed in July.
10. **Pay MS/HS fall tuition** by July 1st. Spring tuition is due by December 1st.
11. **Pay K-5 annual tuition** by July 1st.

Returning students secure their spot for the following academic year by submitting a non-refundable registration fee in the spring.

GENERAL INFORMATION

General Information

- EMERGE is a K-12 private Christian school. EMERGE School equips Montana students for college, career, and community involvement. K-5th-grade students are enrolled full-time by attending two onsite days of school each week and completing the remainder of the school work offsite. 6th-12th-grade students can enroll full-time or part-time in any number of over 100 classes in science, English, math, history, foreign languages, business, and many valuable electives.
- EMERGE School offers the required classes to achieve a high school diploma. Upon graduation, a student meeting EMERGE's requirements receives a high school transcript and diploma. For K-8 grade students, EMERGE issues a report card each semester. EMERGE is not a homeschool co-op. Full-time EMERGE students should not register as homeschoolers with the county superintendent.

Full-Time vs. Part-Time

- EMERGE enrolls 6th-12th-grade students either full-time or part-time each year.
- Full-time Middle School students take the required EMERGE classes and are enrolled in a minimum of 6 credits. Full-time HS students take the required EMERGE classes and are on track to graduate with an EMERGE diploma, taking 6-7 credits in grades 9, 10, and 11 and then finishing the remaining few credits required for graduation in 12th grade.
- Part-time students should register with the county superintendent as homeschool students and are limited to 2.5 credits at EMERGE per year.

ENTRANCE TESTING

Assessments are required for new full-time students to assess academic potential, ensure proper grade placement, and identify any needs that the school is unable to address. The principal makes final decisions regarding grade placement with parental advice.

TRANSFER AND CREDIT REVIEW POLICY

Due to the model used at EMERGE School, it may be difficult for a student to transfer from another school once the school year has begun. For this reason, students who seek to transfer after the first semester are not assured enrollment without the prior consideration of the teacher(s) and/or the principal. After enrollment, transfer students must provide transcripts from previous institutions (including homeschooling).

All transfer students must meet the minimum graduation requirements established by the state of Montana to receive an EMERGE diploma. Acceptance of transfer credit is contingent upon the evaluation of student transcripts and shall be at the discretion of the academic review

committee. Students wishing to receive credit for a course taken outside of EMERGE while enrolled must submit a transcript from the institution or a homeschool transcript to be evaluated by the academic review committee. Proof of work may be required.

Transferring to EMERGE from Public or Private School

- Before registering for classes, EMERGE will request records from the student's previous schools.

Transferring to EMERGE from Homeschool

- Before registering for classes, 6th-8th-grade students must submit a report card, and 9th-12th-grade students must submit a transcript before meeting with an academic advisor.
- Homeschool report cards/transcripts must include the following:
    - Course Name
    - Letter Grade Earned
    - Number of Credits Earned
    - Date and Signature of Parent
- Transcript and Report templates for homeschool families are available upon request.
- A course description, curriculum used, and proof of work may be requested.

Pre-Approval by EMERGE Administration for Non-EMERGE Classes *(Full-Time Students Only)*

Students may take classes outside of EMERGE's offerings under certain conditions, but **must obtain pre-approval** in the following situations:

- The desired class fulfills an EMERGE requirement but is not offered by EMERGE.
- A class conflict or accelerated curriculum requires the student to take a course at another institution.

Process:

1. **Request pre-approval** from EMERGE Administration before or during class registration.
2. **A placeholder class** will be added to the student's schedule to keep both the student and academic advisor informed of the intent for that credit.
3. **After completing the course**, the student must submit:
    - Proof of completed work
    - A report card/transcript showing successful course completion
4. **High School credit will be officially added** to the student's EMERGE transcript upon verification.
5. A processing fee may be applied. (There is no fee for reviewing transcripts when a student initially transfers to EMERGE as a full-time student.)

REGISTRATION

K-5 Registration

New Elementary students are automatically enrolled in classes following placement exams and the payment of enrollment fees. Returning Elementary students automatically move to the next level, unless special arrangements are made to assess the student's progress by the parent or teacher.

Middle School/High School Registration

The schedule of classes for the following academic year is distributed in the spring. Group and/or individual advising sessions are scheduled as needed. Class schedules may be changed by completing the Add/Drop form by the deadline according to the school calendar.

STUDENT INFO

Academic Expectations

Students are expected to actively participate in class and complete each assignment to the best of his/her abilities. Plagiarism and cheating are unacceptable and will have severe consequences for the grade of the assignment. If any student earns low grades, the following procedures will be followed:

1) **Student will be placed on academic probation with a semester GPA below 2.0 or a D/F in any class.**

2) **Student can not continue most year-long classes in the spring if they fail it in the fall.**

3) **Student will be prohibited from returning to EMERGE School for one year if he/she finishes the school year with a GPA below 2.0.** EMERGE wants to be a good fit for students. A GPA below 2.0 demonstrates that the student might be better served by other options. The student may interview to be considered for re-enrollment after one year.

Behavior Expectations

Each student's conduct should bring glory and honor to Christ. This includes, but is not limited to, obeying teachers, honoring authority, being kind to others, respecting the church facility, participating in class, completing all work to the best of the student's ability, and arriving on time for classes. Please avoid being absent from class. Pornography (including asking for nudes), bullying, or any other illegal or immoral behavior is NOT tolerated at EMERGE and is grounds for immediate expulsion.

What to Bring to EMERGE

- **Books, writing utensils, loose-leaf notebook paper, and other required materials**.
- **Laptops** (may be used for school-related assignments only).
- **Snacks and lunch**.
- **Water bottle**. Per church policy, do not bring drinks that contain red, orange, blue, or purple dyes. Also, do not send caffeinated drinks or any type of soda to school for K-5 students.
- **Eating utensils, plates, cups**, etc. (We do not use church supplies.)

What NOT to Bring to EMERGE

- **Spiral notebook paper** due to the mess created.
- **Objects that endanger or threaten the safety of others,** including guns. (A small, foldable pocket knife/jackknife is permitted.) Students shall not possess, handle, or transmit objects or unsafe prank items that may reasonably be considered dangerous or could be used as a weapon (i.e., razor blades, airsoft guns, flipping knives, explosives such as firecrackers and smoke bombs, etc.).
- **Items that violate federal, state, county, and city laws,** including, but not limited to, drugs/alcohol, tobacco, weapons, and inappropriate literature.
- **Any controlled substance**, including but not limited to any alcoholic beverage, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or intoxicant of any kind, at any time while on church property or in connection with any school-sponsored activities in any location, whether participant or spectator.
- **Drug paraphernalia** (including e-cigarettes, vape mods, and e-liquids)

Student Personal Technology Use Policy

While on campus, cell phones, computers, smart watches (may be used to check the time), or other electronic devices may <u>only</u> be used with teacher/staff permission <u>and</u> supervision. At all other times, they are to be silenced or powered off and left in a zipped backpack. (This includes during breaks, lunch, study hall, and before and after school). Once off church property, cell phones may be used. Parents may call or text the school at (406) 404-0122 when it's urgent to deliver a message to their student.

Consequences for unauthorized electronic device use:

First Offense: Item will be confiscated and stored in the school office until school is dismissed.
Second Offense: Student will be required to complete one hour of unpaid after-school cleaning.
Third Offense: Student will be required to check their cell phone in and out for the day.

Students may only use personal technology in a classroom with a teacher's permission for school-related purposes. Due to the portable nature of many personal technology items, such as tablets, etc., teachers may not always be able to monitor all student activity on their personal devices. The responsibility for personal use must come from the student and their families.

A student shall not use any electronic devices, whether on or off school premises, to:

- Post inappropriate, slanderous, disrespectful, or derogatory photos or messages about EMERGE School, its board members, employees, students, and/or parents.

- Participate in sending or receiving content that devalues persons, institutions, or biblical values. If a student's personal online activity includes a threatening message to another person, content of a violent, homosexual, or lewd nature, sexting, bullying, or other such inappropriate use of words or images, the student will face school disciplinary action.
- View, listen to, or download inappropriate photos, graphics, songs, content, etc. "Inappropriate" is defined as anything that disregards biblical principles, goes against the school's policies, and/or is dishonoring to God.

Computer/Network Use Policy

There are pros and cons to the use of any technology; computers and the use of the Internet are no exception. EMERGE School considers technology to have legitimate educational value and has committed to using computers to improve the quality of its educational program. While the school can't eliminate all potential access to controversial material, it is committed to maintaining biblical standards of morality and, as such, takes every reasonable precaution to mitigate threats found in the use of these resources. Thus, EMERGE School reserves the right to monitor and review any material on any machine at any time in order for the school to determine any inappropriate use of computer resources. Any site or material that is deemed controversial should be reported immediately to a school employee. EMERGE School expressly disclaims any obligation to discover all violations of inappropriate Internet use.

Students are expected to use the computer technology in a manner consistent with its educational objectives and are prohibited from inappropriately using computers and/or the network and Internet. A student shall not use the school's network or the Internet to:

- Purchase or sell goods, advertise or solicit sales and services, or conduct business.
- Transmit or receive information containing obscene, violent, abusive, inappropriate, or threatening language and/or images, including music, videos, games, or other content deemed educationally inappropriate.
- Plagiarize, share, transfer, alter the content, materials, property, or passwords of others.
- Compromise the integrity of or alter any computer security features or access privileges by hacking, spreading viruses, logging on as another identity, or exploiting security problems and/or demonstrating them to others.
- Post from any computer, whether on or off school premises, inappropriate, slanderous, or derogatory photos or messages about EMERGE School, its faculty, staff, students, and/or parents on online sites, blogs, or chat rooms.

Computer users are responsible for the security of their files and passwords. Sharing of any usernames or passwords with anyone is not permissible and may result in the loss of account privileges. Any security problems must be reported immediately to a school employee.

Dress Code

Clothing should be God-honoring. Please dress neatly and modestly. Shorts should fall below your fists, and skirts should fall below your fingertips when arms are placed by the sides and should be free of holes above the fingertips. Shirts should always cover the stomach and should not have low necklines. No spaghetti straps, off-shoulder shirts, or pajamas allowed. If you are unsure if an outfit is appropriate for EMERGE, don't wear it.

Discipline

Teachers have the right to dismiss an overly disruptive student. Corporal punishment is not used. If a serious behavior problem arises, the teacher will work closely with the student and parent(s) to reconcile the situation. EMERGE may expel a student without a refund for repeated breaches of behavior expectations. It is our goal for each student to learn self-control and obedience out of a desire to please the Lord.

Community Service

EMERGE students are expected to care for the school building. Middle School and High School students spend the last 10 minutes of their 5th-period class caring for the building under the supervision of teachers. Students who do not have a 5th-period class may be asked to help around the building before school or for special events. The goal of community service is to develop responsibility and accountability, contribute to the school, and keep tuition costs down. High School students may apply for a position to help in the K-5 classrooms by contacting their academic advisor to express interest at the start of the semester.

HOMEWORK

K-5 Homework

Kindergarten: 4 hours/week

1st-3rd Grade: 9 hours/week

4th-5th Grade: 12 hours/week

Elementary students are expected to have appropriate supervision and support to complete their assigned work at home.

Middle School/High School Homework

Middle School and High School students will receive three-four hours of homework for each hour they are in class. For example, taking 6 classes results in 18-24 hours of homework each week. These hours are necessary to fulfill the state requirements for instruction. All assignments are posted via Jupiter Ed at least 7 days before they are due.

Teachers expect students to complete homework on their own, without assistance, unless the homework specifically asks for parent/sibling involvement. Students are to ask for help from a parent only after they have given their best effort. In no case should a parent do the homework for the student. All homework assignments must be turned in on time, completed to the best of the student's ability, and made up promptly when absent. Teachers hold students accountable for homework and require that it be completed. Incomplete homework is graded accordingly; homework not turned in on time is subject to a lower grade or no credit. Failure to complete homework may affect the student's grades as well as his/her mastery of the subject. Teachers may modify this requirement when appropriate, at their discretion.

GRADUATION REQUIREMENTS

23 credits are required for graduation; however, students may earn an EMERGE honors diploma by completing 25 credits (additional Math, Science, and Spanish are required). At a minimum, students must complete the following course requirements to graduate from EMERGE School:

English – 4 credits	Fine Arts – 1 credit	Electives – 6 credits
Math – 3 credits	Health Enhancement – 2 credits	
Science – 2 credits	Vocational – 1 credit	**Total** = 23 credits
Social Students – 3 credits	Technology – 1 credit	

Full-time EMERGE students can earn an EMERGE diploma, an honors diploma, and GPA distinctions, including cords to be worn at the graduation ceremony.

Part-time students are welcome to participate in the EMERGE Graduation Ceremony and may receive a homeschool diploma prepared by their parents.

GPA Distinctions:

Cum Laude: 3.50-3.70 (teal cord)

Magna Cum Laude: 3.71-3.94 (teal and silver cords)

Summa Cum Laude: 3.95-4.0 (teal, silver, and gold cords)

A black cap and gown are provided for all graduates. Cords, stoles, and sashes are reserved for full-time EMERGE graduates and may not be worn by part-time students during the ceremony or in the official class pictures.

EMERGE Valedictorian eligibility is based on cumulative GPA and EMERGE full-time status for 11th-12th grade.

WORK-STUDY

High School students may receive credit for paid employment within or outside of EMERGE. Students must work for a minimum of 4-5 hours each week, register for a work-study class, meet with an advisor weekly, and submit proof of employment and pay.

SCHOOL PROCEDURES

School Hours
8:30 am - 3:00 pm

Arrival/Dismissal
Parents are responsible for the daily transportation of their children to and from school. Adult supervision is available starting at 8:00 am. Parents should make every effort to pick up their children by dismissal time. EMERGE does not provide supervision for students waiting for rides, and it is not appropriate for students to remain in their teachers' classrooms, hallways, or the office after school hours. If, in the rare event, a student needs to stay later than 3:00 pm, parents should make prior arrangements with the office.

Devotion
Continued discipleship in the way of Jesus is vital to the program at EMERGE. K-5 students participate in Worship and Bible. Middle School and High School students engage in a 15-minute devotion. Students who are not enrolled in a 1st-period class are encouraged to arrive at school by 9:30 am to participate in the devotion time.

Field Trips
Periodically, classes take field trips to interesting and educational places. Field trips are positive experiences that are encouraged by the school. Teachers arrange field trips and send information home notifying parents of field trips in advance. Small fees may be charged to cover expenses, which may also be required before a student will be allowed to participate.

Recess
Recess is a scheduled part of the regular elementary school day. Recess provides students with the time to expend energy, stretch, and develop fitness skills. All students should be adequately dressed for Montana weather. Students will go outside for recess if the outside temperature and/or wind chill at the school is 0° F or above. Adverse weather conditions are monitored closely by teachers. If conditions worsen during a recess period, the teachers will bring the children inside.

School Pictures
Each fall, EMERGE School provides a photographer to take individual photographs for the yearbook and for Jupiter Ed. Students and parents will receive advance notice in order to select

a photo package that meets their needs, as well as to have time to dress and groom their children accordingly. Students are not obliged to purchase a photo package but are required to sit for a photo record.

Lost and Found

The school cannot overemphasize the importance of students assuming personal responsibility for the safekeeping of their personal articles. Students are responsible for their personal possessions and are encouraged to label items of value with their first and last names. Articles thought to be lost or stolen should be reported to a teacher immediately. Should an article be found, it will be taken to the office. Lost items will be placed on the "Lost and Found" cart until the end of the semester. Unclaimed articles will be given to a worthy cause at the end of the semester.

Restroom/Hallway Passes

Students needing to use the restroom or leave the classroom during class must obtain permission from their teacher. Elementary grade teachers will provide a clipboard on which students must indicate the time and their destination before leaving the room. Students who loiter, make noise, or are in the hall or other areas without permission are subject to disciplinary action and may lose the privilege of leaving the classroom.

Injury

If emergency medical treatment is necessary, 911 will precede all other telephone calls. In such cases, the school will call medical and emergency personnel, follow their instructions, and then the school will notify parents.

If a parent cannot be contacted immediately, the school will make efforts to find out which physician is to be secured or where the child should be taken. This information must be on file in the office for each student in the event that parents cannot be reached. A representative of the school faculty or staff will stay with the child until the parents can assume responsibility.

PARENTAL INVOLVEMENT

EMERGE School encourages parents to become actively involved in their child's classroom. Parents often have talents, abilities, and experiences that can benefit the students and the school as a whole.

Parental involvement is required in the following ways:

1. **MS and HS students order required books and materials** after the material list is updated (approximately four weeks before each semester begins). Families will be reminded via Jupiter Ed. Students must bring them to class on the first day. Required books and materials are listed under each class on emergemt.com.

2. **Hold your student(s) accountable** for the completion of all work and preparation for tests, quizzes, papers, and labs. Parents are strongly advised to check assignment postings online each week.
3. **Choose a campus task.** Our school remains affordable due to the involvement of our families. Each family pays a facility fee based on the total number of full-time and part-time students in each family. Parents can reduce or eliminate this fee by choosing a campus position. An email for signing up is sent to parents at the beginning of the year. All K-5 students are full-time.
   Examples of campus tasks are monitoring students, assisting in the classroom, or cleaning areas of the building.
4. **Commit to frequent parent/teacher communication.** Each teacher at EMERGE makes an effort to keep lines of communication open with parents. To strengthen this vital connection, parents are encouraged to build a trusting relationship with their child's teacher(s) and to take the initiative to keep apprised of their children's performance at school. Parents may contact teachers to ask questions, voice concerns, or fellowship by contacting them via Jupiter Ed. Please allow 48 hours during weekdays for a response.
5. **Be prompt with pick-up and drop-off times**. Students should arrive at least 5 minutes before class begins and be picked up at 3:00 pm. (EMERGE staff is on-site from 8:00 am-3:30 pm).
6. **Read the entire handbook**. Also, have your student do the same. Enrolling in classes means that you have both read and agree to follow the handbook.
7. **Sign a permission form/waiver** if requested for school trips.
8. **Provide proof of liability insurance** if you drive children other than your own for school events.
9. **Track hours for the state.**
   - Parents of full-time EMERGE students track "real-life application" hours. Track activities outside of EMERGE classes from May 1 to April 30. Submit to EMERGE at the end of the school year. (Students need to meet a state requirement for educational activities, which can include formal classes as well as educational extracurricular activities.
   - These are the state requirements:
     - Kindergarten: 360 hours/year.
     - 1st-3rd grade: 720 hours/year.
     - 4th-11th grade: 1080 hours/year
     - 12th grade: hours remaining for graduation requirements.
   - **Parents of students part-time registered as homeschoolers** (6th-12th only) submit their hours directly to the County Superintendent of Schools, not EMERGE.
   - Real-life application hours may include educational activities like youth group, 4-H, scouts, music lessons, sports, reading not required for coursework, volunteer work, paid employment, etc.
10. Agree that by enrolling in EMERGE, **you and your family hereby release and forever indemnify and hold harmless** EMERGE School, any of its staff, and Redeemer/Connect

Church for any injury that is sustained while on Redeemer/Connect property or an EMERGE field trip.

6TH-12TH GRADE ENROLLMENT

1. **Non-refundable registration fees per student are required to enroll in classes.** Submit cash or a check to EMERGE School. Pay online through Jupiter Ed or by calling the school office (406) 404-0122. (Fall semester class tuition, including class material fees, is due July 1. Spring semester tuition is due December 1.)
2. **Due to liability and the cost of insurance, when middle school and high school students are on campus, they must be enrolled in one of the following: a class, study hall, work-study, or math lab.** Four square and other recreational activities are available before school (8:00-8:30 am), during lunch hour (12:05-12:45 pm), and after school (3:00-3:30 pm).
3. **If a class becomes full, priority is given to full-time EMERGE students.** If a class reaches capacity, part-time students may be moved to a waiting list or removed from the class. This priority status lasts until August 15; no student will be removed after that date.

COMMUNICATION

From the Principal

At least one parent and each student must have a Jupiter Ed account. A link to sign up is sent when a student is accepted at EMERGE.

Email through Jupiter Ed is the primary means of communication about important dates and events. **Plan to check your email daily throughout the year.** A text message will be sent to students and parents for time-sensitive reminders.

From Teachers

Teachers are accessible by phone or by email via Jupiter Ed. An appointment to meet on campus may also be scheduled.

MISSING SCHOOL

Absences

Please notify teachers of any absences in advance if possible. The student is responsible for getting class notes from a classmate and completing all assignments.

EMERGE does not track the reasons for absences (i.e., illness, travel, sports, work). When a student is present and participating, points are earned for their class grade. No participation points are given to absent students. **EMERGE recommends reserving absences for unexpected illnesses rather than for planned travel or work.**

For classes that meet once a week, no more than three (3) absences per subject are allowed per semester, with no more than five (5) total for the year. For classes that meet twice per week, no more than eight (8) absences per subject per year. Additional absences result in an Incomplete grade ("INC" on transcript) with no credit given unless other arrangements are made between the student and the teacher.

Occasionally, video conferencing may be available if arrangements are made in advance.

Illness

Attendance is very important. However, sick students should stay home to avoid contaminating others. Please notify teachers as soon as possible if a student is staying home due to illness. Staying home is especially important in these circumstances:

- Vomiting, diarrhea, or fever within the 24 hours prior to a class day.
- Sick with a highly contagious condition (e.g., strep throat, pink eye, head lice, COVID, etc.). Students should be completely free of all contagious symptoms before returning to class.

- We do not store or dispense medications.

Severe Weather

During inclement weather, EMERGE will not hold classes if Bozeman Public Schools have canceled school or if the state issues "travel only" advisories for the Gallatin Valley. School cancellations are posted at http://www.bsd7.org as soon as a decision is made. Local TV and radio stations also carry news of school cancellations.

Teacher Absences

On the very rare occasion that a teacher must be absent, he/she will arrange for a substitute teacher. Classes are never canceled.

Eligibility

- Students and at least one parent must agree with EMERGE's Christian statement of faith.
- Students and at least one parent must read and agree to abide by the EMERGE Handbook.
- Students should be prepared to work at their highest level. All assignments are mandatory and should be completed with care.

- 6th-8th grade students enroll in middle school classes. 6th-8th grade students may also enroll in Algebra I, Algebra II, Geometry, and Spanish II if prerequisites are met.
- High school students must graduate within four years.

Refunds

There are no refunds for the Registration Fees: Enrollment Processing Fee, School Operations Fee, and Assessment Fee.

Refunds will only be considered for K-5th-grade students if another student enrolls to take your student's place.

If you decide to withdraw from a middle school or high school course prior to the add/drop deadline, you will be given a full refund for that class tuition. This refund does not include class materials fees. All withdrawals, whether before or during the school year, must be made in writing and shall be effective when received by the school. Because teacher compensation is calculated based on student enrollment, there are no refunds after the add/drop deadline for grades 6th-12th.

There are many costs involved with running a school, such as salaries, rent, insurance, web hosting, and supplies. Please be assured that EMERGE is financially prudent.

SCHOOLWIDE EXPECTATIONS

The grounds, buildings, property, equipment, and vehicles belonging to EMERGE School are gifts from the Lord to equip us to do His work. Therefore, each student is to take personal responsibility for their care and maintenance. In practical terms, this means taking the initiative to maintain cleanliness, pick up trash and dispose of it properly, use all equipment for its intended purpose only, treat textbooks, tables, chairs, and other school-assigned items with extra care and respect, etc. The following rules have been established in an effort to help students learn to be good stewards of all the Lord has blessed EMERGE with:

Hallway Expectations

- Loud talking, yelling, or disruptive behavior in the hallways is not permitted
- Running or pushing in the hallways is not permitted

Restroom Expectations

- K-5 students must have staff permission to use the bathroom; it is encouraged to use the bathroom only during breaks and not during class, except in an emergency
- Destruction of school property or vandalism in restrooms will not be tolerated
- Water and paper are to be used as intended only
- Loud voices are not to be used in the restroom

Study Hall Expectations

- There will be a seating chart.
- This is a quiet place to work on homework. Students are expected to use their time to complete work or to prepare for class, and must have relevant class work or reading materials to keep themselves busy.
- Students may not play games or talk with classmates.
- Computers must be rear-facing and used only for academic purposes.
- Cell phones must be powered off and put away unless given specific permission by the teacher.
- Students must sign out to leave for any reason.
- Eating food is not allowed.
- Snacks may be purchased at break time and lunchtime only.

Playground Expectations

- Students are to walk while entering and leaving the playground.
- Students may not bring scooters, skateboards, bikes, hoverboards, or the like.
- Students may play with balls, but may not throw objects like rocks, snowballs, sticks, etc.
- Students may not leave the playground without permission from the adult on duty.
- Pushing, tackling, or aggressive play-fighting is not permitted.

Elementary Lunch Expectations

- Students should bring a packed lunch from home each day. Microwaves are available for student use.
- Students must remain at the lunch tables for a minimum of 10 minutes before being dismissed for outdoor play.
- All playground equipment must be used outside unless under direct teacher supervision.
- Students must go outside for at least the last 20 minutes of lunch, weather permitting.

Middle School/High School Lunch Expectations

- Students may bring a lunch from home, purchase food from the Snack Cart, or leave campus for lunch, with parental permission. Snack Cart purchases may be made during break and lunch time only.
- Lunch may be consumed in the West Wing or outside.
- Students may use the West Wing or go outside to engage in athletic activities and games under the supervision of the adult on duty. Any equipment used must be returned neatly to the bin. All playground equipment must be used outside unless under direct teacher supervision.
- Students may only leave campus from 8:30-3:00 with parental permission. If a student leaves campus for lunch, they must arrive back on time.
- Students may not take equipment from the closet (balls, etc.) without permission from a teacher or staff member.

Parking

- Students and staff should park in the West side parking lot. Drop off and pick up students in the morning and afternoon by entering through the first entrance to the West parking lot and exiting through the second entrance (see diagram).

SEARCH AND SEIZURE POLICY

To maintain order and discipline in the school and to protect the safety and welfare of the students and staff, school officials may at any time conduct such searches as are essential to the security, discipline, and sound administration of the school. School authorities may search a student or a student's automobiles under the circumstances outlined below and may seize illegal or unauthorized materials discovered in the search. A student's failure to permit searches and seizures as provided in this policy may be considered grounds for disciplinary action.

Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and to inspect the exteriors of automobiles on school property. The interiors of student vehicles may be inspected when a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice or student consent and without a search warrant.

Personal Searches

A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched when a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a pat-down search of a student's person is conducted, it will be conducted in private by a school official or designee of the same sex (i.e., secretary, teacher) and with an adult witness present when feasible. If a student refuses to allow this search or empty his/her pockets, the parents shall be contacted. If refusal still occurs, the student shall be disenrolled. If the suspicion involves a substance or object that may injure the student or other students, law enforcement authorities shall be notified.

Seizure of Illegal Materials

If a properly conducted search yields illegal or unauthorized materials, such findings shall be turned over to proper legal authorities for ultimate disposition, and/or will result in appropriate school disciplinary action. In cases involving personal searches or automobile searches, school officials will attempt to contact parents as the process progresses. However, the inability to reach parents will not cancel or delay the search process unless law enforcement authorities become involved and advise otherwise.

RELATIONSHIPS

Student-to-Adult Salutation

It is important that EMERGE students develop and maintain an attitude of respect for each other and for teachers and adults. All students shall address a teacher or adult with the titles "Miss," "Mrs.," or "Mr.," as applicable, to be given respectfully and politely. This standard is applicable at all times, inside and outside the classroom, including all school programs and activities sponsored by the school.

Boy-Girl Relationship/Physical Affection

EMERGE School believes that a Christian school is a place where good and caring relationships should be developed between young men and young women. Students are encouraged to spend time together, when possible, in open and non-secretive ways, talking and listening to each other and developing godly, Christ-honoring relationships.

Students are not permitted to pair up and seclude themselves in classrooms or other places on school grounds, in vehicles, or at school-sponsored events. All displays of physical affection are prohibited during school or at school functions. Holding hands, kissing, and sensual embracing are considered indiscreet and undisciplined and are not proper in a school environment. Students are expected to act becomingly and appropriately as young men and women of Christian character.

DISAGREEMENTS AND RESOLUTION

EMERGE will operate according to the Matthew 18 peacemaking principle.

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

God's word instructs and encourages us to talk *directly* to those with whom we are at odds. If there is an issue with a teacher or another student, first *graciously and timely* address the teacher or student.

Communicate directly with the person primarily in authority over the issue at hand. If a parent has an idea about how to improve a classroom, they should talk to the teacher. If a parent has an idea about how to improve EMERGE, they should talk to the principal. The teachers and principal at EMERGE will abide by these same principles in communicating with parents and students.

Please speak pleasantly and graciously and practice the art of listening. Scriptures teach that conflicts should be handled discreetly and carefully, while believing and speaking the best about other individuals. There will be disagreements and unintentional hurt feelings as we are a group of sinners. May we learn to show respect for each other in these times!

THE PEACEMAKER'S PLEDGE

A Commitment to Biblical Conflict Resolution

If there is a conflict we cannot resolve with our own internal efforts, instead of going to court or pursuing legal action, all parties to this document agree to resolve the issue according to the following conciliation clause:

As people reconciled to God by the death and resurrection of Jesus Christ, we believe that we are called to respond to conflict in a way that is remarkably different from the way the world deals with conflict. We also believe that conflict provides opportunities to glorify God, serve other people, and grow to be like Christ. Therefore, in response to God's love and in reliance on His grace, we commit ourselves to respond to conflict according to the following principles:

Glorify God – Instead of focusing on our own desire or dwelling on what others may do, we will seek to please and honor God – by depending on His wisdom, power, and love: by faithfully obeying His commands; and by seeking to maintain a loving, merciful, and forgiving attitude.

Get the log out of your own eye – Instead of attacking others or dwelling on their wrongs, we will take responsibility for our own contribution to conflicts – confessing our sins, asking God to help us change any attitudes and habits that lead to conflict, and seeking to repair any harm we have caused.

Go and show your brother his fault – Instead of pretending that conflict doesn't exist or talking about others behind their backs, we will choose to overlook minor offenses, or we will talk directly and graciously with those whose offenses seem too serious to overlook. When a conflict with another Christian cannot be resolved in private, we will ask others in the body of Christ to help us settle the matter in a Biblical manner.

Go and be reconciled – Instead of accepting premature compromise or allowing relationships to wither, we will actively pursue genuine peace and reconciliation – forgiving others as God, for Christ's sake, has forgiven us, and seeking just and mutually beneficial solutions to our differences. By God's grace, we will apply those principles as a matter of stewardship, realizing that conflict is an opportunity, not an accident. We will remember that success, in God's eyes, is not a matter of specific results but of faithful, dependent obedience. And we will pray that our service as peacemakers brings praise to our Lord and leads others to know His infinite love.

As a Christian organization, EMERGE is committed to the Biblical principles as summarized in the Peacemaker's Pledge. Should the need for professional mediation arise, EMERGE will contact Peacemaker Ministries in Billings, MT.

If a criminal act is committed at EMERGE, the proper authorities will be notified.

When enrolling in EMERGE, students and parents agree to follow the handbook and subscribe to the Peacemaker's Pledge. EMERGE reserves the right to suspend or expel a student without a refund for serious or repeated breaches of the handbook.