

# **EUCON INTERNATIONAL SCHOOL STUDENT HANDBOOK**

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## NOTE FROM THE PRESIDENT



Dear Parents and Prospective Student:

Allow me to personally thank you for joining us in our unique family. As you know that **Eucon International School of Saipan** is a school, which is dedicated to educate our students in Christian Way. Therefore, our purpose is the transforming of students into the likeness of Christ in God so that they will become witnesses of God and His Son.

The Bible is only one solid foundation for education because God's Word is the sole standard of absolute truth. Thus, the necessity and value of all courses, subjects, and lessons in our school will be substantiated by the Scriptures. Since God is the Source of all truth, He has revealed Himself in three ways, namely, the Living Word--the Personal revelation, the Word of God—the Written revelation, and the Nature--the General revelation. Hence, the Revelation of God is the heart of the educational curriculum of our school.

In our school, we emphasize holiness and godly walk with

God daily. Thus, we expect our school family members to do every thing for the glory of God. In addition, we also expect our people to obey **God's Word**, follow **God's Will**, and do **God's Works** in **God's Way**. Moreover, we want our people to **"Think what Christ would think; do what Christ would do; say what Christ would say; and be what Christ would be."**

God bless you.

In His mercy and grace,

A handwritten signature in black ink, appearing to read 'Christian Wei', written in a cursive style.

Christian Wei, Ph.D.; Ed.D.  
President

## INTRODUCTION

Welcome to the Eucon International School of Saipan! Our aim is to provide the best Christian education available to your child. Our desire is to be your partner in the awesome task of rearing your children and preparing them for the twenty-first century. We want to work with you to direct our students in the nurture and admonition of the Lord.

This handbook is designed to acquaint you with the Eucon International School of Saipan. We would like for you to understand just what we hope to accomplish in the life of your child---educationally, socially, and spiritually. If you will read carefully from cover to cover, any questions you have should be

answered. If not, a call to the school office will put you in touch with someone who will be able to help you further.

Eucon International School of Saipan is a ministry of Chinese Bible Church International, a subsidiary of CWM Trust. We are convinced that, according to the Word of God, a private church-school education is no luxury but an absolute necessity. Our children are facing secular humanism, immorality, and evil on every side. We must raise up a standard for them to follow. At the Eucon International School of Saipan, that standard is Jesus Christ. We desire to see students come to a saving knowledge of Jesus Christ and be thoroughly trained and immersed in the Word of God, as well as in academics. We are interested in building young lives----lives to the glory of God.

Parents, we pledge that we will do our best to give your children a well-balanced education and to thoroughly equip them to be prepared for college and/or the work force of their community. Please consider the benefits your children will derive from our school and the environment to which they will be exposed.

We realize the great responsibility that is ours in providing quality academic instruction, instilling Christian character by teaching it and living it, and encouraging each student to reach his fullest potential physically, socially, academically, and spiritually. Each member of our faculty and staff cares and is committed to the progress of each child in care. Our school has dedicated faculty, outstanding curriculum, and the facilities to help us to accomplish this great responsibility that we have to you.

Eucon International School offers a well-rounded education from three-year-old kindergarten through twelfth grade. Our student to teacher ratio is low, and we use a traditional Bible-based American curriculum. Our purpose is stated on a separate page of this handbook but can be summed up in the three following goals.

***To train our students to love and respect the Word of God,  
To instill into our students standards for living which are***

*noble and pure, and  
To give our students the finest in academic training.*

This handbook lists and explains the various regulations and procedures necessary to properly educate your child. In explaining the standards of student conduct, dress, and scholarship it must be understood that attendance at the Eucon International School is a privilege which may be forfeited at any time the administration feels that the student is not in harmony with the school, or the parents are not supportive of school policies. When students are accepted, they agree to abide by the rules, regulations, and procedures as set down in this handbook.

To sum it up, we want the opportunity to take your child and, with God's help, make him or her a well-balanced, thoroughly educated Christian who loves his fellow man, and daily demonstrates a life characterized by power, love, and a sound mind.

## **STATEMENT OF FAITH**

### **THIS WE BELIEVE**

The Bible (both the Old and New Testaments) is the verbally inspired Word of God, inerrant in its original writings, and is the supreme and final authority in faith and practice.

There is one God, eternally existing in three persons: Father, Son, and Holy Ghost.

Jesus Christ was begotten by the Holy Spirit and was born of the virgin Mary and is just as truly God as he is truly man.

Man, the universe, and all things in the universe were created by the direct act of God in six literal days. Man was created in the image of God, but he

sinned and thereby incurred not only physical death but also spiritual death which is separation from God. Man is born with a sinful nature and therefore is a sinner in thought, word, and deed.

The Lord Jesus Christ died for man's sins according to the Scriptures as a representative and substitutionary sacrifice and all who believe in Him are justified on the grounds of His shed blood.

All that receive Jesus Christ by faith alone without any works nor personal merit are born again of the Holy Spirit and thereby become children of God. God is the spiritual Father only of those who trust Christ as Savior and only those who trust Christ are spiritual brothers.

The Lord Jesus Christ not only died but rose from the dead, ascended into Heaven, and is now interceding on the behalf of believers as their high priest and advocate. He is the Head of the Church and Lord of the individual believer.

The Holy Spirit dwells within the believer guiding him into all truth and convicting him of sin.

The Lord Jesus will return to catch away all believers dead and living and that return is personal, premillennial, and imminent.

Heaven and hell are literal places. Those who believe in Christ will one day enter that eternal place of rest called heaven. All those who reject Christ will spend eternity in hell which is the eternal place of judgment where the flames are never quenched and the soul never dies but forever lives in agony and torment.

God's children should be separated from sin, the world, false teachers, and disobedient brothers. It is the responsibility of every Christian to evangelize the lost throughout the world.

## **STATEMENT OF PURPOSE**

Eucon International School has been established to help parents fulfill the scriptural command to "train up a child in the way that he should go...." (Proverbs 22:6). We are in existence to train children in the right way to go. While education cannot save the child, we are admonished to bring up the child "in the nurture and admonition of the Lord." Our school is

international in scope which reveals our desire to reach the children of all races and nationalities especially in an international locality.

Our purpose therefore includes:

1. Providing the international community with a solid educational institution which will aid them in the rearing of their children and give them a true choice in educational values,
2. Protecting the child from evil influences,
3. Developing self-discipline and character in the child
4. Building Christian values and principles in the child including the ability to discern right from wrong,
5. Teaching the Bible to the student as the only true standard for life, work, and play,
6. Developing the God-given talents and abilities in the students for later service in the community for the Lord,
7. Providing a good, solid, traditional Christian education in a good learning atmosphere that allows the highest gains in knowledge, skills, and wisdom,
8. Bringing the child to a personal faith and acceptance of the Lord Jesus Christ as Savior,
9. Providing the very best in academic curricula which fosters all of the other purposes herein mentioned, and
10. Providing the above learning experiences at a reasonable rate the parents can afford.

## **ADMISSIONS**

Class size is limited to 25 students. To assure a place for each child, early registration is strongly advised. Parents may obtain a school application by calling the school office at 234-3203, coming by the school office, by faxing at 235-3203, or by writing to Eucon International School, P. O. Box 500087 CK, Saipan, MP 96950.

In order to be admitted to Kindergarten 3 or 4, a child must be either 3 years old or 4 years old by August 31, respectively. They also need to be potty trained. These are tender years and the K3 & K4 program will be geared to nurturing and giving some organized activities and educational instruction while at the same time realizing that the main need for children of this age is loving care and time for imaginative play.

In order to be admitted to Kindergarten--5, a child must be five years old by August 31. The K5 program is carefully planned for children who are one year away from entering the first grade. The curriculum offered is for the purpose of preparing students to effectively meet the challenges of the grade school experience.

In order to be admitted to first grade, a child must be six years old by August 31 and must have successfully completed the K5 program or be tested to show reasonable aptitude for the first grade curriculum.

A placement test may be required of each new student enrolling in grades three through twelve.

Selection of students is based on achievement, the testing program, interviews with the administration, and openings in the particular grade levels. No student is considered enrolled until the registration fee has been paid and an application filled out. Students who have been suspended or expelled from any school during the current school year can only be considered in probationary status. Any student who has been suspended or expelled from any school for any reason must meet school administration approval before being accepted.

### **NEW STUDENTS**

The following admissions procedures should be followed when enrolling a new student:

1. Parents must secure an application form and school handbook from the school office.
2. The application must be filled out and returned to the school with the registration fee. If he is accepted, the registration fee will guarantee a place for your child. Registration fees are non-refundable.
3. A statement must be signed attesting to the fact that the school handbook has been read and agreed to the policies and code of conduct as set down by the

- school.
4. A conference will be necessary prior to acceptance to determine whether the school can be an effective extension of the home.
  5. A testing fee of \$20.00 may be required and a testing time set up if it is deemed necessary for enrollment.
  6. Before a student can be accepted the following items must be presented to the office:
    - a. Copy of certified birth certificate
    - b. Copy of previous year report card
    - c. Complete record of up-to-date immunization
    - d. Signed statement of cooperation
  7. Parents will be notified promptly whether or not their child has been accepted. If accepted all remaining fees and tuition will be due.

### **PRESENT & RE-ENROLLING STUDENTS**

Students are considered for re-enrollment when they have completed the re-enrollment application and returned it by the deadline (usually the last day of March) along with the new registration fee. All students applying for re-enrollment will be evaluated on the basis of their academic, spiritual, and behavioral progress to determine if they qualify for re-admission.

### **NON-DISCRIMINATORY POLICY**

Eucon International School admits students of any race, color, national or ethnic origin. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its admissions policies, educational policies, athletic programs, and other school administered programs.

### **EXTENDED CARE AND ASSOCIATED FEES**

Eucon International School will have an extended care service for those parents who must go to work early or must stay at work late. It will also be available for those parents who have unexpected

changes in plans or emergencies which force them to bring their children early or prevent them from picking up their children on time. The extended care program will end at 5:00 PM. There is NO extended care program on Saturdays, Sundays, or Holidays. Whether or not extended care is offered on teacher workdays will be announced one week prior to each work day.

Students are NOT to arrive before 6:30 AM. Students MUST be picked up by 5:00 PM. There are no exceptions to this schedule.

The cost for extended care is as follows:

If the student arrives at school at 7:00 AM or after, there is no charge. If the student is picked up by or before 3:030 PM, there is no charge.

If the student stays past 3:00 PM (except students who have extra curricula activities or other arrangements) and is picked up by 5:00 PM, the charge will be **\$3.00** per hour or any portion thereof per student. If the student stays any time past 5:00 PM, the charge will be **\$5.00** per student per hour. There is a monthly arrangement for parents with special discount. Please check with the school office.

**SUMMARY**

|                         |                              |
|-------------------------|------------------------------|
| 6:30 AM to 7:00 AM..... | \$3.00 per student           |
| 7:00 AM to 7:30 AM..... | NO CHARGE                    |
| 2:30 PM to 3:00 PM..... | NO CHARGE                    |
| 3:00 PM to 5:00 PM..... | \$3.00 per hour, per student |
| 5:00 PM to 6:00 PM..... | \$5.00 per hour, per student |

Monthly rate will be offered in a special discount, please check with the school office.

**GENERAL INFORMATION AND POLICIES**

### **AFFILIATIONS**

Eucon International School is a member of the South Carolina Association of Christian Schools (SCACS), as well as a member of the American Association of Christian Schools (AACS). Both associations are nationally recognized organizations dedicated to the furtherance and enhancement of Christian Education.

### **SCHOOL HOURS and SCHEDULE OF OPERATION**

Eucon International School of Saipan will operate on a regular tenth month schedule beginning in the middle of August and ending at the beginning of June. School calendars will be issued three weeks prior to the opening of school each year.

School hours will be from 7:30 AM to 2:30 PM daily (for the Jr. High and High school will be from 7:30 AM to 3:30 PM), Monday through Friday. Always check the school calendar for holidays, teacher workdays, and special events.

The school office will be opened daily, Monday through Friday, from 7:00 AM to 5:00 PM. During the winter vacation the school office will be opened from 8:00 AM to 12:30 PM.

Weather related closings or delays may be announced via local radio and television stations

### **ATTENDANCE---ARRIVAL, DISMISSAL, AND GENERAL INFORMATION**

In order to gain the most from school, each student must be in regular attendance. Regular attendance is essential to successful class-work and discipline. For this reason, we urge you not to keep your child home for reasons other than sickness or extreme emergencies.

Students may arrive at school as early as 6:30 AM. They must go immediately to the multipurpose room that is designated for early arrivals. They will be dismissed to their regular classrooms at 7:25 AM. Students must be picked up after school no later than 3:00 PM. A supervisory fee will be charged for any student who arrives at school before 7:00 AM or remains at school after 3:00 PM, except there is a legitimate reason.

During certain times of the year, school will be dismissed early because of school vacations or special events. Parents will be notified in a timely fashion what days those early dismissals will take place and when the student should be picked up.

If someone other than the parent will be picking up a child, parents must notify the school. We want to take every precaution in the protection and welfare of your children.

In the case of high school students who drive to school, please see the "*Student Driving Privileges*" section of the handbook.

Whenever the student body reaches a number that creates a potential traffic problem before and after school, then the administration will issue guidelines for traffic patterns during these peak times.

### **ATTENDANCE---ABSENCES AND TARDIES**

A student is tardy if he is not in his classroom at 7:30 AM. If a student does come to school late, he must have a written excuse from the parent. It will be up to the teacher or the administration to determine if the excuse is legitimate and therefore be excused. Three unexcused tardies in one grading period equals one unexcused absence. **Students who are tardy must sign-in at the school office before going to class.** In grades 7 - 12, a student is tardy if he is not in his appropriate class when the bell rings. Tardiness is handled by the demerit system.

All parents coming during class time to pick up students for dental or doctor appointments, or other excused absences, must report to

the school office and NOT to the student's classroom. If a student must leave early, a written note stating the reason is to be brought from the parent to the school office for approval before school. If possible, *please* make dental or doctor appointments after 2:45 PM or on Saturdays. A student must sign out in the office when leaving school early.

A student who is absent must bring a written excuse from either the parent or attending doctor stating the reason for the absence. Absences are excused if the student is sick, there is a death or medical emergency in the family, a doctor's appointment has been scheduled, or for other reasons considered appropriate and approved by the administration. All suspensions are counted as unexcused absences.

**Any student who arrives at school after 9:30 AM is marked absent for the morning. Any student who leaves school before 12:30 PM is marked absent for the afternoon.**

Students are required to make up work missed during an absence. The student will be given a reasonable amount of time to make up missed work. If the absence is prolonged, homework will be sent to the student so that he may keep up with the school schedule. No work can be made up for unexcused absences.

Students are allowed only 15 unexcused absences. They may, after 15, be subject to expulsion. Excessive unexcused tardies can also result in expulsion. If a student is absent in excess of thirty days, the administration reserves the right to retain a student in the same grade level.

All written excuses for tardiness, absenteeism, or early pick up should have the following information on them:

\*\*\*\*The student's name

\*\*\*\*The reason for absence or tardiness

\*\*\*\*The date of absence or tardiness

\*\*\*\*The signature of the parent or guardian

The following are not excusable absences or tardies:

1. Truancy
2. Suspension
3. Missing a ride
4. Trips not approved in advance
5. Shopping
6. Swimming, fishing, attendance at games
7. Birthdays and other celebrations
8. Gainful employment or volunteer service
9. Alarm clock failure
10. Entertaining visiting friends or relatives

### **WITHDRAWAL**

Withdrawal from Eucon International School, for any reason, must be transacted through the school office. Withdrawals from school must be made by the parent in person.

Records will not be released until all bills are paid, all materials returned, and the withdrawal procedure completed. Checks must have had time to clear the bank. Students withdrawing will be charged on a per-month basis. A withdrawal slip must be filled out and students must return all rental textbooks and check out with their respective teachers.

### **ACCURATE RECORDS**

The school will keep accurate and up-to-date records on all of its students at all times. These records include academic progress, conduct, and attendance. New parents will be asked to sign a transcript release form authorizing Eucon International School to send for the student's records from his previous school. These records are confidential.

Please inform the office of any change of family address, telephone number, place of employment for both mother and father; or name, address, and phone number of the person you wish to call in case of an emergency. Help us keep your child's records accurate.

## **INSURANCE**

It is important that each parent realize that Eucon International School does not carry a school-wide insurance program for its student body.

Insurance coverage is the individual responsibility of each parent.

When it comes to insurance coverage, Eucon International School will not be held accountable or responsible for accident or injury to students on or off school premises.

## **LUNCH**

Eucon International School has a lunch program which parents can take advantage of.

Students should have their lunch boxes or containers marked with their name clearly and in a permanent way.

Students are not to leave the school premises for lunch unless accompanied by the parents or an adult with administrative approval.

## **VISITORS**

Visitors are welcome on campus with the following guidelines. All visitors must check in at the office for a pass in order that classes are not disturbed. All visitors, including parents and former students, are to secure the proper permission from the office before entering a classroom. Visitors are welcome to attend our chapel services or special programs during the school day. Visitors are expected to respect our rules and standards including that of dress. Visitors are asked not to come on campus if they are not dressed properly.

Student visitors may not attend classes without permission from the administration. Those wishing to visit the school should be prospective students and must comply with the school dress code and standards of conduct. One must contact the school office several days in advance to get permission to visit the school. On the day of the visit, the guest must bring a note from his parent or guardian giving permission to visit Eucon International School. The visitor must check in at the office upon arriving and check out upon leaving. Those who do not conduct themselves according to the school standards will be asked to leave.

### **HEALTH AND SAFETY**

We feel it is important to safeguard the health and welfare of our students and faculty. Certain steps have been taken to insure that a safe and healthful environment can be assured.

### **IMMUNIZATION AND GENERAL GUIDELINES**

Every student is required to have an immunization record on.

First aid will be administered by the teacher or a staff member. We do NOT give any kind of internal medicine (including aspirin or Tylenol) to any student unless a signed permission slip is on file. Students in grades K through 6 taking prescription medications are to leave the medication with their teacher. Students in grades 7 through 12 taking prescription medications are to leave the medication with the school secretary.

Any student who is sick must check with the school secretary or Administrator before his parents are contacted. No student is to call home himself. The office will contact the parents if it is necessary for the student to go home.

### **COMMUNICABLE DISEASES**

While it is not the policy of our school to discriminate against any student, we are faced with the challenge of providing a safe haven for those students entrusted to our care by their loving parents. Our purpose here is to protect our students from exposure to mortal

illness.

We recognize also that our school is not equipped to physically care for needs of very ill students or any student with a serious continuing or chronic communicable disease.

Therefore, because we are moved with deep sympathy for the sick child and the well child alike, it is the policy of Eucon International School to deny admission or to require dismissal from the school any student with a serious and communicable disease. The concern is twofold: so that other students will not be infected and that the ill students will not become infected with other diseases transmitted by fellow students or others within the school family.

Children enrolled at Eucon International School or who seek to enroll, who are diagnosed to be carrying any serious and continuing communicable or potentially lethal disease, shall not be permitted to attend classes or be enrolled until they have been medically diagnosed as no longer carrying the communicable disease.

This policy applies to diseases such as, but not limited to, Syphilis, Gonorrhea, Acquired Immune Deficiency Syndrome (AIDS), etc. Students who are tested positive for antibodies of Human Immunodeficiency Virus (HIV) or who are infected with Aids Related Complex (ARC) are included in this policy.

It is the responsibility of the parents or guardians of a student to inform the school of the student's infection by any serious and continuing communicable disease upon enrollment of a new student or at the time of diagnosis for a current student.

In adopting this policy, Eucon International School recognizes that the state of medical knowledge about AIDS and other serious diseases is rapidly changing. The school will, therefore, update the policy statement in light of significant new information on such diseases.

### **TELEPHONE USAGE and POLICY**

Students may use the telephone in the school office for emergency purposes only (students need to pay to call). All other phones are off-limits to students. Telephone messages to students will be delivered only in case of emergency or extreme importance. Students will not be summoned to the telephone to answer a call during the school day except in an extreme emergency.

Students are not allowed to bring cellular phones or pagers to school. In the case of high school students who drive, these are to be left in their vehicles.

Parents are to limit their calls to the school office between 8:00 AM and 3:30 PM. These calls should be for business purposes with the office or in an extreme emergency with students.

### **TRANSPORTATION**

Eucon International School does not operate a bus system at the present time and therefore does not provide transportation to or from school.

### **STUDENT DRIVING PRIVILEGES**

Students reaching the age of 16 and wishing to have permission to drive a car on school grounds must follow certain guidelines.

1. A student must submit in writing a request to have permission to drive on school grounds.
2. Once permission is granted, a driving privilege form must be filled out and signed by student, parent, and administrator. This also registers the car with the school office.
3. Once permission is granted, a student who drives must maintain at least a "C" average in all subjects and a "B" average in Bible. The student driver must adhere to all parking and safety rules. Responsible use of the car must be maintained at all times.
4. Any student who rides with another student must have written permission to do so from his or her parent. The exception to this is brothers and sisters of the driver. No student will

- be able to carry riders without written permission.
5. Students will not be allowed to go to their cars during school hours and cellular phones and paging devices must remain in the car.
  6. Failure to abide by the above guidelines will jeopardize the student's privilege and will be sufficient grounds for revoking that privilege.

### **LOST AND FOUND**

It is inevitable that students will lose some personal items throughout the year. Parents can help minimize this problem by labeling or marking clearly your child's lunch box, garments, books, etc. Marking them will enable us to assist you in locating lost items. "LOST and FOUND" articles will always be in the library. Students who lose something should check the library regularly. Parents are welcome to come and check also. Lost items can be reclaimed for 25 cents each. Lost items will be kept in the library for one month. After this, items will either be thrown away, sold, or given away. Proceeds from the reclaiming of or sale of lost items will go into the school's library fund.

Students are cautioned not to bring large amounts of money, cameras, or valuables to school. If students wear watches or glasses, they should keep track of them at all times. The school is not responsible for a student's personal property.

### **LOCKERS**

Lockers will be assigned at the beginning of the year. Students should provide locks and leave a copy of the lock's combination at the school office.

Students may decorate their lockers with a decor that reflects wholesome and Christ-honoring values. No permanent alterations to the lockers are to be made without administrative approval. Because of the proximity of the elementary classes, hall conversation must be kept as quiet as possible.

Periodic inspections of lockers will be held by the administration to insure compliance with school guidelines. Violation of locker privileges could result in the loss of locker assignment.

### **SUPPLIES**

Please make sure your child has the school supplies he or she needs, such as notebook, paper, pens and pencils. Without these basic supplies, your child cannot do his or her daily work.

At the beginning of the year each teacher will be sending home a list of all supplies and materials that each student will need for that class.

Some of these items can be purchased in the school office. A list of these items will be sent to each parent three weeks before school starts.

### **MONEY**

When money is sent to school for extended care fees, tuition, lunches, supplies, book fees, etc., enclose it in an envelope and seal the envelope well. Make sure the following information is on the outside of the envelope

1. Child's Name
2. Amount Enclosed
3. For \_\_\_\_\_(state the purpose for the money)

### **CHURCH ATTENDANCE**

Attending a Christian school is only part of a student's academic and spiritual training. All Christians are to allow the Word of God to be their guide in every part of life. Eucon International School seeks to complement the ministries of local Bible-believing churches in the area. An independent international Bible church is available for you and your children. **Christian Bible Church** is meeting in the school

building and invites you to come and visit. Our meeting schedules are in the followings:

|           |          |                               |
|-----------|----------|-------------------------------|
| Sunday    | 10:00 AM | Sunday schools (For all ages) |
|           | 11:00 AM | Morning Worship service       |
|           | 6:00 PM  | Evening Worship service       |
| Wednesday | 7:00 PM  | Children's program            |
|           |          | Youth Activity                |
|           |          | Adult Prayer meeting          |
| Saturday  | TBA      | Youth Activity                |

Whether you choose to visit our church or not, we encourage you to please attend regularly a good, fundamental, independent Bible-believing church.

### **MUSIC LESSONS**

Private piano lessons will be available to students. Interested parents should inquire at the school office. Space is limited and parents will be served on a first come, first served basis.

## **ACADEMIC INFORMATION AND POLICIES**

### **CLASS SIZE**

In order to maintain individual instruction and to keep the

student/teacher ratio at an optimum, class size will be limited to twenty-five (25) students in each room. After that a waiting list will be established until such time a new class is warranted.

### **BOOK POLICY**

Some books in the elementary grades and many in the junior and senior high school are hardback and will be rented to the student. This rental is included in the book fee. If parents wish to buy the book, they must do so at the beginning of the year by paying the full retail price at the school office.

The rest of the textbooks will be purchased by the student. All of this too is included in the book fee. A list of all textbooks needed for each grade level can be obtained from the school office

Textbooks and library books are to be handled carefully. Students must keep a book cover on each rental hardback textbook at all times to protect it from undue wear and damage. Book covers should not be put on with tape of any kind. Pencils or turned corners of a book page are not to be used as book marks. Rented textbooks or library books are never to be marked with pencil or ink. Students will be expected to pay full retail price for rented books or library books that have been lost or excessively damaged.

### **BIBLE BASED CURRICULUM**

Eucon International School uses the most complete, up-to-date, and relevant curriculum on the market today for Christian schools. Bob Jones University Press produces some of the best curriculum in the world for grades kindergarten--3 through twelfth grade. The textbooks, which are written from a Christian perspective, are indispensable tools to our teachers. These publications repudiate the humanistic trend and aid in the molding of Christian character and the inculcating of Bible truths, while at the same time teaching the essential skills at each grade level.

The Christ centered curriculum used by Eucon International School incorporates a strong phonetic reading program with a strong emphasis on grammar, spelling, writing, and mathematics. Every course of study is important as the faculty and staff are trained to challenge the student in every field of academic endeavor.

We can know God and Christ only through the Bible. Because this knowledge forms a foundation for the rest of life, Bible is a required subject in every grade at the Eucon International School. From the Bible we receive direction for everyday living, as well as direction for the way to heaven and our only hope for eternity. We are aware that merely adding a Bible class to a school does not make that school a Christian school. It is only when each subject is taught as it relates to the Christian life and God's Word that the student can gain a total, well-rounded, and useful education. The Bible enhances and undergirds the study of other subjects, including English, reading, history, math, and especially science. No other book can enrich the mind, heart, and life as the Bible can. We are privileged to use it as our basis for character-building, perhaps a school's most necessary task. The Bible surpasses all other courses of study for forming a foundation of moral and spiritual values in a day of moral decay and spiritual apostasy. Without a working knowledge of the Bible, a student can hardly be considered educated.

Because of the need for standardization in memorization and continuity in Bible classes, the King James Version will be used. No other version is acceptable, and parents are encouraged to supply their child with a well made and reliable copy of the King James Version.

## **CLASS INFORMATION**

### ***KINDERGARTEN***

Eucon International School's kindergarten is more than just a "day care center" or "educational baby sitter". Each student experiences an enjoyable educational program designed to give him a firm

foundation for a lifetime of learning. We challenge each student with our strong academic curriculum. Our special reading program prepares the kindergarten student to read independently before entering the first grade. Writing is a fundamental part of the kindergarten program. It is also at this stage that we introduce the rudiments of spelling, mathematics, science, and history, making sure the student has an enjoyable learning experience with plenty of time to play and develop his imagination. It is our goal to create in each student a desire to be in school and a desire to learn.

### ***ELEMENTARY***

Building on the foundation laid in kindergarten, the elementary years are used to anchor the basic principles of phonetic reading as well as writing and mathematics. In the lower grades, there is a strong focus on comprehension and practical application. The student is also introduced to the basics in grammar and continues to develop his skills in science, history, and spelling. In the upper grades, these skills are fine tuned, preparing the student for junior and senior high school. Throughout the elementary grades the students are involved in music, art, and foreign languages.

### ***SECONDARY***

Having laid the foundation in the elementary grades, Eucon International School now seeks to prepare the student for college and life. In the junior and senior high school, the students earn credits in specific areas of grammar, literature, science, math, social studies, music, physical education, foreign language, speech, and Bible. There are electives the students can take to round out their education and better prepare them for adult life.

### **CLASSIFICATION OF STUDENTS**

When students in the elementary school have successfully completed their school year's work, they will be promoted to the next grade and classified as such. If there is a question of whether the

student should be retained, the final decision will be the teacher's. If there is a question concerning the teacher's decision, a conference with the administrator, teacher, and parent will be held. The teacher's decision will still be final, but every effort will be made to assure the parent of rightness of such a decision.

High school students will be classified by the amount of work completed at the beginning of each school year.

1. A student who has completed at least 6.5 units of credit (one credit of English) will be classified as a Sophomore (tenth grade).
2. A student who has completed at least 13 units of credit (one credit of English) will be classified as a Junior (eleventh grade).
3. A student who has completed at least 19.5 units of credit (one credit of English) will be classified as a Senior (twelfth grade).

Students who enroll in Eucon International School from another school will need to meet with the administrator to determine where they are to be placed especially in the junior and senior high school. Transcripts from the previous school must be secured from that school to determine placement.

### **GRADUATION REQUIREMENTS**

In order for a Junior high school or a high school student to successfully complete the secondary course of study and graduate from Eucon International School, a minimum of 13 hours of credit for Junior high school student, and a minimum of 26 hours of credit for high school student is required for graduation. The student may take more than what is required, and the administration will help in planning and preparing each student to have a successful high school experience.

Students transferring from other schools must have transcripts sent from their former school. Credits already accumulated will be counted toward the required hours needed for graduation.

### **Junior High School**

|                     |           |
|---------------------|-----------|
| Bible.....          | 2 credits |
| English.....        | 2 credits |
| Math .....          | 2 credits |
| Social Studies..... | 2 credits |
| Science.....        | 2 credits |
| P.E.....            | 1 credit  |
| Elective.....       | 2 credits |

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Total ..... 13 credits

### **High School**

|  |           |
|--|-----------|
| Bible.....   | 4 credits |
| English (includes grammar and literature).....                         | 4 credits |
| Math (Algebra I, Algebra II, and Geometry required).....               | 4 credits |
| History (U.S. History [1 credit] and Geography [1 credit] required)... | 3 credits |
| Science (Physical Science, Biology, and Chemistry required).....       | 3 credits |
| Foreign Language.....  | 2 credits |
| Fine Arts (Speech required).....                                       | 2 credits |
| Physical Education.....  | 1 credit  |
| Electives.....   | 3 credits |

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TOTAL.....26 credits

All students in grades seven through twelve must follow the course of study recommended to them by the administration. This is to insure that each student attains as much as possible academically while at Eucon International School. Following the recommended course of study will also eliminate problems of meeting graduation requirements during the senior year.

All credits necessary for graduation must be completed before a student will be permitted to march in the graduation exercises.

Eucon International School cannot be responsible for the inconvenience caused by a senior failing a course during the last days of school.

PLEASE NOTE: A graduation fee will be charged to graduates upon completion of the required work. This fee will cover announcements, cap, and gown.

Students who plan to attend college are expected to write to colleges that are recommended by the administration during academic counseling sessions. Each college has its own individual requirements and students will need to plan a school program that will ensure the fulfillment of particular college entrance requirements. The administration will assist each high school student in any way it can including entrance testing such as ACT or SAT.

### ***VALEDICTORIAN, SALUTATORIAN, AND HONOR GRADUATES***

Each year at Commencement, the students with the highest and second highest cumulative grade averages for four years of high school are named Valedictorian and Salutatorian respectively. The administration reserves the right to deny this privilege if the above mentioned students have not exhibited an overall testimony for Christ during his or her school term.

Selected graduating seniors may be designated as Honor Graduates. Criteria for this selection are promulgated by a separate letter at the beginning of the academic year. The criteria are essentially based on the consistent demonstrated performance of using and developing God-given talents and abilities to God's honor and glory.

### **PROPER STUDY HABITS**

God's will for each young person while in school is the mastery of

his or her school subjects. Students should give themselves as earnestly to their studies now as they will later give themselves to their life's work. Students will not succeed in school without good study habits. Good study habits begin with a proper attitude of the heart. Consider assignments as from God, and do them "heartily as unto the Lord" (Colossians 3:23). The following guidelines are not an exhaustive list but will help to assure the student a more successful school experience.

1. Schedule a regular time for study and start promptly. Study in a quiet place where thinking can be done clearly.
2. Collect all the material that will be needed and eliminate any distractions.
3. Before beginning any work, commit the study time to God in prayer. It is hoped that each student is a child of God and will be studying to honor Him. Place this study time into His hands.
4. Concentrate on the work at hand and refuse to entertain unrelated thoughts. THINK--for study requires a great deal of thought.
5. Be sure that all assignments are completed.
6. Have available and use a dictionary.
7. Make sure that all research and study is done independently and done on topics which are related to the class assignment. Be curious.
8. Each student should make sure that all work is his own! Do not ask for help unless it is absolutely certain the assigned work cannot be done without a certain amount of help.
9. Students should be dissatisfied with any effort which falls short of their God-given ability.

### **GRADING SCALE**

The following school wide grading scale is a guide to a student's progress.

|         |         |
|---------|---------|
| A+..... | 100     |
| A.....  | 94 - 99 |
| A-..... | 93      |
| B+..... | 92      |
| B.....  | 86 - 91 |
| B-..... | 85      |
| C+..... | 84      |
| C.....  | 78 - 83 |

|         |             |
|---------|-------------|
| C.....  | 77          |
| D+..... | 76          |
| D.....  | 71 - 75     |
| D-..... | 70          |
| F.....  | 69 or below |

### **Kindergarten**

- A**....Excellent
- A-**....Satisfactory
- B**....Needs Improvement
- U**...Unsatisfactory

|            |                    |           |                              |
|------------|--------------------|-----------|------------------------------|
| <b>WP</b>  | withdrew passing   | <b>WF</b> | withdrew failing             |
| <b>NGL</b> | not on grade level | <b>P</b>  | passed                       |
| <b>I</b>   | incomplete         | <b>NG</b> | non-graded course or subject |

Academic grades are reported on a six week basis. Report cards or computer generated reports will go home every six weeks. Reports will be ready for send home or distribute to the parents on Fridays. Report cards that are lost can be replaced by a \$2.00 replacement fee. No report card will be released if a student's school bill is past due.

Reports give an accurate indication of the progress, or lack of progress, that is being made. Each student is evaluated in two areas--academics and conduct. Parent teacher conferences will be held when announced by the school office or when deemed necessary by the teacher.

The last Friday of each seven weeks will be a teachers' and parents' conference day and there will be half day of school for the students on those days. Always refer to the school calendar when unsure about parents' days.

### **GRADE POINTS AVERAGE (GPA)**

Eucon International School operates on a 4.00 grading system. The grading system for all students is as follows:

| <b>Grade</b> | <b>Grade Points Per Credit</b> |
|--------------|--------------------------------|
| A Excellent  | 4                              |
| B Good       | 3                              |
| C Average    | 2                              |
| D Passing    | 1                              |
| F Failing    | 0                              |

### **AWARDS**

Awards create an incentive for a student to work hard and do his or her very best. Special awards are given at the end of each year with the purpose of honoring students who have proven themselves by having done the very best they could in every endeavor and by excelling in the areas of godly character, social interaction, and academic progress.

There are three different kinds of awards that EUCON International School of Saipan will give to our students yearly in the annual award program. During the award ceremony, parents are encouraged to come to attend. The awards of EUCON International School are in the followings:

**President Award:** students who demonstrate obedience, spiritual maturity, Christ-like manner and behavior will be given this award to encourage them to live Christ-like lives in order to honor and glorify the Lord Jesus Christ.

**Principal Award:** students who demonstrate a great improvement in learning in the areas may include academics, social, mental, emotional, and spiritual growth, will be given this award to encourage them to do their best in order to accomplish the best in their lives.

**Dean's Award:** students who demonstrate excellence in

their academic achievements will be given this award to encourage them to pursue true knowledge of God.

### **HONOR ROLL and HONOR SOCIETIES**

From time to time Eucon International School will make a list of those who are making A's and B's during the academic year, but under no circumstances is this to be interpreted as putting one student above another.

### **CHAPEL**

"The fear of the Lord is the beginning of knowledge: but fools despise wisdom and instruction." (Proverbs 1:7)

In order to instill Biblical principles, regular chapel programs will be held each week. These programs are designed to encourage, rebuke, and stimulate the students spiritually. Each chapel program will be different and will provide students with a different challenge. Guest speakers will be invited on a regular basis as well as ensembles and groups from fundamental Christian colleges in order to give the students a well rounded spiritual diet each week of his school experience. Chapel will be a time for singing, testimonies, reflection, and preaching.

Students are required to bring their Bibles to each chapel program. Students are to come in quietly and listen diligently during this important time. Bible teachers may want to quiz students on what was said or presented during each chapel program.

### **HOMEWORK**

Homework is a part of Eucon International School's academic emphasis. Homework is a very important aspect of the overall learning experience at Eucon. Homework should always be done neatly, accurately, and on time. Homework should never be considered "busy work". It will be given by classroom teachers for

specific purposes. Homework will be given in proportion to the grade level of the student. Each student will be expected to complete the assigned homework. Homework not done or incomplete can result in a zero for a daily grade. Homework may be added to or doubled if the student fails to complete the work in a satisfactory manner.

Some assignments are long range in nature and require planned study time for their completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due.

Students in grades one through twelve are required to have a homework assignment pad in which they must write their assignments. These are available and on sale in the school office. In grades one through six, the assignment pad must be signed each night by the parent to indicate knowledge of the assignment and the completion thereof. This pad can also serve as a means of communication since it is seen by the teacher and the parent. Used pages should not be removed from assignment pads, because it serves as a yearly record of homework assigned and completed.

Up through grade three, homework assignments usually will not exceed forty-five minutes. In grades four through six the time should be one to one and one half hours. Junior and senior high school students should spend about two hours a day on homework. Of course, some students will require more time and others less. In general, no homework assignment should take an unreasonable amount of time for any grade level.

### ***HOMWORK IS ASSIGNED FOR VARIOUS PURPOSES***

1. FOR PRACTICE: Following classroom explanations, illustrations, and study, it may be good for a student to pursue the activity independently for continued mastery and understanding of the skills and concepts taught. This may include review of materials already covered.

2. FOR DRILL: It may be necessary to engage in drill for mastery of facts and certain skills and concepts.
3. FOR REMEDIAL ACTIVITY: At times a student has a weak level of understanding, and it may be necessary to do individual assignments as a means of overcoming this weakness.
4. FOR ENRICHMENT ACTIVITY: Many students will need to be challenged to move on to higher levels of attainment. Their own creativity will help to “spark” them on independently for reaching a broader scope of understanding in various subject fields.
5. FOR SPECIAL PROJECTS: Extension of classroom activities may result in book reports, compositions, special research, searching for various materials to bring to class, and construction of various types of projects.

In order to encourage church attendance, the policy of the school is to give little or no homework on Wednesdays or Parent-Teacher Fellowship nights. At times there will be exceptions to this, but the overall desire is to have no homework on these nights.

### **MAKE UP WORK**

All work missed as the result of an excused absence must be made up within three days of returning to school plus one additional day for each day over three that was missed or according to the teacher’s instructions. Work not completed within that length of time will be recorded as a zero. Assignments, tests, quizzes, reports, etc. due on the day of the absence will be due upon returning to class.

For students whose absences are unexcused, work must be made up, but no credit will be given.

It is the student’s responsibility to go to the teacher (teachers in the junior/senior high school) upon returning to school after an absence to get any missed assignments.

When a student is absent due to a disciplinary suspension, the work must be made up; however, zeros will be given for each day's daily grade. Tests may be made up only if a majority of the class material had been given before the suspension.

### **ACADEMIC PROBATION**

A student will be placed on academic probation if the academic standards are not met. This includes both elementary and secondary. Probation may lead to a student being put back into the previous grade or removed from Eucon International School if in the view of the administration. This is in the best interest of both the family and/or the school.

This is especially true in the kindergarten grades where the teacher will have the final say so as to whether a child is ready for Kindergarten 3, 4, or 5 based on his age of entrance.

### **PHYSICAL EDUCATION**

Physical Education (PE) is required of all students in seventh and eighth grades. In grades nine or ten one PE credit must be earned. A health class will go along with this credit.

Students in the elementary school will have recess on a daily basis, but will also have an organized physical education activity once each week.

Students will only be allowed to miss physical education with a note of explanation from home. The office may call to clarify and approve the note. To be excused more than three consecutive days, a signed doctor's excuse is required in most cases.

### **LIBRARY**

A school library is available for student use. While the school does not endorse all the contents of any book in the library, the position

of the school is well understood to be in strict adherence to the doctrines and principles taught in the Bible. It is further understood that to meet certain academic standards and to provide books of various fields of research and content, the library must, out of necessity, carry many books of different types.

Elementary students (excluding kindergarten) have a weekly visit scheduled for library time. Reference books are also available for all students, but must remain in the library. No reference book is available to check out. The librarian will check books out to students on a two week basis. Students will be limited to the number of books that may be checked out at one time. A list of library rules will be posted in each classroom, outside the library, and in the library itself.

Library fines or penalties are assessed for overdue, lost, or damaged books. Library hours will be announced at the beginning of each semester.

### **PARENT-TEACHER CONFERENCES AND FELLOWSHIPS**

All parents are welcome in the school; however, when a visit is necessary, the parent must check in at the office first. **NO PARENT IS TO GO DIRECTLY TO THE CLASSROOM!** Parents are welcome to visit classrooms. Appointments to visit should be made through the school office. If a parent wishes to talk with his child's teacher, he should arrange for a private conference with that teacher through the school office. Teachers are happy to arrange for such conferences at scheduled times; however, teachers should not be detained before or after school unless an appointment has been scheduled for that time.

Parent-Teacher Fellowship (PTF) meetings are held throughout the school year to enable parents to follow the progress and development of their children. They are also held to provide entertainment and fellowship for the entire school family. In order to

demonstrate a true concern for their child's progress and overall involvement in the school, parents should plan to attend all **PTF** meetings.

### **CHEATING**

Cheating on homework assignments, classroom work, quizzes, or tests will not be tolerated. To cheat is to steal and exercise dishonesty, two things which are totally foreign to a Christian education. Cheating will result in an automatic zero ("0"). Cheating on final exams could result in failure of that class and/or expulsion from school.

### **SIX BASIC CLASSROOM RULES**

1. Do not leave your seat without permission.
2. Do not talk unless you have permission.
3. During teaching, always keep your eyes to the front. Do not be looking around or at other students' work.
4. Always come prepared to class---pens, papers, books, etc
5. Work hard do your work diligently
6. Always plan ahead and have all your work done or turned in ON TIME.

### **PROMOTION AND FAILURE POLICY**

The failure of a grade at Eucon International School is based on several criteria. Should a student fail in one major subject area, he may be required to go to summer school, be passed to the next grade on academic probation, or both. This would be determined by grades in other subjects and the administration.

The failure of two or more major subject areas, which would include Bible, means failure in that grade. Failure of a Bible class will

jeopardize a student's re-enrollment at Eucon International School and will be reviewed by the teacher and administrator. Unless the student goes to summer school to pass the failing subjects before the next semester starts, the student should be retained in the same grade or on academic probation.

The student's teacher may recommend that he repeat a grade based on overall performance and academic ability. The teacher's recommendation will NOT be overturned because no one will know as well as the teacher whether or not a student is ready to be promoted. The administration stands behind the professional quality and experience of its teachers.

Parents will be notified early in the last six weeks if there is a danger of failing. Of course, throughout the year report cards and progress reports will keep the parents posted.

Promotion will be noted at the end of the year on the student's last report card. Promotion comes by successfully passing the academic requirements as set down in that particular grade level.

Any student in the junior or senior high school misses more than fifteen (15) days of school may jeopardize his or her promotion unless a written doctor's excuse accompanies the absences. After thirty (30) absences, summer school will be necessary to pass if at least ten of these absences have doctor's excuses and the administration decides that the student could function successfully in the next higher grade. If not, the student will not be promoted and no credit will be given for that class.

### **SKIPPING A GRADE**

Students, who have B average and above, may apply to skip a grade. Upon approval by the administrator, students may skip a grade by taking advance Math and English during the summer school in both sessions. If the student obtains B average on both subjects, then the student is successfully skipping a grade. However, the student still needs to fulfill all the graduation requirements before he or she can graduate.

## **SUMMER SCHOOL**

There are two sessions in the summer school. Students can obtain half credit of a subject in each session except those who have been approved to skip a grade. Students, who fail a subject in the regular semester, may take the summer school to pass the failing subject or subjects in order to be promoted to the next grade.

## **TESTING**

While testing is by no means an accurate representation in every case, it is the only means available to the academic world today for determining progress or excellence. Public educators and experts in the field of education agree that no other viable means exists to determine academic excellence.

In some cases Eucon International School will give new students an entrance exam. If an entrance exam is given, there is a \$20.00 testing fee. Testing for new students helps insure proper placement and also gives the teacher an idea about weaknesses in the student's educational background.

All students from first grade through twelfth grade are tested each spring with a standardized achievement test. Testing is done to inform the teacher and parent of the student's academic standing both in achievement and ability.

Juniors and Seniors in the high school will be given the opportunity to take either the ACT or the SAT for college entrance purposes.

## **PARENT PARTICIPATION**

Your child spends approximately 1,350 hours a year in school. Approximately 3,100 hours are spent sleeping. Your child has approximately 4,310 hours left over. That is where you, the parent, come in.

You have 4,310 golden opportunities to strengthen and build on what your child has learned in school. This does not mean you are expected to teach him how to read, write, or do math problems. It does not even mean that you are to do his homework. **But**, you can listen to him read. You can watch him write and figure problems. You can show an interest in his work and play with him. By showing that you care, you will be giving your child a needed “shot in the arm” that will help him to make the most of those 1,350 school hours each year.

GET INVOLVED AND BE A PART OF YOUR CHILD’S EDUCATION!!

### **EXTRA-CURRICULAR ACTIVITIES**

At Eucon International School, we provide many educational experiences for students which take place either out of the classroom or out of the ordinary class schedule of the day. What each class does throughout the year will depend on the age level and the interests of the student.

#### **FIELD TRIPS**

From time to time, there will be field trips to various points of interest on the island and even neighboring islands. Parents will be notified in advance and written permission obtained. Participation in field trips is mandatory, and not an option. All students will wear school uniforms on such field trips unless otherwise announced.

Parents may be asked to be chaperones from time to time. Chaperones should consult with the school handbook and office about proper dress standards on such field trips.

Students are required to maintain the same level of discipline away from the school as is required at school.

A nominal fee may be charged for each field trip to cover meals, transportation, and costs.

### **FIELD DAYS AND PICNICS**

From time to time a class will have a picnic or field day either on school grounds or some designated place on the island. These days will be announced along with what proper attire should be worn. Parents are encouraged to participate with their child's class during these times.

### **CLASS PARTIES**

During the holiday seasons such as Thanksgiving, Christmas, Valentines Day, Easter, etc., classes will each be having their own individual parties and programs. Parents will be notified of these parties and programs and are encouraged to come.

### **LOCAL AND NATIONAL ACADEMIC COMPETITIONS**

Eucon International School is vitally interested in the progress of each student. The progress is to be steady and positive. One way in which students are helped in both their academic and social progress is through academic contests, competitions, and fairs.

Eucon will involve as many students as possible in as many events as are open to us. The results of such competitions speak volumes of the job (or lack thereof) we are doing.

## **GENERAL RULES AND DRESS CODE POLICIES**

### **EXPLANATION AND EXPECTATIONS**

Eucon International School is not a remedial school for the unruly. Such students need special care in a specialized situation. Truly good behavior cannot be legislated. Nevertheless, to safeguard the reputation of our school, its students, and our supporters, the following standards have been formulated.

Rules and regulations do not promote godliness. No child will become a Christian because he conforms to external restrictions imposed upon him. The heart's desire to obey must come from the Lord. The law was not given to make men righteous. Rules and regulations serve only one purpose ----to facilitate discipline and order.

Eucon International School desires to see students saved which is the only way of permanently changing a person's outward behavior and attitude. Though we try to keep rules to a minimum, rules are necessary to assure a uniform atmosphere within the school. Good behavior must come from the heart. However, the following rules, regulations, and expectations are expected to be strictly observed

The following rules have been established by the school board and are enforced by the administrator, faculty, and staff. Any parent having questions about the rules or regulations is free to contact the administrator for an in-depth explanation of the purpose behind them. You will find, however, that each of our rules and regulations is firmly rooted in some Biblical principle.

### **CARE OF PROPERTY**

Eucon International School of Saipan belongs to the Lord. In order to maintain a good testimony, the buildings, equipment, furniture, play areas, etc. need to be well and properly cared for. Willful damage or destruction of school property will not be tolerated. Practical jokes involving school property are in poor taste and offenders will be dealt with accordingly.

Sitting on desks, carving on or defacing desks, writing on desks, walls, buildings, etc., throwing things, littering, chewing gum, eating in undesignated areas, and vandalism are never permitted.

Students, who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the item in question in addition to being disciplined. Whether the damage is intentional or accidental it will still be the student's responsibility.

Students are expected to do their part in keeping the property neat by picking up litter and making sure that damage is reported immediately.

### **ARTICLES PROHIBITED**

Cigarettes, alcoholic beverages, narcotics, any drugs or medicines not prescribed by a doctor for that particular student, knives, guns, martial arts weapons (unless supervised by the martial arts teacher), and explosives of any kind are not permitted on school grounds.

Gum should never be brought to school for any reason. Radios, tape players and tapes, CD players and CD's, cellular phones, inappropriate books and magazines are not permitted on school grounds.

### **ATTITUDE, DEPORTMENT, & CONDUCT OF THE STUDENT**

1. Students at Eucon International School are expected to comply with the rules and NOT complain or stir up discontent among fellow students.
2. Students are ***always*** to show respect to adults. Prompt and cheerful obedience is expected.
3. Students are not to argue, manifest a hateful disposition, or make a "wise-crack" when corrected by the administrator, a teacher, staff member, or any other personnel. If a student has a question about a teacher's action, he should personally and politely arrange to talk to that teacher alone during a free time or after school. Threats against a teacher whether physical, verbal, or legal will not be tolerated.
4. No administrator, teacher, or staff member should ever be addressed by his or her first or last name. They should always be addressed as Mr., Mrs., Miss, Ma'am or Sir.
5. Students are expected to refrain from swearing, using indecent language, lying, using tobacco in any form, drinking, using drugs, gambling, dancing, and renting/viewing violent or immoral videos on or off school property.
6. Rock or "rap" music of any type (including so called "Christian" rock) shall not be listened to at any time on or off school property. Students are not to play this kind of music on their car radios. Students shall refrain from singing, humming, or talking about rock and roll songs at school.

7. Students are expected to refrain from indecent, disorderly, or boisterous behavior on or off school property.
8. Students are to conduct themselves in an open, frank, and friendly manner. Courteous speech is stressed. Any type of harassment is not permitted. Allegations of harassment are to be reported to the administrator immediately.
9. Running in the hallways, shoving, yelling, rowdy behavior, or “horseplay” is inappropriate behavior and will not be allowed at any time.
10. Students and parents are to familiarize themselves with the daily schedule. Students are expected to be on time to school and on time to their classes.
11. Students are to respect the personal property of their teachers and fellow students. Borrowing or use of someone else’s property without permission is unacceptable behavior.
12. Students are always to strive to maintain self control in their lives and in their relationships with teachers and fellow students.
13. Students are expected to obey and follow the rules of dress at all times.
14. Off bound limits shall be observed for all areas so designated. Being off the school grounds or away from class without a proper pass shall be considered off bounds. Being in a classroom during recess or lunch without supervision, shall not be permitted. For students who drive to school, all cars are considered off bounds while that student is at school. All other areas will be announced during the first week of school.

### **DATING AND PHYSICAL CONTACT**

Proper Christian conduct with the opposite sex will be emphasized in the school. No holding of hands, arms around each other, or other physical contact between those of the opposite sex will be permitted on school grounds or any school function.

Any other physical contact, actions, or attitude between students that would be construed as inappropriate or undesirable with reference to the testimony of Eucon International School will not be allowed.

### **DRESS CODE AND STANDARDS**

Eucon International School believes it is necessary to dress appropriately and modestly at all times. Appropriate attire has a significant effect upon the attitude of the student and the atmosphere of the classroom. The school's firm belief is that Christian young people must dress and act differently than the world. In order for students to mature spiritually, the teaching of Biblical separation is a vital part of the school's program. Therefore, Eucon International School has a school uniform for all of its students in each grade.

School uniforms eliminate the competitive nature that is so prevalent in our society today. It also eliminates having to burden parents and school administration with the following questions as they pertain to each individual student.

1. Is it modest?
2. Does it call undue attention to itself?
3. Does it identify with an element of society that is contrary to God and the Gospel of Jesus Christ?
4. Does it properly differentiate between the sexes?

Please check with the school office for the cost of the school uniforms. As long as Eucon International School can keep its costs down and its inventory in good working order, we will not raise prices.

Eucon International School will notify parents in the summer as to when students will be measured for their uniforms, how they can be ordered, and when to pick them up. Parents may order as many uniforms as they want, but the school recommends at least two sets.

### ***FOOT ATTIRE***

Students are to wear casual or dress shoes to school. Tennis shoes may be worn if they are clean and not ragged. Boys are to wear both shoes and socks. Boys are not to wear sandals. Students are not to go barefoot nor wear thongs or flip-flops.

### ***JEWELRY***

Under no circumstances are boys to wear any jewelry of any sort. Boys are not to wear necklaces unless it is holding a medical tag. Girls should not wear any bells or other noise makers. Girls may wear pierced earrings but only one earring per ear, and no other jewelry is to be worn.

### ***GENERAL***

Hats, caps, gloves, and sunglasses may not be worn in the classroom. Hats and caps should not be worn backwards.

### ***GIRLS' DRESS CODE***

The length of the skirt must come one inch below the knee when the student is standing. This applies to all girls at Eucon International School, beginning with kindergarten.

Undergarments must be worn. T-Shirts are not to be worn under the blouse.

Each button of the blouse except the top button must be fastened during the school day.

Pants or slacks are not considered proper dress for girls at Eucon

International School and may not be worn during school hours. The exception to this is noted below.

The Bible makes clear that a girl's hair should be long enough to distinguish her from a boy. No girl will be allowed at Eucon International School whose hair is cut so short as to give the appearance of a boy. No faddish hair styles will be allowed on girls or boys.

Girls in sixth grade or below should not wear make up. Girls in seventh grade and above may wear make up, but it must be used moderately and modestly.

### ***BOYS' DRESS CODE***

Pants must be worn with a belt. No shorts are to be worn during the school day unless a special activity is taking place and prior permission has been granted.

Each button of the shirt must be fastened with the exception of the top button. Imprinted T-Shirts may not be worn under uniform shirts. Shirt tails are to be tucked in at all times. PE shirt is the only exception to this rule.

Boys' hair must not touch the collar and must be neatly trimmed in the back (blocked or tapered). It must not touch the ears and must be tapered above them. Bangs must not hang down into the eyes, but must be at least one and one half inches above the eyebrows. Sideburns are to be no longer than the top of the ear lobe. Boys are not to have "rat tails", "surfer" cuts, wigs, bleached or dyed hair, "punk" or faddish hair styles.

Boys are to be clean shaven with no beards or mustaches allowed.

### ***CASUAL DRESS CODE (used only for specially announced activities)***

During specially designated activities such as certain field trips,

outings, or other announced events, the following dress code information should be noted and observed.

1. Girls may wear loose fitting slacks or culottes that come below the knee. Fashions must not have low necklines in the front or back. Girls are not to wear shorts, which are not according with the modesty standard at any time nor any skirt that comes above the knee. Tank tops and sleeveless shirts are not to be worn by girls at any time.
2. Boys may wear shorts that come to the knee. Tank tops and athletic shorts should not be worn except for all-male sports activities.
3. Shirts with writing or pictures on them should not be worn at any time during a school activity.
4. Eucon school staff reserves the right to ask any student to go home or change if, in the estimation of the school, the outfit being worn does not comply with these standards.

### **DISCIPLINE POLICY**

At Eucon International School we believe that discipline is absolutely necessary even in the life of a young impressionable student. We admit that this should be administered in the home; however, we also realize the responsibility that is ours in having students in our care. We want to complement the home and be a viable extension of it. Therefore, upon registration, a statement of cooperation must be signed. This statement gives the administration and faculty the right to discipline each student.

Discipline will include corporal punishment, but only as a last resort. Discipline will also involve warnings to the student, notes to parents, phone calls to parents, parent-teacher-administrator conferences, probation, suspension, or expulsion. The teachers are trained and sensitive to the need to use discretion in the classroom discipline of the student.

## **THE DISCIPLINE PRINCIPLE**

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

At Eucon International School, the administration, faculty, and staff are endeavoring to provide the student with the right kind of discipline which is conducive to learning. I Corinthians 14:40 states, ***“Let all things be done decently and in order.”***

Without discipline there can be no order. Without order there can be no real learning. A well-disciplined school is a school where learning can take place with little distraction. Poor behavior, whether it be academic, social, spiritual, or behavioral, always has its consequences. A student should know what the consequences of poor behavior are. Each student must have the right kind of guidelines to ensure absolutes that will provide security in his life. WHEN A STUDENT KNOWS WHAT STANDARD OF CONDUCT IS REQUIRED, THE FEAR OF THE UNKNOWN CONSEQUENCES IS ELIMINATED AND A WHOLESOME SECURITY IS PROVIDED.

Each student and parent is required to read the school handbook and familiarize themselves with the procedures, expectations, policies, and rules of Eucon International School. No one should be unclear concerning what is expected of each student.

## **GENERAL INFORMATION**

Before enrolling in Eucon International School, each parent must sign a discipline agreement which includes the reading of the school handbook.

Our discipline policy and standard of conduct is backed by a DEMERIT SYSTEM. A demerit is a slip which indicates that a student has been involved in unacceptable behavior or acted in a manner that is detrimental to a Christian's testimony. Simply put, he or she has broken the rules as set forth by the school.

Not only is a system of demerits in effect, but corporal punishment (spanking) will be administered when deemed necessary. The school may suspend or expel any student that does not fit in with the spirit and purpose of Eucon International School.

Each student should realize that behavior *both on and off* the premises, is important. While off the premises of Eucon International School, a young person is still a student at Eucon, and he or she still represents the school and the Lord. While off the premises, a student's actions are a reflection of the school. If any student is caught in any kind of behavior off campus that brings reproach to the school or damages that student's testimony, he or she will be disciplined accordingly.

### ***THE DEMERIT SYSTEM***

#### **THE DEMERIT SLIP**

Each student will receive a copy of the demerit to take home to his parents. The parents will sign the demerit and return it to the school.

An accurate record is kept on the accumulation of demerits.

#### **SPECIFIC OFFENCES FOR WHICH DEMERITS WILL BE GIVEN**

The following list is just a sampling and in no way suggests an exhaustive list of offences.

#### **ONE DEMERIT**

|                       |                                       |
|-----------------------|---------------------------------------|
| Homework not done     | Unprepared for class                  |
| Homework not complete | Throwing trash in inappropriate place |

#### **TWO DEMERITS**

|                                 |                               |
|---------------------------------|-------------------------------|
| Failure to follow instructions  | Unexcused tardy to class      |
| Out of seat without permission  | Talking without permission    |
| Out of class without permission | Working on unrelated material |

Sleeping in class                      Late to school  
Changing seats without permission  
Failure to receive permission for any activity  
Unauthorized use of the telephone

### **THREE DEMERITS**

Food outside designated areas    Eating without permission  
Shoving or scuffling                Chewing gum or eating candy  
Climbing around fence areas      Throwing any object  
Failure to serve detention hall    Littering

### **FOUR DEMERITS**

Physical conduct with the opposite sex  
Insults and unbecoming language  
Name calling                            Belligerent teasing  
Rudeness                                 Derogatory remarks

### **FIVE DEMERITS**

Insolence                                Negativism--gripping and complaining  
Worldly conversation                Sarcasm which is meant to hurt others  
Intentional disobedience         Lying  
Disrespect                                Skipping or missing class intentionally  
Dress Code Violation                Not in uniform

-----Flagrant and repeated violations of the dress code will mean that the student will be sent home immediately or serve an "in-house" suspension until the parent arrives with the proper attire. If the problem of dress persists, the student will do hard labor work for three days.

### **DISCIPLINE RESULTING FROM AN ACCUMULATION OF DEMERITS**

1. Upon receiving **ten demerits**, the student will serve two consecutive detention halls. For every **five demerits** received thereafter, the student will serve one detention hall.
2. Upon receiving **twenty demerits**, the student is required to

report to the administrator's office for a spanking. At any time a teacher deems it necessary, the student can be sent to the office for a spanking regardless of the number of demerits, but upon twenty, he will definitely be sent(see CORPORAL PUNISHMENT, page 57).

3. Upon **fifty**--The student will serve an "in house suspension and the parents of the student will be notified and will need to make an appointment with the administrator.
4. Upon **seventy-five**--The parents will once again be notified, and the student will lose all school privileges for a period of three weeks. This includes both social and extra-curricular activities.
5. Upon **one hundred**--The student is suspended from school for three days. This three day suspension is an unexcused absence and carries with it zeros for every item of class work missed. This suspension is also entered on the student's permanent record.
6. Upon **one hundred twenty five**--The student is EXPELLED from school for the remainder of the year.

#### SPECIAL DISCIPLINE

There are reasons other than the accumulation of demerits for which students may be spanked, suspended, or expelled. Some of these reasons are listed. This is not an exhaustive list, and the final decision of what discipline is necessary will be the administrator's after consultation with the parent and the student.

The following infractions will result in immediate expulsion:

PROFANITY or VULGARITY  
POSSESSION OF HANDGUNS OR KNIVES  
IMMORAL CONDUCT  
POSSESSION OF ALCOHOL  
THREATS AGAINST A TEACHER

POSSESSION OF DRUGS  
PORNOGRAPHY

Other infractions of a special nature include but are not limited to

Cheating                      Offensive slang  
Gambling                      Smoking  
Lying                              Fighting  
Defacing or damaging school property  
Rock & Roll or Country music on campus  
Questionable reading material

Any suspension other than for the accumulation of 100 demerits will result in the student receiving twenty-five (25) demerits.

**IT IS THE RESERVED RIGHT OF THE ADMINISTRATION TO  
DECIDE THE PUNISHMENT HANDED DOWN IN EACH OF THE  
ABOVE OFFENCES.**

**CORPORAL PUNISHMENT**

In order to be a partner in the development of character in the child, the administration believes it is necessary to follow Biblical admonition to correct a child when his behavior is in violation of the rules and regulations of the school. Biblical correction includes corporal punishment. ***“He that spareth his rod hateth his son: but he that loveth him chasteneth (spanks) him betimes.” Proverbs 13:24 and “The rod and reproof give wisdom: but a child left to himself bringeth his mother to shame. Correct thy son, and he shall give thee rest; yea, he shall give delight unto thy soul.” Proverbs 29:15 & 17***

Corporal punishment will be administered under the following guidelines.

- A. If a student is sent to the office for a spanking, the parent will be immediately notified, and one of two conditions must be met.

1. The parents will give the administrator permission to spank the child (see “B” through “H” below).
    - a. In this case a permission slip will be sent home for the parent to sign. When it is brought back, the spanking will then be administered.
    - b. The student will not be allowed back in school until permission is received.
  2. The parent will have to come to the administrator’s office and administer the spanking himself.
  3. If the parent refuses to give permission for the student to be spanked or refuses to administer the spanking himself, the student will be removed from the school.
- B. The offense will be clearly discussed with the student.
- C. The administrator will discuss scriptural applications and will pray with the student.
- D. A reasonable number of firm strokes will be administered with a simple flat paddle by the administrator or staff member of the same sex.
- E. A second staff member will be present to witness the spanking.
- F. The student will not be physically restrained. If he refuses to submit to a spanking, the parent will be asked to come to the office to discuss the matter. The parent will be asked to administer the spanking or remove the child from school.
- G. Following the spanking, the administrator will pray with the student and talk with the student assuring him of his and the teachers’ love.
- H. A written record will be made of the date, offense, number of strokes, and names of correcting staff member and witness. This will include permission slip from parent.

ANY QUESTIONS CONCERNING DISCIPLINE SHOULD BE  
BROUGHT TO THE ATTENTION OF THE ADMINISTRATOR

Eucon International School of Saipan expects the full cooperation from both student and parents in the education and discipline of the student. Never forget that attendance is a privilege, not a right.

### ***THE MERIT SYSTEM***

Merits will not be given to a student who is merely following the rules and procedures expected of all students in good standing with the authorities within the school. Listening and obeying in the classroom is required of all our students. Picking up trash and cleaning up after oneself is expected of all our students. Being respectful and kind to others is a must--not an option. So in other words, we are not going to be giving merits to students just for meeting their obligations as a good student at our school. Merits are designed to encourage each of our students to rise above the normal responsibilities and show good character and leadership abilities with a good attitude in serving and being a good influence on those around them. This will be of great personal benefit as well for the participant who chooses to do all things to glorify God.

One merit point will be given for each good deed. Each student can accumulate many merit points. One student will receive an award certificate each month for receiving the most merit points. At the end of each semester, the students having the most merit points will be awarded. The administrator and teachers will be in charge of choosing the awards.

#### The Merit Slip

Each student will receive a copy of the merit to take home to his parents. The parents will sign the merit and return it to the school.

#### SPECIFIC GOOD DEEDS FOR WHICH MERITS GIVEN

The following list of opportunities for earning merits is not exhaustive, but a merit point given for any other reason needs to be

approved by the administrator.

1. Displaying an unusual measure of good sportsmanship in a difficult situation.
2. Aiding a teacher with a project relating to school (classroom clean-up, grading papers, filing, etc.)
3. Tutoring another student who is struggling academically (with permission from the administrator and/or teacher).
4. Volunteering to help with school janitorial or ground maintenance projects.
5. Showing honesty when being dishonest appears to be of more personal gain.
6. Demonstrating Christian leadership and loyalty to our school (and its standards for conduct) when peer pressure would dictate otherwise.

### **PLAYGROUND RULES**

1. Fighting is not permitted.
2. Shoes are not to be taken off on the school yard.
3. Tag games are not permitted unless a teacher is supervision.
4. Playground equipment is to be used properly.
5. No games are to be played before or after school without supervision.
6. Keep playground neat and clean at all times.

### **REVIEW OF STUDENTS**

Each school year, the faculty and administration will review students in grades seven through twelve. Parents will be notified of any student whose attitude is not in keeping with the spirit of the school.

If the attitude problems are not corrected before the end of each May, the student will not be allowed to return the following year.

### **SUMMARY OF OVERALL RULES AND REGULATIONS**

Action which evidences disrespect, lack of courtesy, general

disturbance, abuse of permission, incomplete homework, and other such “misdemeanors” shall be handled promptly and appropriately by the teacher.

Always remember the Bible exhortation, ***“Let no man despise thy youth; but be thou an example of the believer, in word, in conversation, in charity, in spirit, in faith, in purity.” I Timothy 4:12***

We know that righteousness and obedience cannot be achieved through a slavish adherence to a set of rules. Our rules are simply a set of guidelines for helping our students to know what is expected of them and judge wrong doing. True righteousness must come from the heart and the desire to do what is right. While no set of standards or rules can possibly cover every conceivable situation, our students can judge what is acceptable and what is unacceptable from the general direction and principles embodied in our standards of conduct, dress, and discipline. If the behavior is doubtful, it is best not to do it. We expect our students to judge each situation from a Biblical, Christian perspective and to do what is right even though a specific case may not be covered in this handbook or in the school’s policies.

Eucon International School expects its students to live above reproach showing respect to God, country, family, faculty, and each other.

Throughout this section the selection of restrictions or prohibitions may appear arbitrary to some; but while not condemning others who see differently, we believe that the restrictions and prohibitions named are outstanding types of conduct which are detrimental to the standards, testimony, and goals established as our objective in the lives of each student.

## **IMPORTANT NOTICE**

Should any parent or student want to sue the school for any

reason(s) will have to pay for all the legal fees, including the engaging of an attorney for EUCON International School.