

# STUDENT HANDBOOK



*We pray God's blessing upon the students, parents, and teachers of EMERGE. May diligent work allow us to know and love the true God and take delight in the study of his world. We ask for your prayers as our community strives for excellence.*

**[emergent.com](http://emergent.com)**

## VISION, GOAL AND IMPORTANT DATES

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### **Vision**

Our vision is to offer classes with a strong focus on practical application so that students 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 three hours of additional coursework to be completed during the week.

Our goal is to equip students for college, career, and community service while maintaining a focus of Christ-centeredness in all classes. We want to present a clear model of the Christian life through our teachers and directors as we encourage each student to grow intellectually, emotionally and spiritually.

### **Important Dates**

Important school dates are listed on the [emergmt.com](http://emergmt.com) website.

### Academic Expectations

Students are expected to actively participate in class and complete each assignment to the best of his/her abilities. Plagiarism and cheating is unacceptable and will have severe consequences to the grade of the assignment.

If the student earns low grades, the following procedures will be followed:

- 1. GPA below 2.0 or D/F in any class:** Student is placed on academic probation.
- 2. Any F at the end of fall semester in a year-long class:** The Student may choose to continue attending that class for no credit. Note that homework will not be graded and a refund will not be given. The student may continue attending, receiving grades, and earning credit in all other classes.
- 3. GPA below 2.0 or D/F in two or more classes at the end of school year:** EMERGE wants to be a good fit for students. Failing grades show that the student might be better served by other options, therefore a student may not re-enroll for the next academic year. 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 for class. Pornography (including asking for nudes), bullying, or any other illegal or immoral behavior, is NOT tolerated at EMERGE and are 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 E-Free 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, glasses, etc.** (We do not use E-Free's supplies.)

## What NOT to Bring to EMERGE

- **Cell phones** may only be used with teacher permission. At all other times, they are to be silenced and left in a zipped backpack. (This includes during the lunch hour and study hall.) Parents may call or text an administrator to deliver a message to their student.
- **Spiral notebook paper** due to the mess created.
- **Objects that endanger or threaten the safety of others** including guns. (A small, foldable pocketknife/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)

## Dress Code

Please dress neatly and modestly. Shorts and skirts should fall below the tips of the fingers when arms are placed by the sides. Shirts should always cover the stomach and should have necklines that don't show cleavage. Graphics on clothing should be God-honoring. 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. In the event that 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 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**

Each student at EMERGE is expected to care for the space at E-free Church and Connect Church. Teachers will supervise the completion of tasks at the end of the school day. Students should plan to remain on campus for 10-15 minutes after the final class of the day to assist in this process. The goal of community service is to develop responsibility and accountability, contribute to the school, and keep tuition costs down. Opportunities for older students to help in the K-5 classrooms are communicated at the start of the semester.

## PARENTAL INVOLVEMENT

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Parental involvement is required in the following ways:

1. **Order required books and materials** three to four weeks before the semester begins. Students must bring them to class the first day. Lists are posted on [emergt.com](http://emergt.com). Some used books will be available at the Curriculum Sale.
2. **Attend the Ice Cream Social and Used Curriculum Sale event on August 4.** This orientation is for all students, parents (at least one per family), and teachers.
3. **Hold your student(s) accountable** for completion of all work and preparation for tests, quizzes, papers, and labs. Parents are strongly advised to check assignment postings online each week.
4. **Choose a campus task.** Hours required are based on the total number of full-time and part-time students in each family. If you would rather pay to have someone else do your task, you may opt out by paying the amount shown below. An email for signing up is sent to parents at the beginning of the year. All K-5 students are full-time and taking 5+ classes in 6th-12th grade is considered full-time.
  - 1 part-time student per family per year: 7.5 hours per year or \$75 to opt out
  - 1 full-time or 2 part-time students per family per year: 15 hours per year or \$150 to opt out
  - More than 1 full-time or 2 part-time students per family per year: 21 hours per year or \$225 to opt out

Examples of campus tasks are supervising students at lunch time, organizing field trips, helping in K-2 Reading Lab, assisting with the Christmas program, and decorating for graduation.

5. **Have your student arrive 5 minutes before class begins and pick student up promptly after school.** (EMERGE staff is on site from 8:00-3:30.)
6. **Read the handbook.** Also have your student do the same. Enrolling in classes means that you both have 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.**
  - a. 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 extra-curricular activities.

These are the state requirements:

- i. Kindergarten: 360 hours/year.
- ii. 1<sup>st</sup>-3<sup>rd</sup> grade: 720 hours/year.
- iii. 4<sup>th</sup>-11<sup>th</sup> Grade: 1080 hours/year, 12<sup>th</sup> grade: 1050 hours/year.)

- b. **Parents of students registered at homeschoolers** (6th-12th only) submit their hours directly to the County Superintendent of Schools, not EMERGE.

Real life application hours are 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 E-Free Church for any injury that is sustained while on E-Free property or an EMERGE field trip.

## 6TH-12TH GRADE ENROLLMENT

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1. **A non-refundable enrollment processing fee of \$100 per student is required to enroll in classes.** Submit cash or a check to EMERGE School c/o E-Free Church, 1701 S 19<sup>th</sup> Ave, Bozeman, MT 59718. (Full-year class tuition, fall semester class tuition, and facility & equipment fee is due August 1. Spring semester tuition is due December 1.)
2. **Due to liability and cost of insurance, when students are on campus, they must be enrolled in one of the following: a class, study hall, work study, or math lab.** Four square, gaga ball and other recreational activities are available before school (8:00-8:30am), during morning break (10:40-11:10), during lunch hour (12:10-12:50pm) and after school (3:00-3:30pm).
3. **If a class becomes full, priority is given to EMERGE students enrolled in 4 or more credits in 2021-2022.** If a class reaches capacity, students with fewer than 4 credits may be moved to a waiting list or removed from the class unless they choose to enroll in additional classes to reach 4 or more credits. This priority status lasts until August 15; no student will be removed after that date.

## COMMUNICATION

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### From the Director

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.



### 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-19 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 cancelled 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 Cancellation

On the very rare occasion that a teacher must cancel a class, he/she will notify the parents and students.

**Please note that no monetary refund will be issued for a cancelled or rescheduled class. Assignments for the week will still be given.**

### K-5 Tuition

\$ 100 Enrollment Processing Fee (non-refundable)

\$ 2,850 Tuition\*

\*Books and materials to be purchased individually (approximately \$200)

\*Each additional full-time K-5 sibling receives a \$150 discount.

### Middle and High School Tuition

\$ 100 Enrollment Processing Fee (non-refundable)

\$ 575 Spanish Classes (meet twice a week)

\$ 370 Year-Long Classes

\$ 185 Semester-Long Classes

\$ 135 Club and Non-credit Classes (Marked with NC on schedules)

\$ 75 Math Lab and Work Study (per semester)

\$ 60 Study Hall (per semester)

\*Books and materials to be purchased individually

### Due Dates

- Upon enrollment: \$100 Enrollment Processing Fee
- August 1:
  - K-5: Class Tuition
  - Middle School & High School: Class tuition and materials fees for year-long classes and fall semester classes
- December 1:
  - Middle School & High School: Class tuition and material fees for spring semester classes
- Mail payment to EMERGE School c/o E-Free Church, 1701 S 19<sup>th</sup> Ave, Bozeman MT 59718. Please be prompt in your payment. We appreciate your consideration in advance.

## Eligibility

- Students and parents (at least one per family) are required to sign that they have read and agree to abide by the EMERGE Handbook.
- Although all teachers have signed a Christian statement of faith, it is not necessary for the students to be believers.
- Students should be prepared to work at their highest level. All assignments are mandatory and should be completed with care.
- 6th-8th grade students may enroll in any middle school class. Middle students may also enroll in Algebra I, Algebra II, Geometry, and Spanish II if prerequisites are met.
- High school students should be on track to graduate from high school within four years. High school is not for students who are advanced in one subject but are not yet of high school age. 6th, 7th, and 8th-grade students are on track to graduate from high school within seven years.

## Refunds

If you decide to withdraw from a course prior to the third week of class, you will be given a full refund.

There are many costs involved with running a school such as salaries, taxes, tithing, insurance, web hosting, and supplies. Please be assured that EMERGE is very careful in how money is allocated.

## DISAGREEMENTS AND RESOLUTION

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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 a director. The teachers and directors 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*

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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 refund for serious or repeated breaches of the handbook.**