

EMMAUS

A C A D E M Y

Parent/Student Handbook

SCHOOL YEAR 2025-2026

A Ministry of Soma Church
3700 Old Bullard Rd
Tyler, TX 75701

Head of School: Katherine Safarik
Church Oversight Team: Tony Herring, Melissa Herring, Joe Mathews

Main Contact Number: 903-630-5567

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Vision and Mission Statement

VISION

Emmaus Academy exists to raise up the next generation with hearts on fire for truth and minds set on excellence.

MISSION

Our mission is to provide a Christ-centered education that nurtures the whole child—mind, body, and spirit. We are committed to fostering individual learning by recognizing each student's unique gifts and learning styles, while guiding them in a deep, personal relationship with Jesus Christ. Through academic excellence, spiritual formation, and a supportive community, we equip students to grow in faith, character, and purpose, preparing them to impact the world for the glory of God.

EMMAUS ACADEMY CULTURE

Emmaus Academy is an extension of the beliefs, shared values, practices, and behaviors found within the community of SomaChurch. Maintaining integrity within this culture is paramount, because it forms the bedrock of trust, both internally among members and externally with our neighbors we hope to reach.

The reputation of Soma Church has remained above reproach for nearly 20 years. We have worked hard to promote the purity and simplicity of The Gospel, authenticity in our relationships and the necessary accountability to live lives worthy of the calling we have received in Jesus Christ. To enroll in Emmaus Academy is to enjoy a culture where we celebrate our successes, mourn our losses, speak the truth in love and with patience, bear one another's burdens.

As you read our Statement of Faith, we hope there will be more than just alignment in “belief” but also a commitment to “become” and will be open to the accountability that comes with this wonderful community.

Statement of Faith

1.1 The Trinity.

It is the testimony of both the Old and New Testaments and of the Christian Church that God is both One and Triune. The biblical revelation testifies that there is only one God and that He is eternally existent in three persons— Father, Son and Holy Spirit.

A. God the Father.

God the Father is the creator and sustainer of all things, and He created the universe in love. He created man in His own image for fellowship and called man back to Himself through Christ after the rebellion and fall of man.

B. The Son.

Jesus Christ is eternally God. He was together with the Father and the Holy Spirit from the beginning, and through Him all things were made. For man's redemption, He left heaven and became incarnate by the Holy Spirit through the virgin Mary; henceforth, He is forever one Christ with two natures—God and man—in one person.

C. The Holy Spirit.

The Holy Spirit is God, the Lord and giver of life, who was active in the Old Testament and given to the Church in fullness at Pentecost. He empowers the saints for service and witness, cleanses man from the old nature and conforms us to the image of Christ. The baptism in the Holy Spirit, subsequent to conversion, releases the fullness of the Spirit and is evidenced by the fruits and gifts of the Holy Spirit.

1.2 The Scripture.

We affirm that the Bible, containing the Old and New Testaments, is alone the only infallible, inspired Word of God, and that its authority is ultimate, final and eternal. It cannot be added to, subtracted from or superseded in any regard. The Bible is the source of all doctrine, instruction, correction and reproof. It contains all that is needed for guidance in godliness and practical Christian conduct.

1.3 The Atonement.

Christ's vicarious death on the cross paid the penalty for the sins of the whole world, but its benefits are only applicable to those who receive Jesus as personal Savior. Healing—body, soul and spirit—and all of God's provisions for His saints, are provided for in the atonement, but these must be appropriated by faith.

1.4 Salvation.

The Word of God declares clearly that salvation is a free gift of God, based on the merits of the death of His Son, and is appropriated by faith. Salvation is affected by personal repentance, belief in the Lord Jesus (justification) and personal acceptance of Him into one's life as Lord and Savior (regeneration). The new life in Christ includes the privileges of adoption and inheritance in the kingdom of God's beloved Son. Salvation is an act of free will in response to God's personal love for mankind. Salvation should produce an active lifestyle of loving obedience and service to Jesus Christ our Savior.

1.5 The Christian Life.

We believe that the Scriptures portray the life of the saint in this world to be one of balance between what is imputed to us as Christians and what is imparted to us according to our faith and maturity. Therefore, God's provision for His children is total, and His promises are final and forever. The shortcomings of the individual and of the church are because of the still progressing sanctification of the saints. The Christian life is filled with trials, tests and warfare against a spiritual enemy. To remain faithful through all circumstances of life requires dependence upon the Holy Spirit and a willingness to die to personal desires and passions.

1.6 The Church.

The goal of the church is to make disciples of all nations and to present the saints complete in Christ. The five-fold ministries listed in Ephesians 4 governs the church, along with the Elders and service of the deacons, as well as other leadership roles mentioned in Scripture. Church policy is a balance between congregation and Eldership authority, emphasizing the final authority of the church leadership. It is essential to the life of the church that scriptural patterns of discipline are practiced and that oversight for church discipline, individual and corporate, is exercised by the leadership of the church.

1.7 Baptism and the Lord's Supper.

The Word of God places on the church two perpetual ordinances of the Lord Jesus Christ. The first, baptism, is the outward sign of what God has already done in the individual's life and is a testimony to all that the person now belongs to Jesus. It is identification with Jesus and is affected in the name of the Father, the Son and the Holy Spirit. The Lord's Supper is a commemoration of the death of the Lord and is done in remembrance of Him until He comes again; it is a sign of our loving participation in Him. Both institutions are restricted to those who are believers.

1.8 Eschatology

We affirm the bodily, personal, second coming of the Lord Jesus Christ, the resurrection of the saints, the millennium and the final judgment. The final judgment will determine the eternal status of both the saints and the unbelievers, determined by their relationship to Jesus Christ. We affirm with the Bible the final state of the new heavens and the new earth.

1.9 Marriage, Gender and Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person. We believe that the term "marriage" has only

one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. We will only recognize marriages between a biological man and a biological woman. Further, the pastors, elders and staff of the church shall only participate in weddings and solemnize marriages between one biological man and one biological woman. Finally, the facilities and property of the church shall only host weddings between one biological man and one biological woman.

1.10 The Sanctity of Human Life

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life.

Important Dates

August 28th - Back to School Orientation/ Meet the Teacher (8:30 to 12:00 p.m.)

September 2nd - 1st Day of School (8:30 to 2:30)

Nov 24-28 - No School -Thanksgiving

Dec 15- Jan 2nd - No School -Winter Break (Winter Break Assignments will be given)

March 16-20 - No School - Spring Break

April 2nd - No School - Passover

May 14th - Last Day of School

May 18th - Celebration Day

School Hours/ Drop off/ Pick up Procedure

School Hours - 8:30 to 2:30

- Drop off - 8:15 to 8:25 a.m.
 - Volunteers and the Head of School will be at the door to help students out of the car and into the correct morning area.
 - Doors will not be open and students should not be dropped off to sit outside alone prior to 8:15. All students need to stay in their vehicles until volunteers or the Head of School comes outside to receive them at 8:15 a.m.
 - Parents are to line up on the cul-da-sac located behind Soma. Please do not the main Soma Parking Lot from Old Bullard. ALL cars are to enter through Belmead.
 - Cars traveling South on Old Bullard will turn left on Shelley then left on Belmead and enter through the back entrance of the campus. Cars will pull up in front of the main building (auditorium) doorway in a single file line as students will be dropped off 1:1 for safety. Drop-off volunteers or Head of School will approach cars one at a time, in turn, for students to exit vehicles to head into the main building. Cars are to exit the parking lot using either enter/exit lane that goes onto Old Bullard Road.
 - Students are considered late after 8:35 and will receive a tardy. Any student arriving after 8:45AM must be accompanied into the main building door to be received by a faculty member. Do not just drop off your late student in the parking lot.

- Pick up - 2:35 p.m.

- Parents are to use the same entrance/exit as outlined in the drop off instructions. Volunteers and the Head of School will be at the door to help deliver students back to their cars.
 - Each student household will be given two (2) pick up tags that identify the family. These are to be displayed visibly in the window of the pick up vehicle.
 - Faculty reserves the right to request ID for pick up at various times. Please make sure if the regular drop off/pick up person can't fulfill that role for the day, a message needs to be sent to the Head of School. Students will NOT be released to any person not on their approved pick up list or if the message from the guardian is not provided.
 - Vehicles should line up in a single file line in front of the church (with the driver side closest to the main building) and wait for their students to be brought out to them.
 - Once students are securely in a vehicle, please exit the parking lot using either entrance/exit lane onto Old Bullard.
 - Do not park and exit your car to pick up your student.
 - Parents will not be allowed to enter either building at pick up unless previously approved by faculty.
- If a parent/pick up person is more than 15 minutes late, 2:50 p.m. a \$15 late fee will be added to your monthly tuition. Please be prompt for pick up times. If an emergency situation happens, and you are late please call, Head of School, Katherine Safarik (903-630-5567).

School Attendance

Students are expected to attend school consistently each Tuesday and Thursday, in alignment with the school calendar. If a student will not be attending school on a calendar day, please inform the teacher via email. (Please locate the teacher's emails in your child's binder) The student will be responsible for completing all assignments for that day(s), and any additional time granted will be determined at the discretion of the teacher or the Head of School at Emmaus Academy.

Absents Due to Illness

- For the health and safety of all students and staff, please keep your child at home if they have had a fever over 100°F or have vomited within the past 24 hours.
- Students should remain home until they are fever free for 24 hours without fever reducing medication. When in doubt it's best to keep a sick child home in order for Emmaus Academy to keep all students and staff healthy. The staff will support the family during this time to ensure learning is not affected.

Student Illness at School

If a child becomes ill or injured during the school day, a parent or guardian will be contacted promptly. The School Nurse and/or Head of School will work with the parent to determine if the child needs to go home for the remainder of the day. Our goal is to ensure each student is safe, comfortable, and properly cared for.

Emmaus Instructional Focus

A Researched Based Christ-Centered Teaching Approach

1. Engage

Great teaching begins with meaningful engagement. We capture students' attention by connecting learning to their lives, interests, and God's truth. Research supports active learning strategies, curiosity-driven instruction, and relationship-building as key drivers of engagement.

"Let us consider how to stir up one another to love and good works." – Hebrews 10:24

2. Equip

Equipping students with knowledge, skills, and biblical truth empowers them to grow in wisdom and apply their learning. This reflects strong instructional practices like scaffolding, modeling, and guided practice, rooted in the belief that every student can grow.

"So that the servant of God may be thoroughly equipped for every good work." – 2 Timothy 3:17

3. Empower

We empower students to take ownership of their learning and choices, building confidence and resilience. Research supports giving students voice and responsibility through goal-setting, self-monitoring, and choice in learning paths—all anchored in their identity in Christ.

"I can do all things through Christ who strengthens me." – Philippians 4:13

4. Encourage

Encouragement shapes a positive classroom culture rooted in grace, support, and mutual respect. Strong research shows that positive reinforcement, feedback, and a growth mindset improve academic outcomes and foster emotional well-being.

"Therefore encourage one another and build one another up..." – 1 Thessalonians 5:11

Curriculum

All curriculum used in the classroom is carefully selected by the school administration and approved by Soma Church leadership to ensure it aligns with our academic standards, biblical view of Soma, and Christ-centered mission.

We are confident that the materials chosen reflect both research-based best practices and a commitment to nurturing students spiritually, academically, and personally. This unified approach allows us to maintain consistency across grade levels and uphold the values that define our school community.

We kindly ask that families trust and support the curriculum decisions made through prayerful and intentional review. While we always welcome questions and feedback in the spirit of partnership, the selected curriculum will be what is used in the classroom and is not open for debate or substitution.

Families are welcome and encouraged to enrich their child's learning with additional materials or activities at home on Mondays, Wednesdays, and Fridays. However, this **should not replace or override** the assignments and responsibilities given by teachers for those days. As a partnership-based program, completing the assigned work with integrity is essential to your child's success and the mission of Emmaus Academy.

Consumable and Nonconsumable Books

We strive to be good stewards of the resources entrusted to us while also providing students with quality materials to support their learning.

- Consumable materials (such as workbook-style books or student-created projects) will be sent home once completed. These can be kept and used to further support your child's learning at home.
- Non-consumable materials, including textbooks and certain curriculum resources, are the property of Emmaus Academy. These materials are treated like library books and are checked out to students for use during the school year. If a book is destroyed or lost, the family will have to

replace that book and the cost will be added to their last tuition payment.

Because our curriculum is carefully selected and costly, we ask that all non-consumable books be treated with respect and care, just as you would your own. This responsible use allows us to maintain quality resources while keeping costs manageable for families year after year.

Emmaus Academy Grading Policy

We believe that academic excellence begins with a commitment to **mastery and growth**. Our grading policy reflects our goal to help every student succeed through meaningful instruction, accountability, and Christ-centered encouragement.

High School Grading Philosophy

We strive for every student to demonstrate understanding and mastery of course content. In line with this, students are expected to score 70% or higher on all tests.

If a student scores below 70% on a test, they will have the opportunity to retest. The retake will allow the student to earn back points up to a maximum of 70%. This policy is designed to ensure the material has been truly learned, not just attempted.

If the student is consistently struggling or failing any subject a parent-teacher conference will be required to form an action plan. If the action plan is not followed through, Emmaus Academy leaders will decide the next steps for the students to remain at the school and/or in that course.

Grading Scale

Letter Grade	Percentage Range	Description
A	90–100%	Excellent
B	80–89%	Above Average
C	70–79%	Satisfactory (Mastery)
D	60–69%	Below Expectations
F	59% and below	Failing

A minimum of 70% is required on assessments to demonstrate mastery. Retake opportunities are available for scores below 70%.

Elementary and Middle School Grading Philosophy

Our academic philosophy is rooted in the belief that learning is a process and that true success comes through mastery, not just completion. Our goal is for students to fully understand and apply what they learn. Mastery-based grading provides the structure to support deep learning while also holding students accountable for their growth, effort, and responsibility.

Core Beliefs of Mastery with Accountability

- All students can learn and grow when given the appropriate support, time, and expectations.
- Mastery is demonstrated when a student can apply knowledge accurately and independently.
- Grace and accountability are not opposites—they are partners. Students are supported and challenged in equal measure.
- Individualized goals may be provided for students who need additional time to master a specific standard; however, this support will not prevent the student from continuing to move forward in their learning.

Progress Report / Graded Report Card Schedule

Student grades and report cards will be issued four times throughout the school year on the following dates:

- **Quarter 1:** October 16
 - **Quarter 2:** December 11
 - **Quarter 3:** February 12
 - **Quarter 4:** April 2
 - **Final Grades:** May 14
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Ongoing Grade Monitoring

To support transparency and student accountability, each student will maintain an **Academic Log/ Progress Log** in their binder. This log will include:

- **Homework & participation grades (HS)**
- **Quiz and test scores (HS)**
- **Teacher feedback (ES and MS)**
- **Mastery Notes (ES and MS)**

This system allows both students and parents to consistently monitor academic progress and address any areas of concern in real-time.

Homebased Work / Bridge Work Policy

We view any work sent home as an important extension of what has been taught in the classroom. These assignments are designed to reinforce key concepts, promote independent practice, and prepare students for upcoming assessments.

The amount and type of work may vary by student, as we strive to meet individual learning needs. Families should also expect that as students progress in grade level, the rigor and time required for home learning will naturally increase.

A key part of our program is Bridge Work—assignments completed at home on non-campus days. This work is essential to help students master standards and perform well on assessments. All bridge work is expected to be completed to the best of each student's and family's ability and returned on time.

If a student comes to class with incomplete or missing work, they will receive their first behavioral strike of the day, in accordance with our accountability expectations.

Please refer to the **School Behavior Plan** for more information on the strike system and consequences.

At-Home School Systems (M,W,F)

In a 2 inch binder, students will have the following folders that will include all at home work needing to be accomplished on M, W, F. Directions will be in the students Daily Planner. Any supplemental materials needed to be used at home will be shared via Google Docs.

Bringing the binder to school is an expectation for every Tuesday and Thursday

Purple	Bible
Red	ELA (Reading, Spelling, Vocabulary, etc)
Blue	Math
Green	Science
Yellow	Social Studies

All at home work must be completed by the return of school. However, you can combine Friday and Monday work together if this works better for your family.

- If the folder is empty on that at home day, one of the following is to be understood.
 - No extension work is needed at that time.
 - There is a video or assignment on the teacher online classroom.
 - A hands-on activity is listed in the daily planner.

Please refer to the daily planner for the full picture of what is required on the at home days.

School Lunch/Recess Policy

We recognize that lunch is not only a time to refuel, but also an important opportunity for students to rest, recharge, and build relationships with their peers. We are committed to providing this mid-day break in a way that supports both community and responsibility.

Lunch time will be structured and supervised to ensure a safe, respectful, and enjoyable environment for all students. During this time, students will have the freedom to eat, socialize, and relax—within clear boundaries that promote kindness, order, and shared responsibility.

We ask that students

- Bring a packed lunch each school day, unless otherwise instructed. Lunch should be packed in a thermal bag if items need to stay cold. Refrigeration will not be available. We ask that students not bring items requiring a microwave unless otherwise approved by their teachers.
- Clean up after themselves and respect the shared lunch space.
- Follow adult directions and maintain appropriate behavior throughout the lunch period.

Other noteworthy lunch/recess items

- Sending an extra water bottle for after recess is encouraged and can be used to fill up reusable water bottles for the afternoon.
- Please make sure that students have the appropriate clothing for the weather as they will be playing outside if weather permits.
- Volunteers and staff will be with the children in a fenced area for recess time. Parents who want to visit with their child during this time should sign up for a volunteer shift.

Student Behavior Plan: Love, Grace & Accountability

We believe in creating a safe, loving, and respectful environment where each child can grow academically, emotionally, and spiritually. Our behavior plan is designed to reflect the heart of Christ—full of **grace, truth, and second chances**—while also promoting personal responsibility.

Guiding Principles

“Love one another as I have loved you.” — **John 13:34**

“The Lord is compassionate and gracious, slow to anger, abounding in love.” — **Psalms 103:8**

We believe every student is a work in progress—just like each of us. Mistakes are opportunities for growth. However, just as God lovingly corrects His children, we too must provide consistent boundaries for the good of the whole classroom.

General Behavior Expectations

We believe that **Christ-like character and respectful behavior** are foundational to a healthy learning environment. All students are expected to conduct themselves in a way that reflects integrity, responsibility, and care for others.

Below are some examples of the behavior we expect from our students. Please note, this is **not an exhaustive list**, but a general guide to the attitudes and actions we aim to cultivate:

- Respecting all teachers, staff, and volunteers by listening, following directions, and using kind words and actions.
 - Obeying classroom and school rules set by the teacher and administration.
 - Taking responsibility for one's own actions and learning, without shifting blame to others.
 - Speaking and acting with honesty, even when it's difficult.
 - Treating peers with kindness—no teasing, bullying, or unkind behavior will be tolerated.
 - Using appropriate language at all times.
 - Respecting school property and the property of others.
 - Demonstrating self-control in words, emotions, and actions.
 - Being prepared with materials, assignments, and a ready-to-learn attitude.
-

Three Strikes System (6-8) & Traffic Light System K-5

To help guide students toward wise choices, we use a simple **three-strike system** with grace built into each step:

Strike 1 or Green Light: Gentle Reminder

The student receives a calm, loving reminder of the behavior expectation. This is a private redirection and an opportunity to self-correct without further consequence.

Strike 2 or Yellow Light: Reflection & Reset

If the behavior continues, the student will briefly step away from the group to reflect. They may be asked to complete a simple reflection sheet or talk quietly with a teacher to reset their heart and attitude.

Strike 3 or Red Light: Parent Communication & Classroom Removal

If the behavior continues, a note will be sent home and/or the parent will be contacted. This is not a punishment—it's a chance for home and school to partner together in love and support. The student may also be asked to make amends if others were affected. If the behavior that has earned the strike is disrupting the classroom environment, they will be removed from class to meet with the Head of School, and potentially sent home for the day.

Behavior Policy Enforcement & Potential Removal

We are committed to shepherding students with love, grace, and truth. Our three-strike behavior plan is designed to encourage wise choices, personal growth, and restoration. However, when a student repeatedly disregards this structure and exhibits ongoing disruptive, disrespectful or harmful behavior, it may be necessary to take further action to protect the learning environment for all.

If a student consistently fails to respond to the three-strike system and their behavior significantly interferes with the safety, learning, or well-being of others, the following steps may occur:

1. **Meeting with Parents/Guardians:** A conference will be scheduled with the student, parents/guardians, and school leadership to develop a support plan and discuss concerns.
2. **Behavioral Probation:** The student may be placed on a behavior contract outlining specific goals, expectations, and a timeline for improvement. Regular check-ins will be part of this plan.
3. **Temporary Suspension:** If progress is not made or the behavior escalates, a short-term suspension may be implemented as a time for further reflection and family discussion.
4. **Dismissal from Emmaus Academy:** As a last resort, if a student's behavior remains unchanged and continues to hinder their growth or the well-being of the community, the school reserves the right to remove the student from enrollment.

We approach these decisions prayerfully and thoughtfully, always striving to extend grace while upholding the standards necessary for a safe and nurturing Christ-centered environment. Our goal is restoration and transformation, but we also recognize the importance of stewarding our classroom community with care and integrity.

Please note: If a student is dismissed from Emmaus Academy due to behavioral reasons, **the family remains financially responsible for the full year's tuition as agreed upon in the enrollment contract. No refunds or tuition adjustments will be made in these cases.**

Church Oversight

Teachers and faculty of the school serve as the primary authority in place over students, with the Head of School serving as final authority over school matters.

The school has a church oversight team of church leaders that may be brought into any school scenario or escalation, at their discretion.

Students and families are to respect the authority that has been established between the church and school and maintain proper avenues of

communication when asking questions, resolving conflicts and pursuing unity. Families are to handle matters with school faculty, teachers and the Head of School, not church leaders. The Head of School reserves the right to bring in the church oversight team on any family/student issue. This team is able to speak directly with parties involved and will be involved in the final resolution of any conflicts that arise.

Parents and students are to respect and honor the faculty, staff and Head of School. Disrespect, dishonor and disunity from parents and/or students will not be tolerated and may result in the removal of the student from the school at any time. **Tuition requirements would remain in the event of removal.**

Parents are to honor the processes of communication established by the teachers and faculty of the school. We ask that parents not use church services as an opportunity to handle school matters. The same boundaries are to be respected by teachers in communicating with parents. This is a courtesy in communication and boundaries as many of our teachers and families attend Soma Church. The appropriate method for communicating with teachers and staff is to set up an appointment outside of class hours to meet.

Church leaders are not to be engaged on school matters unless a meeting has been called by the Head of School and the family/student involved.

Emmaus Student Phone/Smart Watch Policy

We are committed to creating a focused, respectful, and distraction-free learning environment for all students. In accordance with Texas state law, students are not permitted to use personal cell phones during the school day.

Policy Guidelines:

- If a student chooses to bring a phone to school, it must remain:
 - Silenced
 - Stored securely in their backpack

- Not used at any time during class hours
- Phone use is not allowed during class time, transitions, or recess. This includes texting, calling, taking photos, or using apps.
- If a student has a genuine need to contact a parent, they may request to do so during lunch, and the communication will be monitored by a teacher or school volunteer for safety and appropriateness.

This policy ensures that learning remains the central focus of the school day and that all students are protected from unnecessary distractions. We thank you for your support and cooperation as we work together to create a structured and respectful school environment.

School Technology Policy

We prioritize a focused, hands-on, and relational learning environment. To support this, students should not bring personal laptops, tablets, or other internet-connected devices to school.

If a project or assignment requires online research or digital resources, teachers will communicate this need in advance, allowing families to supervise and support that work at home using their own safe and monitored devices.

This policy is in place to:

- Minimize distractions during instructional time
- Encourage face-to-face interaction and engagement
- Promote digital safety and accountability

School Volunteer Policy

Volunteers play a vital role in supporting the mission of our school. We welcome and encourage parent and community involvement to enrich the educational experience of our students. To ensure a safe, organized, and effective volunteer environment, the following guidelines apply:

Eligibility

- Volunteers must be 18 years or older and have a child or grandchild at Emmaus Academy or a Soma Church Covenant Member.
- All volunteers working directly with students must be approved by school administration.
- All volunteer works are subject to a background check required for all individuals supporting Emmaus Academy, a ministry of Soma, in any capacity.

Expectations

- Sign in and out with the head of school, Katherine Safarik during each visit and wear a visitor badge at all times.
- Respect student confidentiality and maintain professionalism.
- Follow all school rules and staff directions.
- Volunteers should not discipline students but instead refer concerns to a staff member.

Volunteer Opportunities

- Morning Drop off/ Morning Classroom helper
- Office or clerical help/ Morning Drop Off
- Lunch monitor
- Lunch/recess monitor
- Pick -up Support/Afterschool Clean-up
- Extra fun opportunities or celebrations

Requirements

- Volunteers may not bring younger siblings while volunteering during school hours unless previously approved.
- Volunteers must refrain from taking photos of students unless given explicit permission.
- Each parent should sign up to volunteer at least 1 time every six weeks on the provided form.

Closed Campus Policy

Emmaus Academy operates as a closed campus for the safety and well-being of all students and staff. The **doors will remain locked at all times** during school hours.

Students are **not permitted to leave the building or roam the campus**, including the **parking lot**, at any time during the school day without permission and supervision.

We ask that parents refrain from entering the building unless previously approved by school faculty.

Only approved **volunteers and church staff and leadership** will be allowed on campus during school hours. We appreciate your support in maintaining a secure and focused learning environment.

Family Vacations / Travel

Families are asked to provide a minimum of two weeks' notice to their child's teacher prior to any planned travel. During the time away, students will still be responsible for completing assigned schoolwork. Teachers will prepare necessary assignments and distribute them through school folders and Google Docs.

Emmaus Academy discourages students from missing more than one week of school for travel or vacation. In the event of an extended absence, please note the following:

- Full tuition remains due regardless of time missed.
- Academic accommodations beyond one week may not be guaranteed.
- Students will be responsible for completing all missed work upon return.
- In the event that the travel is due to a family emergency or other situations a plan will be worked out with the Head of School.

Dress Code Policy – Focused on Modesty

We believe that **modesty honors God** and creates a respectful learning environment for all students. Our dress code is designed to reflect that belief while allowing for comfort and individuality. A guiding principle of our dress code is this - if you wouldn't feel comfortable wearing something to a weekend service at Soma Church or another church perhaps don't plan to wear it to Emmaus.

Please keep in mind the following, however this is not an exhausted list but some guidelines that could support your clothing choices.

- **Leggings** may be worn by ladies, but must be paired with a **longer top** that covers below the butt.
- **Shorts must be modest** in appearance; no specific length is required, but they should reflect good judgment.
- **Sleeveless shirts** are acceptable, but **spaghetti straps and tank tops** are not permitted.
- **Pajama Pants** are not permitted.
- **Graphic Tees** must have appropriate language on them.
- **Crop Tops** may be worn but no exposed skin should be shown.

Emmaus Academy **reserves the right to define appropriate school attire on a case-by-case basis** and may send a student home if their clothing does not meet the expectations set forth in this policy. We appreciate your partnership in helping students dress in a way that supports both learning and respect.

Emergency Procedures

The safety of our students and staff is our highest priority. In the event of an emergency, we follow established procedures to ensure all individuals are accounted for and protected. Below is an overview of our emergency.

Severe Weather:

- In the event of **severe weather warnings** (tornadoes, thunderstorms, etc.), all students and staff will be moved to designated **shelter-in-place areas** within the building.
- Weather conditions will be closely monitored. We will follow the guidance of local emergency services and school authorities regarding closures or early dismissal.
- Parents will be notified via **text** if any changes to dismissal or school hours are necessary.
- Extreme weather or “snow days” will follow the Tyler ISD protocol, so if they have cancelled school, Emmaus Academy will be cancelled. A text will be sent out to families if school is cancelled due to weather.

Fire:

- Regular **fire drills** are conducted to ensure all students and staff are familiar with evacuation routes.
- In the event of a fire, the building will be evacuated immediately using the nearest safe exit.
 - Staff will escort students to a **predetermined assembly area**, conduct a headcount, and remain with students until the situation is resolved.
 - Parents will be contacted once all students are accounted for and it is safe to communicate or release them.

Unforeseen Disasters (e.g., Earthquake, Intruder, Utility Failure):

The school has a **comprehensive emergency response plan** to address a variety of situations, including but not limited to earthquakes, intruders, gas leaks, or power outages.

In the event of a lockdown or shelter-in-place emergency:

- Doors will be locked.
- Students will remain inside under staff supervision.
- No one will be allowed to enter or exit the building until authorities give clearance.
- Communication with parents will be made as soon as it is safe and appropriate to do so.

Medications and Food Allergies Policies

To ensure the safety and well-being of all students, our school follows a strict medication policy in accordance with state laws and best practices. This policy applies to both prescription and over-the-counter (OTC) medications, including but not limited to pain relievers, allergy medications, inhalers, and EpiPens.

Administration of Medication at School

- All medications must be provided by the parent or guardian. The school will not supply any medications.
- No student is allowed to carry or self-administer medication on campus unless authorized in writing by a physician and approved by the school.
- In the case of an emergency only, medication will only be administered by authorized school personnel in accordance with written instructions provided by the parent/guardian and the prescribing physician (for prescription medications). The school will follow up with an emergency call to 911 for the safety of the child.
- If a medication is needed during the school day, the parent must be on-site and administer the medication to their own child. All medications must be in their original pharmacy-labeled containers or original

manufacturer packaging. The school/church is not responsible for any medication given to the child.

- A Medication Authorization Form must be completed and signed by the parent/guardian. For prescription medications, a physician's signature may WILL be required.

Food Allergies

Parents/guardians of students with known food allergies must:

1. **Provide Medical Documentation:** Submit a completed and signed Food Allergy Action Plan from a licensed physician each school year.
2. **Supply Emergency Medication:** Provide necessary emergency medications (e.g., EpiPens, Benadryl) with clear instructions, in original packaging, to be kept at school.
3. **Communicate Needs Clearly:** Inform teachers, administration, and staff of the allergy and any changes that occur throughout the year.
4. **Pack Safe Foods:** If your child brings lunch or snacks from home, ensure all items are safe for your child and free of allergens.
5. **Teach Their Child:** Educate their child on the importance of avoiding allergens, not sharing food, and recognizing symptoms of a reaction.

School Responsibilities

The school will:

1. **Maintain an Emergency Allergy Plan:** Ensure that all staff are aware of and trained on emergency response procedures for food allergy reactions.
2. **Communicate with Staff:** Provide training and communication regarding individual student allergies to relevant personnel (teachers, aides, cafeteria staff, etc.).
3. **Promote a No-Food-Sharing Policy:** Enforce a school-wide policy that discourages students from sharing food or drinks.
4. **Create Safe Eating Spaces:** Designate allergy-aware tables or areas when appropriate and ensure proper cleaning to prevent cross-contact.

5. **Limit Food-Based Activities:** Encourage alternatives to food-based celebrations and crafts to promote inclusion and safety.

School Nurse

Emmaus Academy has a School Nurse on campus each Tuesday and Thursday. She is available to provide a general assessment of any student illness or injury. However, she cannot provide treatment or medical advice, and is not liable for any care decisions. In the case of a serious concern or uncertainty, she will call 911 for emergency assistance.

Accreditation & Program Disclosure

Emmaus Academy is a non-accredited educational program for the 2025–2026 school year. We operate as a bridge program designed to support homeschooling families, providing structure, instruction, community, and accountability while honoring the parent's role as the primary educator.

As a homeschool partnership program, we fall under the same state guidelines that govern traditional homeschooling in Texas. Families enrolled in Emmaus Academy are legally recognized as homeschoolers and are responsible for complying with state homeschooling requirements.

Our commitment is to walk alongside families in their homeschooling journey by offering academic planning, Christ-centered instruction, enrichment opportunities, and community—all while maintaining the flexibility and individualized approach that defines home education.

Mandated Reporting Policy

All staff members at Emmaus Academy are **mandatory reporters** under Texas state law. This means that every staff member is legally required to **report any suspicion of abuse, neglect, or exploitation of a child** to the proper authorities immediately.

Reports must be made **within 48 hours** of the initial concern, and staff are not required to confirm or investigate the concern before reporting. It is the responsibility of the appropriate agencies to assess and determine the validity of the report.

We take this responsibility seriously and are committed to the **safety, protection, and well-being of every student**. Staff receive training and guidance to ensure they understand the signs of abuse and the correct steps to take when concerns arise.

Lost and Found Policy

Emmaus Academy is **not responsible for any lost or personal property** brought to school. We kindly ask parents to use discretion when allowing students to bring personal items and to understand that these are brought at their own risk.

To help minimize loss, we **strongly encourage labeling** all personal belongings such as **lunch boxes, water bottles, backpacks, jackets, and other frequently used items**.

A designated **Lost and Found area** will be maintained on campus. Unclaimed items will be donated or discarded periodically throughout the school year.

Celebrations

Birthday Celebrations

Birthday celebrations are encouraged! Parents are welcome to send a treat for the class. If you're unable to do so, please let the teacher know—Emmaus Academy would love to provide a treat so every child is celebrated.

Each student will be honored on their special day, as we believe every child of God is worthy of recognition. Celebrations will take place during the Reading/Language Arts block to ensure consistency across campus.

Other Celebrations

We love to **celebrate our students often**—for academic growth, spiritual growth, good character, and much more! Each class may have different **reward days or celebrations** based on their goals and progress.

Please be sure to **check your child's school binder regularly** for communication from teachers so you don't miss out on any of these special moments.

Tuition Policy

Tuition for the academic year is due in full by **August 15** and may be paid by check or debit/credit card. Families may choose a 10-month installment plan, which includes a surcharge to cover payment processing fees. Choosing the installment plan means you are responsible for the **full tuition amount** for the year.

School fees are also due by **August 15** and are **non-refundable**, including the \$50 enrollment deposit paid to secure your student's testing spot.

WAIVER/ACKNOWLEDGEMENT OF HANDBOOK

Below is a copy of the electronic Handbook Acknowledgement Form to be signed by each family.

Students are not permitted to attend class until this form is completed by each family.

**

Having read and understood the Emmaus Academy (and Soma Church) Statement of Faith, I (we) affirm that our personal beliefs and lifestyles are in harmony with its tenets, ensuring respectful engagement and adherence on and off campus. Should any of our convictions significantly evolve, we will communicate this to Emmaus leadership.

Should I (we) find ourselves in disagreement with the stipulations within the handbook, I (we) understand that we may elect to withdraw our enrollment and that applicable tuition fees will be assessed in accordance with the established payment schedule.

I (we) understand that enrollment of a student may be revoked, and the student may be removed from the school at any point during the school year, at the sole discretion of the school administration and/or church oversight team. By completing the handbook acknowledgment form, I (we) affirm our financial responsibility to pay all remaining outstanding tuition for any dismissed student for the duration of the school year.

I (we) also understand and affirm, as stated in the **Tuition Payment Policy**, that while tuition is due in full at the beginning of the school year, payment installments are offered as a courtesy to enrolled families.

Emmaus Academy Parental Waiver and Medical Consent

As the parent(s) or legal guardian(s) of the child(ren) enrolled in Emmaus Academy agree to the following terms:

1. Assumption of Risk

I (we) take full responsibility for our child(ren)'s safety and actions while participating in Emmaus Academy activities understanding that participation in school activities could potentially lead to injury, illness, or even death and voluntarily accept these risks.

2. Release of Liability

To the fullest extent permitted by law, I (we) release and hold harmless Emmaus Academy, SomaChurch, and their representatives, staff, volunteers, affiliates, and assigns from liability for any injury, loss, or damage to my child(ren) or their property that may arise out of participation in the school, except to the extent caused by gross negligence or intentional misconduct.

I (we) further agree that I (we), and anyone acting on our behalf, will not bring any claim or legal action against Emmaus Academy, SomaChurch, or their representatives, staff, volunteers, affiliates, or assigns for matters covered by this release.

3. Medical Consent

I (we) understand and agree that Staff, representatives, or volunteers of Emmaus Academy and SomaChurch are authorized to administer first aid or seek medical care for the child(ren) during their participation in school activities. This includes, but is not limited to, transporting my child(ren) to a medical facility for additional necessary treatment. Emmaus Academy and SomaChurch are not responsible for any expenses incurred from such medical care.

4. Emergency Contact Information

I (we) understand that our current contact information must be provided to facilitate communication regarding the child's well-being in case of an emergency.

I (we) give permission to Emmaus Academy and SomaChurch to use photographs, videos, and other recordings of my child(ren) for promotional activities sponsored by the school.

By submitting this online form, I (we) acknowledge that I (we) have read, understood, and agree to all the terms and conditions outlined in this Agreement. The submission constitutes explicit consent and serves as an electronic signature, affirming acceptance of these legally binding provisions.

**