



I have read and understand the Evangelical Christian School Parent/Student Handbook and the Standards of Conduct of Evangelical Christian School, and agree that my child will abide by them both at and away from school functions. I agree to fully support the school in its enforcement of the Handbook and the Standards of Conduct. Evangelical Christian School is a Christian ministry organization. I agree not to make demands, threaten to sue, make any kind of accusation or complaint, or actually litigate any matter whatsoever relating to or resulting from the enforcement of the Handbook and the Standards of Conduct. To do otherwise would be a clear violation of Biblical teaching and practice.

If the contents of this handbook are known and the guidelines followed by all, the school will function smoothly and efficiently and there will be less friction and misunderstanding. This harmony will result in greater academic achievement and a greater degree of satisfaction for all.

When you enrolled your student, you indicated your full cooperation in assuring the established rules, regulations, and policies of ECS are followed. A lack of knowledge will not excuse a student or parent from the responsibility of obeying it.

Print Student's Name (Grade & Homeroom/Classroom Teacher) Date

Student's Signature

Father's Signature (Legal Guardian) Date

Mother's Signature (Legal Guardian) Date

EVANGELICAL CHRISTIAN SCHOOL

8237 Beacon Blvd.
Fort Myers, Florida 33907
Phone (239) 936-3319 ~ Fax (239) 939-1445
Preschool (239) 936-1933

ADMISSION'S OFFICE

Extension 1393

BUSINESS OFFICE

Extension 1306

ATHLETIC OFFICE

Extension 1205

FINE ARTS DEPARTMENT

Art – Extension 1247
Choir – Extension 1370
Drama – Extension 1246

LOWER SCHOOL PRINCIPAL – K4-6

Extension 1394

ASSISTANT LOWER SCHOOL PRINCIPAL

Extension 1394

UPPER SCHOOL PRINCIPAL – 7-12

Extension 1210

ACADEMIC DEAN 7-12

Extension 1240

DEAN OF STUDENTS 7-12

Extension 1203

GUIDANCE COUNSELOR 7-12

Extension 1209

ALUMNI DIRECTOR

Extension 1313

DEVELOPMENT DIRECTOR

Extension 1324

FACULTY COORDINATOR

Extension 1323

SAFETY DIRECTOR

Extension 1392



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Admissions Policy

Evangelical Christian School admits students of any race, color, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to all students at the school. ECS does not discriminate on the basis of race, color, or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

ECS sincerely believes in non-discrimination and wants an integrated student body. ECS invites minority students to apply for admission.

Mission Statement

Evangelical Christian School’s mission is to provide students in preschool through grade twelve an excellent academic education in an environment that honors the Lord Jesus Christ and to challenge students to reach their highest potentials mentally, physically, socially, and spiritually.



Letter of Welcome

Dear Parents,

Rearing children in today's society is certainly an awesome challenge. It has become increasingly difficult to transfer traditional values of God, country, and family to our children as society continues to send messages and images that contradict those hallowed principles.

By choosing Evangelical Christian School for your family's educational needs, you have demonstrated a commitment to "training up your child in the way he (or she) should go." You have indicated a willingness to sacrifice for the good of your family. You are setting a priority that shows your desire to rear a young future leader who cares about home, church, and education.

We take seriously the trust that you have placed in us. We commit to you to do our best in educating your child in a superior way; not just academically, but spiritually, emotionally, morally, and intellectually. Please pray with us as we assume this significant responsibility.

We also recognize that you, as parents, are the ultimate authority, as designed by God, in your homes. We will be praying for you as we recognize the role parent's play in a well-rounded education for your children.

Finally, no education is complete without spiritual instruction. It is our hope that you are active in a strong, Bible-preaching church that supports the family. Without this important facet, any family's effort at a complete education will fall short.

May God bless you and your family in the year to come.

Part I

GENERAL INFORMATION

HISTORY

As a teacher and guidance counselor for thirteen years in secular schools, I knew first hand the educational plight that awaited my five year old daughter. Being deeply troubled by the humanistic philosophy she would be taught, I earnestly entreated God to show me a way for her not to become entangled with this system.

God, seeing the sincerity of my heart, answered my prayer in a startling way. He told me to start a Christian school. After various excuses, much prayer and many tears, I told God I would tackle the mammoth task with His help. In May 1973, just a few short weeks later, with the faithful labor of several like-minded parents, ECS was born.

Teachers, staff, curriculum and textbooks, for grades K/5 - 6 were prepared and the doors were opened four months later in the educational department of a leased church in downtown Ft. Myers. Seventy students were enrolled the first year. With the additions of K/4 and grades 7-12 the second year, the student body grew to 335.

In 1975, the school was moved to a beautiful, tree lined, twenty-acre tract of land in south Ft. Myers, its present site. The second year on the new property, the Preschool Division was added, making ECS a full service school for children eight weeks through grade 12. Over the years, many new buildings, programs, and educational innovations have been added.

I am very proud of the fine product ECS produces. The graduates are well equipped Biblically and academically. Approximately ninety percent attend college. Because ECS is Bible based, in principle and practice, the school's slogan, "Preserving Our Godly Heritage....Lighting A Pathway For Tomorrow" is as powerful and true today as it was in 1973.

In this twenty-first century, where all things are judged by their product, ECS continues to be an outstanding leader.



(Dr. Douglas D. Dunn, *Founder*)

PHILOSOPHY OF CHRISTIAN EDUCATION

Evangelical Christian School has been established to provide an academically-excellent Christian education under girded by a vital faith in God and in the Bible as the revelation from God.

We believe that each student is a distinct individual creation of an omnipotent God and that he/she is the property of God. We also believe that each man should be a careful and faithful steward of his conscience, understanding that he is directly responsible to God for the direction of his life.

Furthermore, individuals who allow the Lord to govern their lives will demonstrate proper Christian character. At Evangelical, we must establish and provide models of Christian character for our students to emulate. However, parents have a God-given responsibility of educating their children, and the Christian school acts as an extension of the Christian home. Therefore, parents and those to whom they give charge should utilize Biblical methods of correction for training young people.

We believe that the center of our curriculum ought to be Christ and His Word, which demonstrates that He is the center of all truth, knowledge, and wisdom. The great unifying factor in the early history of our country was the Lord Jesus Christ. Evangelical also believes that our country was founded upon Christian principles, and that our nation must be led by people of Christian principle for it to remain a Christian nation.

At Evangelical, we believe that a Christian school is Christian teachers training students with a Christ-centered philosophy. We practice this because we believe that the highest calling for any individual is to serve the Lord by doing His will.

Christian education best demonstrates Biblical education from preschool through college.

STATEMENT OF FAITH

We believe:

- The Bible to be the inspired, the only infallible, authoritative Word of God.
- There is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- In the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His death and resurrection, in His ascension to the right hand of the Father, and in His personal return to power and glory.
- That for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
- In the resurrection of both the saved and lost; those who are saved unto the resurrection of life and those who are lost unto the resurrection of damnation.
- In the spiritual unity of believers in our Lord Jesus Christ and that the true church, with the Lord as their Saviour, is the body of Christ.

- In the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.
- That God wonderfully and immutably creates each person as male or female, and that these two distinct, complementary genders together reflect the image and nature of God.
- That God created marriage to be exclusively the union of one man and one woman, and that intimate sexual activity is to occur exclusively within that union.
- In accordance with the school's recognition of Biblical authority, no immoral conduct will be tolerated, including identifying statements related to immoral conduct. The Bible strictly forbids immoral conduct and the advocacy for such sinful behavior (1 Thess. 4:1-8).

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Evangelical Christian School's faith, doctrine, practice, policy, and discipline, our Board of Director's is Evangelical Christian School's final interpretive authority on the Bible's meaning and application.

HUMAN SEXUALITY

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, transgender, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4)

We believe that the only legitimate marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; 1 Cor. 7:10; Eph. 5:22-23)

AFFILIATION AND ACCREDITATION

The following statement made by the Department of Education accurately represents their position on accreditation: "By law, the Department of Education does not act as an approval or accrediting agency. The Department is allowed only to register certain non-public schools and to collect certain prescribed data. Accreditation of schools is entirely voluntary and is achieved by adopting and maintaining the academic standards prescribed by an independent association."

The State of Florida does not accredit any schools, public or private. Hence, all accreditation in Florida is accomplished by licensed accrediting agencies. Florida Association of Christian Colleges and Schools (FACCS) and Florida Association of Academic Non-Public Schools (FAANS) are two of the licensing agencies. ECS is registered as a non-public school, accredited through the Middle States Association of Colleges and Schools (MSA), and the Florida Association of

Christian Colleges and Schools, Inc. (FACCS). FACCS is recognized by the National Council for Private School Accreditation (NCPSA) and the Florida Association of Academic Nonpublic Schools (FAANS). Evangelical Christian School holds multiple accreditations in its dedication to excellence in Christian education. By virtue of the multiple accreditations, students can be assured transfer of acceptable credit to other accredited schools from around the state to around the world.

PARENT SUPPORT

At ECS, as with most Christian schools, tax-deductible contributions and volunteer support are important to the success and mission of the school. Tuition revenue alone does not cover the full value of an Evangelical Christian School education. From our parent volunteers, our grandparents, our alumni, and our faculty and staff to our student body, the entire ECS family contributes to make up the difference.

ADMISSIONS

> Policy

This school is a private Christian school providing a traditional, academically-sound, Bible-based education. Our reputation for high standards of academics and discipline makes us happy to extend the opportunity to have quality Christian education for your children.

> Non-discrimination Policy

Evangelical Christian School is committed to welcoming students of all races, colors, and ethnic origins. Evangelical employees and students shall conduct themselves in keeping with this policy. No employee or student shall undertake, participate in, or support any action, verbal or otherwise, which is intended to harm, injure, harass, or insult any other student on the grounds of race, color, or ethnic origin. Students violating this policy shall be subject to appropriate discipline, and repetitious violations of such policy shall be grounds for dismissal from Evangelical without refund of fees.

> Enrollment Procedures

Enrollment for students in K4 through 12th will be finalized upon completion of the following:

1. A registration package signed and dated by both parents and student.
2. Receipt of all reference forms and student records from previous school.
3. Receipt of Health and Immunization Records.
4. Copy of Birth Certificate.
5. Payment of the Application Fee and New Student Enrollment Fee.
6. Completion of an entrance exam.
7. An interview with an Administrator.

➤ **Re-Enrollment**

Evangelical Christian School reserves the right to refuse re-enrollment to students or students of families who have demonstrated disharmony regarding the purpose, objectives, standards, policies, rules, regulations, or students who do not meet academic criteria of the school. In addition, no family may be re-admitted unless all previous financial obligations have been met.

➤ **Health and Immunization Requirements**

Florida law 232.032 requires that every student must provide evidence of proper immunization to attend school. Please see the registration package to be sure your student is in compliance.

➤ **Student Accident Insurance**

All families are required to maintain primary health and/or accidental insurance on any child attending Evangelical Christian School. Every child is covered by a school-time insurance plan that is not a primary policy. It is necessary to report all injuries to the Clinic (within 24 hours) or possibly forfeit the insurance claim. The school insurance covers only the portion of the medical bill not covered by the student's primary policy and only partially covers uninsured students' medical bills. The business office completes the school's portion of the claim form and returns it to the parent or guardian to complete and send to the insurance company for reimbursement.

Inquiries regarding coverage and claim filing should be directed to the Business Administrator's office.

➤ **Withdrawal**

If a parent voluntarily withdraws their child or children from school, they are responsible to pay tuition up to the end of the month, realizing that fees for enrollment, electives, graduation, etc., are non-refundable after the initial day of school. Your fees will be figured from the date we receive notification from the parents that the student has withdrawn.

Upon withdrawal, if the total paid on the account is greater than the total due, the difference will be refunded. If the total due is greater than the total paid, all school records, except medical, will be held until all financial obligations are paid. Official transcripts can only be sent by mail.

All schools need cooperation from both students and parents in the education process. If at any time the school feels that this cooperation is lacking, the student may be asked to withdraw. In addition, if the student's and/or parent's behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and standards of the school, whether or not there is any definite breach of conduct, the student may be requested to withdraw.

FINANCIAL INFORMATION

If you have a question regarding finances or the status of your account, please contact the business office. The teachers

and administrators of the school do not have access to the financial records in order to maintain absolute objectivity.

➤ **Activities Fee (K4-12)**

These fees are charged at the beginning of the year and must be paid by the parents or guardian in cash or by credit card prior to school starting. These fees include, but are not limited to, covering yearbook, ECS Identification Card, Sporting Events (ECS students must show their school ID card to enter the games free), and Jr./Sr. High spirit shirts. This fee is used to subsidize field trips, but does not cover all costs. See current fee schedule for rates.

Not included in Activity Fee

Admission to Plays	Parking Permits
Homecoming	School Parties
Missions' Giving	School Supplies
Summer School	6 th Grade Trip
8 th Grade Trip	Senior Trip
Auction	Fall Festival
End of the Year Trip for Jr. & Sr. High	
3 rd -6 th Grade Gifted Field Trips/Activities	
K4-6 th Grade Track & Field Day	

➤ **Technology Fee (K4-12th)**

This fee covers the online services provided by RenWeb and technology programs offered by the school. See current fee schedule for rates.

➤ **ECS Identification Card**

Each student in grades 7-12 will be provided with one ID Card. There will be a charge for replacing lost cards.

➤ **K4 – 12th Grade Yearly Tuition Rates and Fees**

Please see current fee schedule for tuition rates and multiple children discounts. The cost of tuition includes consumables if a student completes the entire year. If a student does not finish the year, the cost of consumables will be prorated on a quarterly basis. Other fees are listed on the financial agreement.

➤ **Enrollment Fee**

This nonrefundable fee is due at the time of application and due annually to re-enroll each student. See schedule for current fee.

All new students must pay application and enrollment fees at the time of application.

➤ **Payment Plans**

There are two types of payment for tuition. You may choose to pay annually, or on an 11 month payment plan. All payments are handled through ECS and all payments and collections are made directly to them.

➤ **Financial Aid**

Financial Aid is available for those families who apply and qualify according to the financial aid guidelines. Once you have completed the ECS registration package and paid your fees, you

may pick up a FFNA application in the ECS Admissions Office and mail it directly to Family Financial Needs Assessment. The reply from FFNA must be received at the ECS office by the second Friday in May.

➤ **Florida Pride Scholarships**

We accept Florida Pride Scholarships. You can log on at www.floridapride.org and find out more information.

➤ **Athletic Fee**

ECS students have an opportunity to be involved in many sports from the 5th grade through the 12th grade. See current fee schedule for rates.

➤ **Graduation Fees**

These fees are charged at the beginning of the year and must be paid by the parents or the guardian in cash or by credit card prior to school starting. See current fee schedule for rates. These fees are non-refundable after the initial day of school.

➤ **Lunch**

Students may bring their lunch or purchase their lunch from the cafeteria. Students from other schools are not allowed to eat lunch on our campus without prior permission from the Dean of Students. **Please do not purchase food from local restaurants and bring to school.**

Lower School:

1. Students may have their finger scanned at the business office to make purchases on their lunch account.
2. Parents may pre-pay any amount onto their student's account.
3. Any balance owed at the end of each month will be billed to the parent's account on a monthly basis.

Upper School:

1. Students may have their finger scanned at the business office to make purchases on their lunch account.
2. Parents may pre-pay any amount onto their student's account.
3. Any balance owed at the end of each month will be billed to the parent's account on a monthly basis.

*Any parents that do not wish their child to be able to charge into a negative balance (that is billed at the end of the month), will need to sign a form stating this in the Business Office. Then, if there is no money put on the account, the student must have cash to purchase a lunch.

➤ **Before and Aftercare**

This is a service for K4 through 6th grade students of working parents only. It is available Monday through Friday when school is in session. Registration for this program is limited to a certain number of students. Hours of operation are 6:30 A.M. to 8:00 A.M. and 3:00 P.M. to 6:00 P.M. On days when school is not in session, the program provides parents with a "DAYCAMP" that allows parents to continue with their normal routine, knowing that their children are cared for. This program is only open to students who are enrolled full-time at

ECS. During the summer session we offer a Summer Camp that requires a registration fee and the rates are published in the spring. Early dismissals at 12:00 P.M. follow the after school fee schedule. See current fee schedule for rates.

Students in grades 7th-12th that are still on campus after 3:45 P.M. or after 12:20 on early dismissal days are required to attend a supervised study hall. There is a charge per day for this service. Any student picked up after 6:00 P.M. will be charged a late fee.

➤ **Uniforms**

All students are required to wear uniforms from Sentinel Corner. **NO OTHER UNIFORMS ARE ACCEPTED OR AUTHORIZED.** Students are expected to be in uniform every day without exception or excuses.

➤ **Shoe Policy**

ECS has a shoe policy that is considered a part of the dress code for all students. See Dress Code section.

Part II ACADEMIC PROGRAM

GENERAL

➤ Classification of Students

- **Lower School Grades K4-6**
Students are evaluated yearly with regard to their academic development, social skills, and personal maturity. Appropriate recommendations are then made.
- **Upper School Grades 7-8**
Our 7th and 8th grade students qualify for grade-level promotion by passing all subjects during the school year, or making these subjects up during summer school.
- **Upper School Grades 9-12**
A freshman may advance to the sophomore class with at least 6 units. A sophomore may advance to the junior class with at least 12 units, and a junior may advance to the senior class with at least 18 units. Failed classes may be taken during the summer on a semester basis.

➤ Grading Scale

In compliance with Section 232.2463 of the Florida Statutes, Evangelical Christian School's grading scale is as follows:

Percent	Grade	GPA
99-100	A+	4.00
92-98	A	4.00
90-91	A-	4.00
88-89	B+	3.00
82-87	B	3.00
80-81	B-	3.00
78-79	C+	2.00
72-77	C	2.00
70-71	C-	2.00
68-69	D+	1.00
62-67	D	1.00
60-61	D-	1.00
0-59	F	0

➤ Honors and Dual Enrollment

These courses are weighted by adding .5 point. Example:
A = 4.5

➤ Advanced Placement

These courses are weighted by adding 1 point. Example:
A = 5.0

The Advanced Placement Program, a cooperative educational endeavor between secondary schools and colleges and universities, allows high school students to undertake college level academic learning courses and gives them the opportunity to show they have mastered the advanced material by taking AP exams. Students can receive credit, advanced placement, or both, from hundreds of colleges and universities that participate in the AP Program.

➤ Honor Roll

An honor roll is compiled at the end of the school year and is made up of the following:

- K4-6:** (A Honor Roll) Students who have a year end average of "A" in all Academic subjects.
- (B Honor Roll) Students who have a year end average of A or B in all academic subjects.
- 7-12:** (A Honor Roll) Students who have all "A's" in every quarter and semester.
- (B Honor Roll) Students who have all "A's" and "B's" in every quarter and semester.

➤ Homework

We believe that homework is vital to the student's development academically. It stimulates independence and self-direction. It reinforces school learning through practice and provides an opportunity to spend extra time on worthwhile school activities or projects. Homework acquaints parents with what the child is learning and affords them an opportunity to help their child. The following are reasons that Evangelical uses homework:

- **Reinforcement:** We believe that most students require solid drilling to master material essential to their educational progress.
- **Practice:** Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.
- **Remedial Activity:** As instruction progresses, various weak points in a student's grasp of the subject become evident. Homework (following instruction) is given to overcome such difficulties.
- **Special Projects:** Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

Homework assignments must be completed and handed in on the day designated by the teacher. Parents should check to see that all homework is completed and all books returned to the classroom. The effectiveness of homework is hindered by forgotten textbooks. Three homework misses in one week will result in a merit loss in lower school.

➤ Help Classes

All teachers (grades 1 and higher) offer help classes as a free service for students who may have minor academic gaps or are experiencing academic difficulties. Help classes are not meant for remediation. Help classes are by appointment only, and it is the student's or parent's responsibility to set up an appointment with the teacher in advance. Help classes are held

before or after school, and it is the responsibility of the student and parent to provide transportation.

➤ **Exams**

Students in grades 7-12 take a semester exam in all academic subjects at the end of each semester. The exam is a review of all the material covered in the semester. The exam grade counts for 20% of the semester grade with the two quarters counting 40% each. Students in grades 11-12 only, who receive an “A” in all four quarters and the first semester are exempted from the second semester exam.

The last three days of each semester are designated as exam days. The school day is shortened on exam days from 8:10-11:50 a.m. Exams are given by subject and two exams are given per day. If a student is not taking an exam for a given subject area he/she can arrive late or leave early with written permission from a parent.

The cafeteria is closed on exam days. Only students who stay for the supervised after school program will have the opportunity to purchase lunch on exam days.

➤ **Summer School**

Any student grades 1-6 who fails a subject for the year must take that subject in summer school. Failure of more than 2 subjects will result in repeating the grade.

Any student grades 7-12 who fails a subject for the semester must retake that course in summer school. Failure of more than 4 semesters of coursework will result in repeating the grade.

All summer school courses for returning students will be taken at Evangelical Christian School. Upon completion of a subject in summer school, the grade achieved will be averaged with the grade given during the regular school session. This policy would apply to any student taking summer school regardless of the reason. Students wishing to take summer school to obtain a higher grade in a subject already taken must obtain prior approval from the administration.

Students attending summer school must pass all courses taken. Failure to pass any course disqualifies a student for fall re-enrollment.

➤ **Standardized Testing**

Evangelical Christian School uses the following tests on an annual basis to determine student progress:

- The Stanford Achievement Test (SAT/OSLAT) is given to students in grades K5-8th in the spring. Test results are mailed home at the end of the school year.
- Pre-SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) is given to all 9th, 10th & 11th grade students. This test prepares students for college entrance tests and determines eligibility for National Merit Scholarships.
- Pre-ACT (given to 9th/10th grade students in the Spring).
- ACT and SAT Tests – These college entrance tests should be taken during the junior and senior years. All college-bound seniors must take one or

both of these tests. Information is available at Student Services.

➤ **Academic Records**

Educational records of students are transferred/ released only under the following conditions:

1. With a signed request on school letterhead from the new school.
2. School account is paid in full.
3. In compliance with a judicial order or subpoena.

Student records are not released directly to a parent. It should be noted that most educational institutions will not accept a transcript presented directly by a parent or student as a means of protecting privacy.

The high school does, routinely, release the names, addresses, academic data of general nature, and leadership information of a general nature to colleges and other reputable organizations who may wish to provide assistance to our students.

➤ **Report Cards and Progress Reports**

Report cards are available online approximately one week after each quarter ends. Progress reports are emailed weekly unless parents choose to opt out of the automatic email through ParentsWeb. End of the year report cards are mailed to the home.

ATTENDANCE

➤ **School Hours**

Preschool	6:30 a.m. – 6:00 p.m.
Lower School, K4-6 th	8:10 a.m. – 3:10 p.m.
Upper School, 7 th -12 th	8:10 a.m. – 3:10 p.m.
Extended Care, K4-8 th	6:30 a.m. – 8:05 a.m. (Charge)
Lower School, ESD	4:00 p.m. – 6:00 p.m. (Charge)
Upper School, ESD	4:00 p.m. – 6:00 p.m. (Charge)

➤ **Absences and Excuses**

To gain the most in school, your child must be regular in attendance. The following shall constitute valid excuses for temporary absences for part or all of a day of a child at school provided satisfactory evidence (written note) of the excuse is provided by the parent to the respective school office:

- Illness or injury
- Death in immediate family
- Quarantine
- Medical or dental appointment
- Court or administrative proceedings
- Religious observances
- Educational opportunity with proper advance notice
- Inclement weather conditions agreed upon by administrator
- Pre-approved family trip with necessary form on file prior to absence.

Other excused absences are at the sole discretion of the administration and are narrowly defined. Exceptions would be

family emergencies to be individually evaluated on a case-by-case basis.

Florida School Law states: “Each parent of a child within the compulsory attendance age will be responsible for such child’s attendance as required by law.” The law further states, “When a child of compulsory school attendance age is absent without permission of the person in charge of the school, the parent of the child shall, as soon as practical after learning of the absence report, explain the cause of such absence to the teacher or principal of the school.”

In grades K4-6, if a student accrues 19 or more absences, excused or unexcused in any class, this will constitute failure for the school year.

In grades 7-12, if a student accrues 10 or more absences (excused or unexcused) in a semester in any class, extra work will be given for the student to complete in order for him/her to pass the class. The amount of work given will depend upon the number of absences. Failure to complete the additional work before the end of the semester will constitute a failure for the semester.

The forging of a note by a student is grounds for suspension. A parent who falsifies a note of illness or absence may be asked to withdraw his student from Evangelical Christian School.

Student athletes must be present for four of the seven periods in order to attend that day’s practice or game. If a student goes home from school sick, he or she may not come back that afternoon for practice or a game.

A student must be in school a minimum of 210 minutes to be counted present for the day. A student in school less than 210 minutes is considered absent for the day.

➤ **Planned Absences**

Permission for all pre-planned absences or early dismissals due to family trips, appointments, etc. must be approved by the administration at least one day in advance. The absence request form may be found online or in the office. This form needs to be completed and returned before the planned absence. Failure to do so may result in the absence being un-excused.

Students in grades 7-12 are responsible for securing all their own assignments for absences for any reason.

➤ **Unplanned Absences (Illness, Family Death, Etc.)**

When a student returns to school after any absence, they should email Student Services the reason for the absence at attendance@goecs.org giving the reason for the absence. The administration will determine if the absence is excused or un-excused. A pass will then be issued for the student to return to class. A doctor’s note will be required for absences of five or more consecutive days. A doctor’s note must be secured in advance for any on-going illness that requires numerous absences.

➤ **Unexcused Absences/Truancy**

Deliberate absence or tardiness without the school’s and parents’ knowledge and permission will result in a grade of zero for the work missed and discipline by the administration. Continued truancy will be referred to the juvenile authorities.

➤ **Academic Implications for Absences**

All tests, whether the absence is excused or un-excused, must be made up before or after school at the date/time indicated by the teacher. Failure to do so will result in a grade of zero (0%) for the test.

- For unexcused absences, homework and quiz grades missed will result in zero (0%) grades.
- For excused absences, it is the teacher’s decision whether to have the student make up the work missed or not count the missed work for or against the student. Students must meet the deadline for submittal of such work as given by their teacher.

➤ **Tardiness**

All K4-12th grade students, arriving after the starting bell, must report to Student Services for a late pass to class. Parents must send a detailed note giving the reason for the tardiness, and the administration will determine if the note/reason given is excused. Students in grades 7-12 without notes or with excuses deemed unsatisfactory will receive an unexcused tardy. If a student is kept beyond the bell by a teacher for disciplinary reasons, the teacher will send a note of explanation to the next teacher.

Three unexcused tardies equals one unexcused absence. A secondary student must be in attendance for at least 25 minutes of a class period to be recorded as present for that class.

➤ **Leaving the Campus**

Evangelical Christian School operates under a “closed campus policy.” Once a student arrives on school property in the morning, he is not to leave until he is dismissed from school in the afternoon. For student athletes, this time period would include after school practice time. Failure to comply may result in disciplinary action by both the school and the Athletic Director. Exceptions are made only by the administration. If a student becomes ill and needs to leave school, he must report to Student Services. He may not arrange his own ride home.

➤ **Removal from Class**

No one other than the school administration may remove a student from class. When signing out a student early, the parent or guardian must be present at Student Services to have the child called out of class. Due to preparing for dismissal K4-6th grade students may not be signed out between 2:50-3:05.

➤ **Bell Schedule for Grades 7-8**

REGULAR	CHAPEL
8:10-8:20 – Homeroom	8:10-8:20 – Homeroom
8:20-9:10 – Period 1	8:20-9:03 – Period 1
9:15-10:05 – Period 2	9:07-9:56 – Period 2
10:10-11:00 – Period 3	10:00-10:43 – Chapel
11:05-11:55 – Period 4	10:47-11:30 – Period 3

12:00-12:50 – Period 5	11:34-12:17 – Period 4
12:55-1:20 – Lunch	12:21-1:04 – Period 5
1:25-2:15 – Period 6	1:08-1:36 – Lunch
2:20-3:10 – Period 7	1:40-2:23 – Period 6
	2:27-3:10 – Period 7
Lunch = 25 minutes	Lunch = 28 minutes
Periods = 50 minutes	Periods = 43 minutes

➤ **Bell Schedule for Grades 9-12**

REGULAR	CHAPEL
8:10-8:20 – Homeroom	8:10-8:20 – Homeroom
8:20-9:10 – Period 1	8:20-9:03 – Period 1
9:15-10:05 – Period 2	9:07-9:56 – Period 2
10:10-11:00 – Period 3	10:00-10:43 – Chapel
11:05-11:55 – Period 4	10:47-11:30 – Period 3
12:00-12:25 – Lunch	11:34-12:17 – Period 4
12:30-1:20 – Period 5	12:21-12:46 – Lunch
1:25-2:15 – Period 6	12:53-1:36 – Period 5
2:20-3:10 – Period 7	1:40-2:23 – Period 6
	2:27-3:10 – Period 7
Lunch = 25 minutes	Lunch = 25 minutes
Periods = 50 minutes	Periods = 43 minutes

➤ **Clinic and Medications**

Parents will be notified of visits to the ECS clinic based on the discretion of the registered nurse on staff. This communication may be by email or personal phone call. If a student is ill and unable to function in the classroom, as determined by the ECS clinic staff, in conjunction with the teacher, the parent will be notified to take the student home.

Parents are contacted through the emergency phone numbers supplied to the office on the registration form. If these numbers change, the front office must be notified.

Students should not be sent to school with a temperature above 100 degrees, and should be fever free for 24 hours before returning to school.

Prescription medications that are scheduled to be taken during the school day must be kept in the ECS clinic and administered by clinic staff. An Authorization for Medication form must be on file in the clinic, signed by the parent and the student's prescribing provider. All prescription medications must be in the original pharmacy labeled container and delivered to the clinic or office by an adult--students are not allowed to transport medications. No more than a 30 day supply of medications will be accepted.

Non-prescription medications may be kept in the clinic for students and administered by clinic staff. An Authorization for Medication form must be filled out and signed by the parent. The medication must be in the original bottle, with the student's name clearly written on it. If a student comes to the clinic requesting the use of their over the counter medication, the student will first be evaluated by the registered nurse, and the parent will be notified of the student's request for medication. If a student is requesting the use of over the counter medication for more than 3 consecutive days, a physician's written order must be obtained.

➤ **Communicable Diseases**

Evangelical Christian School desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" means an illness that arises as a result of a specific infectious agent that may be transmitted whether directly or indirectly by a susceptible host, infected person, or animal to other persons. A faculty or staff member who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school administration.

Any student or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with a communicable disease for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, our school may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. Evangelical Christian School reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

➤ **Emergency Closings**

Our reaction to natural disaster will be governed by the instructions given on radio and television by authorities. We follow the advice given to and taken by the Lee County district school system. If Lee County closes because of weather, ECS will close also. This only applies to closings and not reopening. This does not include dismissals for holidays and vacations.

➤ **Assignment Planner**

All students in grades K5-6 are required to keep a school assignment planner. Use of this planner daily informs the parent of work assigned, discipline problems, incomplete work, etc. The parent must read and initial it every night. Students who fail to get their assignment planner initialed or fail to write in assignments will receive a homework miss. Three homework misses will result in a merit loss.

➤ **Parental Involvement**

Experience has shown us that children whose parents get directly involved in their child's school and education are much more likely to reach their full potential. We appreciate and encourage parental involvement. Some suggested ways of doing this are:

- Joining the Booster Club. This is an avenue through which you can support our athletic program.
- Attending functions such as plays, concerts, and athletic events.
- Volunteering.
- Chaperoning field trips.

➤ **Quarterly Parent-Teacher Conferences**

Quarterly Parent -Teacher conferences are listed in the school calendar/directory. Parents are expected to participate in this opportunity to talk one on one with the teacher. The following points best express the purpose of this program:

- To acquaint parents with the philosophy of Christian education.
- To acquaint both parent and teacher with the importance of recognizing and adequately coping with the emotional, spiritual, and disciplinary needs of the child.
- To provide an opportunity for brief parent and teacher discussions.
- To gather valuable input from parents as to how we can better educate their children.

LOWER SCHOOL (K4 – 6th)

➤ **Curricula**

Two Christian school curricula are used in four-year-old kindergarten through grade six:

- A Beka Book Curricula
- Bob Jones University Press Curricula

These curricula are nationally recognized for their high academic results, giving strength to the mental and moral development of each student.

➤ **Academic Penalties**

- If one core subject is failed, the student will have to make up the work during summer school.
- If more than two core subjects are failed, the student must repeat the grade.

- Any exceptions to the above regulations must be approved by the administration.
- If a student receives a “D” in a core subject, he or she will be encouraged to attend summer school.
- No more than two subjects may be taken in summer school.

➤ **Computer Education**

The elementary computer lab consists of 25 Mac Mini computers and is available to the kindergarten and elementary classes on a weekly basis. The computer lab is also available for classroom teachers as a resource to enrich their curriculum and classroom activities.

➤ **Enrichment Classes**

Students in K4 – 6th grades have weekly classes in Library, Spanish, Art, Physical Education, Computer, and Music. These classes complement the strong academic program and allow students an opportunity to develop their special gifts.

➤ **Private Music Lessons**

Private lessons in piano are available to students in grades 2 through 8. Private lessons in voice and guitar are available, if the numbers warrant. Lessons are one half hour each week for a total of 30 lessons per year. Class assignments missed during the lesson are to be made up by the student. The fee is paid monthly to the Business Office. Students who discontinue their lessons during a month are financially responsible for the entire month. Lessons missed because of an excused absence will be made up. Lessons that are missed because of an unexcused absence will not be made up. A Progress Report is included with each report card.

➤ **Study Guide**

Lower school students receive a Study Guide each week that states test and quiz dates and material to be covered the upcoming week.

➤ **Parent-Teacher Conferences**

Wednesday afternoons from 3:45-4:45 p.m. have been designated for conferences. These may be requested by either parents or teachers and are to be scheduled with the teacher in writing. A conference request must be received by the teacher no later than the day before. The teacher will contact parents to verify a conference time. Conferences are to be limited to 15 minutes, however if more time is needed, it must be requested at the time of scheduling. Please be respectful of the teacher's time as they may have more than one conference each Wednesday. Remember, this is an opportunity to discuss problems or difficulties a child might be having in school. It is vital that both the parents and the teacher know the general topic of conversation so both parties may prepare. Parents are to check in at the front desk **before** going to the classroom for a conference.

UPPER SCHOOL (7th – 12th)

➤ **Required Coursework**

Graduation requires successful completion of a minimum of 26 academic credits in grades 9 through 12. The credits will be distributed as follows:

- Four credits in English, with major concentration in composition and literature.
- Four credits in mathematics. These credits must be Algebra I and higher-level mathematics courses.
- Three or four credits in science, two of which must have a laboratory component.
- Three or four credits in Social Studies.
- One-half credit in Health and Life Management.
- One-half credit in a Performing Art.
- One-half credit in a Practical Art.
- One credit in physical education to include assessment, improvement, and maintenance of personal fitness.
- Elective credits (maximum 6 ½)
- Four credits in Biblical Studies.
- Two credits in Foreign Language (consecutive years/same language).

➤ **Valedictorian/Salutatorian**

In order to be considered Valedictorian or Salutatorian of Evangelical Christian School a student must meet the following requirements:

- Must be a student at ECS for at least two years.
- Only courses taken at ECS will be used to calculate.
- Must qualify as a Sentinel Scholar at the Summa Cum Laude level.

➤ **Graduation Requirements**

Students must have a minimum of 26 credits and a cumulative grade point average of 2.0 in order to graduate from ECS. Students with fewer than 26 credits and/or who do not have a 2.0 cumulative GPA will not receive a diploma.

➤ **Graduation Ceremony**

All students graduating from ECS are expected to participate in the graduation ceremony. Dress code for participants is as follows:

- Ladies: Dresses or skirts and blouses (hemlines and necklines should be modest), dress shoes or sandals.
- Gentlemen: Dress shirt with tie, dress pants, and dress shoes.
- Both ladies and gentlemen: ECS official cap and gown must be worn, decorating graduation caps is discouraged.
- If graduation caps are decorated they must be appropriate, free of offensive or suggestive messages, meeting the standards of ECS.

➤ **Sentinel Scholar's Program**

The "Sentinel Scholar" program was developed to further prepare college-bound high school students. The program is divided into three levels. Students who meet the requirements of the program will receive at graduation a Sentinel Scholar's diploma. Please contact the Upper School office for the program specifics.

➤ **Class Rank**

ECS does not rank high school students. Weighted and unweighted cumulative GPA's are listed on official transcripts.

➤ **Exam Exemptions**

Juniors and Seniors who maintain an "A" average in a subject for each quarter and semester are exempt from the final exam. If the final exam is taken, the grade will be counted.

➤ **Dual Enrollment**

Interested students must see the guidance counselor for the ECS guidelines on Dual Enrollment.

➤ **Student Senate**

Each class, grades 6-11, elect Class Senators in the spring to serve on the Student Senate for the following year.

Class Senators are expected to be in harmony with the objectives of the school at all times and are expected to attend all class and school functions. A class Senator may be removed from the Senate if the administration decides his/her conduct to be contrary to school principles.

To be a candidate for a Senator, compliance with the following regulations is required:

- Recommendation by teachers.
- A student at ECS for at least one semester.
- Excellent character qualities.
- Leadership ability.
- Promoter of school spirit.
- No less than a 2.0 cumulative GPA.
- Good attendance record.

➤ **Florida's Bright Futures Scholarship Program**

Seniors at Evangelical are eligible for the Bright Futures Scholarship if they have met the requirements. Each year the Guidance Counselor will distribute the most up to date information.

➤ **The National Honor Society**

Evangelical Christian High School sponsors a chapter of the National Honor Society in the high school and a Jr. chapter in the junior high. Membership in the society is based on character, scholarship, leadership, and service. To be eligible for induction, the student must be in 10th grade or higher (NHS) with a cumulative GPA of 3.50 or higher. In Jr. High the student must have a cumulative grade of 90 or higher. A student must be enrolled at the beginning of the school year to be eligible for induction. Transfer students would become eligible the following year. No student is eligible for membership if he/she has received more than one detention per semester, and neither can be behavioral in nature. Suspension from school will automatically disqualify a student

from the honor society. Members are encouraged to be of service and to offer positive leadership both before and certainly after induction to the honor society. All current NHS students must maintain a 3.5 GPA and not receive an “F” in any subject for any semester. Students will also be evaluated on the basis of character on a yearly basis.

➤ **Transcripts**

It is the policy of the school to release records only upon written request from the new school. The records are sent to the new school and not released to parents or students. Seniors or graduates who wish to send transcripts to colleges or employers must fill out a Transcript Request Form. Records and transcripts are only transferred when all outstanding bills have been paid.

➤ **Academic Penalties**

All 9th-12th grade students must have a minimum cumulative grade point average of 1.5 by the end of the junior year. Failure to do so will result in dismissal from ECS.

Any student who fails a semester in a class must make that semester up in summer school. No more than 4 semesters of coursework may be taken in summer school. Therefore, a student who fails 5 or more semesters will not be permitted to return to ECS.

➤ **Extracurricular Eligibility Policy**

In order for an ECS student to be eligible for athletics, he/she must meet all Florida High School Activities Association (FHSA) and Evangelical Christian School standards. All students must have a 2.0 cumulative grade point average at the end of each semester to be eligible. Once declared ineligible, a student may not participate until he/she has brought up their GPA to a 2.0 at the next semester. A student may also be declared ineligible by the administration for non-academic reasons.

Part III

STUDENT CONDUCT

The goal of discipline is *self-discipline*. A good plan teaches students to submit their will to the proper authority while not breaking their spirit. As this is accomplished, a student will learn to discern right from wrong, make decisions based on Biblical principles, and rule their personal desires with an eye to the future rather than the immediate.

Self-discipline can only be achieved as the school and home work in harmony. We partner with parents to reinforce God's directive to "Train up a child in the way he should go." This is prompted by structure and guidelines, and is acknowledged by reward for good behavior and consequences for poor behavior.

Behavior policies and procedures exist to achieve responsibility from students, and to create a safe, secure, and life-giving school environment. This type of atmosphere fosters achievement and academic excellence. We desire to help each student develop his or her God-given abilities to be used for His glory.

This handbook is used by the administration as a guide to follow. Each case and circumstance is considered individually. It may be revised, or other programs may be set up by the administration.

RESPONSE TO DISCIPLINE

When students are corrected, they should **never** discuss the problem or argue with a teacher in front of other students. If the student feels a misunderstanding exists, he or she should obey the teacher without protest and take the following steps to satisfy the matter:

1. Make an appointment to see the teacher to discuss the matter privately, or speak with the teacher before or after class.
2. Talk the problem over with his/her parents and have them contact the teacher for discussion and clarification.
3. If a problem still exists after discussing it with the teacher, the parent should make an appointment to meet with the Administration and teacher.

This represents the Matthew 18 principle and should be followed in every instance. Situations should rarely be brought to the administration before it is properly handled using this procedure.

OFF-CAMPUS STANDARDS OF CONDUCT

Rules exist to teach Biblical principles. It strengthens our relationship with spiritual, civil, and family authority, and allows us to develop our Christian witness. Off-campus and

social media conduct DOES AFFECT the on-campus environment in a social, spiritual, and even physical way. Therefore, any information that will protect the students and families of our school is treated seriously and COULD RESULT in disciplinary actions or dismissal.

A student may be dismissed or expelled from school or asked not to return the following year if he/she is out of harmony with the Statement of Faith, or the policies of the school whether **on or off property** as determined in the sole discretion of the administration. Readmission considerations following dismissal will be determined on a case-by-case basis.

- **Evangelical Christian School students must abstain from the following:**
 - Possession/use of tobacco products
 - Possession/use of alcoholic beverages
 - Sexual activity or viewing of pornography
 - Possession/use of illegal drugs or substances, including wrongly used prescription medication
 - Possession/use of an electronic or battery nicotine dispensing device
 - Making threats on or off campus or through social media to other students, faculty, or staff member
- **Evangelical Christian School students must abstain from the appearances of evil in the following way:**
 - Making claims of being involved with the above prohibited items
 - Criminal activity or being arrested and charged by the authorities
 - Inappropriate internet or social media activity
 - Attending an event where any of the above is occurring

Each student and parent is responsible to understand the nature of any event attended. If a student attends an event and does not leave immediately where illegal, criminal, or expellable activity is taking place, the administration reserves the right to use any disciplinary action up to and including expulsion.

If a student attends an event and realizes there are such activities going on, he or she should leave the party immediately and inform the Principal, Guidance Counselor, or Dean of Students the next school day to avoid misunderstandings.

➤ **Immorality**

Demonstrations of romantic involvement between students on school property are forbidden. Hand holding, embracing or any other contact that would contribute to undue familiarity will not be tolerated. Behavior should be above reproach.

In accordance with the ministry's statement of faith and in recognition of Biblical commands, no immoral conduct will be tolerated. The Bible strictly forbids such conduct, which includes immoral actions as well as advocating for sinful behavior. The following will not be tolerated in any form and will constitute grounds for expulsion: any actions or identifying

statements concerning fornication, adultery, homosexuality, lesbianism, bisexuality, or pornography. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4)

Definition of "immoral act"

Bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral or homosexual act.

This also includes any transmission of inappropriate videos, pictures, and/or text messages via a cell phone, or social media.

Definition of "identifying statement"

A statement that a student is a homosexual, bisexual, or otherwise immoral, or words to that effect or language or behavior that a reasonable person would believe is intended to convey the statement that a student engages in or has a propensity or intent to engage in immoral and/or homosexual acts.

Examples: "I am gay," "I am a homosexual," "I have a homosexual orientation."

Homosexual conduct, defined as acts or identifying statements, is incompatible with enrollment at Evangelical Christian School and is a basis for dismissal. All students must be treated with dignity and respect, free of threats or harassment.

Students who engage in any sexual activity will be expelled when the accusation has been proven true. The administration has a moral and legal responsibility to maintain suitable standards within the school and to assure the welfare and health of all students.

In the event that the administration has a reasonable suspicion that a student is pregnant, steps may be taken to verify it. If information cannot be obtained from either the student or her parents or guardian, the administration shall suspend the student until such time as medical proof is presented. A student who is pregnant will not be allowed to continue at ECS.

Students who send or post distasteful pictures, emails, texts, or posts either with a cell phone or through social media are subject to dismissal from ECS.

➤ **Social Networking and Electronic Communications**

Students enrolled at Evangelical Christian School are to uphold the standards of decorum on all social networking sites, chat rooms, texts, internet activity and any other electronic forms of communication available. While the school does not actively monitor such student communications, proof of certain activities may result in disciplinary actions. Such activities include, but are not limited to:

1. Negative statements toward the school

2. Statements that violate the Parent/Student Handbook or the philosophy of the school
3. Transmission of statements, pictures, or online activities that are classified as "Harassment" as defined in the "Violence Prevention" section of the Parent/Student Handbook.
4. Displaying pictures that are inappropriate and/or violate the Parent/Student Handbook
5. Self-incriminating statements or pictures
6. Imitating another student electronically or using another student's images without a student's consent

Such electronic activity can vastly affect the school environment. Concerned students and parents should print out pages and give them to a member of the Administration if there is a valid concern. In the event of any violation of this policy, the administration reserves the right to designate a suspension or an appropriate disciplinary action up to and including expulsion.

ON-CAMPUS CONDUCT AND PROCEDURES

Without classroom learning, our school would not exist. It is imperative that learning be encouraged and protected. Our classrooms must foster a safe and productive learning environment; therefore, student behavior must not distract or cause incident that would lead to distraction. The following are guidelines when on campus:

➤ **Cell Phone Use**

Students are not permitted to use a cell phone in the school building during school hours. After school, students should not use cell phones until they have left the school building or entered the gym or after-school room. These are the only locations on campus that are acceptable places to have a cell phone out before, during, and after school each day.

Any use of a cell phone in school during school hours by a student will result in disciplinary action. If a student brings a cell phone to school, the cell phone must be "off" and secured in the student's locker. If a student brings a cell phone to class or carries it during the school day, the teacher/staff member will initiate disciplinary action and the phone will be confiscated. (Confiscated phones will be returned to parents only. Students whose phones have been confiscated may be asked not to bring a cell phone to school in the future.)

Note: "Forgetting" to turn off the cell phone is not an excuse.

Possession of a cell phone during a test or quiz for any reason will automatically be considered cheating, and appropriate academic and disciplinary action will be taken as laid out in the following pages.

No taking of or other use of cell phone photographs/videos is permitted on school grounds. Particularly, no cell phone photographs/videos are permitted in the restrooms or locker room areas at any time. Violation of this prohibition is a serious offense.

Because cell phones may also function as data storage devices, student cell phones brought to school are subject to inspection and review by school staff pursuant to the school's normal search and seizure policy and administrative discretion. Any contraband content deemed to be inappropriate is the sole discretion of the administration might be grounds for further disciplinary action.

Parents who need to contact their child during the school day for emergency purposes should use the school's normal emergency contact process and call the main school phone number. School staff will assist parents in communication with their child in appropriate emergency situations. Parents should not consider their child's cell phone as a means of contacting their child for any reason during the school day.

➤ **Digital Book Policy and Procedures**

Classroom Procedures

- An digital book should be used and utilized in the same way as a textbook. When teachers refer to taking out a book, this is the appropriate time to take out your digital book.
- At the beginning of each class, the only application that should be open is the app that allows a student to view his or her textbook.
- Teachers may ask to check a student's digital book at any time to view any running programs, which will ensure that students have not accessed non-academic applications.
- If a student suspiciously seems to be clearing something when asked to view his or her digital book, it will be assumed that the student is misusing the device.
- Students who refuse access to his or her device will be written up and sent to the office.

Guidelines for using digital books

- All students are responsible for his or her device. NEVER loan your device to someone else to avoid damage and inappropriate uses.
- ALWAYS secure your device and never assume that it will be secure with someone else.

General Information

- Digital books are strictly for textbook use. Any other uses in a class, must be approved by the teacher.
- Students should not use devices to play games, access non-academic material by any means, and/or use camera or video devices to record class or any area of the school environment without approval.
- Devices should never be taken into the locker room and should be concealed when going to the bathroom.
- An digital book, like a cell phone, purse, locker, or vehicle, is considered a searchable item. By using

it and bringing it onto campus, you are consenting to any searches of your device. Upon request, you may be asked for any passwords or logins to assist in a search by the administration.

- Over the course of an entire school year, misuse of an digital book will result in the following consequences:
 - 1st Offense – Warning
 - 2nd Offense – Warning
 - 3rd Offense – Detention (1 Demerit)
 - 4th Offense – Detention (1 Demerit)
 - 5th Offense – Permanent Suspension from using the device. Parents will have to buy books to replace the reader.

Digital books have the great potential to enhance learning and improve many areas of a student's education. However, strict guidelines must be followed to ensure that this potential is maximized.

➤ **Other electronic devices**

Electronic games, music, devices, or anything else deemed distracting is prohibited during the academic day. Such items will be confiscated and must be picked up in the office by a parent or guardian.

➤ **Parking/Driving Privileges**

Upper School students are allowed to drive and park on campus once the vehicle is registered with the Safety Director and he or she has received a permit. This permit must be visible at all times while on the school grounds. While on campus and in the neighborhood leading into campus, it is expected that students will not only observe all speed limitations, but also drive in a way that uses common sense and safety. Students should never use their vehicle in a dangerous way. Doing so could lead to suspension of driving privileges.

A student may only park his or her vehicle in the designated student lot. Once a student arrives and parks on school property, he or she must leave the parking lot and go to the appropriate area. Students should not loiter in the parking lot at any time. Students are NOT allowed to pick up other students who have been dropped off at school and take them off campus. Such actions could lead to disciplinary action, which may result in a suspension.

Students who drive to school who accumulate 7 Unexcused Tardies to school in a semester will be suspended 1 week from driving on campus. After 8 are accumulated, the student will be suspended for 2 weeks. On the 9th infraction, a student will be permanently suspended for the remainder of the semester.

➤ **Conducting Business on Campus**

A student may not sell a product, collect money for a product, or solicit business in any way while on campus without permission from the Principal or Dean of Students. Ignoring this may result in a suspension and possible expulsion.

➤ **Disrespect toward a member of the faculty or staff**

Any student who intentionally disrespects a member of the faculty, staff or administration, either with or without intent, may be suspended. Examples of such behavior would be: refusal to follow faculty, staff, or administration instructions; demeaning language or gestures toward faculty, staff, or administration, especially in front of other students; or any other demeaning, inflammatory, degrading, or unwarranted accusation by a student toward the faculty, staff, or administration.

In the event of any violation of this policy, the administration reserves the right to designate a suspension or an appropriate disciplinary action up to and including expulsion.

➤ **Corporal Punishment**

Evangelical Christian School views corporal punishment, properly administered, as a Scriptural and sound method of correction. We also believe parents are responsible to properly discipline their children. However, due to legal reasons, neither school personnel nor parents may administer corporal punishment on campus to any student.

VIOLENCE PREVENTION

➤ **Zero-Tolerance for Violence**

Evangelical Christian School does not tolerate violence in any form. Every member of this school family – students, teachers, parents, support staff, administrators and others, while on school property and at school sponsored events – is governed by these policies and is expected to share in the task of creating an environment that is safe, harmonious and respectful.

➤ **Police Investigations**

Evangelical Christian School is committed to providing its students with a quality education within a safe and law-abiding school environment. While respecting the rights and responsibilities of all parties concerned, staff will cooperate fully with the police and other law enforcement officers carrying out their responsibilities as part of a law enforcement investigation or proceeding. The school will make every effort to contact parents if their child is to be questioned by law enforcement officials if permitted to do so by the investigating officers.

➤ **Weapons Policy**

Evangelical Christian School strictly prohibits and will not tolerate the possession of weapons by any unauthorized person on its property or in its buildings or at school-sponsored activities, and the school will not tolerate the presence of weapons in lockers or in any other place on its property. The school prohibits the use of weapons or the threat of the use of weapons or replicas by any person on its property, in its buildings or at school-sponsored activities.

Evangelical Christian School treats *possession* of a weapon and the *use* of a weapon as two separate offenses. Having a weapon on one's person or in an area subject to one's control in a school location constitutes *possession* of a weapon. Objects,

the *mere possession* of which constitutes possession of a weapon, include, **but are not limited to**, the following:

Any gun (loaded or unloaded), all knives, blades, clubs, metal knuckles, numchucks, throwing stars, explosives, fireworks, mace and other propellants, stunguns, ammunition, poisons, chains, arrows, and objects that have been modified to serve as a weapon. Any firearm muffler or firearm silencer.

Any explosive, incendiary, or poison gas, bomb, grenade, rocket, missile, mine, or any device similar to these. Any type of weapon by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant. Any combination of parts either designed or intended for use in converting any device into any destructive device described above, or from which such a device may be readily assembled.

Using or threatening to use any of the above items or a replica of a weapon of any kind constitutes use of weapon. Using (or threatening to use) an otherwise innocent item as a weapon, *even if that object under normal circumstances is not a weapon*, constitutes use of a weapon. (Example: brandishing a ball-point pen in a stabbing motion.) Such use may also violate other school policy.

When a student threatens to use a weapon or replica thereof, whether or not such weapon or replica is in the student's possession, the parents of the child will be informed, and the minimum disciplinary action shall include suspension.

The minimum consequence for students possessing, using or distributing weapons shall include confiscation of the weapon, notification of the parent or guardian, and immediate out-of-school suspension. The administration will impose suspension for any length of time deemed necessary.

➤ **Assault, Threats & Harassment Prohibited**

Evangelical Christian School does not tolerate assault, threats, harassment, or abuse against any members of the school family. Verbal or written threats, racial/ethno-cultural harassment, physical or sexual harassment, or abuse perpetrated by anyone in the school, whether intentional or unintentional, is condemned as unacceptable and will be dealt with through appropriate discipline.

• **Assault & Harassment**

Evangelical Christian School prohibits the use, attempted use, or threatened use of force or intimidation against another person without their consent.

Evangelical Christian School prohibits any course of comment or conduct that is known or ought reasonably to be known to be objectionable, or create an environment that is hostile, intimidating or offensive to another person.

Evangelical Christian School prohibits any intentional violation of the "six-inch principle." The six-inch principle

holds that each student should avoid intentionally “invading” the six inches of space surrounding a person and his or her property, with the exception of activities directed by the faculty during class (i.e., P.E.) or in which normal and reasonable contact should be expected (i.e., incidental contact in the hallways, in lunch lines, or during an athletic activity).

When a verbal assault, threat, or harassment occurs, the parent/guardian of the student involved will be informed; and the perpetrating student will be disciplined. The administration reserves the right to use any disciplinary action up to and including expulsion.

When an assault occurs, the parent/guardian of the student involved will be informed. If there is no weapon involved, the minimum length of out-of-school suspension of a student offender is three days unless there are mitigating circumstances. If there is a weapon involved, the minimum disciplinary action for a student offender is seven days of suspension unless there are mitigating circumstances. In any instance of assault, the administration reserves the right to use any disciplinary action up to and including expulsion.

When a student violates the “six-inch rule” and there is physical contact that 1) is reasonably described as “non-violent,” 2) does not lead to injury, threat of injury, or a dangerous situation, 3) is non-threatening, and 4) is part of a mutual disagreement or pre-fight pushing or shoving; the parent/guardian of the student involved will be informed and a minimum of a detention will be issued. The administration reserves the right to use any disciplinary action up to and including suspension. Repeat offenses may result in a suspension.

If the Administration finds that a student’s physical response to a verbal or physical provocation is disproportionate it will be deemed “unreasonable,” and the Administration may reduce disciplinary actions or exonerate the student who did not initiate the physical altercation.

"Harassment" is defined as any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
3. Has the effect of substantially disrupting the orderly operation of a school.

➤ **“Bullying”**

“Bullying” is defined as systematically and chronically inflicting physical hurt or psychological distress on one or more students through behavior described in the “Violence Prevention” section above. The term “bullying” implies prolonged and repeated behaviors and is not tolerated. Students, faculty, staff, and parents should notify a member of the administration immediately when there is a suspicion or report of ongoing activity.

The Administration reserves the right to use any disciplinary action up to and including expulsion in such cases. This includes amending consequences listed in the parent/student handbook when proven to be “systematic and chronic.”

Wrongful or untrue claims of bullying, harassment, threats, or assault are strictly prohibited. The Administration reserves the right to use any disciplinary action up to and including expulsion for such an act.

➤ **Sexual Harassment**

All allegations of sexual harassment will be promptly investigated in as impartial and confidential a manner as possible. A timely resolution of each complaint will be communicated to the parties involved.

The school will permit no retaliation against anyone who brings a *bona fide* complaint of sexual harassment or who provides true information as a witness in the investigation of a complaint of sexual harassment. However, an individual who makes a false complaint or provides false information to an investigator will be subject to disciplinary action, up to and including expulsion or termination of service where appropriate.

Any student or staff member found to have violated this sexual harassment policy is subject to disciplinary action, up to and including expulsion or termination.

➤ **Vandalism**

Evangelical Christian School prohibits the deliberate damage or defacement of school buildings, grounds, equipment or books or the personal property of individuals while on school property. When vandalism occurs, the student’s parent will be informed; the student and parents will be held responsible for returning stolen items to their owner or paying full compensation for them; and the student or parent/guardian will be responsible for paying all costs to restore or replace the vandalized property to its condition prior to being vandalized. The student will be disciplined where warranted. In any instance of theft or vandalism, the administration reserves the right to use any disciplinary action up to and including expulsion. The student’s diploma and any other awards or privileges (including yearbooks, academic and fine arts awards, participation in field trips or senior class trip) will be withheld until the student’s debt is repaid.

➤ **Search and Seizure – Prohibited Items**

In the interest of maintaining law, order, discipline and decorum in the school and during authorized school functions which take place off school property, Evangelical Christian School prohibits the possession, on school property or at authorized school functions, of substances or objects which may threaten good order, discipline, decorum and public safety. Such materials or objects may include, **but are not restricted to**, the following items:

- Alcoholic beverages
- Illicit drugs
- Stolen property
- Weapons

- Hate literature or racist material
- Pornography
- Unapproved music or personal computer games, etc.

Any prohibited items discovered in the possession of a student will be confiscated and dealt with appropriately—including possible discipline—and any illegal items may be referred to law enforcement for further investigation.

➤ Searches

Evangelical Christian School authorizes the principal and anyone he may designate to conduct searches and, where necessary, to seize prohibited substances or objects.

Students should have no expectation of privacy from the school staff in any areas designated to them for storage of personal belongings on school property (i.e., lockers, etc.), nor should students have an expectation of privacy from the school staff in any belongings they may transport onto school property in a bag or on their person (i.e., backpacks, etc.). Nor will they have an expectation of privacy from the school administration in any electronic devices that are confiscated outside of the locker while on campus.

➤ Student Drug and Alcohol Use

Students using alcohol and illegal drugs pose a threat to their own health and safety, as well as to that of other students, and have a detrimental effect on the learning environment of their classes. This policy, including its rules, regulations and guidelines is a coordinated effort by the school to openly and effectively respond to the potential and actual use and abuse of drugs, alcohol, and mood-altering substances by members of its student population. This policy does not grant to students any right to be tested for drugs prior to disciplinary action, nor does it require the Administration to obtain the results of a drug test before taking disciplinary action against a student for suspected drug use.

➤ Prohibited Activity

A student who on school property or anywhere at a school sponsored activity *is under the influence of* alcohol, drugs, or mood-altering substances, or who *possesses, uses, distributes, dispenses, sells or aids in the procurement of* alcohol, narcotics, restricted drugs, mood-altering substances, drug paraphernalia, or any substance purported to be a restricted substance or over-the-counter drug shall be subjected to discipline pursuant to the provisions and procedures outlined in Evangelical Christian School's Student Conduct Policies. In the event of any violation of this policy, the administration reserves the right to designate an appropriate disciplinary action up to and including expulsion.

➤ Drug Testing

The Administration, in its sole discretion, may determine that a drug test is not necessary to substantiate its belief that a student has used or possessed drugs, alcohol, or other mood-altering substances. In such cases, appropriate discipline shall be administered up to and including expulsion and nothing in these policies should be construed as requiring drug testing of

the student before making a final decision. However, should the Administration determine, in its sole discretion that obtaining the results of a drug test would assist in its determination, the request for a urine drug test shall occur as outlined in school policy. In its sole discretion, the Administration may choose to suspend the student out of school while test results are pending.

➤ Student Options

• Option A: Submit to an administration request to undergo testing

As outlined in the Evangelical Christian School Student Drug and Alcohol Use Policy, when a student meets the criteria of reasonable cause, the student and parent will be informed by a school official that the Administration has requested a urine drug test. In its sole discretion, the Administration may choose to suspend the student out of school while test results are pending. The school official shall request that the student be tested at an approved laboratory at the parent's expense.

The student and parent will be responsible for all costs involved in the testing process. The student and parent can use a Medical Vendor facility of their own choosing, subject to approval by the Administration. In order to be considered by the Administration, *sealed* testing results must be sent from the approved Medical Vendor *directly* to the school.

• Option B: Refuse to undergo testing

If the student and parent refuse the voluntary drug test, the administration shall process the case in the manner it would process any other 'under the influence' situation pursuant to the Evangelical Christian School disciplinary policies, up to and including permanent expulsion from school. Refusal to voluntarily submit to drug testing will not result in the disciplinary matter automatically being discontinued.

• Option C: Elect to undergo testing in absence of a request to do so

If the Administration determines that drug testing is not necessary because, in its discretion, sufficient other evidence exists to discipline the student accordingly, the student may nonetheless elect to undergo testing to refute evidence that establishes a reasonable indication that the student is in violation of the drug and alcohol policy.

The student and parent will be responsible for all costs involved in the testing process and should notify the administration in writing of their intent to pursue drug testing. The student and parent can use a Medical Vendor facility of their own choosing, subject to approval by the Administration. In order to be considered by the Administration, *sealed* testing results must be sent from the approved Medical Vendor *directly* to the school.

The Administration will consider the test results in determining what, if any, disciplinary action will be taken or warranted adjustments in disciplinary action if it has already been taken. A negative test result will not automatically warrant dropping all disciplinary consideration for using, possessing, or associating with drugs and alcohol. In its sole discretion, the Administration may choose to suspend the student out of school while test results are pending.

➤ **Positive Test Results**

The School Administration shall have the sole discretion and authority to determine an appropriate remedy for positive drug test results. Available remedies shall include any appropriate discipline under school policy, up to and including permanent expulsion from school, suspension for a period of time, conditioned status enrollment or re-enrollment, or any other discipline determined to be appropriate by the Administration in its sole discretion. For any discipline other than immediate expulsion, the student will agree as a condition of continued enrollment, with signed parental consent, to be randomly tested by urine drug screening in accordance with school policy. A subsequent positive test on any of the four random screenings will result in immediate expulsion from school.

➤ **Negative Test Results**

If the test results are negative, and the Administration, in its discretion, believes all factors so warrant, the student may be returned to school. The parent and student may be asked to meet with the Administration to assess possible reasons for the student's extraordinary behavior or other circumstances which led to the Administration's reasonable suspicion.

A negative test result will not automatically warrant dropping all disciplinary consideration for using a banned substance. Evangelical Christian School's prohibition extends not only to the use of drugs and alcohol or being "under the influence." Possession of prohibited substances is also a serious offense that warrants disciplinary action up to and including expulsion where the circumstances warrant. Evangelical Christian School intends to discourage all students from any and all association with drugs or alcohol. For this reason, among others, negative drug test results will not be considered as definitive evidence of a student's innocence.

Additionally, drug testing cannot successfully detect all drug use. Also, drug testing can determine past intoxication only during a limited time-window, because the intoxicating substance is quickly passed from the student's body. For these reasons and others, the school will consider a negative drug test as only one factor among many in determining what disciplinary action to take when a student is suspected of being in violation of this policy.

➤ **Rights and Responsibilities**

The Administration may decide, *in its sole discretion*, to request a hearing or to grant a student's request for a hearing on a case-by-case basis. ***Nothing in this handbook should be construed as granting a student the legal right to any hearing with the Administration or any other School body or official.***

The Administration shall not be required to meet or demonstrate any legal standard of proof in carrying out any school disciplinary policy. All findings of fact made by the Administration for the purpose of disciplining students of Evangelical Christian School shall be made in the sole discretion of the school officials and are not subject to further review by any body or court. All discretionary decisions made by the Administration for the purpose of disciplining students of Evangelical Christian School shall not be subject to further review by any body or court.

We understand the concern you have for the safety of your child. We share that concern. Consequently, much thought and research has gone into the formulation of the policy. Its structure and procedures are part of an ongoing effort to protect our students from the risk of violence and create for them an environment conducive to learning and building Godly character. Each member of our staff is familiar with the policies and is personally committed to the safety of all students. We appreciate the confidence that you have placed in our institution and pledge to do our best to safeguard and educate your child to the glory of God.

STUDENT PLEDGE

Evangelical Christian School seeks a student body who is committed to fulfilling Colossians 3:17 "...whatsoever ye do in word or deed, do all in the name of the Lord Jesus..."

Each young person who desires to be a student at ECS must read and sign this pledge. Parents are also required to read and sign this pledge to show their full support of its enforcement and acknowledge the sincerity of commitment in their son's or daughter's decision to attend Evangelical Christian School.

As a student enrolled in Evangelical Christian School...

1. I will seek to be diligent in upholding the standards of the school for myself and encourage my fellow students to do the same. I understand it is a privilege to attend ECS and my personal behavior is to be pleasing to God, both on and off campus.
2. I pledge to cooperate with, and show respect for, all authority placed over me. I also pledge to treat my fellow students with respect by refraining from words or actions considered to be demeaning or harassing. I will seek to be perceived by others as a kind person.
3. I understand attendance in Bible class and ECS chapel services are required of every student. I also understand regular attendance in a local church is expected.
4. I recognize the physical, social, and moral degradation associated with alcohol, tobacco, illegal drugs or substances, pornography, gambling, thievery, and witchcraft. I will refrain from any form of participation with the above items while a student at ECS. If there is reasonable suspicion of drug or substance

- involvement, I agree to pay for a drug test at an ECS approved clinic.
5. I agree to abstain from any form of sexual activity while enrolled at ECS. I understand that this includes any type of sexual relationship, which is against the Word of God.
 6. I understand that the use of profane language, and the reading or possession of pornographic materials are against ECS standards and will not be tolerated.
 7. I understand cheating is wrong and plagiarism is a form of cheating. I will do my own work and not allow others to use my work and turn it in as their own.
 8. I will be honest in all my dealings with students, teachers, administrators, and other ECS personnel.
 9. I agree to abide by the standards listed in this pledge and any additional standards stated in the Parent/Student Handbook. I understand the standards are for all ECS students and if I become aware of non-compliance on the part of any student, I have a responsibility to inform the administration.
 10. I understand that failure on my part to comply with any of the standards of this pledge is grounds for dismissal from Evangelical Christian School.

PARENTAL SUPPORT

By introducing and enforcing this code of conduct, Evangelical Christian School creates a learning environment that encourages the wholesome aspects of life, and in some ways, reduces the distractions prevalent in many schools.

Parents are fully expected to support and enforce these standards of conduct as a partner with Evangelical Christian School. Our goal is to partner with parents in educating students academically, socially, and civically. Parents should avoid actions, statements, and activities that are out of harmony with the spirit of ECS policy and practice. We realize that disagreements may occur, but ask that the Matthew 18 principle be applied to ensure the best possible attitude of all students.

The staff desires a harmonious relationship with parents. If parents have a question about a school policy or an event that involves their child, they are to notify their child's teacher. An effort will be made to resolve any differences and maintain excellent communication between parents and ministry staff.

Parental support is an essential part of the educational process. If, in the sole discretion of the administration, a parent has failed to support the Administrator or ministry staff or the standards articulated in the ministry's Statement of Faith, the administration reserves the right to deny the student continued enrollment in the school.

➤ **Dismissal/Expulsion**

A student may be expelled or required to withdraw from school at any time they or their parents are found to be out of

harmony with the rules and policies of the school. Decisions in these matters are at the full discretion of the administration, and further reviews or appeals cannot be considered. The following are rules regarding expulsions:

- A dismissal from ECS is for the remainder of the current school year.
- If a senior is expelled, they will not receive a diploma from ECS nor be allowed to participate in graduation ceremonies.
- The expelled student wanting to return to ECS must complete a "Declaration to Return" form, which must be completed by the last day of June in order to be considered.

➤ **Cheating**

As a Christian institution, we cannot tolerate the stealing of other students' work. This includes homework as well as quizzes or tests. Plagiarism is a form of cheating and will be handled accordingly. A grade of zero will be assigned to any work that has been completed as a result of cheating, and any student who after an investigation, has been shown to assist another in cheating, will also receive a zero on his or her work. Appropriate consequences will be administered, as is outlined in the following pages. Those who repeat cheating behavior may be suspended or expelled.

Students who are caught in suspicious behavior, such as talking during a test or quiz or looking on another student's paper will be disciplined and may have their grade reduced at the teacher's discretion.

LOWER SCHOOL STUDENT BEHAVIOR (K4-6)

➤ **Merits**

Sometimes the only student who receives recognition for discipline is the student who breaks the rules. It is our philosophy to recognize those that keep the rules. This is done through the issuance of merits. A merit is earned each day that a student goes without a rule infraction. Additional merits may be awarded for extra effort.

➤ **Rewards**

Positive Behavior Support is a behavior program that ECS Lower School will use to improve the Lower School environment with positive behaviors. Students caught doing the right thing are celebrated with "Sentinel Bucks." These bucks are spent in various ways. Students can earn bucks at anytime for meeting the Sentinel P.R.I.D.E. expectations.

Students are rewarded with reward bucks on a daily basis for meeting the Sentinel P.R.I.D.E. Lower School expectations throughout the school building:

- * **P – Persevere academically and spiritually.**
- * **R – Respect yourself and others.**
- * **I – Integrity in all things.**

* **D** – Determination to accomplish God’s goals.

* **E** – Enthusiastic about what God is doing.

➤ Quarterly Merit Activities

Grades K4-6th:

Students who demonstrate a proper attitude and action each quarter are eligible for a merit activity. *Students who receive 3 merit losses, 2 detentions, or 1 suspension will not be eligible to attend the quarterly merit activity.* This is a half-day off school at a school sponsored event. Students who are not eligible for the merit activity will be responsible to complete written work assigned by their teacher while eligible students attend the merit activity.

K4-4th Grades:

All students start each day on green.

Yellow = Students receive warning, time out, or laps at recess.

Red = Students receive a merit loss and a phone call or email from their teacher.

Blue = K4/K5 students receive an administrative conference and a merit loss. 1st-6th grade students receive a detention and a merit loss. Detentions are served during P.E.

There are only 4 colors (green, yellow, red, & blue) however teachers will use non-verbal and verbal warnings prior to changing colors.

K4-4th Accumulation Each Quarter

3 dress code violations = merit loss

3 merit losses/2 administrative conferences (blue)/

1 suspension = loss of merit activity and parent/teacher/student conference

5 merit losses/3 administrative conferences = conference with teacher/parent/administrative/student

8 merit losses/5 administrative conferences = 1 day suspension

10 merit losses/7 administrative conferences = 2 day suspension or expulsion

Grades 5th-6th

An accumulation of four marks per day results in one merit loss. More than four marks per day will result in a detention. Marks are given for such things as behavior, being off task, talking without permission and being late to class.

5th-6th Accumulation Each Quarter

3 dress code violations = merit loss

3 merit losses/2 detentions/1 suspension = loss of merit activity and parent/teacher/student conference

5 merit losses/3 detentions = conference with teacher/parent/administration/student

8 merit losses/5 detentions = 1 day suspension

10 merit losses/7 detentions = 2 day suspension or expulsion

Detentions and suspensions may be issued for serious offenses at the discretion of the administration (examples: disrespect to a teacher/staff/

administration, physical harm to another student, etc.) This applies to all students K4-6.

➤ Probation

Students who have 10 merit losses/5 detentions in one quarter will be placed on disciplinary probation for the next quarter. Students who have 10 merit losses/5 detentions in two consecutive quarters may not be permitted to re-enroll.

➤ Student-of-the-Week

Each week each teacher selects one student in grades K4-6th who has demonstrated outstanding effort and achievement in all areas. This student is awarded a certificate and a special prize.

Students who follow the Sentinel P.R.I.D.E. expectations through the school building will have few discipline problems. Discipline options include verbal and non-verbal reprimands, conference, detention, loss of privilege, loss of merit, administrative conference, parent conference, in-school suspension, out-of-school suspension, and expulsion.

UPPER SCHOOL STUDENT BEHAVIOR (7-12)

While in junior and senior high school, students develop individual identities. During this period of their lives, students occasionally need the leeway to be less than perfect in order to build their character and develop their sense of a real world that demands constant adaptation.

Proverbs 29:18 reminds us that, *Where there is no vision, the people perish: but he that keepeth the law, happy is he.*

Keeping rules is an important step to maturity, one that allows a student to learn civic responsibility and the true key to happiness. However, in order to follow the rules (the vision), one must understand and know what the rules are. That is the purpose of this section of the parent/student handbook.

LEVELS OF DISCIPLINARY ACTION

Disciplinary actions in the upper division are divided into four (4) levels. Each level is determined by the seriousness of the act.

1. **Level I Action** (0 Demerits, may accumulate to Level II) – Level I infractions result in one or more of the following consequences:
 - a. Official Warning (OW)
 - b. Speaking with teacher during or after class
 - c. Phone call from the teacher or administration
2. **Level II Action** (0-1 Demerits) – Level II infractions require more formal consequences. They include but are not limited to:
 - a. After school Detention

- b. Work Detail
 - c. Student/Teacher Conference
 - d. Parent/Teacher conference with parents
 - e. Loss of Driving Privilege for 1 Week
3. **Level III Action** (3-5 Demerits) – Level III infractions require more formal consequences. They include but are not limited to one or more of the following:
- a. Saturday Detention (\$25 Fine)
 - b. In-School Suspension (ISS)
 - c. Out of School Suspension (OSS)
 - d. Rest of Day Suspension (RODS)
 - e. Student Disciplinary Contract
 - f. Administrative Conference
 - g. Loss of Driving Privilege for 2 Weeks or permanently
 - h. Directed Community Service
4. **Level IV Action** – Level IV infractions begins with an Administrative Review and may include but not be limited to:
- a. Disciplinary Committee Review
 - b. Forced Withdrawal
 - c. Expulsion
 - d. Alternate Discipline Plan/Contract
 - e. Counseling as a required component of continuation as a student
 - f. Any other action that is deemed appropriate, which is at the discretion of the Administration

Level I – Accumulating Infractions

The following are Level I Official Warnings (OW's) that accumulate throughout each semester.

Level I – Infractions:

- Classroom disruption
- Disobeying a teacher or staff member
- Horseplay
- Hallway Disruption
- Unprepared for class
- Unexcused tardy to class
- Unexcused tardy to school

Level I infractions accumulate in each category and become level II infractions as follows:

- 1st OW – Level I action
- 2nd OW – Level I action
- 3rd OW – Level II action (1 demerit)
- 4th OW – Level I action
- 5th OW – Level I action
- 6th OW – Level II action (1 demerit)
- 7th OW – Level II action (1 demerit)
- Each infraction after eight (8) in a category is a level III infraction and one (1) demerit, which means that it will involve a suspension of some sort. The Administration will use any level III consequences to make sure that future behavior is not repeated.

Dress Code and Hair Code infractions accumulate over the course of the semester and are handled in the following way:

- 1st OW – Level I action and correction if possible
- 2nd OW – Level I action and correction if possible
- 3rd OW – Level II action and correction if possible
- Each infraction after three (3) in a category results in the student being sent home until the dress code or hair code situation is corrected and the issuing of detention.

Disciplinary Infractions

1. Attendance
 - a. Failure to properly sign in/out – *Not reporting to school or leaving school grounds without following the established procedures.*
 - 1st Offense – Level II
 - Repeat Offense – Level III or IV
 - 1st Offense (Intentional) – Level III or IV
 - b. Skipping Class Period – *not reporting to or leaving an assigned class, activity, or area without receiving proper approval.*
 - 1st Offense – Level III
 - Repeat – Level III or IV
 - c. Skipping School – *without parent knowledge*
 - 1st Offense – Level III
 - Repeat – Level IV
2. Cheating – receiving or giving help on any graded project
 - 1st Offense (Homework or daily grade) – Level II
 - 1st Offense (Test or Quiz) – Level III
 - Repeat Offense – Level III or IV
3. Cheating (Suspicious Behavior)
 - 1st Offense–Level II, grade reduced at teacher's discretion
 - 2nd Offense–Level III, grade reduced at teacher's discretion
 - 3rd Offense–Level IV, grade reduced at teacher's discretion
4. Computer Misuse
 - 1st Offense – Level II
 - Repeat – Level III
 - 1st Offense (Major, intentional disruption or damaging behavior) – Level III or IV
5. Corrupt Communication
 - a. General Profanity (overheard)
 - 1st Offense – Level II
 - Repeat – Level III
 - b. Student to Adult
 - 1st Offense – Level III
 - Repeat – Level IV
 - c. Student to Student/Vulgar Obscene in class
 - 1st Offense – Level III
 - Repeat – Level IV
6. E-books improper use (Over course of year)
 - 1st Offense – Warning
 - 2nd Offense - Warning

- 3rd Offense – Detention (1 Demerit)
 4th Offense – Detention (1 Demerit)
 5th Offense – Permanent Suspension (student will have to purchase and use regular books)
7. Electronic device use on campus (Such as, but not limited to, cellular phones, iPods, digital cameras, etc.)
 1st Offense – Level I, confiscation
 Repeat Offense – Level II or III, confiscation
8. Entering an off limits area
 1st Offense – Level II
 Repeat Offense – Level III
9. Damaging Another Student’s Property
 1st – Level I (Must replace or pay for damage)
 Repeat – Level II or III (Must replace or repay for damage)
10. Damaging School Property
 1st Offense – Level I (Must replace or repay for damage)
 Repeat – Level II or III (Must replace or repay for damage)
11. Dangerous Operation of A Vehicle
 1st Offense – Level II driving suspension (1 week)
 Repeat Offense or 1st Offense (Serious) – Level III driving suspension (2 weeks) or permanent driving suspension
12. Disrespect
 1st Offense – Level II
 Repeat – Level III
13. Disrespect (Major) – See paragraph in “General” section.
 1st Offense – Level III or IV
 Repeat – Level IV
14. Disrupting Chapel
 1st Offense – Level II
 Repeat Offenses – Level III
 1st Offense (Major) – Level III
15. Eating in a prohibited area
 Each offense – Level II
16. Failure to serve Detention
 1st Offense – Level II (1 Demerit)
 2nd Offense – Level III (2 Demerits)
 3rd Offense – Level IV (3 Demerits)
17. Forging a signature or form
 1st Offense – Level III
 2nd Offense – Level IV
18. Fighting
 (Un-aided contact) – Level III
 (Aided contact, repeat offenses) – Level III or IV
19. Harassment against any person, student or staff
 1st Offense – (Ethnic/Racial comments, physical harassment, hazing, or sexual harassment) – Level III or IV
 Repeat Offenses – Level III or IV
 * See page 19 for further information
20. Inappropriate Comments toward another student (Includes name-calling, coarse joking, and embarrassing someone in public)
 1st Offense – Level II
 Repeat Offense – Level II or III
21. Lying
 All Offenses – Level II
 Hindering an Inquiry – Level III or IV
22. Parking/Driving Violation
 1st Offense – Level I
 2nd Offense – Level II driving suspension (1 Week)
 Repeat Offense – Level III driving suspension (2 Weeks)
23. Possession of or detonation of fireworks
 1st Offense – Level III
 Repeat Offense – Level IV
 * See weapons policies under “Violence Prevention”
24. Public Display of Affection
 1st Offense – Level II
 Repeat Offense – Level III
25. Theft
 1st Offense – Level III or IV (depending on the extent of the theft)
 Repeat Offense – Level IV
26. Threatening Behavior and/or communication toward staff member, volunteer, chaperone or student:
 Threat to use force – Level II or III
 Threat of using a weapon – Level III or IV
 *See weapons policies under “Violence Prevention”
27. Unexcused Tardy to School
 1st and 2nd Offense – Warnings
 3rd Offense – Detention (1 Demerit)
 4th and 5th Offense – Warnings
 6th and each after – Detention (1 Demerit)
 A student who drives to school and is continually late may have his or her driving privileges suspended.
28. Uninvited Physical Contact with another person
 1st Offense (minor) – Level II
 Repeated Offense – Level II-IV

Demerits, Limits, and Disciplinary Actions

A student is only allowed 10 demerits in a semester. Disciplinary actions are designed to help a student improve his or her behavior. A variety of different strategies are used when

a student continues to receive demerits. Along with different detentions, the following are used when a student reaches certain demerit levels.

- 5 demerits – Parent meeting is required, possible probation, individual discipline plan is created
- 7-9 demerits – (Level II or III) Suspension or special discipline as determined by the Administration
- 10 demerits – (Level IV) Out-of-School Suspension pending Administrative Review and possible Discipline Committee meeting
- The Administration may choose (at any demerit level) to suspend a student whose behavior exhibits chronic disruption or disregard for the discipline system, detentions, or Official Warnings. It is at the sole discretion of the administration to determine when this is appropriate.

Automatic Level IV Disciplinary Actions

1. Experimenting with, practicing, or carrying items associated with witchcraft.
2. Gambling
3. Sexual activity, including sexual acts, inappropriate touching, and the possession of or viewing of pornography (on or off campus). Pornography is any picture, video, or written text that promotes or displays nudity, a sexual act, or suggestive content.
4. Possession or use of tobacco related products
5. Possession, use, sale or distribution, storing, or purchasing of alcohol, drugs, controlled substances, counterfeit controlled substances or prescription medications
6. Possession, use, or sale of drug paraphernalia.
7. Possession, use, sale, or distribution of over-the-counter medication (to include but not limited to aspirin, vitamins, Tylenol, etc.)
8. Criminal activity or being arrested and charged by the authorities.
9. Accumulation of 10 demerits in a semester (See below)
10. Parents or students taking actions or making statements out of harmony with ECS policy and practice. This includes breaking the “spirit” of the policy and practice.
11. Parents or students displaying attitudes or feelings that undermine the educational or social environment of the school

Formal Detentions and Suspensions

Detention (Tuesday/Thursday)

Detention is served from 3:15 until 4:00 on Tuesday or Friday after school or Tuesday mornings from 7:15-8:00. Unless otherwise instructed, the school uniform is required and either written work or a work task will be given.

Detention Attendance and Rescheduling

When an entered infraction causes a detention, a “serve-by” date will be entered. The student will be notified in writing and the parents by email that a detention has to be served by the assigned date. Students will have all of the available dates (over the next week) to serve his or her detention. Students and parents must ensure that they proactively serve to avoid further discipline (see below). Extenuating circumstances should be communicated before the Missing detention if possible.

Missing a detention will result in the following disciplinary action:

- 1st Offense – Level II (1 Demerit)
- 2nd Offense – Level III (2 Demerits)
- 3rd Offense – Level IV (3 Demerits and Discipline Committee Meeting)

Saturday Detention (\$25 Fine)

A Saturday Detention is served on a Saturday under the supervision of a school administrator or faculty member. It is two hours long during the morning hours convenient to the supervisor. A student who misses Saturday Detention will be suspended for a minimum of two days and will still be charged the \$25 fine.

In-School Suspension (ISS)

An internal suspension is served during the school day under the supervision of a school administrator or faculty member. It can vary in length from a full day to several class periods. A student may not attend class during the specified period. Assignments may be received from a teacher, but zeros will be given for all homework and quizzes for the period of suspension, as they may not be made up. He or she will, however, be able to make up any tests *during* the period of absence. A student in internal suspension for the full day is ineligible to play in any sporting events and may be prohibited from practicing.

Out-of-School Suspension (OSS)

A student who receives this level of infraction will be given a suspension of length to be determined by the Dean of Students. During an out-of-school suspension, assignments may be received from a teacher, but zeros will be given for all homework and quizzes for the period of suspension, as they may not be made up. He or she will, however, be able to make up any tests, but only on the first day of return from suspension. A student suspended for the full day should not be on campus without permission from the Administration and is not allowed to participate in any sporting event or practice either on or off campus.

Rest-Of-Day Suspension (RODS)

A student who serves rest-of-day suspension typically is sent home by the Dean of Students for some inappropriate action on campus. For the remainder of the day, assignments may be received from a teacher, but zeros will be given for all homework and quizzes for the period of suspension, as they may not be made up. He or she will, however, be able to make up any tests, but only on the first day of return from

suspension. A student suspended for the rest of the day should not return to campus without permission from the Administration and is not allowed to participate in any sporting event or practice either on or off campus.

Administrative Review/Disciplinary Committee Meeting

A Level IV Administrative Review is reserved for infractions or situations that may jeopardize a student's enrollment at Evangelical Christian School. The student will be suspended during the review. The Administrative Review is carried out by a committee of administrators who will decide the best course of action. The Administrative Review may make a final decision or refer the matter to the Discipline Committee, which is made up of administrators and teachers.

The following actions may be used for automatic Level IV infractions of a more serious nature or for the accumulation of 10 demerits. **In the case of automatic Level IV infractions, it is important to note that consideration and grace will be more likely to be given in situations where students come forward, rather than information being passed from a third party.**

The following is the procedure for a Level IV Administrative Review followed by a Disciplinary Committee Meeting:

- Administrative Review – the facts of the incident or information are investigated by the Administration and in counsel with other administration members determines the appropriate course of action.
- Conference – (by phone or in person) with student and/or parents
- Discipline Committee Hearing (If recommended by the Administrative Review)
- NOTE: Students who exceed 10 demerits will automatically proceed to a Disciplinary Committee Meeting.

Possible disciplinary actions resulting from Discipline Committee decision:

1. Expulsion – a student has lost the privilege to attend ECS. The student must return all ECS property and is not allowed on the ECS campus without administrative permission.
2. Forced Withdrawal – a student has lost the privilege to attend ECS and has been offered the opportunity to withdraw. The student must return all ECS property and is not allowed on the ECS campus without administrative permission.
3. Alternate Discipline Plan/Contract – alternate consequences agreed upon by the Discipline Committee must be agreed to, in writing, in order for a student to return.

In some cases, expulsion or forced withdrawal may be used after an administrative review when the facts and circumstances surrounding automatic Level IV infractions are undisputed and extreme.

➤ **Restoration Program**

The Restoration Program is for students who have been expelled or asked to withdraw from ECS. The following requirements have to be completed before consideration will be given:

1. Fill out application and all the appropriate forms.
2. Meet with the Dean of Students in conference with the parents.
3. The administrative members of the Discipline Committee will decide eligibility for return.
4. If the student is allowed the privilege of returning to Evangelical Christian School, he or she will return on disciplinary probation.

➤ **Disciplinary Probation**

If a student accumulates six (6) demerits or more in any semester of a given school year, he or she may be placed on disciplinary probation. The goal of disciplinary probation is to ensure student success, teach character qualities, and to monitor progress. Students receiving more than six (6) demerits in two consecutive semesters will be reviewed and may not be able to re-enroll.

A student may be placed on disciplinary probation for the following reasons:

- Acquiring 6 or more detentions in a semester
- Acquiring numerous demerits or warnings in a short period of time
- As deemed by the Dean of Students for the following school year
- As deemed by the Dean of Students for infractions detrimental to the school

The following are requirements of students placed on disciplinary probation:

- A student who is placed on disciplinary probation will be required to meet with the Dean of Students in conference with his or her parents.
- Disciplinary probation is reviewed at the end of each semester to determine continuance or discontinuance of the program.
- Meet with the Dean of Students, as needed for an update on recent behavior issues. The Dean of Students will determine the frequency.

The following are probationary infractions, which may lead to dismissal:

- Any Automatic Detention Infractions.
- Multiple OW's in a short period of time.
- Displaying or conveying attitudes or behaviors that break the spirit of this agreement with Evangelical Christian School.

Part IV

DRESS CODE

GUIDELINES

Evangelical Christian School believes it is necessary to dress appropriately and modestly at all times. Because the Bible teaches that Christians should always honor the Lord and dress modestly, the school maintains high-quality standards for dress. Parents should cooperate in enforcing these standards.

All students in grades K4-12th are required to wear school uniforms. Uniforms are to be purchased directly from Sentinel Corner. Look-a-likes are not permitted. Additional disciplinary penalties may also be administered.

It is expected that parents take responsibility to purchase enough uniforms, schedule laundering, and maintain all uniforms in such a way that students are in proper dress each day.

Clothing with inappropriate advertising or slogans may not be worn. The administration reserves the right to refuse permission to wear questionable clothing. Students who do not have on the proper uniform items or do not meet dress code requirements may be issued an out-of-dress-code disciplinary warning and/or may not be allowed to attend classes. Every 3 dress code violations will result in a merit loss.

➤ General

1. Shirts

K4-6:

- *Only the top button may be undone on any shirt.
- *On Fridays, students may wear any ECS purchased or issued shirt, i.e. ECS teams, club, class, or jersey with uniform bottoms and uniform shoes.

7-12:

- *Only the top button may be undone on the uniform shirts.
- *Monday-Thursday students may only wear official ECS uniform shirts.
- *On Fridays, students may wear any ECS purchased or issued shirt, i.e. ECS team, club, class, or jersey.

2. Skirts

Uniform skirt/skort must be properly hemmed close to the knee. The administration reserves the right to require girls to adjust hemlines to a modest level. See pictures in the Addendum.

3. Pants

Pants must be completely hemmed at the bottom, no homemade cuts and no frayed edges.

4. Socks

It is recommended that all students wear socks. They must be white or black. A thin stripe across the top of the sock or a small logo on the sock is permitted.

5. Belts

Belts must be worn if shirts are tucked. They must be black or brown leather and be worn inside the belt loop. The buckle should be small and simple.

6. Shoes

- No Boots
- Must be solid black or solid brown.
- Must have a closed toe and a closed heel.
- May NOT have markings of a contrasting color. Contrasting stitching is only permitted if it is white, off white, brown or black.
- Shoelaces must be a solid color and match the color of the shoe.
- The sole of the shoe must be dark in color.
- Shoes that give the appearance of a casual “slipper” may not be worn.
- See pictures in the Addendum for examples.

7. Undershirts and Camisoles

If worn under uniform, undershirts, or camisoles must be solid white, black or gray. Designs and lettering of any kind are not acceptable. The length must not exceed the length of the uniform shirt. See pictures in the Addendum.

8. Jewelry

Ladies and young men should not wear excessive jewelry. Ladies should not have excessive ear piercings. Young men are not permitted to wear earrings. Piercings in other areas are not permitted, i.e. nose, lip, tongue, or eyebrow.

The administration reserves the right to ask a student to remove a piece of jewelry that presents an unprofessional appearance or takes away from the uniformity of the school attire.

9. Outerwear

K4-6:

While in school, students may only wear the school jacket, fleece, sweatshirt, or sweaters that are sold through Sentinel Corner. All other styles and colors are not considered uniform and therefore may not be worn except to and from school.

7-12:

- Students may wear ECS official uniform outerwear or official team jackets sanctioned by the ECS Athletic Department.
- ECS hoodies sold in the Sentinel Corner are only permitted on Fridays.
- Students must wear uniform under jackets.

10. Make-up and Hairstyles for Ladies

Make-up is to be used to enhance the natural beauty. It should not be worn in excess or in a distracting manner. Hairstyles and color should be conservative in nature and natural in appearance.

11. Haircuts and Facial Hair for Men

Haircuts should be conservative and appropriate, off the collar, and off the eyebrows. Hair may come to the middle of the ear. Drastic hair color changes, shaved designs or mohawks are not permitted. Students not complying with hair code may not be allowed to attend class. The administration reserves the right to require a change in hairstyle if it is deemed inappropriate. See pictures in the Addendum. No beards, mustaches, or facial hair of any kind are allowed. Men must be clean-shaven at all times. Sideburns may be no lower than the bottom of the ear. Students unshaven may be written up and/or be required to shave.

12. Tattoos

Currently enrolled students are not permitted to get a tattoo. Any existing tattoo of an enrolled student should be covered by the student's clothing at all times during school hours, on school property, during or at a school function, or in any capacity as a representative of ECS.

The Administration, in its sole discretion, may determine that a student, who has obtained a tattoo or continues to violate this policy by showing, revealing, or repeatedly failing to conceal the tattoo, is in violation of this section of the Parent/Student Handbook. In such cases, appropriate discipline shall be administered up to and including expulsion.

➤ During Cold Weather

If temperatures are below 60 degrees, girls in K4-6 may wear white or black tights or leggings instead of socks. All students may wear warmer coats to and from school but they must be hung on classroom hooks or placed in lockers during class. Only ECS sweaters, fleece, jackets or sweatshirts may be worn in the classroom. Also during those months, students may wear sweatshirts and sweatpants of any color during P.E. class.

➤ Physical Education

Students in grades 5th-9th are required to purchase and use P.E. uniforms. P.E. uniforms must be purchased from Sentinel Corner. Grade and discipline penalties will be assessed for being out of uniform. K4-4th grade do not change out for PE. All students must wear the appropriate socks, athletic shoes, and protective equipment. Last period P.E. students are required to redress in the school uniform when leaving P.E. class. An immediate practice or game is the only exception. The P.E. teacher will assign the locks and retain a copy of the combination. Students will be charged for any lost locks. Lockers and locks must be used daily. Items of clothing and shoes are not to be left on benches. Valuables and large amounts of money should be checked in with teachers for safekeeping. The student will pay for locks destroyed or lost.

➤ Additions or accessories to the School Uniform

No accessory or other item may be added to the school uniform without prior approval. Students who wish to support any cause by wearing an addition or alteration to the dress code must be approved by the school administration. Examples would be pins, stickers, bracelets, necklaces, other jewelry, specific colors or clothing, or anything that corresponds to a local, state, or nationally publicized day of recognition for a "cause." Many times, worthy causes will prompt administration to allow a corporate show of support by the entire student body, such as, wearing a ribbon.

Students are not allowed to show support on school property for any cause or issue that does not support the general philosophy of the school or the standards reflected in the Parent/Student Handbook. The Administration reserves the right to prohibit any uniform additions that, in the opinion of the Administration, does not meet this standard.

➤ Parents

Parents who conduct business on our campus or who are at a school activity as a chaperone or fan must be dressed appropriately.

➤ Dress-Up Day Policy

K4-6 Boys:

- Collared shirt, NO cartoon characters
- Dress pants, NO jeans, NO shorts
- Dress shoes or school shoes
- Shirt must be tucked in

K4-6 Girls:

- Dresses or skirts to the knee or dress slacks, NO jeans, NO shorts
- Blouses may be sleeveless, but NO tank tops
- Modesty should be displayed in attire
- Dress shoes or dressy sandals, NO flip-flops

7-12 Boys:

- Collared shirt
- Dress pants, NO jeans
- Dress shoes or school shoes, NO flip-flops

7-12 Girls:

- Dresses or skirts should come to the knee and skirts/slacks should fit correctly. The skirt must meet this standard in both the front and back.
- Skirts and slacks should not fit too tightly.
- See-through material must have a solid fabric underneath that comes close to the knee.
- Leggings may only be worn with a skirt that comes close to the knee.
- Blouses may be sleeveless, but NO tank tops may be worn
- Modesty should be displayed in attire (i.e., a student's undergarments should never be seen)
- Dress shoes and dressy sandals are allowed. (Does not include beachwear or ragged shoes or flip-flops)
- Cleavage and midriff should never be visible.

➤ **Dress Down Day Policy and Merit Day Dress Policy for Lower School**

- Shirts
 - **Lower School:**
 - Current ECS spirit shirt
 - **Upper School:**
 - No questionable writing
 - Must have sleeves
 - May not be low-cut
 - Must be able to raise hands in the air without seeing midriff
- Pants
 - K4-6th Grade may wear jeans, khaki style pants, capri's, or modest knee length shorts
 - 7th-12th Grade may wear jeans or khaki style pants
 - Must be loose-fitting without being overly baggy
 - Cannot have holes or tears of any kind, even if skin is not showing
- Shoes
 - Tennis shoes are permitted
 - Must be close-toed and close-backed
 - No flip-flops, slippers, or crocs allowed

➤ **Upper School Class Shirt and Sentinel Pride Day**

- * Students must wear the current year's shirt
- * The text of the shirt must be clearly visible
- * Jackets must be ECS uniform approved
- * Pants and shoes follow Dress Down Day Policy

➤ **Homecoming week**

Homecoming week has a varied dress code. Students are expected to meet the same dress code requirements as any other dress down day. For the guidelines, see the above Dress Down Day policy. Also, students should ensure that they dress in the theme of the day and all clothing must be modest.

➤ **Upper School disciplinary measures for students who are out of code:**

Dress Code and Hair Code infractions accumulate over the course of the semester and are handled in the following way:

- 1st OW – Level I action and correction if possible
- 2nd OW – Level I action and correction if possible
- 3rd OW – Level II action and correction if possible
- Each infraction after three (3) in a category results in the student being sent home until the dress code or hair code situation is corrected and a detention is given.

Please note, that even though OW's are given for the first three items in a semester, the Administration reserves the right to require a student to bring an item into code before allowing him or her to go to class.

PART V SYSTEM POLICIES

SYSTEM POLICIES

➤ **Sentinel Corner**

The store hours for Sentinel Corner are as follows:

Monday: 8:00 am – 4:00 pm

Tuesday: Closed

Wednesday: 8:00 am – 4:00 pm

Thursday: Closed

Friday: 8:00 am – 4:00 pm

➤ **Library**

Library hours will be posted. Grades K4-4 will have library hours assigned to each class. Books checked out by any student must be returned by due date or a 5 cent fine per day will be applied. Books may be checked out for two weeks by students only. Reference books may not be checked out. If a book is lost, the student will be billed. Report cards will be held until fines are paid.

➤ **Awards**

Evangelical Christian School gives awards to deserving students on a regular basis. Parents will be notified of awards assemblies. The decision of the administration on the eligibility and issuance of all awards is final.

➤ **Birthdays**

Birthdays may be celebrated with refreshments provided by the parents. Please make these arrangements in advance with your child's teacher. Easy-to-eat and homemade treats are enjoyed by the children such as cookies, donut holes, cupcakes, etc. Keeping to the academic schedule all treats will be given out at lunch. Invitations to outside of school birthday parties must include entire class, all boys, or all girls, to be given out at school.

➤ **Chapel**

Chapel services are held once each week for elementary students and once each week for grades 7-12. From time to

time there will be special musical performances, educational programs, and films. Parents are welcome to attend chapel services.

➤ **Day Camp**

Evangelical Christian School offers a summer day camp program for any ECS students in grades K5-6th who wish to enroll. Camp costs and other detailed information are sent home each year prior to the end of school.

➤ **Drop-Off and Pick-Up**

Proper traffic flow is essential in maintaining safety relative to drop-off and pick-up. If you must stop for more than the time it requires your child to leave or enter the car, please park in a designated parking area. Teachers will be on duty during designated times. Please watch these monitors for instructions.

- Unless you are in a labeled parking zone, do not turn off your vehicle.
- Do not pause for a drop-off in the through traffic lane.
- Please pull forward as far as possible in the drop-off zone. Do not stop in the bend of the drive.
- The drop-off zone is for brief pauses only. Do not leave your car to walk your child to class or to visit the office.
- Please follow these procedures. Do not assume that it is all right for you to be an exception to the rule. The safety of the children is our utmost concern.

Parents or students who operate their vehicles in an unsafe manner on campus may lose their driving privileges on campus, or further consequences may be applied. This would include excessive speed, ignoring speed bumps, blocking traffic, improper parking, rudeness, or allowing someone else to drive the car in an unsafe manner.

Owners of vehicles that contain messages, bumper stickers, paintings, etc. considered to be inappropriate or inconsistent with the objectives and philosophy of the school will be asked to remove the offending material or arrange alternative transportation for their child.

➤ **Before School Students**

Grades K4 – 6

Supervisors will be on duty beginning at 7:45 A.M. at the drop off zones and other locations to direct students to their rooms. K4 parents may walk students to the classroom. K5-6th grade parents are not to enter the building and walk their child to the classroom.

➤ **Grades 7 – 12**

Supervisors will be on duty at 7:45 A.M. Students may begin arriving at that time. Students are required to wait in the cafeteria until the first bell rings.

➤ **After School Students**

Students remaining after 3:45 P.M., who are not practicing with a coach, **must** report to After School Care or study hall

until their ride arrives. Homework is to be done at this time. Students are to remain in dress code until leaving campus. Students waiting for a late practice will not be charged for after school care. No student may remain on campus after 3:45 unattended. **Students who do not have a valid reason for being on campus after 3:45 are to leave for the day.**

➤ **Parental Custody**

If there are situations regarding parental custody or parental restraint orders, the school will follow what the court deems appropriate through official court papers. The school must have a notarized copy of an official court document (with judge's signature) before the school can take any action. The safety of the student is the school's number one concern, and at no time will the school release a student to a parent or authorized person that appears to be under the influence of substances or in an impaired condition. Please inform the school's Safety Director of any situations of parental custody or restricted visitation.

➤ **Field Trips**

The purpose of field trips is to enhance student learning through experiences outside of the traditional classroom. All field trips must be approved by the school administration and are planned by the teacher. The costs for transportation and admission are not always covered by the school activities fee.

All chaperones must model the standards of dress and conduct expected from our students as stated in this manual. Chaperones may not take any siblings, friends or family on field trips. Lower School students must wear their uniform on field trips.

➤ **End of the Year Trip**

An end of the year trip is planned by the upper school administration for all students who did not receive any demerits for the second semester or no more than one demerit for the year. The students earn the privilege of being able to go on the trip; however the cost of the trip is the responsibility of the student.

➤ **Senior Class Trip**

Each year the senior class flies to Word of Life in Schroon Lake, New York for a snow skiing trip. It's a highlight of the senior year! One week is set aside in the school calendar for this activity. All seniors are encouraged to participate. Non-participants must attend class.

➤ **Fire Drill**

Periodic fire drills are held to prepare students for an emergency. The alarm is a loud electronic strobe. Upon hearing the fire alarm, the students are to move quietly and quickly from the building to the designated assembly area. Upon reaching the area, attendance will be taken and a messenger will be sent to the check-in station.

➤ **Lock Down Drill**

Periodic Lock-Down Drills will be held to prepare students for an emergency that requires a lock down situation. This

alarm is a vocal announcement through the intercom system. Upon hearing the alarm, the teachers will lock the classroom door, turn off the lights and close window shades. The students will proceed to their lock down location within the classroom. The class will remain in this position until the all clear is announced.

➤ **Fund Raising**

Each year projects are planned to help improve or upgrade the school facilities. These are projects that are outside the regular school budget that is supported by tuition. We encourage you to actively support our fund-raisers because they directly benefit the students and help keep tuition costs reasonable. ECS does not encourage door-to-door fundraising by elementary students unless accompanied by an adult. All gifts to Evangelical Christian School are tax-deductible.

➤ **Hot Lunch**

Students may purchase a hot lunch or bring a bag lunch. The lunch menu can be viewed online at www.goecs.org under the parent's section.

For class parties, please do not bring in food from outside vendors. Arrangements can be made with the cafeteria to provide food for special days.

Lunchtime is an enjoyable break in the day's schedule. Common manners and courtesy must be shown during lunch. In no case may a student throw, play with, or waste food. Any damage, disregard to rules, or disrespect during lunch will result in disciplinary action.

➤ **Gum Chewing**

Gum is extremely detrimental to the upkeep of the campus and buses, therefore, a fee of \$10.00 will be incurred for each offense of gum chewing on school campus and/or bus.

➤ **Lockers**

Lockers are assigned to all students in grades 5 – 12. A locker fee is included in the activity fee. High school students have lockers for storage of books and supplies. Students may go to their lockers before and after class. Lockers and locker combinations are not to be shared. Books are to be stored in such a way that they may be easily removed and do not interfere with the closing and opening of the locker door. Straps, paper, etc., are not to be visible to the outside. Books and other items left out on top of or under the lockers will be placed in Lost and Found. Nothing may be attached to the outside of the lockers. Magnets may be used to attach items to the inside. Such items are to be in keeping with school standards. No stickers are allowed inside or outside of the lockers. No wet clothes or food are to be left overnight and the locker is to be kept free of loose papers and clutter. Routine inspection for locker neatness will be held. The lockers are designed for quiet closure and are not to have the doors slammed shut. Marring and abusing of the lockers will not be permitted. Damage repair or replacement will be at the student's expense to whoever the locker is assigned.

➤ **Lost and Found**

Lost and found articles are taken to storage. A fee of 50 cents for books and \$1.00 for book bags will be charged for retrieval. This policy has been established to teach the student responsibility for personal possessions.

➤ **Book Bag Policy**

No book bags, athletic bags, tote bags, back packs, satchel bags, or duffle bags are permitted in the classrooms or left in the hallways. If any of the above are used to carry items to and from school, they must be placed in the locker before school.

➤ **Telephone**

The classroom phones may not be used or answered by a student. If a student needs to use the phone, they must call from the Student Services phone.

➤ **Parental Visits and Conferences**

Parents and guests are not permitted to visit in the classrooms without the permission of administration. Parents and guardians wishing to have a conference with a teacher or administrator must do so by appointment. Administrators work on a very structured schedule and can rarely take drop-in appointments. Teachers are not permitted to hold impromptu conferences at the door of their classrooms. Please call the office or send a note to the teacher in order to schedule an appointment.

If you as a parent need to meet with several teachers at once, please call the office to arrange for a joint conference.

Parents are never to go directly to their child's classroom. Please go to the office where your child will be called via the intercom. Teachers are not permitted to receive lunches or books and are not to dismiss students from their room without approval from the office. This policy is for the protection of your child.

Lunch with child: Our priority is to seat and feed all students. Parents are not to eat with the class; they may take their child to the designated visitor area to eat. Students must return to class with the rest of the class at the end of lunch or the parent must sign the student out. Eating lunch with your child is special and for it to remain that way, we suggest limiting this treat to one time every 2 weeks.

➤ **School-Provided Transportation**

Evangelical provides buses for all field trips and athletic events however, students may be charged to cover the cost. We ask students who use these services to abide by the following rules:

- Students are to stay away from the vehicle until it has come to a complete stop.
- If it is necessary to cross the street when getting off the bus, students are to walk at least five feet in front of the bus.
- No student is to change seats during the trip without the permission of the driver. No one is to sit on books or lunch boxes.

- Nothing may be thrown on or out of the bus. There is to be no shouting out of the bus windows.
- Pencils, pens, or other sharp objects are not to be used on the bus.
- A student is not allowed to ride a vehicle other than the one that he is assigned to without written parental permission.

➤ **School Office**

All parents are welcome in the school office. The office is open from 7:45 a.m. to 4:00 p.m. Monday through Friday. Lunches, homework, books, or other items to be delivered to your child must be left in the school office for delivery.

Students should not be in the school office unless summoned and should report to the Receptionist.

➤ **Student Guests**

Prospective students may be allowed in the classroom when sufficient seating is available. Evangelical Christian School asks that the following policies be observed:

- The host student must obtain permission from administration at least one day in advance of the visit.
- The visitor must wear a guest tag supplied by the school. This will identify him as an approved visitor.
- All school dress codes will apply to the guest with the exception of hair standards.
- Guests are to remain with host students or the students to whom they are assigned at all times.

Alumni, who have left in good standing, may visit the campus during the lunch hour.

- The administration may determine that a guest is inappropriate for admission to our classes, either by dress or by attitude. In such a case, the student will be asked to wait in the office until transportation home can be arranged.
- To protect the academic environment, only prospective students may observe in classrooms.

➤ **Student Vehicles**

Students driving to school must register their vehicle with the school through the office of the Safety Director. A permit to park on school property may then be purchased. The permit may be revoked for improper behavior with the vehicle. Students may never loiter in their cars or in any parking areas on campus. When they arrive at school they must park their car and leave the parking area immediately. The same holds true after school, students go to their cars and leave campus without loitering in their cars or the campus parking lots. Failure to follow this procedure will lead to loss of driving privilege on campus.

No student may be transported to or from school or any school activities in another student's vehicle without permission from the parents of both the driver and rider. Once a vehicle is parked on school property, students are not to move the vehicle or go to it without the permission of the administration.

➤ **Messages to Students**

If there is a NEED for you to get a message to your child, you must contact the front office no later than 2:15 p.m. We will not be able to guarantee the message will get to your student if you call after 2:15 p.m.

PART V ADDENDUM

SHOE CODE

➤ CORRECT/IN CODE



This is labeled as a “tan” pair of Sperry’s. This is the lightest shade of Brown allowed.



Suede leather material is acceptable



SHOE CODE

➤ IN-CORRECT / OUT OF CODE



Too light, not Brown



White Sole and contrasting color



Multi-colored



White strip on sole and too casual



Too casual, moccasin-style stitching and fuzzy edging on heel



Slippers and fuzzy heels are too casual (Not allowed)



Contrasting Logo



**Incorrect Color
Open backed**



Slipper style, too casual, contrasting soles



Contrasting colors/stripes



**Cloth shoes are not allowed;
Too Casual**



Contrasting laces, logo, and sole

DRESS CODE

➤ OUT OF CODE HAIR



**Hair touching
or over the**

**This is half way or
further on the ear**



**Hair touching
or over the**



DRESS CODE

➤ OUT OF CODE UNIFORMS



Logos may not be seen through an undershirt



Undershirt may not be seen below the uniform shirt.



Here is a logo that is seen, and the student has one too many buttons undone. Boys may only have the top button undone.

SKIRT LENGTHS

Skirts must come to the top of the knee. Skirts not meeting this standard must be replaced.

IN Code



OUT of Code

