

# Introduction



Dear Families,

I am extremely excited about this school year. Being part of Evergreen Christian School (ECS) not only means being a part of an excellent school, but of a fabulous community! For over 40 years, ECS has faithfully served this community and partnered with parents to raise leaders. I am grateful to serve with you as we commit to making every moment count. Together we will stay committed to seeing our vision fulfilled to “Integrate excellent education with devotion to Jesus Christ.”

This handbook will help us all stay on the same page and be consistent with our policies and procedures. Please keep it easily accessible so that you can refer to it whenever necessary.

I want to provide you with everything that you need to make this year successful for both you and the families that God has placed in our care. God has put us all together to serve the students and families at ECS.

I am looking forward to a wonderful year filled with God’s provision and faithfulness for you, along with each student, and family. My prayer for you is that you are confident in knowing you have everything necessary to make this year successful. “Devote yourselves to prayer, being watchful and thankful.” (Colossians 4:2 NIV)

Serving Together,  
Angela Flores  
Principal

# Parent/Student Handbook

## Who We Are

### Vision Statement

“Integrating excellent education with devotion to Jesus Christ”

Love Partner Teach Guide Inspire

### Mission Statement

At Evergreen Christian School we seek to excel in Safety, Discipleship, and Excellent Education

### General Statements of Faith

Evergreen Christian School (ECS) is a ministry of Evergreen Christian Community. The Evergreen Christian Community Board believes it is especially important for non-parochial schools, such as ECS, to publish their Statements of Faith. This is important for parents and students to understand before enrolling his/her child(ren). Board members, faculty, staff, and all members of ECS subscribe, without reservation, to the following doctrinal statements:

- 1) We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit, immutable and infinite in wisdom, holiness, power, justice, goodness and truth. (Deut. 6:4; Matt. 28:19)
- 2) We believe that God, in the beginning, created the heaven and the earth and that He still upholds them in His providence. (Gen. 1:1; Matt. 28:19)
- 3) We believe in the deity of Jesus Christ, in His virgin birth, His sinless life, in His miracle-working power, in His vicarious and atoning death, in His resurrection, in His ascension to the right hand of the Father and in His personal return to power and glory. We believe that for each of us personally, He was “made to be sin” and died for our sins. He suffered the judgment of divine justice, voluntarily shedding His precious blood and dying on Calvary’s cross, “The just for the unjust, that He might bring us to God.” We must confess Him as our personal Savior and Lord in order to receive eternal life. (John 1:1; Matt. 26:63; Heb. 4:14; Rom. 10:9, 10)
- 4) We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is able to live a godly life. We believe that God has called us “unto holiness” to walk not after the flesh but after the spirit, to live the victorious Christian life, yielded and separate unto God, in constant subjection to our Lord and Savior Jesus Christ and to be a living witness before others for His all sufficient grace, power and peace. (1 Cor. 2:10-14; Gal. 5:15; 1 Cor. 6:19, 20)
- 5) We believe that the Bible comprises the totality of verbally inspired revelation from God to man and that in the original documents are inerrant and infallible. It is profitable for teaching, rebuking, correcting and training in righteousness. (2 Tim. 3:16; Heb. 4:12)
- 6) We believe in the spiritual unity of believers in Christ and the resurrection of the saved unto eternal life only through Jesus Christ. (John 17:20-23; Eph. 4:1-4; 1 Cor. 15)

### School Sponsorship and Affiliation

ECS is a departmental ministry of Evergreen Christian Community, an Assemblies of God church.

ECS is a member of the Association of Christian Schools International (ACSI).

ECS is accredited by AdvanceEd.

ECS is a member of Washington Federation of Independent Schools (WFIS).

ECS is in compliance with the State of Washington.

# Parent's Policies and Procedures

## Academic Program

### Admissions

Evergreen Christian School (ECS), is a ministry of Evergreen Christian Community, does not discriminate in the admission of students based on race, religion, color, gender, national origin, or disability as required by federal and state laws (to the extent applicable to the School). The School complies with all federal and state disability laws as applicable to the School. The School reserves the right to select and dismiss students on the basis of the student's academic performance, commitment to the mission and purposes of the School, lifestyle choices as well as other considerations deemed appropriate in the sole discretion of the School. The behavior of the student while off campus is a clear indicator of his/her lifestyle choices, and is therefore a consideration for admission and continued enrollment.

Attendance at our School is a privilege, not a right. That privilege may be revoked as determined in the sole and absolute discretion of the School. The School reserves the right to refuse admission or continued enrollment to anyone for any reason permitted by federal and state laws (to the extent those laws are applicable to the School).

The enrollment process consists of the following steps:

- Step 1: Contact the office for application materials and to schedule a tour.
- Step 2: Complete the application and attach the following documents:
  - Pre-8<sup>th</sup> grade: Birth certificate and completed immunization form.
  - 1<sup>st</sup> – 8<sup>th</sup> grade: One personal letter of recommendation. A copy of the student's most recent transcripts, a copy of student's last Terra Nova, SAT, MSP, or other achievement test, and one letter of recommendation from a Teacher or Administrator.
- Step 3: When the school receives your completed application, you will be contacted to schedule an assessment and parent interview with a member of the ECS team. The purpose of the assessment is to determine appropriate grade placement and/or enrollment at ECS. The purpose of the interview is to help new families get to know the school and have their questions answered.
- Step 4: Once accepted, the Registrar will request a check for payment of the registration fee. This fee "reserve your child's spot" in a class and is non-refundable and non-transferrable.
- Step 5: Once enrolled, through payment of the registration fee, you will receive further applicable school information, the ECS School Calendar, and a Parent & Student Handbook. Information regarding the start of the school year can be found in early August online.

Parents may be required to sign copies of additional forms prior to enrolling his/her child.

## Kindergarten Entry

Children who will be 5 years old on or before midnight on August 31 of the entry year are eligible to attend Kindergarten. Registration is open in February for returning students and March for new students, and it continues until the classes are filled.

## School Start and Dismissal

School begins at 8:45 a.m. for students K-5th grade and 8:35 a.m. for Middle School students. K-5th grade students may arrive no earlier than 8:35 a.m., and middle school no earlier than 8:25 a.m. School dismisses at 3:15 p.m. (K-8<sup>th</sup> grade). Any student not picked up by 3:30 p.m. will go to Extended Care and parents will be charged appropriately. If you need Extended Care assistance, please see the Extended Care tab under "Campus Life" on our website. You may also get information at the front office for instructions.

## Student Records

Student Records include the following: the student's name, address, telephone number, birthdate, participation in activities and sports, weight and height, dates of attendance, awards, and the most recent previous school attended by the student.

Student Records may be released by a school without written consent, provided that public notice shall be given of the categories defined as directory information, and parents shall have the right, by written request, to designate that any or all of such information be released only with prior parental consent.

## Grades and Grading Scale

Grades at ECS are based on a four point scale below, on the left is the scale of 4<sup>th</sup> – 8<sup>th</sup> grade.

Primary levels (K-3rd grade) use the grading scale to the right.

GPA	Letter Grade	%	
4.0	A	94 - 100	
3.7	A-	90 - 93	
3.3	B+	88 - 89	O = Outstanding
3.0	B	83 - 87	S+ = Very good
2.7	B-	80 - 82	S = Satisfactory
2.3	C+	78 - 79	S- = Below average
2.0	C	73 - 77	N = Needs Improvement
1.7	C-	70 - 72	
1.3	D+	68 - 69	
1.0	D	63 - 67	
.7	D-	60 - 62	
.3	F	Below 60	
	I	Incomplete	
	P	Pass	
	F	Fail	

Incomplete: A student has a maximum of five school days to complete assignments or the grade may convert to a zero.

## Homework and Assignments

**Assigned by Classroom Teachers:** Homework will be assigned by the student's teacher(s) to achieve the following goals:

ALMA is our online portal where you can access grades and assignments for your student(s).

1. For retention: We believe that most students require repetition to master material essential to his/her educational progress.
2. For practice: Following classroom explanation, illustration, and practice on new work, homework is given so that the material will be mastered.
3. For remedial benefit: As instruction progresses, difficulties in a student's grasp of a subject may become evident. Homework following instruction is given to help overcome such difficulties.
4. For special projects: Book reports, compositions, special research assignments, and projects are frequently assigned as homework or split up between home and school to allow individual and creative work at home.
5. For completion: Students must finish any class work not finished during the school day at home.

**Parent Participation:** In partnership with classroom teachers, parents are expected to ensure the completion of his/her child's homework. All work is to be done neatly. The homework expectations for the average student are as follows (not including 30 minutes of reading per day):

<b>Grade:</b>	<b>Average Time:</b>
Kindergarten	10 minutes
1st - 2nd	10-20 minutes
3rd	20-30 minutes
4th	45 minutes
5th	45-60 minutes
6th - 8th	60-90 minutes (not including special projects)

This may vary if students have not completed their classroom work or if they have procrastinated timelines for projects.

## Testing

As recommended by the Association of Christian Schools International (ACSI), certain grade levels at Evergreen Christian School take achievement tests each year. Testing dates are indicated on the school calendar. We offer one that is administered to the 1st – 8th grades, and attendance is mandatory. In addition, 5<sup>th</sup>-8<sup>th</sup> grade will participate in the Smarter Balanced Math Assessment. Please do not schedule planned vacations, doctor or dental visits, or other non-emergency absences during the week of testing.

## Report Cards

Parents are able to view student report cards at the end of each quarter via ALMA and a hard copy will be sent home. If you have difficulty accessing ALMA, please contact the school Registrar. Check the school calendar for these dates. A final report card will be sent home on the last day of school including standardized test results.

## Midterm Reports

Midterms are sent out for 5<sup>th</sup> grade-Middle School students who are earning a C- or below in any subject. Information concerning the progress of primary students can be discussed more informally between teacher and parents as needed.

## Parent-Teacher Conferences

K-Middle School Parent-teacher conferences are held the first two days of Thanksgiving week, and at the request of the teachers or parents. Refer to the school calendar for dates.

## Curriculum

The curriculum at ECS emphasizes the basic skills of reading, spelling, language arts, writing, math, social studies, and science. Bible is taught as a core subject, with God's Word and the principles of Christ integrated throughout the total program. Music, Band and Orchestra, P.E., Spanish, and Technology are classes taught by specialists and offered at many grade levels.

While the members of the Board are fully committed to providing our students with the best possible education in order for them to live productive and fulfilling lives, we believe it is crucial that their learning comes from a Christian perspective and is anchored in faith. The best curriculum for our students should be chosen and crafted by teachers in collaboration with parents and not provided as a "one-size-fits-all" mandate from an outside source.

The Board, together with the faculty and staff, will continue to search for innovative and creative ways to instill a commitment to excellence and deep faith in our students.

**Chapel**-Weekly chapel meetings set a spiritual tone for ECS with involvement of speakers, musical groups, teachers, and students. Chapel takes place on Wednesdays in the Main Auditorium from 8:55am-9:35am. We meet and worship all together and then break out into appropriate grade levels for teaching of Biblical principles.

**Music**-ECS offers an extensive music program. K-4th grade students have a general music class one or two periods a week. 5th-8th grade students choose from Choir or Band as his/her required music enrichment. A zero-hour orchestra program is available to students in grades 2-5.

**Physical Education (PE)**-Each K-5th grade class is scheduled for one or two PE periods per week. Middle School students may take PE as an elective class.

**Library**-ECS maintains a library of books, magazines, and other reference materials. Classroom teachers may take their classes to the library to checkout books. Children are also able to use the library by request when accompanied by a staff member. Other use of the library depends on the availability of the library. Student access to the Accelerated Reader program is available in the library.

**Spanish**-ECS Spanish is offered grades K-8th. This Enrichment class will give students' exposure to the Spanish language. Students' will focus on conversational Spanish through songs, dialogues, games, and written work.

**Technology**-Students progress through curriculum in keyboarding, word processing, and multimedia presentations. They will have the opportunity to graduate from ECS ready to use technology in their future educational experiences. They are required to sign a Technology Contract before being permitted to use computers.

Computers and iPads are provided to students to conduct and complete school-related research and assignments. The contract includes a list of behaviors we expect from all students while working in the computer lab/classrooms and the consequences for violations of the rules. It is not possible for us to provide direct supervision in regard to technology of all students at all times. Our network has a filter, but there is always the potential for accessing material that is not acceptable in an educational context. Therefore, access to the internet requires all users to uphold the highest level of personal responsibility and academic ethics at all times.

### **Rules of Acceptable Use**

#### **A. General Use: Access to ECS computer system is a privilege, not a right**

- Noncompliance with our policies may result in suspension and/or termination of privileges.
- Teachers will not allow students to have access to any non-educational, restricted, password-protected programs.
- System users are prohibited from changing any computer settings or configurations including background setups.
- System users may not install any software, including but not limited to commercial software, shareware, freeware, original software and/or utilities onto school computers. All software installed on school computers must be licensed and installed by ECC/ECS Staff. This includes games.
- ECS has the right to determine who will be given access to the computer network.
- No games, shopping, social networks, email, or any other non-school related activity will be permitted.
- No food or drinks are permitted when using ECS technology in the classrooms, Technology Lab, or at home.

#### **B. Internet/Electronic Communications Use:**

- Access to the Internet will be made available to students for instructional purposes.
- Electronic communications are not private. Network administrators may review logs of Internet sites visited to verify appropriate use.
- Using the network in such a way that would disrupt the use of the network by other users is prohibited. This includes instant messaging or use of the command prompt.

#### **C. Computer Ethics:**

- System users must abide by copyright laws.

- Any attempts to harm, modify, or destroy school equipment or materials, another user's data, or any other networks that are connected to the Internet is prohibited as a violation of school policy.
- Students/Parents will be financially responsible for any damages to technology equipment damaged by the student.

#### **D. Personal Safety**

- Revealing personal information without the permission of a teacher is not allowed.
- Students should not make appointments to meet people they meet through the Internet.
- Students should notify teachers if anything threatening or dangerous pops up on their screen.

#### **E. Consequences:**

- ECS requires students to make decisions based on honesty, truth, and integrity. We want and expect trust and responsibility. Violation of this trust is considered a serious offense and will subject the student to school discipline. All workstations, software, files, and messages residing on The School network are the property of the school.
- We expect our students to abide by these policies. Violation of any of the policies described above will result in disciplinary actions which could include suspension and or loss of computer lab privileges.

#### **F. Disclaimer of Liability:**

- ECS is not liable for users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The school will not be responsible for ensuring the accuracy or usability of any information found on the Internet. If a chromebook has been damaged by the student, the repair cost will be added to the parent/guardian billing statement.

#### **G. Social Media:**

- Before allowing your student to sign up for any social media please check the age requirement. Because we encourage honesty in our students, they will be asked to remove themselves if participating before age appropriate in any social media. Parent/guardian will be notified to confirm. Because not all parents allow their child(ren) to use social media, students will not be allowed to share their social media with any other students while on campus at any time or at any ECS events whether or not they are at the required age.

#### **COPPA**

Our school uses Khan Academy, an online learning tool that students in 1st-8th grade will use to refine their skills in math. This program provides educational videos, challenges, and assessments on numerous topics.

To access Khan Academy, students need to be given Google Apps for Education accounts for sign-in and point-tracking purposes. With this account, they will have limited access to its services which will only include Google Drive. Students will have NO access to the other apps that Google Apps offers, including email and Google+. Please take a moment to look at the website we will be using at <http://www.google.com/enterprise/apps/education/>, as well as what personal information the site collects at <https://www.google.com/edu/privacy.html>.

Before using this tool, we wanted to make you aware of federal regulations that apply to operators of websites and require parental consent when they collect information on children under 13, as described below. In order for students to use this program/service, certain personal information must be provided to the web site operator. Under the Children's Online Privacy Protection Act (COPPA), these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. For more information on COPPA, please visit <http://www.ftc.gov/privacy/coppafaqs.shtml>.

Schools are permitted to consent to the collection of personal information on behalf of parents of students, thereby eliminating the need for individual parental consent given directly to the web site operator. Before doing so, ECC\ECS is providing you with this notice and opportunity to opt out.

Because of how a Google Apps for Education account works and how it is used to sign into Khan Academy, neither service requires any information beyond the username the student is provided with. This being said, your child's full name, date of birth, and school information will not and cannot be provided to either service. Our goal here at ECS is to give you peace of mind as we strive to protect your child's identity.

After reviewing this information, if you would NOT like your child to have their own Google Apps for Education account, please contact ECS before 9-11-19. If we do not hear from you otherwise, we will create a Google Apps for Education account for your student. If your child was here last year, and you did not opt out, he or she already has an account created and no further contact is necessary. Additionally, if you opted out last year and would like to opt your child this year, please let us know.

## Awards

### Character Awards (6th-8th)

Christian character awards for Middle School are announced at the end of the second semester at an awards assembly. The Middle School faculty determines which students receive these awards. The awards are based on Biblical character traits.

### Academic Awards (6th-8th) are given out at the end of each semester

<u>Principal's Award:</u>	Given for a 4.0 GPA each semester
<u>Honor Award:</u>	Given for 3.5-3.99 GPA each semester
<u>Merit Award:</u>	Given for 3.00-3.49 GPA each semester
<u>Athlete of the year:</u>	Given to 1 boy and 1 girl 8th grade student.
<u>Student of the Year Award:</u>	Given to 1 boy and 1 girl at 8th grade graduation.

### Grade Level Recitations (Pre-8th) End-of-the-Year Awards

In Psalm 119:9-11 the Bible says, "How can a young man keep his way pure? By living according to your word. I seek you with all my heart; do not let me stray from your commands. I have hidden your word in my heart that I might not sin against you." It is our desire at ECS to encourage students to know and understand the Word of God so that it not only lights his/her path, but so they know what they believe and why. With that in mind, and in addition to the scripture they learn as a part of his/her academics, students are encouraged to learn the following scripture passages.

**Preschool** - "THE LORD is my shepherd; I shall not want." Psalm 23:1

**Kindergarten** - "For God so loved the world that He gave His only begotten Son, that whoever believes in Him should not perish but have everlasting life." John 3:16

### Statements of Faith: The "I Believes" for 1st – 8th Grade

**1st Grade**-I believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit, immutable and infinite in wisdom, holiness, power, justice, goodness, and truth.

"Hear, O Israel: The Lord our God, the Lord is one." Deuteronomy 6:4

**2nd Grade**-I believe that God, in the beginning, created the heaven and the earth and that He still upholds them in His providence. "In the beginning God created the heavens and the earth." Genesis 1:1

**3rd Grade**-I believe in the deity of Jesus Christ, in His virgin birth, in His sinless life, in His miracle-working power, in His vicarious and atoning death, in His resurrection, in His ascension to the right hand of the Father, and in His personal return to power and glory. I believe that, for each of us personally, He was "made to be sin" and died for our sins. He suffered the judgment of divine justice, voluntarily shedding His precious blood and dying on Calvary's cross, "the just for the unjust, that He might bring us to God." I must confess Him as my personal Savior and Lord in order to receive eternal life. "That if you confess with your mouth, 'Jesus is Lord,' and believe in your heart that God raised him from the dead, you will be saved. For it is with your heart that you believe and are justified, and it is with your mouth that you confess and are saved." Romans 10:9-10



**4th Grade-**I believe in the present ministry of the Holy Spirit by whose indwelling the Christian is able to live a godly life. I believe that God has called us “unto holiness” to walk not after the flesh but after the Spirit, to live the victorious Christian life, yielded and separate unto God, in constant subjection to our Lord and Savior Jesus Christ and to be a living witness before others for His all sufficient grace, power, and peace. “But God has revealed it to us by his Spirit. The Spirit searches all things, even the deep things of God. For who among men knows the thoughts of a man except the man’s spirit within him? In the same way no one knows the thoughts of God except the Spirit of God. We have not received the spirit of the world but the Spirit who is from God, that we may understand what God has freely given us. This is what we speak, not in words taught us by human wisdom but in words taught by the Spirit, expressing spiritual truths in spiritual word. The man without the Spirit does not accept the things that come from the Spirit of God, for they are foolishness to him, and he cannot understand them because they are spiritually discerned.” I Corinthians 2:10-14

**5th Grade-**I believe that the Bible comprises the totality of verbally-inspired revelation from God to man and that in the original documents are inerrant and infallible. It is profitable for teaching, rebuking, correcting, and training in righteousness. “All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness, that the man of God may be complete, thoroughly equipped for every good work.” 2 Timothy 3:16-17

**6th Grade-**I believe in the spiritual unity of believers in Christ and the resurrection of the saved unto eternal life only through Jesus Christ. "I do not pray for these alone, but also for those who will believe in Me through their word; that they all may be one, as You, Father, are in Me, and I in You; that they also may be one in Us, that the world may believe that You sent Me. And the glory which You gave Me I have given them, that they may be one just as We are one: I in them, and You in Me; that they may be made perfect in one, and that the world may know that You have sent Me, and have loved them as You have loved Me.” John 17:20-23

**7th Grade-**The Whole Armor of God-“Finally, my brethren, be strong in the Lord and in the power of His might. Put on the whole armor of God that you may be able to stand against the wiles of the devil. For we do not wrestle against flesh and blood, but against principalities, against powers, against the rulers of the darkness of this age, against spiritual hosts of wickedness in the heavenly places. Therefore, take up the whole armor of God that you may be able to withstand in the evil day, and having done all, to stand. Stand, therefore, having girded your waist with truth, having put on the breastplate of righteousness, and having shod your feet with the preparation of the gospel of peace; above all, taking the shield of faith with which you will be able to quench all the fiery darts of the wicked one. And take the helmet of salvation, and the sword of the Spirit, which is the word of God; praying always with all prayer and supplication in the Spirit, being watchful to this end with all perseverance and supplication for all the saints.” Ephesians 6:10-18

**8th Grade-**“Blessed is the man who does not walk in the counsel of the wicked or stand in the way of sinners or sit in the seat of mockers. But his delight is in the law of the LORD, and on his law he meditates day and night. He is like a tree planted by streams of water, which yields its fruit in season and whose leaf does not wither. Whatever he does prospers. Not so the wicked! They are like chaff that the wind blows away. Therefore, the wicked will not stand in the judgment, nor sinners in the assembly of the righteous. For the LORD watches over the way of the righteous, but the way of the wicked will perish.” Psalm 1

### **Other Awards**

K-5th grade classroom awards are strongly encouraged and can be handed out at the end of the year awards assembly. There will be quarterly awards assemblies when teachers are encouraged to give out a character award to a student whose actions have stood out. Other awards will be announced by the administration as seems appropriate throughout the year.

# Attendance

## General Guidelines

Students enrolled at ECS are expected to attend school in accordance with state law (RCW 28A.225.010).

State law requires that children between the ages of eight and seventeen attend school. Truancy is defined as being absent from school or from the majority of a student's classes without a valid excuse.

The Executive Board believes attendance at school provides a student with classroom learning experience and is composed of participation in class activities and direct instruction provided by the classroom teacher. The instructional program designed by each teacher is a progressive and sequential experience. It is very difficult for that experience to be "made up."

Primary responsibility for school attendance rests with the students and their parents. It is important that parents teach their students the value and importance of regular and on-time attendance. The schools' responsibility is to join with parents in teaching these values. In order for ECS students to participate in any extracurricular activities, students must attend a minimum of ½ of the regular school day.

## Excused Absences

Absences due to illness, health condition, family emergency, or major family event

If an absence is anticipated, parents are to notify the office or online using the "Report Student Absence" form prior to the absence. In the case of illness or emergency, parents must notify the ECS office by phone or online as soon as possible on the day of absence. In the case of family events, notification should be made in writing at least one week prior to the anticipated absence. In cases other than illness or emergency, the school reserves the right to decline an excused absence, in which case any absence is treated as unexcused.

### Absences due to major family events:

Each teacher determines the homework to be provided to students prior to, during, or after family events. Teachers may provide students with the essentials, but students will miss significant instruction time. It is the student (and parent) responsibility to make arrangements with the teacher to make up all missed assignments and ensure that work is completed on the day they return to school unless otherwise stated by the teacher; in addition to assignments being turned in those students must be prepared for any missed or upcoming tests.

### Absences due to illness, health condition, or family emergency:

Students will be given one day for each day missed to make up assignments.

## Unexcused Absences

Non-class attendance without a valid cause; see excused absence definition

If a student is unexcused, all coursework and homework assignments are due on schedule. No extensions will be granted. Academic credit may be affected without opportunity for make-up. Upon returning, the student will be held responsible for tests and concepts taught while they were away.

After three unexcused absences in a nine-week grading period, the letter grade of the course may be dropped to an incomplete. The school may also contact parents after one unexcused absence and/or take other actions if, in the school's discretion, truancy is a concern.

## Activity-Related Absences

Official absences sanctioned by the school include school-approved trips, school sport activities, ACSI events, and other activities authorized by the administration.

A student with an activity-related absence will be given the opportunity to make-up in class assignments and exams missed during the absence. All homework and projects are required to be turned in on time with no additional time given. Any make-up work/exams must be scheduled with the teacher prior to the absence.

## **Tardiness**

Punctuality is important for ECS students as a training tool to be respectful of times and schedules, to permit them to be present at the beginning of a lesson, and to avoid class disruptions created by late arrivals.

Students are expected to be seated in his/her classrooms ready to begin instruction, with supplies and homework at 8:45am (K-5); 8:35am (6-8); otherwise they are considered tardy. The same procedures apply to every scheduled class period in the 6-8th grade as well.

A student, who has three unexcused tardies in a nine-week grading period, will be assigned a 30-minute school detention, and the letter grade of the course may be dropped one letter grade. The school may also contact parents after three tardies and/or take other actions if, in the school's discretion, tardiness is a concern.

## **Excessive Absences / Tardiness**

Attendance is an integral part of academic progress. Student interaction and participation give depth to written material and constitute the social character of his/her school experience. Also, to advance to the next grade level, students must show satisfactory classroom progress and must be in attendance to show this successful progress.

Allowing for health emergencies and individual situations, unsatisfactory attendance may be interpreted to mean absences in excess of 18 days per year or tardies totaling 16 per year. Any student having excessive absences and/or tardiness during a particular year, even if otherwise performing at acceptable academic standards, may be subject to any or all of the following, at the discretion of the school

- Assigned a failing grade
- Retained at the present grade
- Required to sign and follow an attendance contract
- Filed with the State Court for violating the "Becca Bill." (SB 5439)

## **Excusing Students During the School Day**

Students are prohibited from leaving school grounds (except on scheduled school trips) before regular dismissal time without parent/guardian personally signing them out in the school office, or if prior arrangements have been made with, and approved by, the school office. A student will be sent to the office for pickup only via a telephone call from the receptionist to the classroom Teacher.

## **Withdrawal**

Notice of transfer to another school should be made to ECS office 30 days prior to moving for the transition of the student, class, and teacher. Withdrawal must be in writing by the parent or legal guardian. If a student withdraws, his/her tuition will be prorated on a daily basis (based on the current school year total days). There are no registration refunds.

## **Student Activities**

### **Opportunities for Student Involvement**

ECS offers school-related activities that broaden a student's life experiences and create memories of his/her early years. Please remember that students and parents are expected to follow all school standards including dress code as a participant or spectator at any and all ECS event, including dress code and technology.

## **Athletics**

Many students (5th-8th grade) are involved each year in our athletic program, and we are proud of our Crusader teams. We offer a well-rounded, "no cuts" athletic program to enhance the physical skills and sportsmanship of our students.

ECS is a member of a league made up of small public and Christian schools. Some athletic events occur on our own campus, and some events are held on other school campuses.

Fall season offers volleyball for girls, flag football for boys, and co-ed cross country. Winter season offers boys' and girls' basketball teams, and the Spring season offers co-ed track.

All students wishing to participate in athletics at ECS will be required to complete a sports physical, concussion form, medical release form, meet participation criteria for eligibility, and pay appropriate fees. Physical forms are available at [www.ecsolympia.com](http://www.ecsolympia.com). During the season athletes are required to turn in a weekly grade report and keep their grades in each subject above a C- and have all homework assignments turned in. Failure to meet these requirements may prohibit them from attending practice or games.

## **Academic Competitions**

Academic competitions are available for students. They are interscholastic and competitive with schools in the region, state, and national level. Some examples of the competitions offered at ECS are: ACSI Spelling Bee, Math Olympics, Young Authors, Art Fair, Science Fair, and the National Geography Bee.

## **Passport Club**

Passport Club is an optional enrichment opportunity for students Kindergarten through 5<sup>th</sup> Grade. It is an exciting and fun year-long opportunity for students to learn the location of some, or all, of the countries in the world, as well as other major geographical locations such as continents and oceans. This program help students throughout their educational life.

## **Behavior & Discipline**

Discipline is training that helps a child make correct choices in a climate of warmth and support, which includes limitations with both positive and negative consequences. "No discipline is enjoyable while it is happening-it's painful! But afterward there will be a peaceful harvest of right living for those who are trained in this way." Hebrews 12:11 (NLT) It is a three-way communication process between students, parents, and school personnel. It is, in the Christian environment, training in righteousness and character that leads one to be more Christ-like in every way. Scriptural principles also require us to help students remain accountable for inappropriate conduct.

Classroom rules and disciplines will be instituted and administered by the classroom teacher. Teachers will act with support, as needed, by other staff members and the administration. In addition, teachers are expected to monitor all students' behaviors while on campus or during school activities.

## **School Encouragement of Appropriate Behavior**

While the School must discipline students for misconduct, it also desires to strongly encourage students to model appropriate behavior. Positive reinforcement by school personnel and parents will result in a happy, positive school environment where students respect one another, learn, and act in a manner that glorifies Christ. School personnel may reward appropriate behavior in a variety of ways.

## **School-wide Guidelines for all students at ECS**

Our expectation of students is that they are obedient and respectful. So, disruption, disobedience, defiance, disrespect and dishonesty are cause for discipline. All students are expected to grow in Christian character traits. The School has established general guidelines to encourage students in this process. These general guidelines include, but are not limited to:

- Respecting and obeying school rules, staff and faculty
- Respecting others rights, feelings and property
- Maintaining a safe, civil, respectful, and inclusive community

- Walking safely and acting orderly in and around the buildings and staying in supervised areas
- Showing consistent evidence of a teachable spirit and doing one's best to obey and have a clear conscience before God
- Being responsible for one's actions
- Making a determined effort to learn, including, but not limited to, being in class on time and prepared to work, with the necessary learning materials
- Dressing appropriately according to the ECS dress code
- Behaving in a manner that reflects the testimony of Jesus Christ

## **Behaviors Requiring Discipline**

The School reserves the right to discipline students for conduct that is determined to be inappropriate. It is in the School's sole and absolute discretion. Examples of conduct that may warrant discipline are below. This list is not exhaustive.

**Disruption: (Definition)** Disturbance or problems which interrupt an event, activity, or process

- Behavior that adversely affects God's Word, ECS, and/or the student
- Harassment or intimidation
- Bullying of any kind
- Vulgarity, profanity, obscenities, and inappropriate slang (verbal or non-verbal)
- Fighting, wrestling, aggression or rough housing
- Piggyback rides, picking up, carrying others or sitting or laying on laps
- False alarms and/or threats
- Blurting; talking when asked not to, out of seat

**Disobedience: (Definition)** Refusal or neglect to obey

- Telephone abuse, texting, cyber bullying, Facebook or multimedia abuse
- Violations of school rules/policies
- Possession and/or viewing of pornographic or sexually-graphic or suggestive materials
- Chewing gum
- Inappropriate dress
- Use of electronics on campus, including but not limited to cell phones, iPods, iPads, computers
- Failure to turn in discipline slips and/or attend assigned detention
- Continued behavior after being asked to stop or start

**Defiance: (Definition)** A daring or bold resistance to authority or to any opposing force; open disregard; contempt

- Arrogance
- Insubordination
- Arguing or Challenging a teacher's instruction
- Non-participation in class
- Rebellion

**Disrespect: (Definition)** to lack special regard for authority; to show or express contempt for

- Unacceptable behavior including, but not limited to spitting
- Destruction or defacing of school property
- Gossiping
- Inappropriate comments to staff or students
- Arguing with a person in authority
- Unwholesome speech
- Taunt/tease/bothering others
- Extortion
- Gambling or betting
- Inappropriate gestures
- Truancy

- Unauthorized absence or tardiness from class
- Negative attitude or influence on other students

**Dishonesty: (Definition)** lack of honesty or integrity; disposition to defraud or deceive

- Theft
- Deception
- Lying, and misrepresentation
- Cheating
- Forgery
- Stealing
- Plagiarism

#### **Other**

- Arson
- Gang involvement
- Possession and/or concealment of a weapon; use of fireworks and/or explosives
- Use, possession, distribution and/or sale of drugs, drug substances, drug-like substances, drug paraphernalia, alcohol, tobacco, and/or tobacco or vaping products
- Violation of federal, state or city laws
- Assault or attempted assault including, but not limited to, kicking, hitting, slapping, body slams or blocks
- Immorality
- Improper boy/girl relationships (boyfriend/girlfriend relationships are prohibited); side hugs allowed with opposite sex

### **Consequences of Inappropriate Behavior**

Generally, the School attempts to impose gradual disciplinary measures when a student engages in misconduct. However, attendance at ECS is a privilege, not a right, and no student has a right to a particular disciplinary process. The School may consider the severity and repetition of the behavior, the response of the student and parents, as well as any other factors the Schools deems relevant.

Violations of ECS' policy may result in, but is not limited to, a telephone call home to parent/guardian from student, oral or written warnings to the student and signed by parents/guardians, reflection document, disciplinary forms (failure to return this slip by the following school morning can result in further discipline), additional work assignments, loss of play time or privileges, walking laps, detention, student and or parent conferences, probation, counseling, correction, other intervention, up to and including suspension, campus work (clean up, etc.), temporary or permanent expulsion from the School. The nature and severity of the consequences for violating this policy will depend on the nature, frequency, and severity of the violation.

### **Definition of Bullying, Intimidation and Harassment**

We recognize that harassment, intimidation and bullying are a widespread and persistent issue that can happen anywhere despite education and prevention efforts. We ask you to partner with us to address this issue and to ensure that our school is a safe and positive place for growing and learning.

**Bullying: (definition)** Use superior strength or influence to intimidate (someone), typically to force him or her to do what one wants. Can be physical, verbal, emotional or social.

**Cyber-Bullying** is a serious offense. Children have killed each other and committed suicide after having been involved in cyber-bullying. Cyber-bullying could result in a misdemeanor cyber harassment charge, or if the child is young enough may result in the charge of juvenile delinquency. The definition of cyber-bullying is when a child, preteen or teen is tormented, threatened, harassed, humiliated, embarrassed, where derogatory, demeaning or unwelcome messages are communicated or otherwise targeted by another child, preteen or teen using the Internet, interactive and digital

technologies such as mobile phones by text messaging, email, social networking sites or any similar electronic means. This is prohibited.

Student behavior will not be inclusive to campus time but will extend to off hours, off campus behavior as cyber-bullying is not itself inclusive to school grounds because it has an effect on a student or can adversely affect the safety and well-being of a student while in school.

As discussed under the School's discrimination and harassment policy, we are committed to maintaining an academic environment where students feel safe at school and are treated with dignity and respect. For that reason, we do not tolerate harassment, intimidation or bullying of any kind to our students. What happens if it is reported? Each situation is different. Sometimes a report can be followed by quick intervention and resolution. These situations typically do not meet the definition of harassment, intimidation or bullying. When an incident or series of incidents meets the definition described above, the principal will conduct an investigation. This may include suspension of the student while the investigation is underway. The investigation includes interviews and notification of parents of both the alleged aggressor and the targeted student. If the outcome of the investigation indicates that harassment, intimidation or bullying has occurred, consequences may be assigned and a plan will be developed that will include a plan for follow-up.

### **Retaliation and False Reports**

Retaliation against those who file complaints or make reports of harassment, intimidation or bullying, or participate as witnesses or otherwise cooperate with any investigation is also a violation of this policy. Intentionally making a false report of bullying is also a violation of this policy.

### **Weapons Policy**

All students should not have to fear violence to themselves or others while attending school. Guns, knives, and all other weapons or articles used as weapons to inflict bodily harm are a hazard to a safe learning environment and the welfare of human beings. Any student carrying a gun, other weapons, or use of any object made to act or look like a weapon or threatening to carry a weapon on school property, even in jest, shall be subject to discipline, that may include automatic expulsion. The School has sole discretion in this situation.

## **Discrimination and Harassment**

The School is committed to maintaining an academic environment that is free from all forms of discrimination, intimidation, exploitation, and harassment on the basis of race, color, national origin, gender, age, or disability. The School may discipline students, up to and including immediate expulsion, for violations of this policy.

**Harassment: (Definition)** "Harassment, intimidation or bullying" means any intentional (the individual's choice to engage in an act) electronic, written, verbal, or physical act, including but not limited to those shown to be motivated by race, color, religion, ancestry, national origin, gender, mental or physical disability, or other distinguishing characteristic (can include a student's physical appearance such as height, weight, clothing, and socioeconomic status) or annoying or offensive conduct, or speech based on race, color national origin, sex, age or disability (to the extent protected by federal or state law) if the conduct or speech:

1. Creates an environment that is sufficiently severe, pervasive, or persistent so as to interfere with an individual's work or academic performance
2. Submission to the conduct or speech is explicitly or implicitly made a term of condition of an individual's employment or academic activities (including extracurricular activities)
3. Submission to, or rejection of, the conduct by an individual is used as the basis for academic decisions affecting the individual. It includes, but is not limited to, threats, demands, requests, teasing, taunts, insults, derogatory comments, slurs, jokes, abuse, torment, or other similar action
4. Physically harms a student or damages a student's property
5. Has the effect of substantially interfering with a student's education
6. Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment
7. Has the effect of substantially disrupting the orderly operation of the School
8. Example of this can be, but is not limited to:

Hitting, kicking, pinching, shoving, hazing, using body for intimidation, destroying or taking someone's property, teasing, name-calling, spreading rumors or demeaning comments, threatening or obscene gestures, pranks, and not stopping when someone asks you to and/or doing any of the above things through someone else

**Sexual Harassment: (Definition)** "Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic activities (including extracurricular activities)
2. Submission to, or rejection of, the conduct by the student is used as the basis of academic decisions affecting the student
3. The conduct (whether intentional or not) has the purpose or effect of unreasonably interfering with a student's academic performance; or of creating an intimidating, hostile, or offensive educational environment
4. Submission to, or rejection of, the conduct by an individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the School

### **Examples of Sexual Harassment**

Unwelcome sexual conduct of this type can include a wide range of verbal or physical conduct of a sexual nature. Without limiting the behavior that might violate this policy, the following are examples of inappropriate conduct:

- Unwanted sexual advances or propositions
- Offering academic benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters
- Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations
- Physical conduct such as touching, assaulting, impeding or blocking movements
- Sexting
- Social media

### **Investigation**

The School reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant. Students may be suspended during the investigation.

### **Making a Complaint for Sexual Harassment or Bullying**

**Students should not try to handle these issues on their own.**

1. Any student who believes he or she is a victim of bullying should tell his/her teacher or Principal.
2. Any student who believes a fellow schoolmate is a victim of bullying should tell his/her teacher or Principal.
3. Any parent who believes his or her child is being bullied should contact his/her teacher or Principal.

### **Questions**

Anyone with questions about this policy should contact the Principal.

## **Behavior Contract**

A Behavior Contract or probation may be imposed when the School believes a student has a behavior issue, including but not limited to a student with multiple detentions and/or has been suspended. This provides the student an opportunity to correct their behavior. It may also be used when enrolling a new student who has had problems in the past, but is seeking a new start at ECS. The principal will meet with the student and parent if the student is placed on a contract or probation. If the student does not show progress or improve to a level the School believes is satisfactory, the student must withdraw or be expelled from school.

A Behavior Contract or probation may be recommended for a variety of reasons including, but not limited to, *disruption, disobedience, defiance, disrespect and dishonesty*, a serious or repeated breach of conduct (as determined at the School's



sole and absolute discretion), and the failure of the parents and/or student to partner with disciplinary procedures or rules of the School.

## **Suspension**

“Suspension” shall mean denial of the right of attendance at any single subject or class, any full schedule of subjects or classes, or any school event for a stated period of time. The Principal may suspend a student in his/her sole and absolute discretion. Suspension may include in-school and/or out-of-school placement, or Saturday work detention or suspension. An out-of-school suspension will require a student to be on probation upon his/her return from the suspension, which includes a Behavior Contract. Any student suspended may not participate in any school event the day or night of his/her suspension.

The Principal may suspend a student for a variety of misconduct including, but not limited to, *disruption, disobedience, defiance, disrespect and dishonesty*, a serious or repeated breach of conduct (as determined at the School’s sole and absolute discretion), and the failure of the parents and/or student to partner with disciplinary procedures or rules of the School.

The School may also impose an “emergency suspension” which is the immediate denial of the right of school attendance and events for a student as the School deems appropriate including, but not limited to, circumstances when the School believes the student presents a danger to themselves, other students, or school personnel, or a threat of substantial disruption of the educational process. Such emergency suspension shall continue until the School reinstates the student.

## **Expulsion**

“Expulsion” shall mean the denial of the right of attendance at any single subject or class or any full schedule of subjects and events for an indefinite time period. An expulsion also may include denial of admission to Evergreen Christian School.

Attendance at ECS is a privilege. The School may expel a student for any reason without advance notice. Generally, expulsion may be recommended for any misconduct mentioned under the School’s Suspension Policy above. However, conduct that threatens or presents a danger to the students, staff members or the public; demonstrates a continued pattern of misconduct; or violates Scriptural principles or federal or state law will most often result in expulsion. The School reserves the right to expel a student at any time in its sole and absolute discretion.

Reinstatement of an expelled student may be considered after the student has completed one full year at another school and the student produces documentation of having completed the year successfully. Reinstatement is not guaranteed and subject to the School’s discretion.

## **Appeals Process**

In the event that a student has been suspended, expelled, and/or that a parent does not agree with the action, an appeal process is available. All appeal requests will go through the ECS Principal. The student will remain on suspension status until the appeal has been acted on.

If a preliminary meeting between the parent, student and Principal cannot resolve the problem, the following procedures will be implemented:

### **PROCEDURES:**

The parents will:

1. Notify the Principal, in writing of their desire to appeal the decision
2. Make an appointment with the Principal to begin the appeal process
3. If unresolved, parent notifies the Principal, in writing to set up a meeting with the Executive Pastor of Operations.

The Principal will:

1. Check with the Executive Pastor of Operations for a time and date of meeting
2. Verify to the parent and student in writing, the date and time they may present his/her case

The Executive Pastor of Operation will:

1. Meet with parent, student, Principal and other parties involved
2. Discuss the results of the hearing and determine whether to reconsider his/her previous action
3. The Executive Pastor may seek advice and/or clarification from ECC Board Members, but will then make a final decision
4. Notify the parents and student, in writing, of the decision

## **Academic Probation**

A student may be placed on academic probation when the School determines the student has an academic deficiency. The School may send written notice to the parent or guardian and the student so that a mutual effort on the part of both school and home may be made to correct the academic deficiency. Administration may request a meeting with the student, parent, teacher, if the student is placed on academic probation.

A student who has been placed on probation is expected to make satisfactory progress within the probation period. If not, the administration has sole and absolute discretion to decide if the student will be able to continue at ECS.

### **Procedures**

1. A student who receives two (2) or more F's and/or a combination of three (3) D's at the conclusion of a grading period may be placed on academic probation for one grading period following an evaluation by staff and parents. The teacher will notify the Principal of a student at the end of each grading period who meets this criteria.
2. A conference will be held with the parents, teacher, student, and if requested, Administration, to give an explanation of the student's academic standing, and to:
  - a. Place the student on academic probation and suggest remedial steps
  - b. Establish an academic plan if the student has specific learning needs
  - c. Subject the student to restrictions of extra-curricular activities
3. Next, the academic status of the student will be reviewed by the staff and Administration at the end of the next grading period.
4. After being placed on academic probation, a student who receives no F's and/or a combination of three (3) D's the next grading period will be removed from academic probation. Extra-curricular activities may be resumed.
5. After being placed on academic probation, if a student receives two (2) or more "F's" and/or a combination of three (3) D's on the report card at the end of the next grading period, the Administration will determine whether the student will be allowed to remain in school.
6. Following removal or withdrawal from the school for academic reasons, a student may apply to be re-enrolled on academic probation if the following two conditions are met:
  - a. The student has attended another school for one full semester
  - b. The student received no grade lower than a "C-" in any subject

# Dress Code

## Purpose of Dress Code

Many studies have been conducted in regard to dress code. We believe that dress code sets the tone for the atmosphere on our campus *and inspires excellence*. Based on our desire to promote a sense of belonging at ECS, we believe that *modesty* is of the utmost importance, and that there is a connection between what students wear and *pedagogical purpose* that promotes an environment conducive to academic success. A positive education environment increases *safety*, instills discipline, prepares students for appropriate dress outside of school, and *reduces distractions in learning*. As a result, ECS has adopted and will adhere to the following dress code:

1. Clothing must fit properly
2. Prohibited clothing
  - a. Tight
  - b. Frayed- no loose string should be hanging off of jeans
  - c. Holes in clothing above the knee
    - i. *Leggings may be worn under jeans with holes, above the knee and below the hip*
  - d. Sweatpants/pants with elastic at bottom of pant leg; fleece
    - i. *Properly fitting knit Joggers are allowed with cuffs at the bottom of the pant leg; fleece, elastic and tight-fitting joggers prohibited*
  - e. Leggings and jeggings unless a shirt covers hips, derriere
    - i. If shorts, skirts or dresses are worn over leggings or jeggings they must meet the 4" standard
  - f. Spandex
    - i. *Unless worn under shorts with shorts being no more than 4" above the knee*
  - g. Sagging or dragging pants below the hip bone or that show undergarments
  - h. Athletic or sports shorts
  - i. Halter tops, spaghetti straps, racerback, see-through, cropped shirts (all shirts must cover stomach when arms are stretched straight over head)
    - i. Tank tops may only be worn if strap is 2" or wider
  - j. Low neck line including when student is bent over
  - k. Shorts, dresses or skirts more than 4" above the knee
  - l. Clothing that reveals under garments
  - m. Shoes without enclosed heel or straps; slippers
  - n. Hats or sunglasses inside any building
  - o. Messaging on clothes including but not limited to suggestive, that create a negative attitude or in conflict with the school's mission, violence, alcohol, drugs, sorcery, witchcraft, etc.
  - p. Swimsuits that show torso when arms are stretched straight over head without a t-shirt covering them
  - q. Boys-earrings; Girls no more than two earrings per ear; no face piercings
  - r. Boys-hair in eyes and touching the shoulder; Girls-hair in eyes
  - s. No unnatural hair color including but not limited to pink, green, purple, blue, etc.

## Dress Code for Special Events

Because there will be times in the lives of our students when they are expected to wear clothing different from everyday wear, ECS has implemented a professional dress code for Special Events including, but not limited to, ACSI Middle School leadership conference, Christmas Program, any Academic events (Spelling Bee, Geography Bee, Math Olympics, etc.), Academic Award Assemblies, Chapel (for students serving in the chapel service), Fine Arts Program, Grandparent's Day, Spring Program and Graduation.

- Boys: Collared shirts with pants (jeans without holes are allowed)
- Girls: Blouses or collared shirts with pants (jeans without holes are allowed) or skirts; dresses
- Boys and Girls: No shorts, t-shirts, hoodies, sweatshirts, jeans with holes, joggers

## PE Clothing

Athletic shoes and socks are required: no street shoes, flip flops, sandals, boots or open-toed shoes of any kind.

For Middle School PE and athletics, athletic shorts and t-shirts must meet dress code policy; spandex may be worn under shorts of dress-code length. Sweats may be worn over the above during cooler weather, as determined by the PE Teacher.

### **Parent and Student Responsibility**

Parents, please see that your child comes to school each day in compliance with the ECS standards of dress. Our policy will be strictly enforced. School staff and administration will decide what is appropriate or inappropriate according to the stated guidelines.

Steps for noncompliance:

1<sup>st</sup> offense-Student will receive a warning

2<sup>nd</sup> offense-A note of noncompliance will be sent home to be signed by the parent/guardian

3<sup>rd</sup> offense- Student will be either sent home to change or made to wait in the office until parents bring them proper clothing

Repeated dress code violations will result in a conference with parents and possible suspension from school. Parents will be notified with any dress code changes.

## **Health and Safety Issues**

The purpose of our Health and Safety Guidelines are completely for the safety of the children at ECS. It is our goal to meet the needs of the students at ECS with care and love.

### **Health Procedures**

It is the parents' responsibility to ensure that your child/children are healthy and prepared to participate and learn at school. If a student appears to be ill and has symptoms indicating that they are ill, parents will be notified as soon as possible so the child can recover at home. Students who become ill or injured at school are cared for temporarily in the school office or nurse's office by the office staff or the school nurse, if present. If it is determined that the student should go home, parents or emergency contacts will be notified. For this reason, it is important that the office has current emergency contact information on file. Please update emergency information whenever changes occur.

If the student has a life-threatening (or potentially life-threatening) illness or chronic condition, a health plan must be on file at school prior to the student's first day of attendance. The plan must indicate what medications the child is on, if any, what emergency medications should be given and what treatments the child might require in the course of a day.

### **Immunizations**

Washington law requires that all students attending school must provide proof of immunization or present a medical exemption signed by a physician or a personal/religious exemption signed by a parent or guardian **on or before entering school**. The most current immunization schedule is sent out in the registration packets in the winter for students expected to return in the fall. It informs families regarding the immunizations changes and what is required for the various grades. A blank immunization form can be obtained online on the ECS website, but is also sent out in the registration materials prior to the next school year and is available in the school office. Immunization forms must be completed in his/her entirety, including the date/month/year of all mandatory immunizations given, and the form must be signed by a parent/guardian.

Exemption forms must indicate in detail, which immunizations the student is exempt from receiving and the form should likewise be signed by a parent/guardian as well as your physician. **Failure to comply with the immunization requirements will result in exclusion from school by order of the State Board of Health.**

### **Medications**

State law and school policy governing the administration of medications to students at school. For students to receive medications at school, a Medication Administration Form must be completed and signed by the health care provider (M.D., Nurse Practitioner, Physician's Assistant or dentist), indicating what medication is to be administered, the dosage

of the medication to be administered, the frequency of administration and the duration of time that it is necessary that the child receives the medication at school.

The medication law addresses only oral medications. Therefore, eye drops, ear drops and creams may not be administered at school by unlicensed personnel. A copy of this form can be found in the appendix of this handbook, can be obtained at the school office, accessed on-line at the ECS website or originate from the medical practitioner's office. It is not the responsibility of the school staff to obtain the completed form must be signed by the doctor and parents/guardians, and brought to the school by an adult accompanied by the completed form. No medication may be carried to school by a student **except in the case of students authorized by his/her medical care provider to carry inhalers and/or**

#### **Epi-pens.**

- If the dosage changes for a medication the child has been receiving at school, a new form must be completed.
- A new medication administration form must be completed every school year and is required for over-the-counter medications and well as prescription medications.
- The medication must be provided in the original container with medication and dosage clearly indicated.
- Medications will be kept in a locked cabinet in the school office or the child's classroom.
- No medications, including over the counter drugs, may be kept in the student's possession in the classroom, unless it is an inhaler or Epi-pen, as previously noted.

It is the parent's responsibility to inform the school staff of the need and schedule for medication and the parent/guardian must sign the Medication Administration Form agreeing to the statement that the school staff might not be able to administer the medication if school duties interfere, although every effort will be made by the staff to do so. If the parent/guardian does not agree to this condition, it might be necessary for the parent to come in to school to administer the medication. At the end of the school year, medications that have not been picked up by a parent, will be destroyed and will not be available for administration the following school year.

### **Lice Policy**

Upon discovery that a student has head lice, the school will notify his/her parents immediately to pick up the child from school so treatment can begin. All ECS staff are authorized to carry out visual checks for lice (observations without touching the student's head or hair). The principle will identify specific authorized staff members (ie school nurse, preschool director etc) who will do a full physical exam of head for lice when it is deemed necessary. The heads of siblings and classmates will be examined as well. The child must be kept at home until all signs of head lice are resolved, to include the presence of nits (eggs). Information materials are kept in the school office to assist the parent/guardian in the treatment of head lice.

### **Concussions**

ECS follows the state law regarding exclusion of athlete's from play if the student suffers a concussion or a suspected concussion at school or during school-sponsored athletic activities. The student will be required to have an authorization to play by a medical provider before he/she will be permitted to resume playing. Please inform the coach or PE Teacher if your child has suffered a concussion in any sport outside of school in the past. Second or later concussions can be very serious and cause permanent brain damage. Information regarding concussions is available in the school nurses' office, on the Olympia School District website and through the U.S. Department of Health and Human Services centers for disease control and prevention website. **[www.cdc.gov/ConcussionInYouthSports](http://www.cdc.gov/ConcussionInYouthSports)**. An acknowledgement form must be signed by the parent that the materials regarding concussion have been read and understood prior to the child being permitted to play sports at ECS.

### **Returning to School after an Illness**

A child **should not** return to school after an illness unless he/she is well enough to go outside at recess time. Only on rare occasions will an exception to this policy be granted. In these cases, **a note must be sent by the health care provider** and permission must be received from the office because the student will come to the office during the recess periods. In no case will the child be unsupervised. If your child has been running a fever, please keep the child home until the temperature has been normal (100 degrees or less) for 24 hours without the use of medications to reduce fever. If the child is found to have a temperature of 100 degrees or above, the parent/guardian will be called to take the child home. At ECS

we take temperatures with Temp-a-Dot single use thermometers and/or Exergen temporal artery thermometers. If the child's temperature is found to be a borderline fever, it will be verified by both thermometers.

## **School Nurse**

The registered nurse employed by ECS works 10 hours weekly. During the year, the nurse conducts vision, hearing and height/weight screenings. He/She keeps each student's cumulative health record up-to-date and documents compliance with immunization laws. The nurse is available for health conferences and health education for staff and students. The nurse provides skilled, short-term emergency care, safe administration of medications and case management planning with parents for short-term and/or complex health problems.

## **Child Abuse/ Neglect Reporting**

There is a mandatory reporting of suspected child abuse and neglect within 48 hours. School personnel, by law, are required to report suspected child abuse either to Child Protective Services or the Olympia Police Department.

This means that if any adult, volunteer or paid, who is responsible for children at ECS hears or observes or suspects that a child is a victim of child abuse, that adult is required by law to report the suspected abuse to administration and they will report it to the necessary department.

Abuse or neglect means sexual abuse, sexual exploitation, or injury of a child by any person under circumstances which cause harm to the child's health, welfare, or safety, excluding conduct permitted under RCW 9A.16.100; or the negligent treatment or maltreatment of a child by a person responsible for or providing care to the child.

## **Emergency Preparedness**

Each classroom is provided with emergency supplies in case of an emergency. You may wish to send a small comfort item which will fit into a baggie with their name on it (e.g. a family picture, a small square cut from a favorite blanket, a letter of reassurance from you to your child, a favorite Scripture, etc.) and give to your child's teacher. If your child is taking any medications that are necessary to sustain life, they must have a three-day supply with them at school at all times. Bring them in a pharmacy container with your child's name and the current dosage needs to be clearly labeled, accompanied by the appropriate medication forms signed by your physician.

## **Safety**

Students are urged to observe every safety precaution while at school. Students must report any accident to his/her own teacher, to the recess supervisor on duty, or to the office personnel. Students who persist in unsafe behavior will be disciplined.

As further safety procedures, the school periodically holds fire, earthquake, and lockdown safety drills. It is important to keep the fire lanes clear and observe the parking regulations.

## **Wellness Statement**

Evergreen Christian School is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity.

- **Goals for Nutrition and Physical Activity:**

Nutrition education is integrated into the core curriculum. Students are given opportunities for physical activity during the day through Physical Education classes, recess periods, and athletics.

- **Nutrition Guidelines:**

ECS sets guidelines for foods and beverages that are to be brought to school for snacks, lunches, and special activities. Please refrain from sending carbonated and energy drinks with your student to school. Children are not allowed to purchase carbonated drinks from the vending machine at the church unless after school or after extended care with parent present.

- **Maintaining Student Wellness:**

The administration will develop and implement procedures consistent with this wellness statement and will monitor the extent to which this policy is being implemented.

- **Community Involvement:**

Parents and students will be informed of the goals and guidelines of this statement. Fitness measures will be reported on report cards for parent and student awareness.

## **Opportunities for Parent Involvement**

### **Parent-Teacher Ministry (PTM)**

The PTM Mission Statement is as follows: "To support Evergreen Christian School, its students, staff and families in raising up the next generation for the future through faithful service to God through our community."

The PTM is organized to nurture the relationship between ECS families and the school. The main functions of the PTM are to support the teachers, support the overall school community, provide opportunities to raise funds to enhance the education of ECS students, and support the mission and vision of ECS. There are many opportunities to get involved with this ministry. For more information, please contact the school office or visit the PTM Facebook page, "Evergreen Christian School PTM".

### **Fundraising**

It is our desire to continue to offer an excellent Christian education while keeping tuition costs as low as possible. Therefore, fundraising is critical to the ongoing upgrades and improvements to the school (such as what a bond or levy may provide in the public schools). Through partnering with our students, parents, and constituency, we raise funds together to support the ongoing vision of ECS: "Integrating excellent education with devotion to Jesus Christ."

ECS sponsors two major PTM fundraisers during the school year: one in the Fall and one in the Spring. Throughout the school year, there may be additional opportunities to support our students for special events or celebrations.

Evergreen Christian School also holds two auctions each year. The first auction is held along with the Family Fall Festival and the second is Visions Auction held in the Spring. The purpose of the two auctions is to raise funds for the school and individual classrooms. In addition to the auctions the ECS Development team hosts a golf scramble and an event called "Celebrate the Children."

It is important to have teachers, parents, and volunteer support in order for these events to be successful. To get involved please visit our school office.

### **Parent Responsibilities**

Parents are asked to model good problem-solving skills for our students. ECS parents, staff, and students are responsible to determine facts and then address those facts for the child's welfare. Parents need to confer first with the classroom teacher and, if necessary, work with the Administration should a question or concerns persist. Respect and reverence for the Lord Jesus is especially apparent as we address one another in honoring ways. If this should not occur, we ask parents to confer with the Principal and work toward resolution for the sake of the school's mission and purpose.

We also expect that parents will not gossip or complain about Evergreen Christian School, any member of the staff, school policies and procedures, either in the presence of his/her children, with other parents, on social media, or in the community. This negative behavior can only breed strife, which affects the entire school. Remember, children learn by example. If we, as adults, handle situations in a godly, loving, and respectful manner, our children will learn to do the same, and ECS will maintain a strong, positive environment.

## Parties and Invitations

Please do not allow your student to bring invitations for personal events unless everyone in their class is invited. In addition, so that feeling left out does not occur, please ask your student not talk about a party they have been too that everyone in the class has not been invited to. This practices kindness.

## Parent/School Communication

The School requires parent involvement in the educational process. Communication between the School and parents is critical. The School may communicate with parents through a variety of methods including, but not limited to, notes and memos, the school website, emails, bulk texting, phone calls, and additional parent/teacher conferences when necessary. Parents with concerns regarding his/her child should contact the teacher first before discussing them with the administration.

## General Information

### Stewardship Hour Requirements

We require each family to complete 20 stewardship hours related to the activities of ECS each year. Families with ONLY preschoolers at ECS are asked to complete 5 hours per family. If you have a preschooler and a student K-8th grade at ECS, the 20 hour requirement applies.

Families unable to participate in the *Family Stewardship Program* will be charged \$10.00 per unfulfilled hour. Late entrance families will have prorated required hours. Additional hours of service would be greeted with enthusiasm and greatly appreciated!

On the main page of our website, select “Campus Life,” then choose “Stewardship.” Here you will help us to accrue the hours you have dedicated to ECS. Hours for the 2018-2019 school year can be recorded from the first day of the previous summer through the last day of the current school year. If you do not have regular access to a computer, our office staff would be happy to assist you with the recording.

## Visitors

Evergreen Christian School requires all parents, visitors, and volunteers entering the campus while school is in session to sign in at the office to obtain a visitor's badge. This serves two functions. In the event of an emergency, the school office will know exactly who is on campus. More importantly a badge instantly identifies authorized visitors. Persons without a badge are not authorized to be on campus. Any visitor on campus without a badge will be asked to return to the office, sign in and retrieve a badge.

1. Student Visitors: Students Must complete a “Guidelines for Student Visitors” available in the office. The form must be returned to the office before the proposed visit. While on campus, the visitor is responsible to follow all school rules, procedures, and instructions. The Administration will seek teacher approval as necessary.
2. Parent Visitors: Parents are welcome to visit his/her student’s classroom. Classroom visits are to be arranged through the school office and limited to 1 hour unless otherwise authorized as helping in the class. All visitors must sign in and out at the school office and will be given badges which must be visible at all times.

We appreciate your cooperation in helping us maintain a safe learning environment for all our students by signing in at the office every time you come on campus while school is in session.

## Change of Contact Information

For your child’s safety and well-being, if you move during the course of the year, or change your contact information, please provide your updated information to the school registrar so we can maintain necessary and appropriate contact with you especially in the event of an emergency.



## **Classroom Placement**

Student Classroom placement is determined in late August to account for enrollment changes occurring throughout the spring and summer. Class lists are visually posted on the school office windows the week prior to the first day of school. All questions and concerns regarding classroom placement should be directed to the Principal, not the classroom teachers. The School reserves the right to make all final decisions regarding classroom placement.

We prayerfully seek God's direction in meeting classroom placements. Decisions are based on many criteria, in order of priority:

- Girl/Boy ratio
- Student personality matched with teacher strength
- Blended academic abilities
- Student needs
- Behavioral concerns
- Social patterns or concerns
- Spiritual development
- Teacher and Administrative input
- Parent concern related to his/her child's learning needs

## **Extended Care Program**

ECS operates a school care center, known as Extended Care, before and after school accommodating K-8<sup>th</sup> grades. If you would like further information, contact the school office for an Extended Care Packet.

## **Financial Policy**

Parents agree to complete and return the Parental Agreement (with the appropriate payment of fees). The School is an integral part and a ministry of Evergreen Christian Community (ECC). ECC has the right to use church funds for school expenses or purposes. Additionally, the School reserves the right to use the school finances in any way or manner it deems necessary, including using school funds for church expenses or purposes. Further, any designations of funds are merely suggestions and are not binding on the School.

## **Inspection of Property**

Enrollment in the School constitutes consent by the parent/guardian to allow the child and his or her personal belongings to be "searched and seized." The School expressly reserves the right to search any property brought on the School campus. This includes, but is not limited to, a search of backpacks, purses, pockets, lockers, desks and persons as it determines is necessary. The School expressly reserves the right to examine the electronic content contained in a cell phone, pager, laptop computer, or other device confiscated at the School.

The School reserves the right to grant an exception under this policy on a case-by-case basis for any reason and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent, or guardian whose child attends the School.

## **Insurance**

Although the school carries liability insurance, it will not necessarily cover illness or accident to a student while at school. Parents should make sure his/her children have appropriate medical insurance.

## **Lost and Found Items**

Each year students lose many possessions. Parents are asked to mark his/her children's belongings clearly and visibly with the child's name. The school office has a "lost and found" department. Every 30 days "lost and found" items will be donated to ECC's Community Care Program or other community donation site. Parents and students are encouraged to check regularly for lost items.

## Newsletters from Teachers

Preschool-8<sup>th</sup> Grade teachers will communicate through Blommz. Instructions can be found on the school website: [www.ecsolympia.com](http://www.ecsolympia.com) to keep you informed of upcoming dates and other information. MS uses a weekly calendar and emails to communicate.

## Parking Lot

Student safety is of the utmost importance to us. Please follow the traffic flow and parking zones as indicated by the maps in the Back to School Packet for their safety.

We ask that you pay special attention to the drop off circles at the front of the school and in front of the office. The left lane is for driving only. Under NO CIRCUMSTANCES should a vehicle stop in this lane OR in front of the office. If you would like to stop and drop your child off - please use the right (inside) lane. The right lane is for dropping off and picking up only. Please do not park or leave your car unattended. We apologize that parking and dropping off can be inconvenient.

Please do not park in the designated area across the grass or across from the gym that is marked RESERVED. A penalty fee may be added to your tuition. Thank you for helping to keep your child(ren) safe!

## School Closure Information

School closures or early dismissal due to snow, ice or other emergencies may be announced through our Alma emergency system and broadcast over local radio and TV stations beginning around 6:30am and continuing at frequent intervals. Please do not call the radio station. Registering with FlashAlert or checking our Facebook page are the easiest methods to access an ECS specific closure, early dismissal, or emergency information. Radio and TV stations participating in the School Announcement Network through FlashAlert are: KGY . . . 1240 AM KING TV . . . Channel 5 KOMO TV . . . Channel 4 MIXX . . . 96.1 FM KIRO TV . . . Channel 7 Received a School is Closed Text: There is a great option to receive a text when ECS is delayed or closed: from FlashAlert.

DIRECTIONS for FlashAlert:

1. In your browser, connect to [www.FlashAlert.net](http://www.FlashAlert.net)
2. Once you are on the website, select "Manage Your Messages."
3. The next screen will say FlashAlert Messenger Subscriber Login...3/4 down the page, click Create a New Account to set-up a new FlashAlert Messenger account.
4. Select a Region – Seattle/Western Washington
5. Type Evergreen Christian School in the "Find Your Organization" box
6. Enter your email address and make sure that the "Emergency Alerts" box is checked. Click Subscribe 7. Enter email again, confirm email, create a password, and confirm password Click Create Your Account
8. The next page prompts you to validate your email address...Under the box with your entered email address, click to send the validation message.
9. After retrieving your validation message through your email, click on the link provided.
10. This page verifies your information and allows you to add another email or mobile #. Make sure you click Update or Add to secure your new information. You will now be able to receive text messages from FlashAlert.
11. Finally...If you use a smartphone and would like to receive push notifications (for quicker responses) please install the FlashAlert Messenger App through either Android or iPhone. Parents have the right to decide when his/her child(ren) should be kept at home, based on the hazard and conditions in his/her immediate area. In such cases, absences will be excused.

## Solicitation

Parents and/or students should not bring candy, food, cards, magazine subscriptions, etc. to school to sell for his/her own profit or other organizations. This activity is difficult to monitor and may conflict with school fundraisers.

## **Student Milk and Lunch**

Milk is available each day for purchase. Milk tickets can only be purchased in the school office. Teachers may not accept any milk money from students. One half-pint of milk costs 30¢, or a ticket for 20 may be purchased for \$6.00. The classroom teacher holds the cards for the student.

Students must bring a lunch each day. Microwaves are available for use in some classrooms. Please limit cooking times to two minutes. Parents will be notified to bring their student lunch in the event that he/she forgets.

## **Yearbook**

ECS produces a yearbook for Preschool through 8th grade. Parents may purchase a yearbook through the specified deadline either in the school, office, or online through Jostens.com. Students will receive a yearbook in June.

### **Asbestos Hazard Emergency Response Act**

It is the intention of Evergreen Christian School to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in the school office. All inquiries regarding the asbestos plan and asbestos-related issues should be directed to ECS's designated asbestos program coordinator.