



*Educate, Equip, and Engage with Excellence*

The mission of Evansville Christian School is to provide an exemplary learning environment to educate and equip students with a Biblical worldview who confidently engage the culture and impact the world for Christ.

# STUDENT HANDBOOK

## 2016/2017 School Year

(updated December, 2015)

[www.EvansvilleChristian.org](http://www.EvansvilleChristian.org)

### ***PREFACE***

The purpose of this handbook is to provide a framework of mutual understanding that will enable us as a school to be of maximum benefit to our parents and students. Experience has taught us that the principles outlined herein are Biblically consistent and workable. We commend them to you as the basis for an excellent year, to the glory of God.

Please read this handbook carefully and call the School Office for any clarification. You need to be knowledgeable of and in agreement with the standards discussed in this handbook before your children attend Evansville Christian School. Signatures on the registration form indicate that the parent and student will comply with the contents of this handbook.

*They will soar on wings as eagles. – Isaiah 40:31*

## INTRODUCTION

At Evansville Christian School, our purpose is to bridge the relationship between the educational experience and the dynamics of the Christian life including the following:

**Academics** - A quality academic program integrated with Biblical principles designed to meet the challenges of high school and beyond.

**Atmosphere** - A disciplined and distinctively Christian environment that teaches respect for authority and Biblical standards of morality.

**Action** - A challenge to be involved in the activities of the school and the outreach of the local church to develop Christian leaders capable of making a difference in their society for Jesus Christ.

## ACCREDITATION

Evansville Christian School is fully accredited by the State of Indiana, the Association of Christian Schools International (ACSI), and AdvancED, formerly the North Central Association's Commission on School Improvement. **ECS is an A-Rated, Four-Star, High Achievement/High Growth school per the Indiana Department of Education.**

## ARTICLES OF FAITH

(Adopted from Association of Christian Schools International)

1. We believe there is one God, eternally existent in three persons-Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
2. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
3. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).
4. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
5. We believe in the resurrection of both the saved and the lost; that they are saved unto the resurrection of life, and that they are lost unto the resurrection of condemnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 2:12-13, Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).

## BOARD OF DIRECTORS

Founded in 1975, ECS was incorporated in 1990 as a nonprofit, tax-exempt corporation with an independent board of directors. ECS is governed by a self-perpetuating board of directors, including parents of current students, pastors, and community leaders. The directors serve staggered, three-year terms. In addition, the executive director serves on the board as an ex-officio, non-voting member. The board is responsible for the overall direction of the school and makes policy decisions. Day-to-day operations are the responsibility of the executive director and the administrative leadership team. After meeting with your child's teacher, appropriate principal, and executive director, unresolved concerns should be addressed to the President of the Board and sent through the school office.

## NON-DISCRIMINATION POLICY

ECS admits students of any race, religion, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, religion, color, or national and ethnic origin in administration of its educational policies, admissions policies, tuition assistance programs, athletics, or other school-administered programs.

## PARENT-SCHOOL RELATIONSHIP

Parent involvement is key to your student's success and a strength of ECS. Further, the cooperative relationship of teachers and parents enhances the learning process for our students. ECS teachers are committed to providing rigorous instruction in a loving academic environment that challenges all learners. We partner with parents and the Christian community to inspire your child(ren) to excel academically, physically, emotionally, and spiritually; and motivate them to achieve their God-given potential.

We are committed to communicating with you, on a regular basis, regarding your child's progress, successes, and struggles. We encourage parents to regularly review their child's status through RenWeb, our on-line school management system. Parents are able to review schedules, homework, test/quizzes, grades, attendance, and account balances. We ask that parents support the high academic standards of ECS by encouraging your child and providing a place in your home for the completion of homework and assignments.

ECS welcomes your involvement through the Parent-Teacher Fellowship. The PTF offers many organized ways for you to participate in your child's education. Through PTF, you can volunteer time as a tutor, classroom helper, copy assistant, or library assistant. Parents can also support ECS by participating in events such as Fall Family Fun Night, Grand Prix Race, Variety Show, and other programs sponsored by PTF. The PTF membership drive takes place at the beginning of the school year. While all parents are welcome to be involved in PTF, some roles, including officers, have specific requirements for service. Additional information on PTF may be obtained at the school offices.

Teachers and administrators welcome your comments, ideas, and concerns; and, we look forward to discussing and working together in a positive and proactive partnership. If you have any questions or concerns, please approach your child's teacher directly. Parents are requested to schedule appointments with teachers so that instructional time and/or student supervision/safety is not compromised. If you need to speak to a teacher, please contact the school office. A message will be left for the teacher to return your call. Teachers typically return calls during their planning period, after school, or in the evenings. If you are unable to resolve the issue, then please contact the appropriate Principal. We believe this approach adheres to the Biblical principles outlined in Matthew 18:15-17, preserves confidentiality, minimizes gossip, and glorifies God. Our desire is that we ask that all parties come together in the spirit of cooperation and mutual respect. Colossians 4:6 says, "Let your conversation be always full of grace, seasoned with salt, so that you may know how to answer everyone."

## LOCAL CHURCHES

ECS desires to support our students' churches by teaching them support and loyalty, and helping them develop a servant attitude and a heart for missions. Further, training Christian leaders is one of the key goals of ECS. Through character building in Bible class, leadership opportunities in sports and organizations, and through daily classroom activities, we seek to instill in our students the desire to stand up and witness and minister in Christ's name now and in the future.

Typically, students from more than seventy-five Tri-State churches attend Evansville Christian School. Our teachers are strong members of several different area churches.

This represents a sacred trust to the entire Body of Christ in this community. We do not take this responsibility lightly. Therefore, we make the following pledge:

1. Evansville Christian School will strongly encourage its students to be faithful to the regular services of their Bible-believing churches.
2. Members of the faculty will be required to be faithful to the regular services of their own Bible-believing churches.
3. The students of ECS will be taught to support their Bible-believing churches and to be deeply loyal to their pastors.
4. Among Bible-believing Christians, the area of mutual Scriptural agreement is vast. By comparison, the area of doctrinal differences is small. Evansville Christian School will respect the doctrinal distinctives of its Bible-believing students and faculty. When such issues arise, the student will be referred to his parent or Bible-believing pastor for Scriptural explanation.

It is the vision and commitment of Evansville Christian School to be a Heaven-sent blessing to the pastors, Bible-believing churches, and ministries of the Tri-State. It is our dream to turn out young people who grow up to be loyal members of their churches, the right arm of their pastors, and faithful servants of Jesus Christ.

Access to RenWeb (our school management system) is  
available on-line at: **[www.EvansvilleChristian.org](http://www.EvansvilleChristian.org)**

# **ADMISSIONS - ROUTINE STANDARDS OF PRACTICE**

## **ADMISSIONS STANDARDS**

Evansville Christian School is an open enrollment school, meaning that families are not required to have a Christian affiliation in order to attend. As believers in Jesus Christ as Lord, ECS believes an open enrollment policy to be intentional and missional to the benefit of the Kingdom. It is very important, however, that families understand that though they may not share a biblical worldview, they may not opt out of the biblical truths of God's Word. The ECS Articles of Faith clearly articulate the authority of the Christian Bible and, as such, we will teach and lead according to its Word.

Evansville Christian School accepts students, with grade point averages and test scores that are average to above average, who agree to abide by our attendance, conduct, academics, and financial requirements provided we can meet the student's needs and the family supports our mission. The admissions process will include an interview with the principal, or designee, for all families who will be new to ECS (including those who have been gone for more than one school year); all new 1<sup>st</sup>-8<sup>th</sup> grade students, and all PK/K students with special circumstances. The principal may also contact the student's former school. An interview is NOT required for incoming PK and K siblings of current families unless requested by the parents or the school.

Recent report cards, conduct/behavior history, attendance records, and achievement test scores should be submitted with the application and will be reviewed by the Admissions Committee before consideration of an admissions interview. If applicable, copies of IEPs, 504 Plans, allergy/asthma plans, and custodial documents must also be provided. For students entering ECS in grades 6-8, the student must indicate a desire to be part of the ECS student body and support for ECS policies. It is essential for parents and student to provide full and honest disclosure of the student's academic needs, conduct/behavior history, attendance, and other past educational history. See section below on policies regarding students with special needs, including students new to ECS and students who are already enrolled.

ECS reserves the right not to accept any student, including those who have been expelled from another school; have a poor attendance record (absences or tardies); have a history of discipline issues, inappropriate, or disruptive behavior; or have a history of involvement with drugs, alcohol, or other illegal activities. Any present student who is found to have had a history of involvement, or is presently involved, with drugs, alcohol, or other illegal activities, on or off campus, will be in danger of immediate expulsion. This policy also applies to those students involved with drug "look-alike" substances, as well as to those students who exhibit behavior consistent with drug use. Also, students evidencing violent or severely disruptive behavior of any kind will be in danger of expulsion.

Transfer and Acceptance of Credits – As a PK-8<sup>th</sup> grade school, ECS does not assign credits for courses; however, each student's prior schooling and preparation is considered in the enrollment interview. The enrollment procedure includes the review of each student's report card and most recent achievement testing, along with an interview with the appropriate principal.

### **APPLICATION & ENROLLMENT FOR NEW STUDENTS (for siblings of current ECS families, see Re-Registration below)**

Applications and enrollment packets for new students are typically prepared in November/December for the upcoming year. The packet will include enrollment criteria, instructions, forms, and fee schedule. The Application and Financial Commitment Form must be completed; signed by custodial parent(s) and person financially responsible for the account; and submitted to the school office. All enrollment materials, including birth certificate (from the county health department) must be submitted as a complete package. Enrollments are accepted on a rolling basis where grade level space permits and in accord with requirements, such as lottery requirements for new voucher recipients. Following the interview, the Director of Admissions will consult with members of the Admissions Committee, who will make an enrollment decision within one week. See the New Student Application Packet for detailed information on the process, required forms, and applicable fees.

## **KINDERGARTEN**

Kindergarten at ECS is a positive beginning to a child's educational process offering full-day classes designed to meet parents' and students' needs. To enroll in kindergarten, the student must be age 5 by August 1. With small classes, licensed teachers, and instructional assistants, we provide an atmosphere ready for learning. We use a wide variety of age appropriate hands-on activities, thematic units, learning centers, and phonics-based reading to meet the needs of early learners. An excitement for learning is fostered in all that we do, as well as a genuine love for the Lord. We believe that creating an environment that focuses on a love for Jesus will prepare our students to learn, and in return enable them to fully become all that God designed them to be. The Bible concepts and Scripture that are covered are relevant and necessary for these young learners. Biblical truths are practiced and filtered throughout each day.

ECS offers full-day kindergarten classes, from 8 a.m. – 3 p.m. daily, with specific Before & After School Care options which vary by campus. See the Tuition and Fee Schedule and the Before and After School Care (BASC) section of the handbook for more information. Each May, students in kindergarten celebrate their accomplishments and completion of the year with a program and reception.

### **RE-REGISTRATION (Returning Students including New Siblings of Current ECS Families)**

Re-registration dates have been set to provide parents an opportunity to re-register current students, as well as new siblings, on a priority basis. Re-registration packets will typically be mailed in January. Typically, around mid-February enrollment opens to the public. We encourage families to re-register early as all spots are available on a first-come, first-served basis. To re-register, families must return the appropriate forms, and pay applicable fees. Re-registration is allowed only if accounts are paid up-to-date.

A Student Commitment Form is required of each incoming 6th, 7th, and 8th grade student, including those currently enrolled at ECS. Further, an updated Physical Examination & Immunization Record Form is required for all Kindergarten and 6<sup>th</sup> grade students.

### **STUDENTS WITH SPECIAL NEEDS**

When a student with unique needs who requires special interventions interviews for admission to ECS, the principals will review the student's academic records, including their Section 504 Plan or Individualized Educational Plan (IEP), to determine if ECS can meet the student's needs with minor adjustments to the educational program.

If a student who is already enrolled at ECS is thought to potentially need educational intervention, the principals will refer the student to the Educational Intervention Team (EIT) to evaluate and plan academic interventions. Those might include testing and referral to a case conference committee in collaboration with the ECS resource staff and the public school corporation. A Section 504 Plan may be developed, or, if the student needs special education services or related services, a Service Plan will be developed.

ECS will collaborate with parents, local public school special education personnel, and local testing agencies to review testing and design a Service Plan. Our resource program strives to assist students who are in the EIT process, who have a Service Plan (IEP is a public school), or who qualify for a 504 Plan to meet educational goals by: supporting interventions and accommodations implemented within the classroom, addressing goals outlined in students' plans, collaborating with local public school special education personnel, including instruction with the general education teacher in the classroom, and providing small group pull-out instruction with a resource teacher within specified time constraints. Services may include reading/proctoring tests, remediation, baseline testing, addressing goals of Service Plan, alternate instruction using scientifically-based interventions, and use of alternate curriculum to meet academic content standards. ECS acknowledges it is our responsibility to parents and students to annually determine whether ECS students' needs can continue to be met at ECS, considering the specific needs of the students, facility constraints, personnel constraints, and schedules.

### **EVALUATION PERIOD**

All new students are subject to an evaluation period. If a student is unable to adjust to the academic, attendance, or behavioral requirements of ECS, the principal will notify the parent and request the student to transfer out. Further, if incomplete or misleading information is disclosed at the time of admission or meeting with the principal, ECS reserves the right to request the student to transfer out. Although less likely, the same procedure may be followed at any time during the school year.

### **TUITION ASSISTANCE & SCHOOL CHOICE PROGRAMS**

**Specific deadlines apply.** ECS is a participant in the Indiana School Choice programs including vouchers and special opportunities for kindergarten students. In addition, ECS administers a tuition assistance program to supplement the State programs and for families who do not qualify for the State programs. These programs work together to provide low- and middle-income families with a choice of the best school to meet their needs and support their values. We encourage all families with potential financial needs to inquire about the programs. Contact the school office for current information and applications.

ECS will operate its tuition assistance program on principles of confidentiality, concern for the individual, good stewardship of resources, and opportunities to advance its mission. No distinction will be made in the admission of students based on tuition assistance. Eligibility for ECS tuition assistance will be based on demonstrated financial need, prior involvement with the school, student's school record, available space, current account status, number of children at ECS, responses to application questions, and unusual circumstances. A complete copy of the policies, procedures, and applications are available in the school offices.

## **ORIENTATION MEETING**

An orientation meeting will be held on Back-to-School Night, an evening designated before the first day of school, for all parents and students. If a parent has more than one student enrolled at ECS, the parent should attend the youngest child's class, sending the other children to their homerooms. If a parent cannot attend the meeting, teachers will prepare an information sheet to be sent home with students.

## **TEACHER REQUESTS**

While parents of students in K-4<sup>th</sup> grade may submit a request for a teacher, placement is not guaranteed due to many considerations required in assembling a class roster including students' needs, input from previous teachers, and gender. To make a request, parents must submit a Teacher Request Form, which outlines a valid reason for the request, before the last day of the school year. You may be contacted by the principal. No requests will be accepted after the last day of the school year. Further, parents may not request a teacher in grades 5-8 due to the grades' departmentalized structure. Class lists are posted at Back-to-School Night.

## **WITHDRAWAL PROCEDURE**

If a student needs to be withdrawn from ECS (school and/or before & after school care), the parent should contact the Business Office as soon as the decision is made. A student is considered withdrawn as of the date specified by the guardian in written/electronic communication with the business office.. Your account will continue to be charged until the written/electronic communication has been received. Please be aware of the following items:

Account Balance - Student records will not be released to the new school if there is a balance due on an account (see below).

Transcript Request - All transcript requests must come in writing from the student's new school. Transcripts are faxed, mailed directly, or emailed between schools to preserve their accuracy.

Mid-Year Re-Registration - A student will only be allowed to re-register once during a school year.

## **WITHHOLDING STUDENT RECORDS**

In accord with State law, Evansville Christian School reserves the right to withhold student records, including progress reports, report cards, and achievement test results for any withdrawn or dismissed student if there is a balance due on the account. Accounts with delinquent balances 60 days late will be cause for student dismissal (see later information regarding Delinquent Accounts). Further, report cards, transcripts, and diplomas may be withheld for any graduated student if there is a balance due on the account. We will send actual documents when the account is paid in full.

# **ACADEMIC POLICIES**

## **ACADEMIC STANDARD**

At ECS, we know that you as a parent want the best for your child. This is why we have high standards of dress, conduct, and academics. Our goal is for each of our students to be prepared for life, and college is normally now a part of life. Therefore, our standards are designed to prepare the majority of our students for college and to spur all of them on to meet minimum standards and to do their best.

The standard for ECS students is to maintain a 2.0 G.P.A., or better, and to avoid any F's. Falling below this standard will result in a student being placed on Academic Probation. This is designed to help individual students stay on track academically by getting teachers, administration and parents involved.

A. Academic Probation after a four and a half week period-first instance:

1. The homeroom teacher notifies the parents of the low G.P.A. or any F's.
2. The homeroom teacher notifies the administrator who reviews the student's situation.
3. Help classes, tutoring, etc., are set up, as needed, for the benefit of the student.
4. The administrator and the sponsors of activities meet to determine if suspension from activities or adjustment of activities is needed.

B. Academic Probation continued after nine weeks:

1. An administrator/parent/teacher meeting is held to enable all concerned to work together. This, as well as all of the steps involved in Academic Probation, should be seen as positive responses to a need in the life of a student. The goal is not to beat the student down, but to lift him up.
2. Activities involvement continues to be reviewed and acted upon.

C. Academic Probation continued after thirteen and a half weeks:

1. The administrator and teacher review the student's attitude, cooperation, and attendance to help them continue to determine the cause of the low grades.
2. Activities involvement continues to be reviewed and acted upon.
3. If the student continues to do poorly, the Intervention Team is notified and a warning of the student's being asked to transfer out at the end of the grading period is issued. A student being asked to transfer out is done for the good of the student. Continuing to be frustrated by poor performance is not beneficial to the student's self-esteem and often causes behavioral problems.

D. Academic Probation continued after eighteen weeks:

1. A final decision by the administration is made for a transfer out, or
2. If the student's G.P.A. is at least 1.5, and improving, with no F's and the student has a good attitude and no behavior difficulties, Academic Probation is continued with a lifting of any suspension of activities.

E. If a student continues to be on Academic Probation all year, at the end of the year the administration would review his re-registration for the next school year.

### **PK-3<sup>rd</sup> Grade Promotion Requirements:**

A minimum standard is and should be expected in order to move to the next grade. At ECS we actively pursue dialogue with parents throughout the school year, and particularly in the second semester, to evaluate student academic and developmental progress for readiness to move on to the next grade level. Teachers discuss assessments and benchmarks with parents, provide resources and updates, and clarify the minimum expectations required to be promoted to the next grade for the following school year.

Daily teacher observation and experience with students' necessary developmental and academic progress, data related evidence of student progress, and individual student needs related to grade level expectations are all considered in determining the readiness of a student to be

promoted to the next grade. Aside from a compelling reason beyond the gathered observations, there should be agreement between school and home. For grades PK/K, the school's decision to retain a student who plans to re-enroll at ECS will take precedence. For grades 1<sup>st</sup>-4<sup>th</sup>, the student must pass all literacy-based subjects (phonics, spelling, reading, language) to be promoted to the next grade.

**Grade 3:** Students in grade 3 take the IREAD-3 assessment each spring. Students must pass the IREAD-3 in order to be promoted to 4<sup>th</sup> grade. The exception includes students with an IEP that indicates "good cause exemption" as part of the plan.

#### **4<sup>th</sup> – 8<sup>th</sup> Grade Promotion Requirements:**

For 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade, our core classes are Language, Literature, Science, Math, Social Studies, and Bible, totaling six (6). To be promoted to the next grade, intermediate school students are expected to pass five (5) out of their six (6) core classes based on year-end grades.

For 7<sup>th</sup> and 8<sup>th</sup> grade, our core classes are English/Language Arts, Science, Math, Social Studies, and Bible, totaling five (5). To be promoted to the next grade, 7<sup>th</sup> and 8<sup>th</sup> grade students are expected to pass four (4) out of their five (5) core classes based on year-end grades.

### **ACHIEVEMENT TESTS**

ECS evaluates all students through yearly achievement testing. All K-8 students take quarterly NWEA assessments and 3<sup>rd</sup>-8<sup>th</sup> grade students take the ISTEP exam (the Indiana state adopted achievement test). In addition, 3<sup>rd</sup> grade students take the State's IREAD standardized test.

### **CURRICULUM**

Evansville Christian School maintains an academically-sound approach to education with a Biblically-based worldview. Textbooks are periodically reviewed to insure that the best curriculum available is utilized by ECS. We use a combination of Christian and secular curriculum approved by the school board based on recommendations from administration, teachers, and parents.

Bible study is recognized here as of fundamental importance and is a required subject. It augments the work in science, English, social studies, and math; without it a student cannot be considered educated in the true sense. The Bible gives the best light for this life and the only hope for the life to come. There is no other book that can so enrich the minds and hearts of students as "The Book of Books." A knowledge of the Bible is one of the greatest educational assets anyone can have-in addition to the moral and spiritual values resulting from its study. No other course offered in the school affords so great an opportunity for laying the foundation for a good, sound character. The Bible workbooks and devotionals are based on the New International Version of the Bible.

In addition to traditional courses, ECS' curriculum includes phonics-based reading, project-based learning, Accelerated Reading program, inquiry-based science, technology/computer, art, music, band, physical education, media services/library, and Spanish.

### **CURRICULUM ADOPTION POLICY**

ECS' ultimate objective in choosing curriculum is to provide each student with the highest academic standard necessary to fulfill God's calling of seeking excellence as a Christian in a contemporary society.

In choosing curriculum, ECS utilizes a committee of teachers and parents who review textbooks on a regular basis. Coupling the standards of academic excellence and Christian perspective, ECS uses a combination of secular and Christian curriculum. Each textbook adoption is open for parent input.

The adoption schedule follows a six-year calendar as follows (cycle repeats every six years):

2016	Math
2017	Science, Health
2018	Bible, Art, Music
2019	Reading
2020	Language Arts, Spanish, Reading (if not adopted the previous year)
2021	Social Studies



The adoption process follows these steps:

1. A teacher committee is chosen to represent ECS at area curriculum meetings.
2. All textbooks being considered for evaluation is sent to our building from several publishers, including Christian publishers.
3. Teachers read and evaluate the textbook samples as they arrive through the month of March, using a standard evaluation form given to them by the committee chairman.
4. Interested ECS parents, announced in school newsletter, are also invited to review the textbooks using the standard evaluation form.
5. The adoption committee will make a recommendation based on teacher and parent findings, and textbook review information from a reputable Christian review and research organization. The final curriculum will be approved by the school board.

The school board will make decisions concerning issues where parents or teachers have serious concerns involving content in currently used curriculum. Teachers will provide formal supplements to any texts adopted to maintain consistency with our distinctive Christian philosophy, which will include Christian resource texts, Scripture, and teaching notes.

### FACULTY

ECS employs teachers who are thoroughly qualified academically and spiritually. ECS teachers are well-trained and knowledgeable in their area of teaching and are dedicated, born-again Christians. High standards are set for their personal and professional lives, and training and periodic review are established to continue their growth. They are degreed, licensed in the state they work, and continue to advance in their professional education. Further, teachers from all campuses meet and plan in teams by grade level.

### GRADING (Grading Scale)

A+	(99-100)	B+	(92-93)	C+	(83-84)	D+	(75)
A	(96-98)	B	(87-91)	C	(78-82)	D	(71-74)
A-	(94-95)	B-	(85-86)	C-	(76-77)	D-	(70)
						F	(0-69)

The grading scale for classes that apply toward high school credit/graduation requirements (Algebra I and Spanish I/II) will use an adjusted grading scale that matches the high school scales.

### HONOR ROLL

ECS has the following three honor rolls which apply to all departments (The scale below is used to calculate G.P.A.'s):

- Highest Honor Roll - Report card G.P.A. of 3.76 - 4.0
- High Honor Roll - Report card G.P.A. of 3.50 - 3.75
- Honor Roll - Report card G.P.A. of 3.25 - 3.49 with no D's or F's

G.P.A. (Grade Point Average Scale)	A+	4.0	B+	3.3	C+	2.3	D+	1.3
	A	4.0	B	3.0	C	2.0	D	1.0
	A-	3.7	B-	2.7	C-	1.7	D-	0.7
							F	0.0

### REPORT CARDS

Parents are able to review their student's grades, at anytime, through our on-line school management system. Every nine weeks, all students (PK-8<sup>th</sup> grade) will receive their report card. See school calendar for specific dates. Kindergarten report cards are due back within two days bearing the parent's signature. Report Cards do not need to be returned for students in grades 1-8 as a new card is issued each nine weeks.

### HOMEWORK

We believe that homework is an integral part of the school program. A sincere effort will be made to insure that homework is not excessive, so as not to intrude on your vital family time. Each teacher will give homework to aid the students to advance in their studies. Therefore, **EACH STUDENT IS REQUIRED TO COMPLETE HIS HOMEWORK ASSIGNMENTS.** Homework assignments, class newsletters, and 4<sup>th</sup>-8<sup>th</sup> grade test/quiz schedules are available on-line through RenWeb and/or grade level specific Google Calendars. See the *Attendance Policy section* for information regarding absences and make up work.

All 1<sup>st</sup>-8<sup>th</sup> grade students will be responsible to keep a homework agenda in which to write down their daily assignments. The teacher may use this notebook as one means of communicating with the parent and may require the parent's signature.

Homework is given for these reasons:

1. For DRILL: Students require solid drilling to master material essential to their educational progress.
2. For PRACTICE: Following classroom explanation, illustration, and drill on new material, homework is given so that the material will be mastered.
3. For REMEDIAL ACTIVITY: As instruction progresses, various weak points in a student's grasp of a subject may become evident. Homework following instruction is given to overcome such difficulties.
4. For SPECIAL PROJECTS: Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework. Projects or reports that required one or more weeks work are due on the due date (if a student is absent, it is due to the school office by 10:00 a.m. on the day it is due). For students in 5<sup>th</sup>-8<sup>th</sup> grade, projects or assignments that fall into this category will not be granted additional days or partial credit and if not turned in on the due date, a zero will be given.

**Late Homework** - Homework is to be turned in the day and the class period it is due. Homework not turned in on time will be lowered 10% from the grade earned and is due the next day. Students will have an additional four days, a total of five days, to turn in the work for half credit from the grade earned. Any homework turned in more than five days late will still be required to be turned in while receiving a zero for the grade. Repeated delinquent homework could result in a student being asked to withdraw from ECS. For policies regarding Special Projects, see above.

### **HELP CLASSES**

Help Classes are offered at no extra cost. The student remains after school on dates designated by the teacher. This extra instruction is provided to ensure that your child receives as much individualized attention as necessary. Parents should be prompt in picking their child up at the end of the class or they will be placed in After School Care (fees apply). At times, Help Classes will be required by the teacher.

### **TUTORING**

In addition to Help Classes, teachers may, at their discretion or at a parent's request, administer special tutoring for any student after school hours or during summer months at an hourly fee agreed upon by the administration, teacher, and parent.

### **ART DEPARTMENT**

At ECS, art is a requirement for all grades one through eight. ECS' art curriculum is designed to introduce the basic elements of art to the students. This enables the student to better appreciate, create and understand art in their world. The student's creativity and artistic skills are encouraged and developed through imaginative lessons, projects, and contests.

### **ACCELERATED READING**

At ECS, we utilize the Accelerated Reading Program through Renaissance Learning. Students in 1<sup>st</sup> through 8<sup>th</sup> grade participate in the Accelerated Reading (AR) Program. The AR Program is designed to focus attention on careful reading of books, which improves students' thinking skills and builds an intrinsic love of reading. It also provides the data educators need to match instruction and practice to each student's reading level—a level that is challenging, but not frustrating to reach optimal growth. The goal of the program is to improve reading comprehension through the classifications of emergent, transitional, probable and finally, independent readers. Students choose appropriate level books, read the books, and take computerized reading comprehension tests. This program allows ECS to collect, store, and report information—giving students more time to learn and enabling teachers to target instruction. This program provides immediate, accurate formative and diagnostic feedback to all stakeholders—students, parents, teachers, and administrators.

### **ATHLETIC DEPARTMENT**

ECS offers a wide range of sports. 1<sup>st</sup> through 4<sup>th</sup> grade students may participate in soccer, basketball, and wrestling (boys). 5<sup>th</sup> through 8<sup>th</sup> grade athletics include soccer (boys & girls), basketball (boys & girls), volleyball (girls), wrestling (boys), track (boys & girls), cheerleading (girls), tennis (boys & girls), and cross-country (boys & girls). See the *Incident Weather* section below for policy regarding evening events if school is cancelled or closes early. The cost of participation is not included in the Tuition & Fee Schedule.

ATHLETIC POLICY – the following is an excerpt from our Athletic Policy. A complete copy is available from the Athletic Director.

1. At ECS, athletics are an integral part of a well-rounded education and a valuable component to help prepare students to make an impact for Christ. Athletics provide opportunities for students to explore their gifts/talents, develop character, build leadership skills, and learn life-long lessons. The purpose of the program at ECS is to foster physical development and athletic skills while teaching the values of self-discipline, teamwork, servant leadership, commitment, Christ-like humility, hard work, and a desire to do one's best.
2. We recognize that some students can be reached through sports, making athletics a unique ministry opportunity. A Biblical perspective, Christ-like qualities, and appropriate responses may be taught to student athletes through the challenges and situations found in competition. Further, we hold our students to a higher standard. We expect them to achieve on the field/court, as well as in the classroom. Our coaches are devoted to developing the total person.
3. Our athletic teams will participate in such a way that honors God and conveys a positive witness to those around us. Further, athletics are a form of worship and all participants are accountable to God for their attitude and actions.
4. Students must submit the appropriate athletic participation forms. Further, applicable fees must be paid before the student participates in any games.
5. In accord with state law, ECS prohibits retaining a student in a grade level for the sole purpose of improving the student's ability to participate in extracurricular athletic programs.

### **Philosophy of Winning**

At ECS, we strive for excellence in all we do, including athletic endeavors; but, the win-loss record is not the primary measure of excellence. Winning means more than outscoring the opponent. It means doing everything in a way that honors the Lord and doing everything heartily, as unto the Lord (Colossians 3:23). With the humility that comes through putting Christ first, we strive to win without arrogance, greed, or malice. We can be gracious in defeat and modest in victory. We can carry high our banner with dignity and honor.

### **ATHLETIC PROBATION**

1. Students must have a G.P.A. of 2.0 or above in order to be eligible to play for any interscholastic athletic team. If a student falls below a 2.0, the administrator and coach will meet to determine if suspension from or adjustment of the sport is necessary.
2. The mid-term and report card grades will determine whether or not a student is eligible to participate or is able to continue to participate in a particular sport.
3. All students are eligible to participate in any interscholastic sport that begins before the first mid-term of the new school year.
4. All students who become ineligible while the season is in process will not be allowed to play in any games.
5. All students who become ineligible to participate during the season will still be expected to attend all practices.

### **CHAPEL**

All students meet to worship together in chapel. God's Word is studied through class-sponsored programs, outside speakers, films, and presentations. This time focuses on/develops Christian character traits, encourages praise and worship, and builds unity among the students. Following chapels, 4<sup>th</sup>-8<sup>th</sup> grade students may meet in small groups, led by teachers, staff, or volunteers to apply what they learned to their lives, build relationships, and heighten the personal and spiritual accountability of the students.

### **COMMUNITY SERVICE**

As part of our support to the community, ECS is consistently involved in efforts to get involved with community organizations and projects. Service is directly related to our mission of living out biblical truths and making an impact in our community for Christ.

### **EXTRA-CURRICULAR ACTIVITIES**

Students at ECS have numerous and varied opportunities to participate in extra-curricular activities, depending on grade level, such as Art Club, Chess Club, STEM Club, Spell Bowl, Spanish Club, and 6<sup>th</sup>-8<sup>th</sup> grade Student Council. Some activities carry a modest fee, based on participation, which is not included in the Tuition & Fee Schedule.

## **MEDIA SERVICES & LIBRARY**

1. The library at our East Campus is open daily from 8:00 A.M. to 3:30 P.M.
2. Books may be checked out for a period of two weeks and may be renewed for an additional two-week period upon request.
3. Books are arranged on the shelves by the Dewey Decimal Classification System.
4. Monitored access to Internet for research is available during library hours.
5. Food and drinks are not allowed in the library.
6. Students should have a library pass to come to the library. Passes should be presented to the front desk or librarian upon arrival. It is the student's responsibility to retrieve his signed pass before returning to his classroom.
7. Notices will be sent to students who fail to return library materials by the due date. Students are expected to assume the responsibility for timely return of library materials. Parent accounts will be charged for lost, damaged, or significantly past due books.
8. The librarian and the library assistants are available to aid students and faculty in locating resources and in offering assistance.
9. Students are expected to abide by library rules. Those who fail to do so will be denied library privileges.
10. Students are responsible for the proper care of library materials. Continued abuse of library materials may result in the student being required to pay for replacement of damaged or lost books.

At our North campus, students have access to books in the library at that campus as well as a significant number of books in the classrooms. Further, all teachers are able to access the library at our East Campus for resources.

At our Cullen campus, students have access to books in the Collaboratory at that campus as well as a significant number of online books through a partnership with the Evansville Vanderburgh Public Library (EVPL). Further, all teachers are able to access the library at our East Campus for resources.

**NATIONAL BOOK WEEK** - Each fall during National Book Week students participate in coloring and essay contests, talking book reports/Living Wax Museum, a character parade, and a Harvest of Books Party to encourage excellence in reading. Prizes are awarded at an assembly that concludes the week's activities.

## **MUSIC DEPARTMENT**

The music department of ECS offers a variety of learning situations and activities. General music is taught in kindergarten through eighth grade. Each year the music department presents an elementary Christmas musical, a spring music night, and a fine arts night. Fifth through eighth grade students participate in competitions sponsored by the Indiana State Schools' Music Association (ISSMA). Instrumental instruction begins with recorders in third and fourth grade. Band instruction begins in grade six. Advanced band is offered for 7<sup>th</sup> and 8<sup>th</sup> grade students. Band instruments may be rented or purchased.

### **MUSIC DEPARTMENT POLICY**

1. We believe that music is a gift which God has provided to be used for worship and for our enjoyment. While we recognize that not every student is musically inclined, we strive to provide a general music education which will give every student a solid music background and enjoyment and appreciation of music. We strive to develop in each student his/her fullest musical potential.
2. We offer many performance opportunities for all students. We believe that performance develops confidence, poise and leadership skills. Every performance is dedicated to the glory of God.
3. We believe that music impacts our lives in many ways. The music skills taught at ECS include not only fundamentals such as reading of notes, music history and the development of vocal skills, but also life skills such as poise, public performance skills and responsibility. It is our goal to provide a program which will allow students to grow musically and intellectually while developing cooperative and leadership skills.

## **PHYSICAL EDUCATION DEPARTMENT**

Physical education is a requirement for all students in grades one through eight. Further, all students in grades 1-8 are required to take the President's Challenge Physical Fitness Exam twice each year. Health is taught in grades five through eight.

### **PHYSICAL EDUCATION POLICY**

1. Students must bring a written note from a parent to be excused from P.E. In order for a student to be excused for more than two consecutive days of P.E., the student must have a written physician's excuse. A parent's note needs to include specific activities the student can and cannot do. Students excused from P.E. class will not be permitted to participate in any extracurricular athletic event that day or recess.

2. Students in grades 2-8 are required to wear their P.E. uniform for class. First grade students do not change for gym but must wear appropriate clothes and gym shoes. See dress code section for specific information on gym uniforms. Gym/tennis shoes, with non-marking soles, are required. Only shoes with laces or velcro are acceptable. Students earn three points per day for clothing (shorts, shirt, and shoes). For each article of clothing that is missing, one point will be deducted off their grade for that day. If a student has lost or misplaced his uniform, he will need to bring other clothes of similar style.
3. Students are not to borrow other students' P.E. clothes or gym shoes.
4. Students are not to wear additional clothing under the P.E. uniform. Students will be allowed to wear a light jacket or sweatshirt when outside. Shirts are to be worn tucked in the shorts.
5. Grades for students in 1<sup>st</sup> through 4<sup>th</sup> grade will be based on participation in exercises, running, game/activity, and proper dress.
6. Grades for students in 5<sup>th</sup> through 8<sup>th</sup> grade will be based on participation, written tests, skill tests, student's physical activity chart, and proper dress.

### **SPANISH DEPARTMENT**

Spanish is a requirement for grades one through six and an elective for 7<sup>th</sup> and 8<sup>th</sup> grade. In addition, an optional elementary Spanish Club is available after school, as scheduled by the teacher, for an additional fee.

### **TECHNOLOGY / COMPUTER DEPARTMENT**

Technology is not just an add-on to the training we give to students at ECS, it is vital to the curriculum across all grade levels. Proper care and use of a computer system is incorporated with the use of a variety of grade-level software selected to support basic skills, creativity, and an appreciation for the use of technology in every-day life. Touch typing is introduced to third grade and reinforced in grades four and five. All students receive instruction in basic word processing skills using age-appropriate software.

Technology is a fundamental piece of the program that prepares the student for this rapidly changing technological world. Technology is a required class for grades one through four. In 3<sup>rd</sup>-5<sup>th</sup> grade, students routinely use Google Apps for Education to dive in to communication and collaboration within their work. Technology and Google Apps for Education are also interwoven into all classrooms through our 1:1 laptop program at the 6<sup>th</sup> and 8<sup>th</sup> grade levels. In addition to computer labs, several technology devices, such as iPads, laptops, tablets, and netbooks are available for use as teachers integrate technology into their curriculum. See our policy regarding student-owned E-readers under Personal Items.

ECS provides access to the Internet in designated locations, including the classrooms, technology labs, and media center. Below is our "Acceptable Use Policy." By signing the registration form, parents and students are committing that they have read the policy and will comply with it. Parents may request alternative activities not requiring Internet use.

#### ***ACCEPTABLE USE POLICY*** ***"Be mindful, act wisely, and learn from mistakes"***

Evansville Christian School (ECS) is committed to the goal of having technology, computers, network, and Internet access used in a responsible, efficient, ethical, educational, and legal manner. Acceptable uses of these technologies will support the Biblical foundation, mission and core values of ECS.

#### **Acceptable uses of technology, computers and the network include, but are not limited to:**

- Network file storage
- Electronic mail; Word processing and other software
- Internet resources and web sites
- ECS school management system
- Evansville Christian School Library online catalogs and Accelerated Reading
- Use of student-owned e-readers for the sole purpose of reading during designated classroom and library reading times.

#### **As responsible users of ECS technology, students will:**

- Respect and protect the privacy of others.
- Respect and protect the integrity, availability, and security of all electronic resources.
- Respect and protect the intellectual property of others.
- Respect and practice the principles of our distinctively Christian environment displaying respect for authority and Biblical standards of morality.

**As responsible users of ECS technology, students will NOT:**

- View, use, or copy passwords, data, or networks to which they are not authorized.
- Take or distribute inappropriate, embarrassing or harassing images or information about other students or ECS employees.
- Destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
- Engage in social networking activities that would negatively impact the school learning environment and/or fellow students, teachers and administrators.
- Engage in cyber-bullying, hate mail, and defamation, harassment of any kind, discriminatory jokes or remarks.
- Infringe copyrights (including, but not limited to making illegal copies of music, games or movies).
- Plagiarize.
- Intentionally access, transmit, copy, print, or create inappropriate material.
- Send spam, chain letters, or other mass unsolicited mailings.
- Use school network for financial gain or for the purpose of intentionally spreading computer viruses.
- Intentionally bypass ECS Internet filters.
- Use school resources to further other acts that are criminal or that violate the school code of conduct.

**Consequences for Violation.** Violations of these rules may result in disciplinary action, such as the loss of a student's privileges to use the school's information technology resources. Additional consequences may be determined and carried out by the administration up to and including expulsion from ECS.

**Supervision and Monitoring.** School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

### **Agreement Regarding School-Provided Internet Access**

Evansville Christian School is pleased to offer its students access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our school and students through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for life-long learning.

Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet, which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

While the intent of ECS is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should ECS institute technical methods or systems to regulate students' Internet access, those methods could not guarantee compliance with the acceptable use policy of ECS. That notwithstanding, ECS believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, Evansville Christian School makes its complete Internet policy and procedures available on request for review by all parents and guardians and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

Any violation of these rules and regulations will result in the loss of privileges and in school disciplinary action.

**PARENT or GUARDIAN AGREEMENT:**

By signing the registration form, you acknowledge that you have read the above rules and regulations and that you have reviewed them with your student(s). You understand that access is designed for educational purposes and recognize that, even when using a content filter, it is impossible to fully restrict access to inappropriate materials. Further, you are accepting full responsibility for your child's compliance with the above rules and regulations, and hereby giving permission for your child to use the ECS Internet connection. If you would like to request alternative activities not requiring Internet use, please contact your child's teacher.

## CONDUCT POLICIES

### ATTENDANCE

(including excused absences, unexcused absences, tardies, and make-up work)

Students are expected to be both prompt to school and regular in attendance. ECS believes that these two areas are character builders and establish good lifetime habits. There are times, however, when parents need to use their discretion and keep their child home when he/she is sick or has a contagious disease. *See the Health Coordinator's Office (Ill/Injured Child) section for more information.* To participate in any school-related after school or evening activities, a student must attend a full day of school the day of the activity, unless approved by school administration or designee. Parents are not to schedule lessons (e.g. piano, etc.) during the school day. Further, vacations during school time are strongly discouraged.

School sponsored field trips and activities are viewed as an important part of the educational process. Students are expected to attend these events. Unless noted under the excused absence policy below, absences on these days will count as unexcused absences.

When the student has accumulated 7 absences for any reason during a semester, the parents will automatically be notified by email from RenWeb. When the student accumulates 10 absences during a semester, the principal will contact the parents to discuss the appropriate measures that will be taken. No more than 10 absences (excused or unexcused, for any reason, with the exception of absences verified by a doctor's excuse) per semester will be allowed.

In grades 4 - 8, if the student is tardy by more than ½ of a class period, they will be marked absent instead of tardy. In grades 4 - 8, no more than 10 absences in a given class will be allowed. Special consideration may be given by the principal in cases of prolonged personal illness, serious illness, or death in the immediate family. School sponsored activities will not be counted against the student.

**Parents have the responsibility to contact the school office by 9:00 each morning that their child is absent (call the school at (812) 477-7777, or email to [attendance@evansvillechristian.org](mailto:attendance@evansvillechristian.org)). If the school is not contacted, the absence will be considered unexcused.**

**Excused Absences** –Excused absences are defined as absences for legitimate reasons including the following:

- Illness verified by the parent (either by phone, email, or note) that lasts no more than 3 consecutive days;
- Illness verified by a note from a physician (required for illnesses lasting more than 3 consecutive days);
- Death or severe illness in the family;
- Family emergencies;
- Medical and dental appointments verified with note from the physician<sup>1</sup>;
- Court appearances; and
- School visits (for graduating 8<sup>th</sup> graders).

In the following situations and according to Indiana Code 20-33-2, student absences will be excused and will not count toward the days missed, as long as a written excuse is provided to the school prior to the event:

- Service on precinct election board or for political candidates or parties; and
- Witness in judicial proceedings.

Physician notes must be dated and received within 7 days of the missed date. If a doctor's excuse or admit is not received, the absences will be counted as unexcused (see unexcused policy below).

Students have one day for each day they are absent to make up work, e.g. if a student is absent two days, he would have two days to turn in the make-up work, along with keeping up with the daily homework. Projects or reports that required one or more weeks work are due on the due date (if a student is absent, it is due to the school office by 10:00 a.m. on the day it is due). See Homework Policy for implications of work not turned in on time. Students will not receive credit for classes in which all work is not satisfactorily completed.

**Unexcused Absences** – Any absence that does not fall within the excused absence category, even if the parent has written an excuse, will be considered unexcused. These include family vacations, tardiness, absences due to school suspension (these will not count towards the 10-day absence policy), absence without the knowledge and consent of parents and/or the school (i.e., when the school office is not notified of a student's absence) and lessons (i.e. piano, non-ECS sports, etc.).

All unexcused absences will require makeup work to be completed. For example, if a student is taken out of school for a non-school activity, the absence is considered unexcused and makeup work is to be completed. However, full credit may not be given in all circumstances. Principals will evaluate on a case by case basis if credit will be given for makeup work.

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<sup>1</sup> Parents should avoid making appointments during the school day when possible. If appointments outside of the school day are unavoidable, parents should vary the appointment times to avoid missing the same class on multiple occasions.

**Planned Unexcused Absences** – are strongly discouraged for discretionary events such as vacations. A planned unexcused absence is any absence of 3 or more days and must be approved by the appropriate principal in advance. Class assignments missed due to a planned unexcused absence (e.g. sporting events, vacation, etc.) must be gathered by the student **in advance** and turned **in the same day** the student returns to school. Make up tests must be taken **the same day** or a zero may be given.

Under the Senate Enrolled Act 338, **Chronic absenteeism** is defined as any student that is absent from school for 10% (18 days in a 180-day school year) or more days for a school year for any reason. **Habitual truancy** is defined as ten (10) days or more absent from school within a school year without being excused or without being absent under a parents request that has been filed with the school. According to Indiana Code 20-33-2-25 that relates to Indiana’s compulsory attendance law, “The superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court of the department of child services.”

**Tardy Policies** – Parents are responsible to see that their children – arrive to school on time. Regular attendance and punctuality to class are essential to success in school and later in life. Classroom interruptions are harmful to the flow of classroom instruction. Students should be on time to each class daily. Any student not in their classroom when the tardy bell rings must obtain an admit slip from the school office – the parent MUST accompany the student to the office to sign in and receive the slip. Tardiness will be classified as excused or unexcused and will be tracked on a **per semester** basis. An excused tardy **will not** count against the student.

The following are **unexcused** tardy guidelines for the start of the school day (period 1 only):

- 1 – 2 no consequence
- 3 – 4 lunch detention
- 5 before school detention and conference with parents
- 6 or more will be dealt with on an individual basis

If a tardy is caused by a medical reason (i.e. doctor’s visit), the student **must bring an admit slip from the doctor** and present it to the school office for the tardy to be excused. If a doctor’s admit is not received, the tardy will be counted against the student and the appropriate action will be taken.

Tardiness due to situations beyond parent control (e.g. inclement weather, etc.) will be evaluated on a case-by-case basis.

**In 6<sup>th</sup>-8<sup>th</sup> grade, tardy to class is defined as any student who is not in the room when the bell rings (without official ECS excuse).** The consequences for excessive classroom tardies will be as follows:

- 5 tardies = lunch detention
- 8 tardies = 2 lunch detentions and parent conference
- 10 tardies = 1 day in-school suspension
- 11+ tardies = treated as case-by-case basis by the Administrative Team

The accumulation of tardies is reset at the beginning of each quarter for students to experience the grace of a truly fresh start.

## CITIZENSHIP

Citizenship at ECS focuses on training students to model the characteristics of a good citizen as described below. The role of the faculty and administration is to instill, develop, and encourage these qualities in our students.

This portion of citizenship focuses on “Heart” qualities.

- Does the student exhibit Godly character qualities (see representative verses below)?
- Does the student have a “servant attitude”?
- Does the student strive to do their best?
- Does the student encourage his fellow classmates?

I Timothy 4:12 – *Be an example for believers in speech, in life, in love, in faith, in purity.*

Colossians 3:12-17 – *Therefore, as God’s chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness, and patience. Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity. Let the peace of Christ rule in your hearts, since as members of one body you were called to peace. And be thankful. Let the word of Christ dwell in you richly as you teach and admonish one another with all wisdom, and as you sing psalms, hymns, and spiritual songs with gratitude in your hearts to God. And whatever you do, whether in work or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him.*

James 3:17 – *Wisdom that comes from heaven is first of all pure, then peace-loving, considerate, submissive, full of mercy and good fruit, impartial and sincere.*



Galatians 5:22-23 – *The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.*

This portion of citizenship focuses on responsibility, respect for authority, and patriotism.

- The student shows respect for our country and our flag.
- The student sets a good example for others in behavior, attitude, and speech.
- The student shows respect for authority in the community, at home, and at school.
- The student respects and cares for others around him/her and demonstrates a cooperative spirit.
- The student respects the property of others and the school facility, and is responsible with his/her own property.
- The student obeys school rules as outlined in the ECS Handbook and classroom rules.
- The student strives to turn in quality work promptly and is responsible with assignments.
- The student is a good school citizen, demonstrating support for school policies and activities.

### **DRESS CODE**

The dress code at ECS is designed to further our mission and philosophy of education, be easy to understand, be easy to enforce, be affordable, minimize rules, and maximize values. Our desire is to instill values of modesty and to train our children to have an overall perspective that will survive the ever-changing fashion cycles.

Our goal at ECS is to dress to honor Christ with a modest and neat appearance. Therefore, clothing should not be a distraction and should fit appropriately. No undersized or oversized clothing is acceptable. Any hair and dress styles that are overly faddish or that draw attention to the student will not be allowed. We seek your cooperation in carrying out these standards so that the Biblical teachings of respect for those in authority might be upheld (Hebrews 13:17). God is interested in changed hearts and lives that demonstrate that change (I Samuel 16:7, I Peter 3:3-4).

If a child comes to school dressed improperly, you will be requested to bring him/her a proper change of clothing. The dress code is in effect for all school days, as well as all school-sponsored events.

- Hair/Jewelry*
- Boys - Hair cannot be in the eyes or below the collar.
    - Earrings or other body piercings are not allowed.
  - Girls - Pierced ears are acceptable.
    - Body piercing, excessive jewelry, and excessive make-up are not allowed.
  - All - Hair color must be predominantly natural color. Sparse highlights are permissible.
    - When in doubt, please ask the principal before highlighting.

- Shirts/Tops*
- All shirts, including T-shirts, with positive graphics and language are acceptable.
  - All shirts and dresses must have sleeves.
  - Shirts and tops may not be more than one size larger than a student normally wears.
  - Shirts must not reveal the body during normal activity.
  - Shirts may not have a plunging neckline.
  - All undergarment straps must be covered.

- Pants/Shorts*
- Casual wear, including jeans and sweatsuits, are acceptable daily attire. Belts are optional.
  - Shorts, dresses, and skirts are to be of modest length.
  - These must be neatly hemmed without frayed edges or holes.

- Shoes*
- Shoes and sandals must have a back strap or an enclosed heel.

### **Modifications for Middle School Students (Grades 6-8)**

- Pants/Shorts*
- Shorts, dresses, and skirts must err toward knee length or longer
  - Leggings or form-fitting pants (yoga pants, etc.) are permissible, but require a shirt or dress that covers the student down to the mid-thigh or longer (erring toward the knee).
- Shoes*
- Shoes and sandals do not require a back strap or an enclosed heel.

NOTES: Spirit Days and other special event days will be announced in which changes in the dress code will be acceptable. See our **Summer Camp** brochures for information on dress code for our summer programs.

GYM CLOTHES: Gym uniforms are required for boys and girls in grades two through eight (1<sup>st</sup> graders do not change for gym). Gym uniforms may be purchased at the East Campus office. Appropriate gym shoes are required. Only shoes with non-marking soles and laces/velcro are acceptable.

## CLASSROOM MANAGEMENT

Proverbs 22:6 speaks of training a child in the way he should go. This involves disciplining the child's life so that he can learn to function according to God's way. Love is the main element of discipline. We love our students enough to discipline them and help them understand the consequences of the choices that we make. Further, disciplinary action is an opportunity to share God's story of redemption. Firm boundaries are drawn and enforced with love.

Reminders, corrections, rewards, praise, and punishment are all a part of discipline. Students need to know what the boundaries are in the classroom and in life. They need to experience the consequences of disobedience and the rewards (internal and external) of obedience. "Time-out" from an activity is the punishment used for consistent disobedience. Calendar activities and outings can also be removed from a student's day if there is an obvious refusal to cooperate. Parents will be notified of consistent disobedience. Acquitting the guilty and condemning the innocent-the Lord detests them both. (Proverbs 17:15).

ECS teachers will handle behavior problems for the benefit of individual students. When necessary, teachers will refer students to the principal for further action. Chronic discipline situations will be referred to the Intervention Team. Some of the possible actions are:

Possible Steps in the Classroom include: counseling and praying with the student in private; change of seating arrangements; written report; loss of activity time; call to parents; verbal reminder; and behavior referral for PK-8th grade (given for chronic, discipline or academic issues, or any issue listed under "student conduct").

Possible Additional Steps for Continuing Behavior Problems include: counseling by the principal; time lost in after-school activities; and referral to Intervention Team.

Possible Actions of the Principal include: call to parents; parent conference with teacher or teachers; student, parent, school contract set up by Intervention Team; in-school suspension; and suspension for one or more days.

In PK-8th, behavioral referrals allow the parents to see which actions have been taken up to that point in the discipline process. Any behavior-related contact sent home by a teacher or principal means that there is a problem serious enough for parents and teachers to address immediately and effectively. A behavior referral details the problem and signifies that drastic actions may have to be taken if a change in behavior does not take place very shortly thereafter.

Parents will be asked to come in for a conference when the teacher or administrator believes that their child needs guidance and counsel in relation to his behavior. Of course, the education, which includes discipline at ECS, will not work the way it should without parents and teachers working together. Parent support of school policies and actions is vital. If you have a question about a particular disciplinary action, please feel free to come in and discuss it. Our students need to see us working together in support of one another for their good. There may be times when parents are asked to come to school to discipline their child because of severe or continuing discipline problems. Parents are expected to comply when this request is made. ECS staff administers no corporal punishment. Hebrews 12:11 is extremely important for us to take to heart: *No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.*

## STUDENT CONDUCT

These rules apply to the school premises, on school buses, at school related activities, at school functions of any kind, and off school activities which directly affect other students or the school in any way:

Evansville Christian School promotes a biblical worldview based on our Articles of Faith. While students are always encouraged to ask questions about beliefs of biblical faith and other faiths, it is not permitted to actively promote a worldview outside of what ECS endorses through its Articles of Faith.

Engaging in any illegal activity is not permitted.

Behavior which interferes with school purpose or educational function; including classroom interruptions, cheating, unpreparedness, uncooperative attitude is not permitted. Cheating is defined as copying homework, handing in another's work, plagiarism, and unauthorized assistance on tests and assignments. The student will receive a zero on the test or assignment in addition to other possible consequences.

Students must abide by the ECS Acceptable and Empowerment Use Policy for technology.

The use of violence, force, threat, intimidation, fear, passive resistance, cyberbullying, or comparable conduct interfering with school purposes, or urging other students to engage in such conduct is prohibited.

Students are prohibited from carrying a weapon or “look-alike” weapon of any type. Allegations and threats, including “look-alike” weapons, are handled with zero tolerance and may result in suspension or expulsion, as well as involvement of law enforcement.

Students possessing, using, transmitting, or being under the influence of any drug, alcohol, intoxicant, or illegal substance of any kind will result in disciplinary action, including possible expulsion. Use of a drug authorized by a medical prescription from a registered physician shall not be a violation of this rule. Students must give any prescription or non-prescription drugs to the school health coordinator upon arrival. See Medication Policy for specific information regarding over-the-counter and prescription medications.

Students shall show respect and not use verbal or physical abuse, sexually harass others, engage in any indecent language, gesture, or acts, or make threats of violence.

ECS prohibits acts of bullying, as student physical, emotional and spiritual health are priorities in educating and equipping students to become future leaders. Bullying is defined as repeated behaviors occurring during or outside of school hours regardless of physical location that are committed by a student toward another student with the intent to cause harm to another student in some manner resulting in an objectively hostile learning environment.

### **PERSONAL ITEMS**

**(including electronic devices, use of photography, pets, etc...)**

Unauthorized electronic devices, trading cards, toys, etc., are not permitted on school grounds or on buses. If seen, they will be confiscated. Consequences will be based on the number of offenses (1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup>) and other factors. ECS reserves the right to examine the contents of confiscated electronic devices, etc. Cell phone use, including texting, is not permitted while driving on school grounds. Further, videos or photographs taken at school or any school related event should not include students’ names.

At the 6<sup>th</sup>-8<sup>th</sup> grade level, any technology that does not serve the learning experience should be kept at home. So many items can create learning experiences, but students should understand that teachers will direct students on when it may be appropriate to use such items (i.e. cell phones, cameras, etc...)

ECS understands that circumstances arise that warrant the use of cell phones when the office is closed, e.g. after school practice. Thus, cell phones are allowed at school for 6<sup>th</sup>-8<sup>th</sup> grade students only, and only for the expressed purposes of parent communication (with permission from the authority in charge).

Students in PK-5th grade are not to chew gum during regular school hours, including lunch time. Bicycles, motorized bikes, skateboards, and roller blades are not allowed on ECS property. Unless approved by administration, pets are not permitted on school grounds, including dismissal areas.

**E-reader Policy** - Evansville Christian School has adopted the following policy regarding the possession of E-readers by students during school hours: Students may bring E-readers to school for reading purposes only. The devices may not be used for Internet access or surfing, but for the sole purpose of reading. Devices may be used during classroom and library reading time only. Should the devices be damaged or stolen, replacement is the responsibility of the student.

### **STUDENT LOCKERS**

Student lockers are the property of ECS and are provided as a service for students. Any locker may be opened and searched at any time by school authorities.

### **SUSPENSION**

Students can be suspended for one or more days because of severe behavior problems such as fighting, direct disobedience, blatant disrespect, bullying, and threatening another student. Students can also be suspended for continuing disobedience problems. A grade of zero may be given for each suspension day, but classwork is still required to be done. Suspension days do not count toward the 10-day absence policy.

### **EXPULSION**

Along with possession of or use of weapons or “look-alike” weapons, drugs or drug “look-alike” substances, alcohol, or other illegal activities, students can be expelled from school for evidencing violent, threatening, bullying, or severely disruptive behavior of any kind.

## SCHOOL & OFFICE POLICIES

Please notify the School Office and your child's teacher immediately of any change of address, telephone number, family physician, authorized pick-up list, or other important information. The office hours and phone numbers are as follows:

- **East Campus** (812-477-7777) - The school office is open from 7:00 a.m. until 5:00 p.m. daily, excluding observed holidays.
- **North Campus** - The school office is located on the 2<sup>nd</sup> floor of the education building near the classrooms. It is open from 7:30 a.m. until 4:00 p.m. school days.
- **Cullen Campus** – The school office is located on the 1<sup>st</sup> floor of the Christian Life Center Building. It is open from 7:30 a.m. until 3:45 p.m. school days.

### **ABSENCE REPORTING**

1. The parent or guardian must call the appropriate campus, or send an email to [attendance@evansvillechristian.org](mailto:attendance@evansvillechristian.org), before 9:00 a.m. on the day of the absence and give the reason as well as the anticipated number of days the student may be absent. This procedure is a safety precaution for the welfare of the child.
2. It is the student's responsibility to find out what make-up assignments are due. Assignments left undone will be reflected in the grade average. Make-up work must be completed for unexcused absences. Unexcused absences will quickly lower a student's grade and can cause him to be placed on Academic Probation. Parents may pick up work for PK-5<sup>th</sup> grade students outside the School Office after 3:30 p.m. Make-up work for 6<sup>th</sup>-8<sup>th</sup> grade students will either be emailed home or be available by 3:45 p.m. for parent pick-up.
3. See the *Attendance Policy section* for more information.

### **BELL SCHEDULE**

Entrance Bell (PK-5 <sup>th</sup> Grade)	7:50 A.M.	(6 <sup>th</sup> -8 <sup>th</sup> Grade at 8:00 A.M.)
Tardy Bell (PK-5 <sup>th</sup> Grade)	8:00 A.M.	(6 <sup>th</sup> -8 <sup>th</sup> Grade at 8:10 A.M.)
Afternoon Dismissal (PK-3 <sup>rd</sup> Grade)	3:00 P.M.	(4 <sup>th</sup> - 8 <sup>th</sup> Grade at 3:15 P.M.)

In the morning, PK-5<sup>th</sup> grade students may not go to their classes before 7:50 A.M. without permission. Students may enter the building, beginning at 7:30 a.m., to wait in designated areas until 7:50 A.M. The school is not responsible for students who come to school before 7:30 A.M., and a drop-in charge may be applied. Any student not in their classroom when the tardy bell rings must obtain an admit slip from the school office – the parent MUST accompany the student to the office to sign in and receive the slip. See the Attendance section for more information.

6<sup>th</sup>-8<sup>th</sup> grade students at the Cullen Campus may be dropped off no at 7:30 A.M. and may use the Commons or the gymnasium as a gathering space before heading to class at 8:00 A.M.

Students must leave school at dismissal unless they are attending a school activity immediately after school. Students will be taken to after school care (with a fee) if not picked-up by the appropriate time. Further, older students who are attending an after-school activity (i.e., help class, sports team practice, etc.) cannot be responsible for younger brothers or sisters at these times.

### **BEFORE AND AFTER SCHOOL CARE (including Drop-In Care)**

ECS offers a variety of Before and After School Care programs with the options and times varying by campus. The details are listed on the Tuition & Fee Schedule. Parents are able to select a plan to meet their needs. Be sure to check the appropriate box on the registration form to secure a place in any of the BASC programs. The after school program is arranged to give each child a snack (cost is included in the After School Care fee) and time for relaxation and small group activities. Homework time is made available daily. In addition, ECS offers drop-in care for enrolled students. Drop-in charges will be applied to your account.

**BASC Arrival and Pick-Up Procedures** - As students arrive, parents will walk their child to the instructor on duty to be signed in on the attendance sheet. When a student is picked up, the adult taking the child must sign his initials and the time on the attendance sheet. This is a safety precaution to ensure that only authorized people pick up the student. On the Registration Form, there is an area to list the people authorized to pick up the child; no one else will be allowed to pick up a student. See the Traffic/Parking Lot Regulations for specific information regarding student drop-off and pick-up.

## **BIRTHDAYS**

In accord with our Wellness Policy, students' birthdays will be recognized at school over the morning announcements and with a small present from the office, e.g. birthday pencil. Food treats for birthdays are not permitted. Parents may contribute a gift to a class in honor of the birthday or participate in the Birthday Book Club.

## **BUS TRANSPORTATION & SAFETY RULES**

Typically, ECS offers bus transportation between its East and North campuses with additional limited service. Specific information including routes, times, and rates are available in the Spring before the start of the school year. Priority will be given to families with siblings at different campuses, and then based on the date that the Bus Transportation Form is received (due by June 1). Home pick-up is not available. If your child(ren) will be riding the bus, you must turn in a completed Form each year. Further, families are only allowed to change bus service, e.g. add or drop service, one time per semester.

Our chief concern on the school bus is to insure the safety of each rider. School bus drivers are to have control of all school children riding the bus. Students may be dismissed from bus services if behavior is a danger to student safety. **ECS' bus safety rules are:**

1. Each student should observe the same conduct on the bus as in the classroom.
2. All riders are to cooperate with instructions and respect the bus driver.
3. Each student should enter the bus slowly and be seated immediately after entering the bus in the place assigned by the driver.
4. Each student should remain in his/her assigned seat, facing forward, unless moved by the driver after the bus is stopped.
5. Loud, boisterous, or profane language or indecent conduct are unacceptable behavior.
6. Bullying, teasing, scuffling, tripping, holding, hitting, or objectionable actions are also unacceptable.
7. Eating, drinking, and smoking are not permitted on the bus.
8. No radios, CD/mp3 players, IPODS, video games, cell phones, or sharp objects may be used on the bus.
9. Windows and doors must be opened and closed only by permission of the bus driver.
10. Hands, feet, and heads are to be kept inside the bus at all times.
11. Students are to help keep the bus clean and remove their own trash (or put in trash can).
12. To give instructions or to discipline, the bus driver will turn the dome lights on and all of the students should then become silent and should remain silent until the lights are turned off.
13. Students should stand to leave the bus only when it has come to a complete stop and the door has been opened by the bus driver.
14. Upon recommendation of the bus driver, school administration may deny the privilege of riding the school bus to any student who refuses to behave in accord with these rules.

## **CHANGE OF INFORMATION**

After enrollment/re-registration, changes to addresses, parents' email addresses (which also serve as RenWeb log-in IDs), phone numbers, and permanent student pick-up authorization lists must be made online through RenWeb's Webforms or in person at the school offices by completing a Change of Information Form. To request a one-time authorization for student pick-up, an authorized person (parent/guardian) may call the school office or send a signed note with the student. Office staff will ask the caller to confirm information in the parent's RenWeb parent file. Updates should not be sent to school with the student.

## **CLASS PARTIES**

Students celebrate various class parties throughout the year, such as Grandparents' Day, Harvest of Books (National Book Week), Christmas, and Valentine's Day. Food served at class parties should comply with the school's Wellness Policy, encouraging healthy snacks. Contact the student's teacher if you would like to donate time or supplies for any parties.

## CLASS TRIPS

All 5<sup>th</sup>-8<sup>th</sup> grade classes take a class trip during the school year which support the Indiana academics standards and count toward attendance. All students are expected to participate in their class trip. The cost of the class trips are not included in the Commitment & Registration Fees or tuition payments. Students have opportunities to participate in fundraisers to offset the cost of the 8<sup>th</sup> grade trip to Washington D.C. Information is distributed to students and parents at Back-to-School Night.

## EIGHTH GRADE ACTIVITIES

**Eighth Grade Banquet** – A banquet is held each spring to honor the eighth grade graduates. This is a family event. Appropriate banquet attire would adhere to all ECS dress code standards, e.g. dress length, and would include “Sunday” dresses/pantsuits for girls and dress pants/shirts/ties for boys. This is not a formal attire event. Parents are encouraged to help students uphold these standards.

**Eighth Grade Graduation** - The highlight of the eighth grade year, the graduation ceremony, is planned by the Eighth Grade Class under the direction of its homeroom teacher(s). Caps and gowns and other graduation materials will be ordered second semester. The costs of caps and gowns (rental) are included in the students’ book and supply fees.

**Eighth Grade Trip** - Each year the 8<sup>th</sup> Grade Class goes to Washington, D.C. Under the supervision of teachers, the students have multiple opportunities to raise funds to help offset the cost of their trip. Some of the tours included on the trip are the Smithsonian Museum, the White House, Congress, Supreme Court, Mt. Vernon, the Vietnam Memorial, Gettysburg Battlefield, and the Holocaust Museum.

## HEALTH COORDINATOR (ILL/INJURED CHILD)

A Health Coordinator (or staff member at each campus), trained in first aid and CPR, provides first aid for injuries occurring at school and screens students who declare themselves to be ill. Students who wish to see the Health Coordinator must obtain permission from the classroom teacher or instructor, except in cases of emergency.

The Health Coordinator will excuse from school any student that displays the following: symptoms of a communicable disease, a temperature of 100 degrees or higher, an unexplained rash (until the rash is gone or a physician’s statement is received that the child is not contagious), symptoms of an illness which causes inability to function in the classroom, evidence of an infestation of any parasite, and injuries that have occurred at school that require a physician’s attention. If a child becomes ill or injured during the day, parents will be contacted. If a parent cannot be reached, the emergency contacts will be called until someone is reached to pick up the child. Please be sure that the emergency information for your child is current. Immediate medical treatment will be obtained when necessary.

Students should not attend school if any of the following have occurred in the past 24-hour period:

1. Student has had a fever (100 degrees or higher without medicine);
2. Student has had 2 or more episodes of vomiting (unrelated to a noninfectious digestive disorder); or
3. Student has had 3 or more episodes of loose stools.

If an antibiotic has been prescribed, the student should be on the antibiotic for a full 24 hours before returning to school. In the case of an infestation of any parasite, including but not limited to lice, scabies, and pinworms, the Health Coordinator must be notified. Proof of treatment must be submitted to the office. Regarding lice, the student must first report to the campus Health Coordinator who will follow our lice policy before admitting the student back to class. This will be verified by the Health Coordinator or other qualified staff member.

The Health Coordinator will also conduct various health screenings during the year, including height & weight, vision, and hearing. Parents will be notified if a student fails any of these screenings. See the *Medication Policy section* for guidelines concerning medications to be given at school, including before and after school care.

## INCLEMENT WEATHER

When ECS operates on a delay or closes, we will make an announcement on local TV stations and WIKY (104.1 FM) radio station. Please do not call the school offices. All campuses will follow the same decisions unless noted otherwise. We also try to send updates through RenWeb and post on Facebook, which are dependent on the Internet and electricity.

In accord with input from local law enforcement, if a county is under a warning (tornado or storm), campuses in that county will NOT typically release students. Parents will be allowed to enter the building and wait in a designated location until the warning has expired.

If we are on a morning delay, before school care (BSC) at our EAST CAMPUS will typically be open and operate/charge as normal. If BSC is closed, it will be announced in addition to school information. If the delay turns into a cancellation, your child must be picked up by 10:00 a.m. Further, once an announcement has been made to close, you will not be able to drop off your child.

**Policy for Evening Activities, including Athletics** – If school is closed for the day due to bad weather, any evening activities scheduled for that day, including practices, games, rehearsals, etc. will be cancelled. If school is closed early, the same policy is in effect. For any exceptions to this policy, the people involved will be contacted personally by the coach, coordinator, or administration.

## MEAL PROGRAM

All students have the option of bringing a lunch from home. Any student bringing his/her lunch may either purchase milk (a variety of choices are offered) or bring a healthy drink. Water is also available at lunch. Parents will be billed, on a one month lag, for the number of lunches/extra milk their child purchased during the previous month. If a student does not have lunch by their lunch period, a lunch will be charged so the student is able to eat. Occasionally, a parent will request to take a child out for lunch, to eat lunch in the cafeteria, or to bring in lunch to his/her child. Except in emergencies, we request that our parents refrain from doing so. ECS does participate in the National School Lunch Program operated by the Dept. of Education. Applications for free and reduced meals are distributed at Back-to-School Night or upon request from the school office. Details by campus are:

**East Campus:** Nutritious, well-balanced lunches are served daily in the cafeteria. Breakfast is also available, for all before school care students, who arrive before 7:45 a.m. Charges for breakfast are also billed, on a one month lag, for the number of breakfasts purchased during the previous month. Breakfast and lunch menus are available on-line.

**North Campus:** On set days, a nutritious, catered lunch may be offered to students.

**Cullen Campus:** On set days, a nutritious, catered lunch may be offered to students.

## MEDICATION POLICY

In accord with regulatory requirements and guidelines of the State of Indiana Board of Health, we follow these procedures below concerning medications given at school, including Before and After School Care. Medications will be kept in a locked cabinet. Medications requiring refrigeration will be stored in a lidded, plastic container marked "Medication." ECS reserves the right to inspect and verify any student medications. The Health Coordinator does not have medication that can be dispensed to students.

All medications, including over-the-counter medications, must be delivered to school personnel, including the bus driver, by a parent or guardian (except as noted below). If medicine is needed to be taken home at the end of the day, the parent or guardian should see school personnel, e.g. Health Coordinator or office staff. If a student is riding the bus, with proper notification, the bus driver will deliver medications to the parent or guardian at the student drop-off. NO student is permitted to deliver or possess medication, including cough drops; on their person, in lockers, or backpacks; during school hours, including Before and After School Care.

For all medications given at school, parents must fill out a Medication Card that will be kept on file in the Health Coordinator's office. Blank cards are available in the Health Coordinator's and school offices. Further requirements are as follows:

1. NO prescription medication will be used by a child unless it is sent in the original container with the original label showing the following: prescription number, date filled, physician's name, child's name, and directions for use (frequency and dosage). Medication must be turned in to the Health Coordinator's Office.
2. Over-the-counter medications must be brought in the original container (including aspirin, cough drops, and lip balm). This medication must be turned in to the Health Coordinator's Office.

**Cough Drops/Lip Balm** - PK-4<sup>th</sup> grade students are not allowed to possess cough/throat drops of any kind, are not allowed to possess lip balm labeled "keep out of reach of children," and they must be delivered to school personnel by the parent/guardian. 5<sup>th</sup>-8<sup>th</sup> grade students are permitted to possess non-prescription cough drops/lip balm daily (cough drop/lip balm authorization form is required). All students (PK-8<sup>th</sup> grade) may possess small tubes of lip balm which do not say "keep out of reach of children" (example: Vaseline Lip Therapy) for use during the day.

**Inhalers** – Students in 5<sup>th</sup>-8<sup>th</sup> grade are permitted to carry their inhaler with them throughout the day. To carry an inhaler, ECS must have a physician statement, parental consent, and an updated Asthma Plan of Care on file. This documentation must be updated at the beginning of each school year. The Asthma Plan of Care may be picked up at the Health Coordinator's office and must be returned as soon as possible. If the parent directs, a student's inhaler may be kept (locked) in the Health Coordinator's office.

**Allergies** - In meeting the needs of students with severe allergies, our primary objective is to provide a safe learning environment that is reasonable and balances the needs of the individual student with the class as a whole. Given our shared facilities (property not owned by ECS), multi-use rooms (including organizations other than ECS and evenings activities), and facility limitations, ECS must meet with each family, on a case-by-case-basis, where the student has a life-threatening allergy that requires an allergy plan to determine our ability to accept the student's enrollment/re-registration. Parents must contact the Principal or Health Coordinator prior to enrollment or as soon as they become aware of a potential risk.

**Epinephrine** – When a licensed medical professional believes that epinephrine is necessary to treat an allergic reaction during school hours (including before and after school care), the parent or guardian and licensed medical professional must complete an Epi-pen authorization form. For students with food allergies, a Food Allergy Action Plan must also be completed by a physician. New forms must be completed each year. Both forms, including detailed parent information about epinephrine procedures, are available from the Health Coordinator.

## **NEWSLETTER & DAILY ANNOUNCEMENTS**

Our *Friday Flyer* is emailed to parents each Friday during the school year. Special editions, other newsletters, and our Annual Report may be emailed or mailed during the school year and summer months.

### **RECESS POLICY**

Recess is a part of a student's daily activity and provides opportunities for students to release energy and refreshment. In general, when temperature is between 33 (wind chill) and 97 (heat index) degrees, students may participate in outdoor recess with appropriate clothing. It is the parent's responsibility to insure that children have proper clothing, e.g. jacket, sweater, or coat. Students will stay inside for recess if wind chill is 32 degrees or below, heat index is 98 degrees or above, or ozone level is red. Outdoor time is shortened if the temperature is below 40 degrees, heat index above 90 degrees, or ozone level is orange. If a student cannot participate in outdoor recess, a physician's note is required.

### **REVIEW OF RECORDS (Notification of Rights under FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to the student's education records. ECS provides copies of midterms, report cards, CTBS or ISTEP achievement test scores, and transcripts (on request) to parents and/or legal guardians. The Evansville-Vanderburgh School Corporation maintains responsibility for transferring special education files to parents and requesting schools. EVSC personnel assigned to ECS to provide special education services may review student files in the school office by permission of the principal. Under FERPA, a parent's rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue, SW; Washington, DC 20202-5901

### **Disclosure of Directory Information**

Under FERPA, ECS may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in accordance with the school's procedure. ECS provides, annually, an opportunity for parents to document that they do not want ECS to disclose specific directory information. The primary purpose of directory information is to allow ECS to include this type of information from your child's education records in certain school publications. Examples include the school directory; a playbill, showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for wrestling, showing weight and height of team members. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that publish yearbooks.



ECS has designated the following information as directory information: student's name; parents' names; address; telephone listing; email address; grade level; teacher's name; date of birth; participation in officially recognized activities and sports; weight and height of members of athletic teams; photograph; degrees, honors; and awards received; dates of attendance; the most recent educational agency or institution attended; and future educational agencies or institutions planned to attend.

### **STUDENT RELEASE**

Before a child may be picked up during school hours, the student must be signed out in the school office. When the student returns during the day, he/she must check in with the school office and obtain an admit slip to class.

### **STUDENT SAFETY/LIABILITY**

Once a student arrives on the premises, he will not be permitted to leave until the close of the school day. Exceptions to this rule would be illness, a doctor's appointment, or a death in the immediate family. No student is to be taken from school before the close of the school day without first checking with the office. Students leaving or returning during the school day must sign in and out at the office. No student is allowed to leave campus for lunch. Also, after school, students are not to leave campus and return later. If they must remain at school for an after-school activity, they must be supervised. Unsupervised students will be placed in before and after school care, and appropriate charges will apply. These rules are for the safety and protection of your child. Disciplinary action will be taken if the rules are violated.

By signing the registration form, you also give permission for your child to take part in all school activities, including sports and school-sponsored trips away from the school premises, and you absolve the school from liability to you or your child because of any injury to your child at school or during any school activity.

### **SUMMER DAY CAMP**

ECS operates a summer day camp, at its East Campus, from 6:30 A.M. until 6:00 P.M. The camp is open to any students in Kindergarten (entering in the fall) through 8<sup>th</sup> grade, not just students attending ECS. It is open to the public. It opens the weekday immediately after the last day of school in the spring, and is open through the last day of summer vacation, e.g. until the first day of school in the fall. Attendance is flexible, even daily, to meet the needs of families. The summer day camp is an age-appropriate, activity-based program with many field trips, including swimming, skating, soccer, bowling, zoo, parks, gymnastics, and library. Brochures for the summer camp are typically available in the school offices in early January. Re-registration opens in mid-Jan. with enrollment opening to the public around March 1.

### **TRAFFIC/PARKING LOT REGULATIONS**

Student safety is paramount. Parents whose driving endangers others may be asked to leave ECS. There is a short time in the morning and after school when the parking lot is congested. We ask parents to be patient and use caution. Have your student ready to exit your vehicle when approaching the drop-off point. If you need to open your trunk or liftgate, please park. Further, cell phone use, including texting, is not permitted while driving on school grounds. Details by campus are as follows:

#### **East Campus**

The east lot may be used for drop-off and pick-up of students before and after school (not for students in before and after school care). Morning drop-off will be from 7:30-7:50 a.m. The west lot is also available for parents, including students in before school care, who would like to park and walk their child into school. Students are not to wait at classroom doors for their teachers. All students not in before school care should be in designated areas where teachers are on duty. Specific details are as follows:

Before School Care – From 6:30 – 7:15 a.m. (until the school office opens and the west entrance is unlocked), parents should park in the lot near the cafeteria doors (near the marquee) and walk their child to the designated location to be signed-in to before school care (green sign on the cafeteria door will indicate that the entrance is open). Once the school office opens and the west doors are unlocked (7:15 a.m.), parents will park in the west lot and walk their child to the designated location to be signed-in to before school care. A red sign on the cafeteria door will indicate that the entrance is closed and parents should use the west entrance.

Morning Drop Off – For students not in before school care, enter the east parking lot at the first entrance off Hebron Avenue. Do not enter the parking lot off Lincoln Avenue near the marquee; this is for exit only. Proceed through the parking lot of the southside of the building, parallel to Lincoln Ave, and pull all the way to the church entrance door (follow signs). Students should exit the car on the curb side and enter the building through the glass doors on the southside of the building. Cars should stay in a single line and exit the parking lot from the area between the marquee and the school cafeteria. Make a right hand turn only onto Lincoln Avenue from the parking lot.

Parents Desiring to Park in the Morning – For students not in before school care, enter the east parking lot at the last entrance (northern most of the three entrances). Park in the two north rows of the parking lot. Walk your child to the glass doors (in the east lot only, 7<sup>th</sup> and 8<sup>th</sup> grade students are able to walk to the glass doors on their own with parent permission). When leaving, drive out the middle exit on to Hebron Ave. and turn right only onto Lincoln Ave. Watch for cars entering at the first entrance of the parking lot. Parents may also park in the west lot and walk their child into school. There is no drop-off permitted in the west lot.

After School Dismissal - For after-school pick-up of students not in after-school care, pick-up will be in the east lot from 3:00 – 3:15 p.m. for PK-3<sup>rd</sup> grade and from 3:15 – 3:30 p.m. for 4<sup>th</sup> – 5<sup>th</sup> grade. PK-5<sup>th</sup> grade teachers will walk their students to the glass doors. PK-5<sup>th</sup> grade parents must park in the lot and walk up to the glass doors. Do not pull up to the curb in any area. Students should be able to walk safely to cars, without having to walk between cars parked at the curb, which may hinder visibility. Further, when exiting from Hebron Ave., turn right only onto Lincoln Ave. Parents may also park in the west lot for pick up after school; however, they must walk to the front lobby to pick up their students. Students may not be picked up at the classroom doors or in the hallways.

After School Care – For after school care pick-up, parents should use the west parking lot and entrance.

### **North Campus**

Student drop-off and pick-up will be at the covered drop-off on the northeast side of the building – “Entrance D.” For student safety, do not park on the ramp at any time. Any parent desiring to park must park in the lot and walk their child in to the building. Student drop-off will be from 7:30-7:50 a.m. Students may enter the building through the glass doors and wait with the teacher(s) on duty. After that time, parents are to walk their child into the school (the 2<sup>nd</sup> floor of the education building). Pick-up will be from 3:00-3:15 p.m. Teachers will walk their students to the glass doors at the covered drop-off on the northeast side of the building for parent pick-up. All parents must park in the lot and walk up to the glass doors to pick up their child. Additional details, including procedures for bus drop-off and pick-up, will be provided at Back-to-School Night or the start of the school year.

### **Cullen Campus**

Student drop-off and pick-up will be at the main entrance to the Christian Life Center building (north side facing the Lloyd Expressway). Student drop-off will be from 7:30-8:00 a.m. Pick-up will be from 3:15-3:45 p.m. Additional details, including procedures for bus drop-off and pick-up, will be provided at Back-to-School Night or the start of the school year.

### **VOLUNTEERS & VISITORS**

Parents, volunteers, visitors, and guests must register at the school office upon arrival and receive a volunteer/visitor identification badge. Individuals also need to sign out upon departure and return their identification badge.

## **FINANCIAL POLICIES**

### **TUITION PAYMENTS**

As part of the enrollment/re-registration process, parents select their desired enrollment options. See the *Tuition & Fee Schedule* for more information. Tuition may be paid annually, semi-annually, or 10 monthly payments. Further, if the 10-month payment plan is selected, families are encouraged to use the ACH option (automatic monthly bank transfer initiated by ECS). Payments may also be made via PayNow, an on-line payment option available through RenWeb, with a bank transfer initiated by the parent. Parents will select a payment plan at the time of enrollment/re-registration and are only permitted one change per year (with change-over fee).

Make all checks payable to Evansville Christian School or "ECS". Tuition should be mailed or brought to the School Office at the East Campus office (only small payments are accepted at other campus offices). Payments should not be given to a teacher or staff member and should not be sent to school with students. Extra-curricular fees (i.e., class trips, SCRIP, fund-raisers, etc.) should not be included with tuition payments. The non-refundable Commitment and Registration Fees are required for each enrollment. Tuition and fees are subject to necessary adjustments upon prior notification. Prior semester and summer balances must be paid in full before any student can be admitted for the next school year, the next semester, or into the summer program. Accounts must be up-to-date to re-register.

Book & Supply and Technology Fees are non-refundable fees consisting of two payments - due by June 1 and July 1 (the summer before the start of the school year). Both payments may be paid in June. If an ACH option is established, the fees will be paid in June and July. If the June 1<sup>st</sup> book payment, July 1<sup>st</sup> book payment, or August 1<sup>st</sup> Tuition are not paid by the due date, ECS reserves the right to withdraw the student and fill the spot with a student from the wait list.

Tuition payments, including charges for Before & After School Care and meal charges, are due on or before the first day of each month. Tuition does NOT include athletic fees, BASC charges, food service, class trips (5<sup>th</sup>-8<sup>th</sup> grade), extracurricular fees, participation fees, bus fees, replacement book/agenda fees, late fees, NSF/payment failure fees, or miscellaneous charges.

### **CHANGE-OVER FEE**

There is a change-over fee to registration options once enrollment/re-registration has been completed, e.g. to change payment plans or add/drop before and after school care. Further, parents are only allowed to make one change per year unless there are extenuating circumstances, such as a change in family status, medical condition, or employment change. See *Tuition & Fee Schedule* for fee.

### **DELINQUENT ACCOUNTS**

Accounts with delinquent balances may result in suspension of parent's access to on-line information, through RenWeb, and may result in the following actions (see earlier information on Withholding Student Records):

10 days late	Late fee charged per month. See <i>Tuition &amp; Fee Schedule</i> for fee.
30 days late	Parents must contact the Business Office
60 days late	Cause for student dismissal
90 days late	Formal collection proceedings *

\*Costs incurred in formal collection or credit counseling are the responsibility of the parent and will be added to the balance due ECS.

### **LATE PICK-UP FEE**

Any student not picked up at their appropriate time, including after school, practice, etc., will be placed in after school care and fee will apply. For any student not picked up when the After School Care program closes, there will be a charge due. See *Tuition & Fee Schedule* for fee. After school care privileges may be revoked if late pick-up is misused.

### **RETURNED CHECKS**

There is a charge for returned checks, e.g. non-sufficient funds (NSF) and PayNow payment failures. See *Tuition & Fee Schedule* for fee. Further, repayment, and any future payments, may be required in cash, by the school office, to cover the returned check.

## **CONTRIBUTIONS**

Contributions to ECS may be made at any time and are tax deductible as permitted by law. A donation may also be made as part of your enrollment/re-registration and would be spread over your payment plan. Further, your employer may match your donation - thereby doubling your contribution. Be sure to check with your employer regarding its matching gift program.

As described in the following sections, ECS offers several other ways for parents and friends to support our school, including an Annual Campaign for Excellence, Worthy Servants Fund, annual fundraiser, and SCRIP program.

### **ANNUAL CAMPAIGN FOR EXCELLENCE**

The Annual Campaign for Excellence (ACE) is an annual effort to raise funds for improved teachers salaries and benefits, tuition assistance for deserving students, and long-term capital needs. We realize that parents often make great financial sacrifices for their child(ren) to attend ECS and that many families are unable to make a donation. Regardless of your ability to give, we ask for your prayers for our campaign and that God will raise up people with the resources to help us reach more students and families. We are confident that God will provide the money for His plans. Our ACE booklet, including donor response form, is typically mailed in the fall of each year.

### **WORTHY SERVANTS FUND**

Worthy Servants is an annual project to recognize the faculty and staff, who help make ECS a special school, and to supplement salaries. These men and women have dedicated years of their lives to minister to our children. This program is designed to honor ECS Worthy Servants in a very specific, tangible way. Tax deductible donations may be made to the Worthy Servants Fund at any time, with special emphasis in November and December, or through our Annual Campaign for Excellence. All monies received will be distributed to the faculty and staff including a special bonus paid prior to the scheduled Christmas vacation.

### **FUNDRAISERS**

ECS attempts to minimize fundraisers, especially ones that require students to sell items. Our PTF typically holds an auction each year and 6<sup>th</sup>-8<sup>th</sup> grade students raise funds to help offset the cost of their 8<sup>th</sup> grade trip to Washington D.C.

### **SCRIP PROGRAM**

SCRIP is an easy-to-use program that costs you nothing and greatly benefits both ECS families and our school. When families and friends purchase SCRIP, they are purchasing gift certificates and gift cards that are used just like cash. The SCRIP is issued by retailers where many families already shop and can be used to purchase everyday items such as food, clothing, dining, and gas. Because SCRIP is purchased with cash up front, ECS is able to purchase the certificates at a discount, and then re-sell them at full face value.

The proceeds from the program are divided equally between the school and ECS families in the form of a credit that is applied to your account once per year, typically in mid-December (for the payment due January 1). You may also designate your credit to the ECS Tuition Assistance Fund. Because you receive full value for the certificates, SCRIP payments are not tax-deductible. Friends, co-workers, and other family members may also purchase SCRIP. Further, the accumulated credits for families that withdraw will be allocated to the Tuition Assistance Fund. Detailed information and order forms are available in the school offices.

*When you reap the harvest of your land, do not reap to the very edges of your field or gather the gleanings of your harvest. – Leviticus 19:9 (NIV)*