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INTRODUCTION

Evangel Christian School was founded in 1969 by Evangel Baptist Church as an outreach of the church ministry to provide the Christian family with an alternative to secular, humanistic education. Its growth has been steady and stable and provides the facility and faculty for a preschool, full elementary and a full secondary school capable of instructing over 300 students. The school's primary purpose is to train young people to reach their fullest potential spiritually, academically, physically, and socially. The curriculum has been designed to meet that purpose by combining the Christian philosophy and way of life as set forth in the Bible with the educational requirements set forth by Virginia state law.

This handbook describes the school's philosophy, administration, and curriculum as established by the Pastor and deacons of Evangel Baptist Church. It is not meant to be all-inclusive of every situation or event that may occur, but is meant to inform all persons interested in enrolling their children, and all those persons currently associated with the school of the policies which 40+ years of experience have proven to be best and which will be followed by the school administration.

Every family that has a child accepted into the school will be required to sign a statement that they have received a copy of this handbook and will support the policies described herein. It is understood that attendance at Evangel Christian School is a privilege, and not a right, which may be forfeited by any student who does not conform to the standards and regulations of the school. The school may request the withdrawal of any student at any time that, in the opinion of the administration, continually displays disruptive behavior, or does not fit into the spirit of the school, regardless of whether or not the student conforms to the specific rules.

The provisions of this handbook are not to be regarded as an irrevocable contract between the student and/or the student's parents, and Evangel Christian School. Its purpose is to present information about the school in as accurate and up-to-date fashion as possible. This does not preclude the possibility of changes taking place during the academic year. When such changes occur, they will be publicized through normal channels and will be included in the handbook during the following printing.

EVANGEL CHRISTIAN SCHOOL OBJECTIVES

In recognizing the God-given responsibility that parents have for the education and general development of their children, Evangel Baptist Church established Evangel Christian School to assist parents in the education of their children and to instill Biblical principles and Christian character in the student. It is ECS's objective to build upon the home's foundation with an education that provides for the student's maximum development spiritually, academically, socially, and physically. The following specific objectives are incorporated into all Evangel Christian School provides:

I. SPIRITUALLY

1. To lead all students who have not already done so, to a saving knowledge of Jesus Christ.
2. To develop in each student a love for the person and work of Jesus Christ coupled with a respect and fear of the Lord.
3. To develop a scriptural self-awareness and confidence which produces a mature and vital testimony for Jesus Christ.
4. To develop an appreciation of the Bible and an ability to make daily application to life.

II. ACADEMICALLY

1. To provide the Christian family with an alternative to secular humanistic education for their children that offers an instructional program based on the Christian perspective. Graduation requirements meet or exceed the standards contained in the Virginia Educational Statutes.
2. To enable students to master their tools of learning and communication so that they will think clearly, logically, and independently.

III. SOCIALLY

1. To nurture and instruct students in such a way as to develop in them a world and life view consistent with Biblical principles.
2. To promote within each student the ethical and spiritual qualities which constitute Christian character.
3. To develop patriotism and respect for the godly values, common memories, and traditions, which have made our country what it is today.

IV. PHYSICALLY

1. To develop physical strength, motor skills, and teamwork through organized physical activities.
2. To provide students with opportunities to discover and develop talents in athletics.
3. To provide an avenue for interscholastic athletic competition where sports will be played in a manner that will bring honor and glory to the Lord by coaches, players, and spectators.

Evangel Christian School is a uniquely religious, educational institution that seeks to provide a quality education in a distinct Christian environment. One of the goals of First Christian School is to work with parents and guardians to train Christian young men and women to be salt and light in their communities. Evangel Christian School believes that the Bible is the inspired Word of God and sets forth absolute truth by which Christians are to live. Evangel Christian School expects and requires that both students and parents will support the school in its distinct mission and in its Biblical beliefs. In relying on the teachings of Scripture, Evangel Christian School believes that the Bible prohibits sexual immorality of any type, including but not limited to pornography, homosexuality, or any other sexual activity outside the marriage of one man and one woman. On those occasions in which a particular home or student is acting counter to or in opposition to the Biblical beliefs and lifestyle that the school teaches, the school reserves the right, in its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a current student. This includes, but is not limited to, living in, condoning, or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity; or otherwise having the inability to support the moral principles of the school as stated throughout this handbook. Romans 1:26,27, I Corinthians 6:9 and 10, Leviticus 18:22, Leviticus 20:13, Jude 7.

EVANGEL CHRISTIAN SCHOOL'S

Statement of Cooperation & Permission

We understand that attendance at Evangel Christian School (ECS) is a privilege and we pledge to agreeably abide by all the policies and rules set forth by the school and summarized in the student handbook. We agree to support the Statement of Faith of Evangel Christian School. All enrollments are for the entire school year. I authorize ECS to contact current and previous schools and other sources to obtain information too support this application. I understand that a

current physical and shot record must be provided as a part of this application. I also understand that a copy of my child birth certificate must be on file in the school office within five days of the start of the school year.

We agree to support ECS financially beyond our tuition as God leads and enables and by volunteering our time. We agree to support ECS through prayer.

We agree to cooperate with school personnel in a positive and supportive manner concerning the operation of the school ministry and the implementation of the educational programs. We agree to apply the principles of Matthew 18:15-17 in resolving any questions or matters of disagreement (Matthew 18 requires direct communication with the persons involved as opposed to general discussions or gossip with other parents or teachers who are not directly involved in the matter).

We understand that the registration fee and the Material and activities fee are not refundable and no student is considered registered until the registration fee is paid in full. We understand that we will pay tuition for the amount stated in the Tuition and Fees document. All monthly tuition and Extended Care fees are to be made using the FACTS Tuition Management program. We understand the report cards, transcripts and school records will not be released if an account has an outstanding balance.

We understand enrollment is on a trial basis and that ECS reserves the right to dismiss any student who does not cooperate with the educational process. If a student is dismissed for any reason the tuition will be prorated as of the date of dismissal.

We give permission for our child(ren) to participate in all ECS activities, including field trips away from ECS premises, and absolve ECS from any liability to me or my child because of injury to my child while at ECS or during any ECS activity. In case of accident or serious illness, I request ECS to contact me and agree to keep my contact information up to date at all times. If ECS is not able to contact me or anyone on my emergency contact list, ECS has my full approval to seek medical treatment for my child.

We agree that our child(ren) will abide by the dress code as established in the Student Handbook, and that ECS administration has the right to interpret the standards and principles given in the Student Handbook.

We have read the student Handbook and agree to support the school by abiding by the policies, rules, and guidelines established therein.

We give ECS permission to use video and/or photos of our child in school brochures, videos, or other promotional publications including the website.
r Yes r No No response will be interpreted as “yes”.

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

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

EVANGEL BAPTIST CHURCH AND EVANGEL CHRISTIAN SCHOOL DOCTRINAL STATEMENT

Section A – The Scriptures

We believe that the Holy Bible as originally written, was verbally inspired and the product of spirit-controlled men and therefore, has truth without any admixture of error for its matter. We believe the Bible to be the true center of Christian union and the supreme standard by which all human conduct, creeds, and opinions shall be tried. II Tim 3:16-17; II Peter 1: 19-21.

Section B – The True God

We believe that there is one, and only one, living and true God, an infinite Spirit, the maker and Supreme Ruler of heaven and earth, inexpressibly glorious in holiness and worthy of all possible honor, confidence and love; that in the unity of the Godhead there are three persons, the Father, the Son and the Holy Ghost, equal in divine perfection and executing distinct but harmonious offices in the great work of redemption. Exodus 20:2-3; I Corinthians 8:6; Revelation 4:11, I John 5:7.

Section C – The Lord Jesus Christ

We believe that, as provided and purposed by God as pre-announced in the prophecies of the Scriptures, the Eternal Son of God came into this world that He might manifest God to man, fulfill prophecy and become the Redeemer of a lost world. To this end He was born of a virgin, received a human body and a sinless human nature. We believe that He first came to Israel as her Messiah-King, was rejected of that nation and, according to the eternal councils of God, gave his life a ransom for all. We believe that he arose from the dead on the third day in the same body in which he suffered and died. We also believe that our Lord ascended bodily into heaven, that he is now seated at the right hand of the Father and is our only Mediator, High Priest and Divine Advocate with the Father. WE believe in the imminent, personal, physical and premillennial return of Christ, occurring in two phases: first, to complete the Church Age by rapturing all believers prior to the Tribulation and, second, at the end of the Great Tribulation when He shall return with His saints, at which time the nations shall be judged and the Millennial Kingdom with re-gathered Israel central and Christ as King will be ushered in. At the end of 1,000 years the judgment of the Great White Throne will take place, followed by the eternal peace of the righteous, and the eternal damnation of the wicked, Satan and his cohorts. I Thessalonians 4:13-18; Revelation 20: 1-5; Romans 9:-11; I Corinthians 15: 15-58; John 1:1,2 and Luke 1:26-28.

Section D – The Holy Spirit

We believe that the Holy Spirit is a divine person with God the Father and God the Son and of the same nature, that He was active in the creation, that in His relation to the unbelieving world He restrains the evil one until God's purpose is fulfilled, that He convicts of sin, of righteousness, of judgment, that He bears witness to the Truth of the Gospel in preaching and testimony, that He is the agent of the New Birth, that He seals, endues, guides, teaches, witnesses, sanctifies and helps the believer. (The gifts of tongues and healing were "sign-gifts" until the Scriptures were completed. The gifts ceased at that time.) Matthew 28:19; John 14: 16, 17, 26; Ephesians 1:13, 14; John 3:5,6; I Corinthians 13:8-13; 14:22.

Section E – The Devil, or Satan

We believe in the personality of Satan; that he is the unholy god of this age and the author of all the powers of darkness, and is destined to the judgment of an eternal justice in the lake of fire. Matthew 4:1-3; II Corinthians 4:4; Revelation 20:10.

Section F – Creation

We accept the Genesis account of creation and believe that man came by direct creation of God and not by evolution. Genesis 1: 2; Colossians 1: 16, 17; John 1:3.

Section G – The Fall of Man

We believe that man was created in innocence under the law of his maker, but by voluntary transgressions fell from his sinless and happy state in consequence of which all mankind are now sinners, not only by constraint but of choice, and, therefore, under just condemnation without defense or excuse. Genesis 3:1-6,24; Romans 1:18, 1:32, 5:10-9.

Section H – Atonement for Sin

We believe that the salvation of sinners is wholly of grace through the mediatorial offices of the Son of God, who by the appointment of the Father freely took upon Himself our nature, yet without sin; that he honored the divine law by His personal obedience and by His death made a full and vicarious atonement for our sins; that His atonement consisted not in setting us an example by His death as a martyr, but was a voluntary substitution of Himself in the sinners place, the just dying, Christ, the Lord, bearing our sins in His own body on the tree; that having risen from the dead, He is now enthroned in Heaven and uniting in His wonderful person the tenderest sympathies with divine perfection; that He is in every way qualified to be a suitable, a compassionate and an all-sufficient Savior. Isaac 53:4-6; John 3:16; Acts 15:11; Romans 3:24, 25,; II Corinthians 5:21; Ephesians 2:8

Section I – Grace in the New Creation

We believe that in order to be saved, sinners must be born again; that the new birth is a new creation in Christ Jesus, that it is instantaneous and not a process, that in the new birth the one dead in trespasses and in sins is made a partaker of the divine nature and receives eternal life, the free gift of God; that the new creation is brought about in a manner above our comprehension, solely by the power of the Holy Spirit in connection with divine truth, so as to secure our voluntary obedience to the Gospel; that its proper evidence appears in the holy fruits of repentance and faith and newness of life. John 3:3-8; Acts 16:30-33; Romans 6:23; II Corinthians 5:17, 19; Ephesians 2:1, II Peter 1:4.

Section J – Justification

We believe that the great Gospel blessing which Christ secures to such as believe in Him is Justification; that Justification includes the pardon of sin, and the gifts of eternal life, on principles of righteousness; that it is bestowed not in consideration of works of righteousness which we have done, but solely through faith in the Redeemer's blood, His righteousness is imputed to us. Acts 13:39, Isaiah 53:11; Zechariah 13:1; Romans 5:1, 9; 8:1.

Section K - Faith and Salvation

We believe that faith in the Lord Jesus Christ is the only condition for salvation. Acts 16:31; Ephesians 2:8, 9.

Section L - The Church

We believe in the unity of all true believers in the Church which is the Body of Christ, which was established on the Day of Pentecost; and that all believers from Pentecost to the Rapture, both Jews and Gentiles, are added to this Church by the baptism of the Holy Spirit.

We believe that the local Church is a congregation of immersed believers associated by covenant of faith and fellowship of the Gospel; observing the ordinances of Christ; governed by His laws, and exercising the gifts, rights and privileges invested in them by His Word; that its officers are Pastors and Deacons whose qualifications, claims and duties are clearly defined in the Scriptures. We believe that the true mission of the Church is the faithful witnessing of Christ to all men as we have opportunity. We hold that the local Church has the absolute right of self-government, free from the interference of any hierarchy of individuals and organizations, that the one and only superintendent is Christ through the Holy Spirit; that it is Scriptural for true Churches to cooperate with each other in contending for the faith and for the furtherance of the Gospel; that each local Church is the sole judge of the measure and method of its cooperation; on all matters of membership, of policy, of government, of discipline, of benevolence, the will of the local Church is final. Acts 2:41, 42; 15:13-15; 20:17-18; I Corinthians 11:2; Ephesians 1:23; 4:11; 5:23,24; Colossians 1:15, I Timothy 3:17.

Section M – Baptism and the Lord’s Supper

We believe that Christian baptism is the immersion of a believer in water to show forth in a solemn and beautiful emblem our faith in the crucified, buried and risen Savior, with its effect in our death to sin and resurrection to a new life, that it is pre-requisite to the privileges of a Church relation. We believe that the Lord’s Supper is the commemoration of His death until He comes, and should be preceded always by solemn self-examination. Matthew 3:16; John 3:23; Romans 6:3-5; Acts 8:26-39; I Corinthians 11:23-28.

Section N – Unconditional Election

We believe that all men are totally depraved without ability to come to God and are helplessly lost, but that God, in sovereign grace and apart from any consideration of foreseen human merit or response and in perfect consistency with human responsibility, chose some before the foundation of the world to be recipients of His grace in Christ. As the Gospel is preached to all the nations, these elect ones are caused to hear it and their hearts are opened by the Holy Spirit, so that they freely and gladly receive Christ as their Savior, thus becoming children of God. Genesis 6:5; Isaiah 64:6; Jeremiah 13:23; 17:9; John 6:44, 65; Ephesians 1A:4, 5; 2:8-10; Romans 9:16; II Thessalonians 2:13-14; I Corinthians 1:21; John 1:12, 13; James 1:18; John 6:37-40; Acts 13:48; 16:14; John 17:2, 3, 11, 20; Romans 10:17.

Section O – The Security of the Saints

We believe that all who are truly born again are kept by God the Father for Jesus Christ. John 10:28, 29; Romans 8:35-39; Philippians 1:6; Jude 1.

Section P – The Righteous and the Wicked

We believe that there is a radical and essential difference between the righteous and the wicked; that such only as through faith are justified in the name of the Lord Jesus Christ, and sanctified by the Spirit of our God, are truly righteous in His esteem; while all; such as continue in impenitence and unbelief are in His sight wicked, and under the curse; and this distinction holds among men both in and after death, in the everlasting felicity of the saved and the everlasting conscious suffering of the lost. Proverbs 14:32; Malachi 3:18; Genesis 18:23; Matthew 25:24-41; John 8:21; Romans 6:17, 18, 23; 7:6; I John 5:19.

Section Q – Civil Government

We believe that civil government is of divine appointment for the interests and good order of human society; that magistrates are to be prayed for, conscientiously honored, and obeyed; except in this opposed to the will of the Lord Jesus Christ, who is the only Lord of conscience, and the coming Prince of the kings of the earth. Exodus 18:21, 22; II Samuel 23:3; Daniel 3:17, 18; Matthew 22:21; Acts 5:20; 4:19,20; Romans 13:1-7.

ADMISSION AND REGISTRATION

ADMISSIONS

Students are accepted into Evangel Christian School based upon a satisfactory interview with the parents and the student and a review of the student's academic ability and transcripts. Evangel will accept credit from other institutions only after it has been evaluated by the administrator. All applicants and parents must be willing to abide by the policies and regulations of the school as outlined in this handbook and must sign a statement indicating this approval. A conflict should not exist in the teaching of the home, church, and school. All new students are accepted contingent upon the satisfactory completion of a nine-week probationary period.

Students entering 9th grade or above must be able to give a testimony of having been born-again. This should include the circumstances leading up to putting their personal trust in the Lord Jesus Christ as their only hope of salvation. Furthermore, they should be active in the church and/or young people's group within the church that they attend. Students in 9th Grade and above who enroll or re-enroll must submit a satisfactorily completed reference form from their pastor as a part of the enrollment process each year.

Evangel Christian school is not a "school of last resort." Students with a history of behavioral problems, in or out of school, are rarely accepted. The type of student that is accepted is one that we believe will be a credit to the school and that our curriculum and standards will be a help to him or her.

The following is the general procedure for enrollment:

1. All parents and students must complete an application form. The student must then be scheduled for placement testing and tested. Once the application and testing is complete the student and parents must meet with the principal for an interview. Students in grades 9 through 12 must be interviewed by the pastor also and submit a pastoral reference from the church which they regularly attend. The interview with the pastor may be done in conjunction with the principal's interview. Every effort will be made to notify parents of the outcome of the interview within 48 hours.
2. Parents of students who are accepted must pay the appropriate registration fee to reserve a place for their child(ren).
3. If informed by a previously attended school that your financial responsibility has not been met, your registration will be cancelled and any money paid will be forfeited.
4. Students entering K-4 may be evaluated informally by the appropriate teacher. All students entering K5 will take an entrance test. A physical examination is required of all new students if one is not in the student's file. A medical examination form may be obtained from the school office. This completed form should be returned to

the office by the end of the student's first week of school. All students must be properly immunized and must meet the Virginia state immunizations requirements before they enter school.

IMMUNIZATIONS & PHYSICAL EXAMINATIONS

Virginia State Law states that all new students must show a birth certificate, unless transferring from a Virginia Public School, before they can be admitted. A physical and immunization form is required for all K-4 and K-5 students entering school for the first time. All students must have a current immunization form on file before school starts. Virginia State Law requires every student to be immunized against diphtheria, tetanus, whooping cough, polio, mumps, measles (rubella), and German measles (rubella). Beginning on July 1, 2001, all children who have not received three doses of hepatitis B vaccine are required to receive such immunization prior to entering the 6th grade. All 6th grade students are also required to have a tetanus, diphtheria, pertussis (Tdap) booster shot prior to entry into school this fall, if at least five years has passed since the last shot.

Physical examinations are required of all students entering school for the first time and a sports' physical for all students who will participate in interscholastic sports. Entrance physical examinations must be completed by the first week of school. Sports' physicals must be completed each year prior to the first scheduled practice for the individual sport.

FEES AND PAYMENTS

Evangel Christian School operates on a fiscal year basis as a non-profit church school operating as a ministry of Evangel Baptist Church. The budget is prepared annually by the school administrator, approved by the Pastor and deacons, and then submitted to the church for approval. In order to meet planned expenses, the school has established the following categories of fees to be charged throughout the school year. Specific charges may change annually and therefore are not shown in this handbook, however, copies of current charges may be obtained from the school.

Registration Fee: This fee is a nonrefundable fee charged annually for each student enrolling in school. It is used to show intent on the part of the parent and to guarantee a place in the school for the student. For new students, it will be collected only after the completion of the registration process as outlined above. A student is not considered registered until the fee is paid. A closed enrollment period for families of currently enrolled students, their siblings and Evangel Baptist Church members' children is conducted in February for the following school year. **(Families who have outstanding balances may not register for the new school year until their account is clear. Families who have been in arrears on tuition payments for four or more months in any school year may be asked to pay the next year's tuition in full before school starts.)** In March, the school allows open enrollment for those meeting the entrance requirements. Open enrollment will continue until classes are full. For classes that are full, waiting lists are established.

Material Fees: These fees are a per student fee to cover the costs of books, and other expenses spelled out on the tuition schedule. Material Fees are due on July 1st prior to the start of the upcoming school year.

Tuition: This is the annual fee charged for instruction of each student. Reductions are given to families with two or more children in school. Tuition is paid in monthly installments using a 10 or 12-month payment plan with the first payment for each school year due August 1st.

Sports Fee: This fee is for those students involved in after-school sports and cheerleading. It is to help defray the cost of coaching, officials, transportation, and building use. The cost is on a per sport per student basis.

Field Trips: Classes may take field trips to areas of historical or educational interest during the year. (See FIELD TRIPS paragraph.) When these trips are planned by the school, students will be charged the entrance fee when applicable. The fee must be paid in advance of the trip. Permission slips are required for field trips.

Payment: Tuition and aftercare fees are paid via the FACTS tuition management system. Using this system, tuition and aftercare fees are directly deducted from your checking account or charged to a credit card. More information

regarding enrollment in FACTS can be obtained from the school office or via a resource document found on RenWeb's ParentsWeb. Please note that insufficient funds will result in a fee of \$35.00 per instance. Payments must be made in full before the school will release any school records or report cards. Unless other arrangements have been made in writing, no student may be allowed to continue in school if there is an outstanding balance on their accounts for any reason. Arrangements must be made with the Principal to clear the balance.

EXTENDED CARE

As a convenience for parents, Evangel Christian School offers extended care in the mornings from 6:00am until 8:00am and in the afternoons from 3:15pm until 6:00pm. The regular extended care fee covers these hours only. Families may sign up for the morning, evening, or both. Extended care is paid for by the month. If extended care is only being used occasionally the charge will be hourly. Fees for monthly extended care will be paid monthly beginning on September 1st and continuing due the 1st of the month until June 1st. If extended care is no longer needed during the course of the school year (AM or PM) the school office must be notified. Once the office is notified charges will be adjusted accordingly. Hourly charges will be calculated at the end of each month and will be due by the 10th of the following month.

Students in grades 7-12 who are not picked up by 3:30 p.m. must be in extended care. Those who are not picked up by 3:30 PM must report to Room 21 and will be in a study hall until picked up. Students out for sports and who are waiting for practice to begin must either go to Room 21 or be supervised by their coach. The regular charges for extended care will apply to the secondary students.

Therefore, no student is to be unsupervised when on school property after 3:30 p. m or before 7:45 a.m., unless they are here for a before or after school activity and are accompanied by their parents. Students in the sixth through twelfth grades who stay for games may attend games without their parents as long as they stay in the gym.

Penalties and Special Situations

If a family **has not signed up** for extended care and leaves their child at school before 8:00am (7:45 a.m. for Grades 7-12) or does not pick them up by 3:15 pm (3:30 p.m. for Grades 7-12) and has not made prior arrangements, will be charged the hourly fee for extended care. In the morning 7th through 12th grade students who are already present or dropped off by 7:45 AM need to be in the gym.

If a child is left before the above times or picked up after the above times more than once in any calendar week and prior arrangements have not been made, the family will be charged the hourly rate. Penalties for any given week shall not exceed the cost of a week's extended care.

If a family is **signed up** for extended care and does not pick up their child by 6:00pm, the family will be charged \$10.00 for every 15-minute period or part thereof. After 7:00pm the charge will be \$15.00 for each 15-minute or part thereof.

Prearranged extended care during the regular extended care hours for temporary or short term situations may be made under the following provisions:

1. Arrangements must be prior to the time requested and is subject to availability.
2. Fees for each day will be charged at the hourly rate or at a prorated rate of the monthly extended care fee.
3. This service is on a first-come-first-served basis, depending on space and/or supervision available.

Day Care for Half-Day Kindergarten

Parents whose children are in half-day kindergarten may make arrangements in advance to use the day care for temporary short-term situations under the following provisions:

1. Arrangements must be made in writing at least 24 hours prior to the time requested.
2. Fees for each half-day will be \$8.00 regardless of the actual time used.
3. This service is on a first-come-first-served basis, depending on space and/or supervision available.

Families who have signed up for half-day kindergarten and who leave their child before 11:45am (afternoon kindergarten), or who do not pick them up by 11:45am (morning kindergarten), and have not made prior arrangements, may be charged \$8.00 for regardless of the time used.

PLEASE NOTE: All special arrangements must be made through the school office for both extended care and day care. Please do not ask the staff to perform this duty.

TEXTBOOKS

A portion of the MA fee is used toward the cost of textbooks. This fee does not cover the total cost of the books used and therefore, does not cover the cost of replacement of every book each year, otherwise it would be much more. It is our hope that with proper use each book will last at least five years. Books belong to the school and are loaned to the students and must be replaced by the student if damaged or lost. All textbooks must be covered.

WITHDRAWAL FROM SCHOOL

Should it be necessary to withdraw a student from school during the school year for any reason, parents should notify the office of such intentions at least two weeks in advance.

Tuition, when paid on a monthly basis, is non-refundable after the fifteenth of the month. Any outstanding balance must be paid before records will be released.

The school officials will follow a check-out procedure consisting of the following: the return of all school-owned library books, locker locks, materials (where applicable), textbooks, and completion of a check-out form for each class. A fine or replacement cost is required for any school-owned materials or equipment that a student has been assigned which has been damaged or lost. In some cases it may be necessary for the Principal to schedule an appointment with parents and/or students before the final day of school.

ATTENDANCE

HOURS OF THE SCHOOL DAY

Building Opens	6:00am
Office Hours	7:30 am to 3:30 pm
K-4 (Morning)	8:20 am to 11:30 am
K-4 (All Day)	8:20 am to 3 pm
K-5 (Morning)	8:20am to 11:30 am
K-5 (All Day)	8:20 am to 3 pm
Grades 1-3	8:20 am to 3:00 pm
Grades 4-6	8:20 am to 3:00 pm
Grades 7-12	8:10 am to 3:09 pm
Building Closes	6:00 pm

STUDENT ATTENDANCE

The student must bring in a note for any absences, whether excused or unexcused. If there is a question as to whether the absence is excused or not, the school secretary will make the determination.

A student, who arrives at school late, but before 12:00 pm, is considered present for a half day and tardy.

A student arriving after 12:00 pm is not given credit for the school day.

A student who departs after 12:00 is considered present for a full day. For the elementary, a student who leaves prior to 12:00 pm but after 11:00am is considered present for a half day. A student leaving prior to 11:00am is considered absent for the full day. For secondary students, a student who leaves prior to 12:00 pm is considered absent for the full day.

TARDINESS

Students should arrive at school no less than five minutes before the first class begins. If late, the driver/parent should sign in at the office listing the reason for the tardiness. High School students who drive to school should follow the same procedure. The school secretary will determine whether or not a tardy is excused or unexcused. Just because a note is sent or the parent comes in does not mean the tardy is excused. The school will be the final judge as to whether a tardy is excused or unexcused.

All tardy students must have a written excuse from their parents or driver. Tardiness is discouraged.

It is imperative that parents get their children to school on time. The following policy will be in effect for all tardies: including those that may occur at the beginning of the day and/or at the beginning of any class period (7th through 12th grades). **During any school quarter, three unexcused tardies may result in a detention. Six unexcused tardies in any school quarter may result in a second detention from school. Any student with nine or more unexcused tardies in any school quarter may be suspended again for one day**
Cutting class may result in detention or suspension and the student will be ineligible during the week it is served.

ABSENCES

In order to gain the most from school, a child must be in regular attendance. He or she is expected to be in class every day that school is in session. A note from the parent is required for all absences. In the case of an unexcused absence, the work may be made up at only 50% of the normal credit. Excessive absences affect a student's grades and may jeopardize promotion. A high school (9-12) student who misses a particular class 15 or more times (excused or unexcused) in the course of a school year may receive a failing grade. State law requires that parents notify the school office when their child is ill and will not be in school. Parents will be called if their child is absent from school and the school has not been notified. This policy is a precaution to protect all parties involved. Work that has been assigned during a student's absence is to be made up. It is the **student's** responsibility to get his/her assignments upon his/her return to school and to insure that work is completed on time as directed by the teacher. A student will be given one day for each day absent, up to a total of five days, to make up any work missed while absent. If a student misses only the day on which a test is given, they are will need to schedule a make-up time with the teacher to take the test. The test should be made up within two days of the students return to school. In the case of a long term absence (three or more days) a make up test will be scheduled at the discretion of the principal. Make tests may be scheduled during study halls or if necessary after school.

Pre-arranged absences are sometimes necessary because of family vacations or emergencies. In these cases, it is the student's responsibility to pick up a pre-arranged absence form from the office and have it completed by each of his/her teachers.

RELEASE FROM CLASSES

Anytime a student enters the building after school starts or exits the building before the end of the school day, they must sign-in and sign-out (this includes going to their car etc). When it becomes necessary to take children out of classes for such things as doctor's appointments and any emergency, a note signed by the parent should be sent with the child, and given to the office. The parent should sign the child out at the school office at the time of his/her departure.

If a student misses three and one-half hours or more of school, the student will not be eligible to participate in extra-curricular activities for that day, (i.e. if they arrive at school after 12:00 or if they depart school for the day before 12:00)

Any absences from class/school by secondary students for the purpose of attending ECS ball games as a spectator will be "unexcused" (even with a note from the parent).

SCHOOL CLOSINGS

1. If Prince William County Schools are closed for weather, Evangel Christian School will also be closed.

2. If Prince William County Schools have a delayed opening, Evangel Christian School will also be delayed for the same period of time.
3. If Prince William County Schools close early, the principal of Evangel Christian School will make the decision as to what the school will do. A decision to close early will be broadcast on the stations listed below.

Announcements will be made over the following radio/TV stations approximately twice an hour:
WTOP 1500 & 103.5 FM and www.wtop.com, Channel 4

An announcement will be posted on RenWeb's Parents Web, giving the specific instructions regarding closure.

Parents should keep in mind if you believe you will have trouble getting your child to or from school, and then base your decision on when to pick up your child on your ability, not on what the school may be doing. The Administration's primary concerns are the safety of students, parents, and the hope that no one will be injured or stranded at school.

CONDUCT, DISCIPLINE, DRESS, AND GROOMING

CONDUCT OF STUDENTS

Evangel Christian School offers each student the opportunity to develop to his/her fullest academic and spiritual capacity. This is possible only by maintaining Christian standards of conduct. Therefore, students are expected to abide by standards throughout their enrollment.

ECS offers students an opportunity for successful living in a Christian atmosphere of genuine happiness and pleasant daily practice of responsibility, purposeful decisions for developing spiritually, academically, and personally into the person God wants them to be. Our prayerful objective is for every student and teacher to be completely obedient to the Lord and under the control of the Holy Spirit. Successful Christian living is built, not on textbooks, but on Christ-centered expression and appreciation gained through full spiritual experiences.

Every dedicated Christian will sincerely try to avoid practices that would cause the loss of his/her own Christian testimony whether physical, mental, or spiritual. Every student should refrain from any thought (As a man thinketh in his heart, so is he.) or activity that would bring reproach to the Lord Jesus Christ, his/her parents, him/herself, or ECS.

A student's conduct should always be that which is becoming to a Christian. Students know what good behavior is, and it is expected from them. The teachers and the administration are here to guide and assist the students in learning. **It is not expected that a large amount of time be required to discipline students. The following guidelines of behavior are to be followed in the classroom, during school activities, and should be a consistent part of life. Failure to exhibit these guidelines could result in disciplinary action.**

Respect others as individuals designed by God.

1. Respect the authority of the teacher, administration, and those having authority over you.
2. Respect the needs of others (encouragement, love, and acceptance).
3. Respect others who are in class or studying. No roughhousing is permitted. Talk quietly in the hallway while waiting for another class to dismiss.
4. Respect the property of others. Damage to the school or to other people's property becomes your responsibility to repair it or to replace it.

Obedience to Authority

1. Obey the rules established by the school.
2. Obey the teachers and the rules established by the teachers even if a teacher is not present.
3. Remain attentive, take notes, and participate in class.
4. Complete the assignments given by the teacher.

5. The teacher will dismiss the class. Gentlemen should use common courtesy by allowing ladies to go first and holding the door open.

Total “Hands-Off” Policy

1. No fighting, hitting, pushing, or slapping is allowed.
2. Stealing or “borrowing without permission” will not be tolerated.
3. The physical display of affection between boys and girls such as holding hands, embracing, or kissing is not acceptable. Students should be above reproach in this area. ECS does not believe it is in the best interest of the students for “pairing-off” as couples to occur.

No “Bullying” Policy

Bullying is defined as unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both students who are bullied and who bully others may have serious, lasting problems. The Word of God teaches us to be “kind one to another” and only to use our talk to build each other up and not to tear down. Harassment in the form of speech, actions or physical in nature will not be tolerated. Strong disciplinary action after an initial warning will be taken. Disciplinary actions may be suspensions and expulsion.

DISCIPLINE

The discipline of students ranges from the positive methods of rewarding good behavior and praising students to the methods of warning, counseling, detention, suspension, and expulsion. Discipline procedures will be appropriate for the age of the student. The following discipline sections outline our discipline for each age group.

Preschool **Grades K3 to K5**

Our staff will seek to guide each child in our care with positive and constructive help in shaping character and behavior. We strive to provide positive role models, appropriate boundaries, problem solving skills, and redirection. Time outs will be used as a regrouping time for the child to regain composure and break a pattern of negative or unsafe behavior. Parents and caregivers will be notified at the time of pickup of any distinct problems the child may have had that day. A note may be sent in the daily folder or via e-mail. If a child’s behavior becomes extreme a parent or guardian may be called to pick up the child for the remainder of the day. If a child’s behavior becomes extreme consistently the parent or guardian may be asked to withdraw the child from Evangel Christian’s Preschool program.

The following regular discipline rules are used by our preschool teachers:

Our God is a God of mercy and love as well as a God who disciplines us for our behavior. In school, and in life, good behavior is a must for the safety, happiness, and productivity of everyone.

3 Rules:

- Obey the first time.
- Wait for you turn to talk.
- May not leave desk/room without permission.

Consequences of Inappropriate Behavior:

During the day your child will be held accountable for his or her classroom work, attitudes, and behavior. Stoplight colored cards will be used as a visual reminder of expectations and consequences. Each child has a pocket on the Obedience Chart with their name and the three colored cards.

Green means go (they are doing very well behaving in class). Every day starts on green. If they start to misbehave, they get a verbal warning first and their card stays green.

Yellow means slow down (or watch out, your behavior is slipping!!!) The card may be moved back to green after lunch at the teacher’s discretion. A time out may also be given at the teacher’s discretion. Please understand that an occasional yellow is not a cause of alarm and is part of the growing process in helping some children learn what school behavior looks like at this age.

Red means stop (or that we have a problem). The child did not correct their behavior after repeated warnings and/or timeout; parents are notified.

Please Note;

In the event of a severe disruption, (i.e. hurting another child or staff member, using curse words, preventing class from progressing) the student will not move through the stop light system. The principal may be notified and have a conference with the child. Parents will be notified.

Rewards:

We want our children to behave not because of rewards and treats, but because it is pleasing to the Lord! However, the students are given rewards for consistently good behavior. Students who are on green at the end of their day receive a sticker reward. When they have collected ten stickers they may select one item from the treasure chest!

*Children will not be subject to any form of corporal punishment or comments that are derogatory, negative, or humiliating.

Elementary Discipline
First to Sixth Grades

ECS uses a tally system to track problem areas for students in grades 1-6. Please note that in the Renweb system one demerit is equal to one tally. Any child who receives eight tallies in one day or accumulates a total of twelve tallies is sent to the elementary disciplinary supervisor for counsel and/or discipline. Tallies accumulate for the duration of each 9 weeks grading period.

Behavior Notices

Behavior Notices may be given to students as a means of warning a student of the type of behavior that will lead to a tally or tallies. A Behavior Notice will not accumulate a tally (demerit) on the student’s behavior record. An email will be sent home to make parents or guardians aware of the student’s behavior so they can work with their child.

Tally System

<u>Tallies</u>	<u>Description</u>	<u>Sample Offenses</u>
4 to 8	Harmful Acts	Fighting, cheating, lying, stealing
1 or 2	Out of Order	Throwing things, chewing gum, out of seat
1 or 2	Work Not Turned In	Assignment late or not complete
4 to 8	Intentional Disobedience	Teacher’s instruction, school policy
4	Attitude Poor	Disrespect, grumbling, bad language, inappropriate gestures
2	Courtesy Lacking	Rude or inconsiderate to others, disregarding instructions
1	Talking without permission	Talking, other forms of improper communication

Tally Accumulation Actions:

12 tallies	teacher-parent conference
20 tallies	teacher-parent-disciplinary supervisor conference
30 tallies	student suspension
40 tallies	recommended expulsion

Students receiving consistently high numbers of tallies may also meet with the administrator. Any student who receives 75 or more tallies during the course of the school year may be dismissed from ECS.

When a teacher thinks a problem warrants more drastic action than they are allowed to administer, they may refer the elementary student to an administrator. The school administration has authority to give Wednesday or Saturday

detentions, suspend in school, suspend out of school, place on social probation, place on academic probation or expel.

Junior High and High School Discipline
7th to 12th Grades

Behavior Notices

Behavior Notices may be given to students as a means of warning a student of the type of behavior that will lead to a Conduct Referral. A Behavior Notice will not accumulate a demerit on the student's behavior record. An email will be sent home to make parents or guardians aware of the student's behavior so they can work with their child.

Conduct Referrals

Conduct Referrals may be given to students for infractions such as disrupting class, chewing gum, talking without permission during class, eating in class without permission, unkindness to another student, horseplay, violating the hands off policy, using inappropriate language, being disobedient to a teacher, and any other action that is not fitting behavior for a Christian young person at school. When a conduct referral is given the faculty member will speak with the student and also enter the referral in Renweb. The parents or guardians will be notified by email. Such emails are meant to inform and parents. Administration will also monitor conduct referrals.

Dress Code Referrals

Dress Code Referrals may be given to a student who violates the school's dress code. When a dress code referral is given the faculty member will speak to the student and also enter the referral in Renweb. Through Renweb the parents or guardians will be notified by email. Such emails are meant to inform and parents will be held accountable for their content. Administration will also monitor dress code referrals.

School Detentions

After-school Wednesday and Saturday morning detentions may be given by any member of the faculty or staff to 7th through 12th grade students. A detention may be given for behavior that warrants stronger punishment than a Referral yet does not warrant suspension or expulsion.

When a student accumulates three referrals (dress or conduct) the student will serve a Wednesday afternoon detention. If a student receives another 3 referrals for a total of 6 referrals the student will serve another Wednesday afternoon detention. After a student accumulates 6 referrals, every referral after the sixth will result in a Saturday morning detention. (Please read the section on detention policies). Below is list of consequences resulting from continually serving detentions.

First Detention – Wednesday after school detention, Meeting with the principal and teacher

Second Detention – Wednesday after school detention, Meeting with student, parents and principal

Third Detention – Saturday Morning Detention

Fourth Detention – Saturday Morning Detention

Fifth Detention – Saturday Morning Detention, Meeting with the principal, student, and parents

Sixth Detention – Saturday Morning Detention

Seventh Detention – Saturday Morning Detention

Eighth Detention – Saturday Morning Detention, Meeting with the principal, student, and parents

Ninth Detention – One day suspension out of school

Tenth Detention – Three day suspension out of school

Eleventh Detention – Recommended Expulsion from school

It is important to remember that after the second detention, each referral will result in a detention. Also depending on the behavior, a teacher can assign a detention rather than a conduct referral. Detention notices will be sent by email. Administration will also monitor the accumulation of detentions. A parent or guardian can monitor detentions on line through Renweb. When a student receives a detention the school office will schedule the detention. The administration and not the student or parents will determine when detention is to be served. It will normally be served three days (excluding Saturday and Sunday) after an email has been sent to the parents.

After School Detentions will be served after school beginning at 3:15 PM and ending at 4:15 PM. Students who are more than 5 minutes late or miss a detention must serve the detention the next time detention is scheduled and serve an extra detention (this will add to the number of detentions served for the school year). Parents and guardians are responsible for providing transportation home after their child has served a Wednesday after-school detention. Parents and guardians will be required to pick up the child by 4:20 PM or they will automatically be charged for extended care. There will be no exceptions from detention for sports or other activities. If an after-school detention falls on a day of an away game, the student will either miss the game or provide his own transportation. Detention may cause players to miss all or part of home games.

Saturday Morning Detentions will be served at the school beginning at 7:30 AM and ending at 9 AM. There will be a \$15.00 charge for Saturday detentions. There will also be a \$5.00 charge for every fifteen minutes a student is not picked up after the detention ends. Students who are more than 5 minutes late or miss a detention must serve the detention the next time detention is scheduled and serve an extra detention (this will add to the number of detentions served for the school year). Parents and Guardians are responsible for the student's transportation to and from a Saturday morning detention. There will be no exceptions from detention for sports or other activities. If a Saturday detention falls on a day of an away game, the student will either miss the game or provide his own transportation. Detention may cause players to miss all or part of home games.

Social Probation

Social Probation will result from a lack of behavior or attitude change after detentions and other discipline methods have not deterred the student from wrong behavior. Here are some typical reasons for placing students on social probation:

1. A student who becomes antagonistic to the rules and goals of the school
2. Continued disobedience to behavior guidelines
3. Excessive unexcused absences and/or tardiness
4. A serious offense to the rules and testimony of the school.

A student who improves during the probationary period will be taken off probation. If the problem reoccurs, then further discipline will occur with suspension and/or expulsion. A 7th through 12th grade student on social probation is ineligible for athletics and not allowed to participate in any extra-curricular activities.

Suspensions

If a student's behavior and/or attitude show a consistent disregard for the policies and biblical philosophy of Evangel Christian School, then the disciplinary action of suspension will be given. The type and severity of the suspension will be based on the nature of the offense and attitude of the student.

The following types of suspension may be given:

"In-School" Suspension: This method of discipline will be given to separate the student from friends during the school day. "In School" suspensions are served in school from for the duration of the school day. Requirements of this type of suspension may include regular class assignments, special study assignments, and supervised work around the school. Students could receive zeros on all classes missed on the day or days of an "In School" suspension. Students receiving this type of suspension must be escorted to and from the room where they are assigned to stay and study for the day.

Regular Suspension: A student receiving a regular suspension from school will not be allowed to attend school, extra curricular activities, or be on school property for the period of time the suspension is given. The students will receive zeros on all work, quizzes and tests missed during the suspension.

Suspensions are designed to warn the student to take heed to his or her actions or the next step could be expulsion from school. A parent conference will be held explaining the suspension and possibilities of dismissal. The Administration of Evangel Christian School will give suspensions. The following list may lead to "In-School Suspension, Regular Suspension, or Expulsion:

1. Defacing school property (Parents must repair/replace defaced property.)
2. Destroying school property (Parents must replace destroyed property.)

3. Cheating or aiding cheating
4. Plagiarism
5. Insubordination—open rebellion*
5. Smoking
6. Skipping class, school or leaving school without permission
6. Rude, coarse, or language
7. Disrespect to a teacher*
8. Lying
9. Fighting
10. Use or Having a cell phone in their possession at school and not in their cell phone locker
11. Bullying, harassment, or disrespect to another student.
12. Inappropriate physical relationships.

*This is defined as any overt, verbal; or physical indication that the student refuses to comply with instructions given by the teacher. Some examples might be as follows: “I won’t do it!” “You can’t make me do that!”, or walking away when a teacher is speaking directly to the student, slamming a door or throwing down a book.

**Physical gestures, facial expressions, and words are all ways a student may exhibit disrespect or rudeness. The teacher is really the ONLY judge as to whether or not the student has been rude, disrespectful or insubordinate. If the teacher believes the student was disrespectful, that is sufficient grounds for suspension.

Continuous misconduct that results in more than one suspension may result in expulsion.

Expulsion

The removal from school of any student is a serious matter. Situations that bring great discredit upon the school normally warrant expulsion. Examples are as follows:

1. Use of unauthorized drugs.
2. Use of liquor.
3. Threats of violence against the school, teachers, staff and/or other students.
4. Intentionally harming others.
5. Continuous misconduct resulting in suspensions.
6. Any female found to be pregnant (see NOTE below).
7. Any male found to have fathered a child.
8. Any conviction of city, state, or federal law.
9. Fighting.
10. Possession of a weapon or substance that can be used to harm or injure.
11. Stealing.
12. Profanity, cursing, swearing, taking the Lord’s name in vain, filthy or vulgar language.
13. Getting a tattoo/body piercing.
14. Possession of pornography.
15. Inappropriate internet activity or other forms of electronic media which includes vulgarity or profanity. This includes matter posted on the student’s web site by others.
16. Bullying, harassment, or disrespect to another student.
17. Inappropriate physical relationships.

It should be obvious that some of the above would apply to conduct out of school as well as in school.

NOTE: By way of policy, the school does not deem it in the best interest of the students at school to allow anyone who is married or to have fathered or born a child out of wedlock to be a student at Evangel.

Students who have been expelled may not reenroll during the current school year, but may request enrollment for the following year by submitting a letter to the administration explaining why they should be readmitted. The Administrator, Pastor and Deacons will act upon the letter.

YEARLY EVALUATION

For students in grades 7 through 11, there will be an annual evaluation during the month of May. This evaluation will be made by the staff and administration and will be based on the behavior, attitude, example, and testimony of the student. Each staff member and each administrator may turn in the names of any student that they do not believe should be re-enrolled for the following year. Any student who is named by three or more staff members will not be permitted to re-enroll for the coming school year. If the registration fee has been paid, it will be refunded.

ARTICLES PROHIBITED

Tobacco products, alcoholic beverages, illegal drugs, any narcotics, playing cards, knives, guns, explosives of any kind, radios, walk-mans/ipods and magazines or books not related to class work are not permitted on school property or on the school bus. Certain electronic devices may be brought with teacher approval and are to be used for educational purposes only.

ELECTRONIC DEVICES AND CELL PHONES

In the elementary grades up through 6th grade cell phones are not permitted at school. An elementary school student caught with a cell phone will have the cell phone taken by the office. The charge will be \$50.00 to recover the phone. One of the guardians must come to the school to pay the fine and retrieve the phone. The second time the student is caught with the cell phone the student will be suspended. Further disobedience in this area may lead to expulsion.

Each 7th through 12th grade student will be assigned a cell phone locker. The student will be given a key to their cell phone locker. If the student loses the key the cost to replace the key will be \$20.00. In the 7th through 12th grades cell phones may be brought to school but they must be placed in cell phone locker upon arriving at school and cannot be removed until leaving the school property. Any student who violates this policy will have the cell phone taken away and it will cost \$50.00 to receive the phone back. The student's guardian must come pay the fine and retrieve the phone. The second time a high school student violates this policy they will be suspended from school and lose their privilege to have a cell phone at school and have a cell phone locker. Further disobedience in this area may lead to expulsion. During sports practices, aftercare, and other events here at the school cell phones are to remain in their cell phone locker. When leaving for an away game or event away from the school the student may bring the cell phone with them.

7th to 12th grade students staying in aftercare are to leave their cell phones in their cell phone locker. When a guardian comes to pick up their child from aftercare they will need to come in to the building and sign their student out of aftercare. When the student is leaving the student may retrieve their cell phone from the cell phone locker.

Lap top computers and devices such as computer tablets may **only** be used with permission from the classroom teacher. This also applies to headphones and ear buds. Toys and video games should be left at home, as they are a distraction and are easily lost or stolen.

STUDENT DRIVERS

Any student with a valid driver's license may drive to school as long as they have both the administration's and the parent's permission. The administration's primary concern is to assure the safety of each student; therefore, all drivers must adhere to the following rules:

1. Student drivers must fill out by their parents a "Driving Permission Form" giving them permission to drive on file with the school.
2. Student drivers may not transport other students to and from school without the written permission of both the driver's and the passenger's parents.
3. Student drivers are **never allowed to drive themselves or another student** to a school sponsored activity such as "away games, ODACS Fine Arts, and Field Trips."

4. Upon arriving at school, all students must report immediately to their designated areas rather than staying in their cars or the parking area.
5. Absolutely no reckless driving, speeding, or showing off is allowed on school property.
6. No student may drive or occupy their car during school hours except in an emergency or for appointments that have been scheduled and approved in advance by their parents and with the concurrence of the administration.
7. Student drivers are to park in designated areas only.
8. Cars are to remain locked while they are parked on school property.

Any student driver who violates these rules is subject to having their driving privileges on school property suspended.

LOCKERS

Lockers are provided by Evangel Christian School for use by students of the school in grades 7 through 12. The lockers are property of Evangel Baptist Church and Christian School and are subject to search by the administration.

Lockers are for individual student use and should not be shared with another student. Combination locks are attached to the locker and should be used to secure each student's property. All belongings should be stored in the locker. Any items left on the floor in the hallway will be confiscated.

Students are expected to keep their locker neat and clean. The following are locker-use guidelines.

No writing or drawing on the inside or outside of the locker is permitted.

No open beverage containers should be stored in the locker.

No tape, glue, or stickers should be used on the inside or the outside of the locker.

Magnets and mounting putty (sticky tack) are acceptable. Adhesive products that are sold as "repositionable" or "removable" should be acceptable.

Pictures and notes in and on the locker should be of appropriate content.

Failure to follow these guidelines may result in damage fines and/or disciplinary actions.

The directions for opening the lock are:

1. Turn the knob to the right two or more whole turns and stop at the first number of the combination.
2. Turn the knob to the left one whole turn past the first number and stop at the second number.
3. Turn the knob to the right, directly to the third number.
4. Continue turning the knob to the right until it stops. The locker is now unlocked.
5. Lift on the black button to open the door.
6. Turn the dial left to reset the lock.

Evangel Christian School UNIFORM/DRESS CODE/GROOMING GUIDELINES

Students in grades 1-12 must be in uniform every school day. **Students must wear the uniforms at all school activities unless a teacher or administration requests they wear some other type of clothing for special events.**

School uniforms must be purchased through Lands' End School Uniforms. While similar uniform items may be purchased elsewhere, the administration reserves the right to decide if the item matches those offered by Lands' End School Uniform. The Evangel "preferred school number" is **900139130**. Lands' End may be ordered at 1-800-469-2222 or www.landsend.com/school.

Girl's Uniforms:

Grades 1-4:

1. Green plaid drop waist jumper or 2 specific styles of khaki uniform pants. On chapel days (Wednesdays), either the green plaid drop waist jumper or khaki uniform pants may be worn.

2. White or yellow short or long-sleeved shirts. (The shirts may be polo, oxford, or peter pan style. Oxford shirttails must be tucked in.) Only plain white short-sleeved T-shirts may be worn under the outer shirt.
3. Athletic shoes or sneakers may be worn.
4. Every student in grade 4 should have at least 1 skirt for special occasions like ODACS.

NOTE: Girls in grades 4-6 may choose between the skirt and jumper.

Grades 5-6:

1. Green plaid sewn down knife pleat skirt or 2 specific styles of khaki uniform pants. On chapel days (Wednesdays), either the green plaid skirt or khaki uniform pants may be worn.
2. White or yellow short or long-sleeved shirts. (The shirts may be polo or oxford style. Oxford shirttails must be tucked in.) Only plain white short-sleeved T-shirts may be worn under the outer shirt.
3. Athletic shoes or sneakers may be worn.
4. Every student in grades 5 and 6 should have at least 1 skirt for special occasions like ODACS.

Grades 7-12:

1. Lands' End green plaid sewn down knife pleat skirt or 2 specific styles of khaki uniform pants. **All skirts must be long enough to touch the floor when kneeling. Every student should have at least 1 skirt for special occasions like ODACS.**
2. Hunter green or white polo shirt with school insignia from Lands' End. (No exceptions)
3. Solid color black or brown dress shoes. Heels should not exceed three inches in height.
4. Plain hose (natural, dark solid color, or white) or socks (dark solid color or white) may be worn with uniforms. Girls are not required to wear socks or hose.
5. **Chapel Dress:** Regular school uniform dress may also be worn on chapel days.

Boy's Uniforms:

Grades 1-6:

1. Navy twill pants (pleated or plain front).
2. Solid color black or brown belt.
3. White or light blue short or long-sleeved shirts (polo or oxford style).
4. Athletic shoes or sneakers may be worn.

Grades 7-12:

1. Plain khaki pants from Lands' End. (If pants are purchased from another source, they must exactly match the Lands' End color and style.)
2. Hunter green or white polo shirt with school insignia from Lands' End. (No exceptions)
3. Solid color black or brown belt.
4. Solid color black or brown dress shoes.
5. Solid color black, brown, or navy socks (above the ankle).
6. **Chapel Dress:** Regular school uniform dress may also be worn on chapel days. Conservative suit and tie or sport coat (sports coats with the school insignia may be purchased from Land's End) and tie with black or brown color dress shoes and dark socks as an option if desired. Suit coats may be removed after chapel.

DRESS CODE

For all those associated with Evangel Christian School, personal appearance as well as words and deeds should set a good example. As a Christian school operating on Christian principles (I Cor. 10:31, Romans 12:1, and I Thess. 5:22), we believe that all students, faculty, and staff have a special obligation to insure that their personal appearance reflects favorably on the Lord and on the school at all times, especially during school activities. We respectfully ask that parents assist the school by insuring conformity to the following guidelines on behalf of their children and of themselves when participating in or attending school activities. These principles of dress have been established in the

interest of modesty, proper Christian appearance and behavior, and are aimed at contributing to a respectful school atmosphere.

General Guidelines: These guidelines apply in general to both boys and girls.

1. Shirts and blouses are to be tucked in.
2. Buttons on shirts and blouses, with the exception of the top button, must be buttoned.
3. In the interest of modesty, we insist that all students avoid tight fitting, form fitting, or “see-through” material.
4. Hairstyles must be conservative and not be an unnatural or extreme color.
5. No hats are to be worn inside the school.
6. Coats, jackets, and sweatshirts are not to be worn in the school building. (The only exception is Evangel Christian School fleeces and ECS sports jackets and windbreakers. These must be worn as jackets and not wrapped around the waist or over the shoulders.)
7. Evangel spirit wear hooded sweatshirts are permitted on “Spirit Wear Days” only.
8. Boots are not to be worn in school. (In inclement weather, boots may be worn to school, but the student must change to school approved footwear on arrival.)
9. Tattoos, gauging and body piercings are not allowed. If a student at ECS acquires tattoos, body piercings or begins gauging they will be expelled.

GROOMING GUIDELINES

Girls:

Good taste, judgment, and discretion should be exercised at all times in the selection of wearing apparel (I Timothy 2:9-10, I Peter 3:3).

1. Makeup for girls is limited to modest use of lipstick and natural looking foundation. Excesses in makeup and jewelry are not permitted.
2. Various nail polish colors are permitted.
3. Earrings, if worn, are limited to one per ear and must only be in the lobe of the ear. Dangling earrings may not exceed one inch in length and looped earrings may be no larger than a quarter.
4. Hair color must not be an unnatural or extreme color.
5. No clothing should be form fitting or “see-through”. Dress and skirt length should cover the knee and touch the floor when kneeling. Slits in skirts must not go above the knee.
6. Girls may not wear heels higher than 3 inches.
7. Clothing and dress guidelines for “non-uniform” situations will be established by the administration.

Boys:

We expect our young men to “look sharp” and not adopt the sloppiness that marks much of our society.

1. Haircuts: *Hairstyles are to be conservative. A young man’s hair must have a tapered appearance on the sides and the back. It must not touch the ears or shirt collar in back or the eyebrows in front. Hair will not exceed 1¼ inches in bulk, regardless of length. Sideburns must be neatly trimmed, straight and of even width (not flared) and end in a clean-shaven horizontal line. Sideburns will not extend below the lowest part of the exterior ear opening. Lines and/or initials are not to be worn in the sideburns or in the hair in general.*
2. All young men must be clean-shaven.
3. Necklaces, earrings, bracelets, and makeup are not permitted for boys. This applies to school time and to any school event. Boys are allowed only one ring per hand.
4. Clothing and dress guidelines for “non-uniform” situations will be established by the administration.

PRESCHOOL DRESS GUIDELINES

In order to provide a healthy sense of order and form, while at the same time allowing for modesty, comfort, and safety in active work and play, we have adopted the following dress guidelines.

Preschool children K3, K4 and K5 participate in an active play environment and should wear comfortable, warm and appropriately sized clothing without complicated fastenings. They may wear play clothes. Shorts, if worn, must

reach the top of the knee, midriffs and shoulders must be covered. Preschool children should not wear jewelry or shoes with heels to school. Hairstyles are to be conservative.

DRESS CODE FOR SPORTS EVENTS AND PE

The coach with the concurrence of the principal will establish the dress requirements for participants in athletic events.

Students (this includes players or cheerleaders who have just participated or are waiting to participate), staff members, and other spectators who attend athletic events should keep the following in mind:

Students

Students in grade six or above, who attends any school function, at home or away, should meet the school dress code. The only exception to this rule is students may wear approved "Spirit Wear" to home games. Male and Female students may wear modest Khaki pants, ECS Spirit Shirts and athletic shoes. Spirit Wear may be purchased from the school. Students below grade six are excused from this policy, but parents should adhere to good taste, modesty, and appropriateness in the selection of their child's attire.

Spectators

Spectators are expected to dress modestly and appropriately when attending school functions. A spectator who, in the opinion of the administration, does not meet these standards may be asked to leave.

Students who have PE class during the last period of the day may leave the school in their PE uniform if they are leaving immediately after school. If they are staying for aftercare they must change back into school uniform. Athletes involved in sport practices may stay in their PE or practice clothes if they have practice following school.

PE uniforms will be available through the Lands End and must be worn for PE classes that require the class to dress out. Even if a student has a doctor's excuse for PE, he/she must dress down and remain in the gymnasium throughout the PE class.

CHANGES TO THE DRESS CODE

Notification will be sent when changes are made. In all cases of interpretation the decision of the administration is final.

STUDENT ACTIVITIES

ELIGIBILITY

Eligibility will be determined for all activities in which students represent the school. Eligibility shall be determined on a 2 week basis. The first grade check will be at the first progress report period. Grades will be checked every two weeks after this point in time. Any student who is failing a core class (Bible, English, Math, History, Science, or Foreign Language) and/or whose overall average in all subjects is below a C will be ineligible from games and practice for the two weeks. The athlete will be notified on Wednesday and the two week period will begin on Thursday. After two weeks (10 School Days) when grades are checked again the student must have a C average and no failing grades in a core class to be eligible for practice, games and activities again. In athletics a student who remains ineligible for more than a four week period will be ineligible for the remainder of the season. When a new athletic season begins after fall sports, eligibility will be checked either by a progress report, report card or grade

check at that time. If an athlete is failing a core class (Bible, English, Math, History, Foreign Language and Science) and/or whose overall average is below a C they will be ineligible from games and practice for two weeks. Again, after two weeks when grades are checked again, the student must have a C average and no failing grades in a core class to be eligible for practice, games and activities again. In athletics a student who remains ineligible for a four week period will be ineligible for the remainder of the season.

A student being placed on "Social Probation" for behavioral issues, including excessive tardiness or absences, will be ineligible for sports for the time period serving "Social Probation".

Evangel Christian school does not "reclassify" athletes. If a student transfers into Evangel after "reclassifying" at another school they will not be eligible for the ECS sports program for a period of one year after they enroll.

ATHLETIC PROGRAM

ECS maintains an active interscholastic athletic program that includes soccer, basketball, volleyball, cheerleading and baseball. All students in grades 7 through 12 are encouraged to participate. Students in grade 6 may participate, but it should be understood that we may not have sufficient uniforms for them to dress out and/or their abilities may not be up to that of the older students, and/or the game may be too far away, and therefore, their participation may be severely limited.

Letters may be earned for participation in interscholastic sports.

MUSIC PROGRAM

A variety of opportunities exist at school for students to develop their musical talents. These include various musical groups, ensembles, and choir. Instrumental lessons may be available for an extra fee. Additionally, both elementary and secondary students (4-12) may participate in fine arts competition each spring. Students also participate in several school-wide musical presentations each year. There are several music stores in the local area from which instruments may be purchased or rented. Lessons are taken during the school day and after school. Students are required to make up any class work missed as a result of a musical activity or lesson.

FIELD TRIPS

Field trips are an integral part of the academic program. The northern Virginia area abounds in places of special educational interest. Parental approval is required for student participation in field trips.

Early in the school year a form will be sent home that will ask your permission for your child to participate in **all** field trips that his/her class may take. When a trip has been planned, a letter will be sent home with each student to notify parents of the exact place to be visited. At that time, you may elect to **not have** your child participate in that particular field trip. If the school does not hear otherwise, we will assume you have granted permission.

Each trip will be chaperoned by the class teacher and volunteer parents, who are required to meet the school dress standards. Exceptions to the dress code depend on the kind of trip and/or the weather and must be approved by the administration. Participation by the students is required unless specifically arranged with the administration.

FUND RAISING

Evangel Christian School does not use fund raising programs to meet the operational needs of the school. However, for organizations within the school, some in-house fund raising is permitted. The following are guidelines for these organizations should be kept in mind.

1. Only specific classes, such as the juniors, seniors, etc., the Booster Club and the elementary department are permitted to do in- house fund raising. Individuals, teams or classes such as music, art, etc. are not permitted to do fund -raising.
2. Money raised by the classes or the Booster Club is for class or club use and not individual use. The only presently approved fund raising activities are the Booster Club golf tournament, the Christmas card fundraiser,

elementary crafts fair, in-house candy and bake sales, float sales, and concession stand operations. Other activities will be judged on their own merit, but essentially must be of an in-house variety.

3. Money raised by the Booster Club is used exclusively within the athletic department and its use will be determined by a vote of the combined coaching staff.

PARENT CHAPERONES

There are times throughout the school year when parents will be asked to serve as chaperons at school-sponsored activities such as sporting events and field trips. Parents are encouraged to volunteer their services.

CURRICULUM

BIBLE

The study of the Bible is required for all classes. The doctrinal position taught is that listed in Doctrinal Statement in the forward section of this handbook. For the sake of uniformity, the textbooks, curriculum, and assigned memory work are based upon the **King James Version** of the Bible. Consequently each student is required to have a copy of this version at school.

CHAPEL

Chapel is a required part of the curriculum for all students. Members of the faculty, the pastor, and visiting guest conduct the services. The purpose of the chapel program is to promote personal devotion and worship, as well as to develop character, patriotism, and to present the gospel to the unsaved.

ACADEMIC CURRICULLUM

The curriculum of ECS is designed to provide a Christian education that meets the educational requirements set forth by Evangel Baptist Church. Graduation requirements meet or exceed the standards contained in the Virginia Educational Statutes.

Classes are self-contained, administered by a teacher and have controlled student-teacher ratio. The curriculum draws upon quality materials from sources such as A BEKA Books (Pensacola Christian Schools), Bob Jones University, and others.

In some classes, books published by secular textbook companies are used. Evangel Christian School does not subscribe to any position in these textbooks that are in disagreement with a Biblical world view.

The K-4 and K-5 programs are designed to prepare boys and girls spiritually, academically, socially, and emotionally for the elementary school program. The K-4/K-5 student begins many of the basic learning skills such as reading, math basics, and Bible memorization. The reading program is based upon an intensive phonics approach.

The elementary program is designed to develop learning skills in all subjects including English, spelling, reading, math, science, history, Bible, and physical education. Music, poetry, art, creative writing, and penmanship are also an important part of the program.

All students in grades 7-12 will have a course of study recommended to them by the staff and administration. Evangel offers a course of study for those preparing for college. In order to graduate from the high school, a student must accumulate a minimum of 22 credits during grades 9 through 12, which must include certain specific required courses.

Advanced Studies Diploma

Requirements:

Bible: required each semester for all students.

English: 4 credits

Math:	4 credits (must include 3 courses above Algebra I)
Science:	4 credits (must include Biology, Earth Science, Chemistry, Physics)
Social Studies:	4 credits (two of which must be US History/VA History, US Govt./VA Govt.)
Fine Arts	1 credit (Speech)
Foreign Language:	3 credits (3 years of one language, or 2 years of two years of two languages)
Health/PE:	2 credits
Econ./Personal Fin.	1 credit
Electives:	3 credits

Standard Diploma

Requirements:

Bible:	required each semester for all students.
English:	4 credits
Math:	3 credits
Science:	3 credits (one credit must be in Biology.)
Social Studies:	3 credits (two must be US History/VA History and US Govt./VA History)
Foreign Lang./Fine Arts	2 credits
Econ./Personal Fin.	1 credit
Health/PE:	2 credits
Elective:	4 credits

Beginning with the graduating class of 2005, students must be eligible for the Advanced Studies Diploma to be considered for valedictorian or salutatorian, and must have attended Evangel full-time both their junior and senior years. The salutatorian must have at least a 3.5 GPA to qualify. The valedictorian must have at least a 3.6 GPA to qualify. Beginning with the class of 2018 students considered for salutatorian must have at least a 3.6 GPA and the valedictorian must have at least a 3.7 GPA. A student must also be enrolled for 4 semesters to be included in class rankings.

DROP/ADD/WITHDRAWAL POLICIES

In order to ensure proper handling of official records for secondary students, students must follow established procedures when dropping, adding, or withdrawing from courses. A “Drop/Add/Withdrawal” form is available in the School Office. The form must be signed by the student’s parents and by the school administrator.

Drop/Add Policy: Students may add courses (including starting into the school) during the first three weeks of classes, with approval from the administration. After the first three weeks, students in 9-12th grades may drop courses without grade point penalty until one week after report cards go out at the end of 1st and 3rd quarters. Dropping a course later than 7 days after report cards have gone out will result in the student failing the course which will affect the students overall grade point average. The only way for the failure to be erased is for the student to repeat the course and get a passing grade. If a student makes up a failed course in an alternative way, pre-approved by the administration, (i.e PACES or summer school) credit will be given but a note will be attached to the students transcript designating the alternative class.)

GRADING SCALE & REPORT CARDS

Report cards will be issued at the close of each nine-week period. At any time, parents may request a conference with the teacher to discuss a student’s progress. Please make appointments through the school office. Academic progress reports will be sent home at 4 ½ weeks with the student to parents. They are to be signed and returned the next school day. The school will use the following grading scale:

A (93-100) = 4.0
A- (90-92) = 3.7

B+ (87-89) = 3.3
B (83-86) = 3.0
B- (80-82) = 2.7
C+ (77-79) = 2.3
C (73-76) = 2.0
C- (70-72) = 1.7
D+ (67-69) = 1.3
D (64-66) = 1.0
F (below 64) = 0.0

If any students or parents have any questions regarding grades, please feel free to contact the teacher or the Principal for a conference.

DUAL ENROLLMENT IN COLLEGE

Evangel will award up to 4 elective credits for a student who is pursuing an Evangel Advanced Diploma and 8 elective credits for students pursuing the Standard Diploma. The administrator must approve all course(s) before the course(s) is taken or the student will not receive credit for the course. Please note that students are only given “credit” and the course will not affect their high school grade point average.

ACADEMIC PROBATION

Elementary Students

Elementary students who do not have a passing average in both math or reading after the second marking period will be placed on academic probation. If at the end of the year they still do not have a passing grade in both math and reading they will not be permitted to re-enroll in the next higher grade, unless they satisfactorily complete a summer program approved by administration of Evangel Christian School and pass the entrance test for the grade they are entering. If these two conditions are not met the student will be retained. Students in the sixth grade will be ineligible for athletics while on academic probation. Students in Grade 6 will be tested during Achievement Test time to evaluate their readiness for Junior High.

Secondary Students

Secondary students who fail more than two subjects for any given marking period or whose overall average for the marking period is below 75% will be permitted to continue school or reenroll, but will be on academic probation for the next marking period. Their academic progress will be evaluated at the end of this period. If their average is not at that time above 75%, or if they are failing in two subjects, they may be dismissed from school or remain on academic probation at the discretion of administration. A student in 7th through 12th grade placed on academic probation is ineligible from all extra curricular activities.

Students in grades 9 through 12 must pass a course for the year to receive credit for the course. Any course not passed, must be made up over the summer by a class approved by the school principal. If a student fails two major subjects, the student will need to make up at least one of those subjects before the student can go on to the next grade level.

Students in Grades 7 and 8 must pass math with a C average to be eligible for the next math level. Any student in Grades 7 and 8 who fails 3 or more major subjects will be retained.

Students in 9th through 12th grades must pass math and Spanish courses with a C average to take the next level math course or Spanish course.

EXTRA-HELP

Teachers are generally available (but are not required) for extra-help after school, if students experience difficulty in understanding certain aspects of a given subject. If the difficulties continue, it is recommended that the parents seek the services of a tutor.

HOMEWORK

We believe that homework is an integral part of the school program. Teachers are expected to give homework to aid each student in the advancement of their studies. Each teacher may assign homework daily for the purpose of supplementing and reinforcing classroom work. Teachers will make assignments to students as clear as possible. It is the student's responsibility to understand and complete these assignments. An important part of a child's education is learning to complete class assignments, research papers, and homework at the time prescribed. The following has been established as a guide. If your child is continually experiencing difficulty with his/her homework, please feel free to notify the teacher.

Pre-K and Kindergarten:

0-10 minutes

Grades 1 thru 3:

10-20 minutes

Grades 4 thru 6:

20-30 minutes

Grades 7 thru 8:

30 minutes - 1 hour

Grades 9 thru 12

1-2 hours

A limited amount of homework, if any, is assigned on Wednesday to encourage attendance at the local church's Prayer Meeting. If students have more homework than the guidelines listed above, it is generally because they do not use their time wisely at school, or have put off doing reports and projects until the last minute.

STANDARDS FOR WRITTEN WORK

Class writing requirements may vary with pencil being allowed on both sides of all math papers and pen being used on one side of English compositions. Students in grades 7 and above should be prepared to perform their work with a variety of standards and instructions.

Students should be prepared daily with paper, notebooks, pens, and pencils. All written work, regardless of the subject, will be graded for grammatical and spelling accuracy as well as subject content.

STANDARDIZED TESTING PROGRAM

Stanford Achievement Tests are given to all students annually in grades K-5 through 11. The Otis-Lennon test is given on alternate years to the Kindergarten through sixth grades one year, and the 7th through 12th grades the next year.

Arrangements can be made and materials are available for students planning to enter college to take PSAT, ACT, or SAT tests.

If the student is encountering difficulty in school achievement, it may be necessary at the recommendation of the Principal or teacher, for the student to receive further professional testing.

HONOR ROLL & AWARDS

An honor roll for the following three categories is compiled after each nine-week grading period. Honor roll certificates will be awarded at the end of the year.

Principal's Honor Roll

All students having a 94% average or above in each of their core academic classes

“A” Honor Roll

All students having a 90% average or above in each core academic class

“B” Honor Roll

All students with an average of 80% or above in all their core academic classes

In recognition of outstanding performance, achievement and effort, the following awards may be presented annually:

Perfect Attendance	Social Studies	Kindergarten Honor Roll	Geography
English	Honor Roll	Elementary Perfect Attendance	Bible
Math	Reading	Highest Academic Average	Science
Social Studies		Secondary Algebra II/Trig	Geometry
World History	Algebra I	Science	Physical Science
Advanced Math	Math	Chemistry	Perfect Attendance
Biology	Honor Roll	American History	Government
Physics	Bible 7-12th	Spanish III	Spanish IV
Spanish I	Spanish II	Geography	Advanced Biology
Art 7-8 th	Art 9-12 th		
Male Music Student of the Year (7-8 and 9-12)			
Female Music Student of the Year (7-8 and 9-12)			
Male Christian Character Award (7-9 and 10-12)			
Female Christian Character Award (7-9 and 10-12)			

LIBRARY

The school library is available to all students and parents for reference and for reading materials. Books that are borrowed must be returned when due. Fines are administered for lost, damaged, or late books. Reference materials are on overnight loan only.

COMMUNICATION AND RENWEB: WHAT TO EXPECT

It is our desire to have open communication with our school families. We want you to know about the academic and conduct progress of your child as well as the various activities and functions throughout the year.

RENWEB

Parents will be able to access information on their student(s) through Renweb. Information such as class syllabus, assignments, calendar information, email notifications concerning discipline, poor grades, and missed assignments will be available through Renweb. Mid-quarter progress reports will also be available for parents to review. Teachers will strive to post weekly information that will keep parents involved and aware of student progress. Although, Renweb is new to Evangel this year, it is being successfully implemented in schools all over the United States. Ultimately, the level of success we can expect requires cooperation between all the components of home and school. In view of the fact that Renweb is a tool designed to help everyone involved with Evangel please feel to inform us of needed changes or improvements that may help with communication. Even though Renweb will become the primary source of information for our school, we will still communicate through other means because nothing can replace personal contact and face-to-face communication.

FEATHERS FROM THE EAGLE'S NEST

The Feathers Newsletter will be emailed home weekly and posted on Renweb. This informational letter will still keep parents informed of school functions and activities throughout the year. Parents can now enjoy the peace of mind of knowing the information on this Friday memo can never be lost as it will be available on the parent's website. Please read this information carefully and respond to those areas where response is needed.

WHEN CONCERNS ARISE – MATTHEW 18

Occasionally during the year, misunderstandings or problems arise between the teacher and a student, or the teacher and a parent. This is often the result of a lack of communication between those involved. When these situations arise, please use the following procedure.

In keeping with the exhortation to believers in Matthew 18 to “go first to the brother who offended you.”: Any questions, problems, or complaints should be brought **to the teacher FIRST** before **anyone else** is involved. If the situation is not cleared up at this level through direct contact, it should then be brought to the Principal. Those matters yet unresolved may then be referred to the Pastor of Evangel Baptist Church.

CONFERENCES

Teachers may request conferences at any time with parents by a note, phone call, or notation in the comment section of the report card. Please call the school secretary for an appointment when requested to do so. Parents who desire to meet with a teacher or the Administrator should make arrangements in advance through the school secretary.

There are “Standard” Parent/Teacher conferences built into the school calendar, scheduled for students shortly after the end of the first marking period. Although these days are set aside for conferences, parents must contact the school to schedule a time slot. School will be closed on these days and conferences will run from 12 Noon to 8 PM.

CLASS VISITATION

Evangel Christian School has an “open door policy.” This means that parents are welcome to visit any classroom any time within the following guidelines:

1. Please make an appointment through the school office at least twenty-four hours in advance.
2. Please check in at the office on the day of the visit before going to the classroom.

For incidental visits, please stop by the school office, sign in, and get a visitor's pass before taking forgotten lunches, notes, permission slips, and books to your child's classroom.

TELEPHONE

Students are not permitted to make outgoing calls from the school telephone unless an emergency exists. Permission must be granted by the administration for its use. Parents are requested to give routine instructions to their child prior to school. Students are not permitted to leave a class to make a call. Teachers are not permitted to leave the classroom to speak with parents on the telephone; however, they will be notified to return calls.

YEARBOOKS

A school yearbook is published each year. One copy of this publication, called the **Erudite**, may be ordered and paid for at the start of the school year. Additional copies may be purchased when the yearbook arrives if there are any extras.

HEALTH INFORMATION

INTRODUCTION

If your child has a communicable disease or a problem that could affect other students, the school is to be notified for protection of all our students.

If your child has a temperature above 98.6°F, a serious cold, or is feeling otherwise ill, you should not send him/her to school. Students should not be sent to school unless they have been fever or symptom-free for twenty-four hours.

A parental note stating the reason for the absence or a physician's note must be sent with the student upon returning to school.

It is recommended that students receive a yearly physical, eye, and dental examination.

It is illegal for any student to have any medication in school unless a physician requires it. A note of permission from the attending physician and parent must accompany the medication stating the type of medication, dosage, time of administration, and length of time the student is to be on the medication. This medication will be kept by the school staff and is not to be in the student's possession. Students may not be in possession of **ANY** medication other than a personally prescribed inhaler) The office will not provide aspirin, decongestants, antacids, cough medicine, antibiotic ointments, etc. The school is equipped for and allowed to give basic emergency first aid.

In the event a student is injured, parents or emergency person will be notified to provide transportation. If the condition is considered serious or life threatening by the school staff, the student will be taken by ambulance to a local hospital and parents will be notified to meet their child at the hospital. A hospital emergency room cannot provide care for your child unless it has parental permission to do so.

The school must have on file for each child a medical authorization form (It may be picked up at the office.) that will permit medical personnel to attend to your child.

It is suggested that parents provide their child with a well-balanced breakfast each school day. Teachers find that by mid-morning many students are tired and inattentive if they have not had an adequate breakfast.

DAILY SNACK BREAK

Built into the daily schedule of the 7th through 12th grade students is an extended break between 3rd and 4th periods. Students will come down to the foyer and will be allowed to use the vending machines in the gym. They may also bring a snack that must be kept in their locker until the break period.

LUNCH PROGRAM

The School offers an assortment of sandwiches, snacks, and beverages that may be purchased for lunch. All students may bring bag lunches and beverages. Pre-K and Kindergarten students are given a snack break each day. Parents are to send snacks with their children to be eaten at that time. Students **are not to ask** other students to bring in food from off campus, **nor** are they to bring in food for other students from off campus. Parents may elect to bring food to school for their child.

Upper elementary and secondary students **are not** to go to the snack machines or to the kitchen for food or beverages **other than before school, at lunchtime or snack time (7th through 12th), and after school.**

Students in grades 7-12 may not bring food or beverages into the classrooms.

LOST AND FOUND

The School will not be responsible for the loss of any personal property. Parents are requested to insure that all articles of clothing and any other personal possessions be labeled with the student's name. Anyone finding misplaced items is requested to turn them in to the office.

At the end of the grading period unclaimed articles will be donated to a needy family or to a benevolent ministry.