

Parent/Student Handbook

**2023–2024 Edition**

14836 Ashdale Avenue • Dale City, VA 22193

www.ecsdalecity.org • (703) 670-7127

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#### MOTTO

***“Preparation for Life”***

#### MISSION AND PURPOSE STATEMENT

#### *Evangel Christian School exists to prepare its students to know God, to love God, and to serve God by impacting the world through biblical thought and action.*

**EVANGEL CHRISTIAN SCHOOL** **PHILOSOPHY OF EDUCATION**

The philosophy of education at Evangel Christian School is designed to enable each student to view life from God’s perspective because He is Ultimate Truth. Thus, the Bible is believed to be the inspired, infallible, and authoritative Word of God, and Jesus Christ is the central theme of history. ECS believes that the Scriptures is the central authority of what we must believe and practice.

Man was created in the image of God; however, that image was ruined at the fall when man chose to sin against God.  God provided a way of redemption for man through the life, death burial and physical resurrection of His Son, Jesus Christ.  A regenerated person receives the Holy Spirit to guide him into all truth.

We at Evangel Christian School seek to ground everything we do on the transforming gospel of Jesus Christ. All members of the educational process at Evangel Christian School are personally committed to our Lord and Savior Jesus Christ.  Each subject taught at ECS is integrated with Biblical truth.

We believe that a proper relationship between family, church, and school is vital to Christian education.  It is the responsibility of the parents to teach and train their children.  Evangel Christian School, an extension ministry of Evangel Baptist Church, is committed in assisting the home to carry out their responsibility.

We are steadfast in our teaching to lead each student that God has entrusted us with, and their families to a relationship with God. We strive to graduate students who are not only have academic excellence, but will strive to know God, to love God, and to serve God.

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 the Commonwealth ofVirginia.

This handbook describes the school’s philosophy, administration, and curriculum as established by the Pastor, administration team, 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 accurate information about the school. This does not preclude the possibility of changes taking place during the academic year. When such changes occur, parents will be notified, and the changes 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. TO KNOW GOD (SPIRITUAL)**

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. TO LOVE GOD (ACADEMIC)**

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 for the glory of God.

**III. TO SERVE GOD (SOCIAL AND PHYSICAL)**

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.
4. To develop physical strength, motor skills, and teamwork through organized physical activities.
5. To provide students with opportunities to discover and develop talents in athletics.
6. 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 Evangel 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.

**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 to support this application. I understand that a current physical and immunization record must be provided as a part of this application. **I also understand that a copy of my child’s 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 that 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 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 agree to read the student Handbook and agree to support the school by abiding by the policies, rules, and guidelines established therein.

#### 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 & EVANGEL CHRISTIAN SCHOOL**

**STATEMENT OF FAITH**

**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 tender 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 if this is 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 18:21-2;

II Samuel 23:3; Daniel 3:17, 18; Matthew 22:21; Acts 5:20; 4:19,20; Romans 13:1-7.

**Section R – Marriage and Human Sexuality**

We believe that the only legitimate marriage, based on the creation ordinance, sanctioned by God, is the joining of one naturally born man and one naturally born woman.

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, transgenderism, bestiality, incest, fornication, adultery, pornography are sinful perversions of God’s gift of sex. We believe that God disapproves of and forbids any attempt to alter one’s gender by surgery or appearance. Genesis 2:24; 19:5; 26:8-9; Leviticus 18:1-30; Romans 1:26-29; 1 Corinthians 5:1; 6:9; 1 Thessalonians 4:1-8; Hebrews 12:4.

**ADMISSION AND REGISTRATION**

**ADMISSIONS**

Students are enrolled into Evangel Christian School based upon a review of the student’s application, entrance test, transcripts, Christian testimony, and a successful parent interview. Evangel will accept class credits from other institutions only after it has been evaluated by the administration.  All applicants and parents must be willing to abide by the policies and regulations of the school as outlined in this handbook and Statement of Cooperation. There should be unity 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.**

**All new mid year students are accepted contingent upon the satisfactory completion of a four-week probationary period.**

The following is the general procedure for enrollment:

1. An on-line application is completed by going to [www.ecsdalecity.org](http://www.ecsdalecity.org/) and choosing Admissions, then Online Application and following the instructions to apply.
2. Once the application is received in our office, you will be called to bring your child in for an evaluation / testing.
3. The child(ren) will be tested and records from their most current school will be requested. An interview with the parent(s) and student(s) will be conducted by the principal on this day or a scheduled date that works better for the family.
4. Once we have received the records from the current school; the application, evaluation / testing results will be reviewed by the principal.
5. If the student is accepted at Evangel, an email will follow with the instructions on how to enroll. If the student is not accepted, a letter will be emailed explaining why they were not accepted.

**IMMUNIZATIONS & PHYSICAL EXAMINATIONS**

Virginia Commonwealth Law states that all new students must show a birth certificate, before they can be admitted to school. All students must have a current school entrance physical and 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 7th grade. All 6th grade students are also required to have a tetanus, diphtheria, pertussis (Tdap) booster shot and a first meningococcal vaccine prior to entry into school in the fall, if at least five years has passed since the last shot. All 12th grade students should provide evidence of the 2nd shot of meningococcal vaccine and the meningitis B vaccine.

Physical examinations are required of all students entering school for the first time. A sports’ physical is required 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 administration, approved by the Pastor and deacons, and then submitted to the church for approval.  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.

**Application Fee:** This fee is a nonrefundable fee charged to apply to enroll at Evangel.

**Enrollment Fee:**  This fee is a nonrefundable fee charged annually for each student to enroll at Evangel.  It is used to show intent on the part of the parent and to guarantee a place in the school for the student. A student is not considered enrolled until the fee is paid.  An open enrollment period for the families of currently enrolled students, their siblings and Evangel Baptist Church members’ children is conducted in February for the following school year. In March, the school allows open enrollment for the upcoming school year to all.  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, or at time of enrollment after July 1st for 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 through FACTS.

**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 extended care fees arepaid via the FACTS tuition management system.  Using this system, tuition and extended care fees are directly deducted from your FACTS.

**Delinquency:** The first missed payment will result in a call from our Business Office Administrator to find out why the payment was missed. The missed payment must be made within **five** days of the missed payment date. A second missed payment will result with a second call from the Business Office Administrator. A third missed payment will result in the disenrollment of all students connected to this FACTS account. Accounts with any outstanding balances will have a HOLD placed on their student’s records.

**EXTENDED CARE**

As a convenience for parents, Evangel Christian School offers extended care in the mornings from 6:00 am until 7:45 am and in the afternoons from 3:20 pm (Lower school) 3:30pm (Upper school) until 6:00 pm.  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 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.

Participation in Extended Care is a privilege. Exemplary behavior is expected. Administration will determine if a student is no longer eligible to participate.

Students in grades 7-12 who are not picked up by 3:30 p.m. must be in extended care (Room 21) until pick up. Parents will be charged for aftercare services. Students out for sports and who are waiting for practice to begin must either go to Room 21 or be supervised by their coach.  Students are not allowed to leave school or leave school and come back to school during aftercare hours unless there is written permission from their parent or guardian.

Therefore, no student is to be unsupervised when on school property before 7:45 a.m. or after 3:30 pm 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 if 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 7:45 or does not pick them up by 3:30 pm and has not made prior arrangements, **an hourly fee for extended care will be charged**. 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.

**Aftercare ends at 6pm. If a family is running late, communication is expected. If a student is present in extended care and is not picked up by 6:00pm, the family will be charged $15.50 for every 15-minute period or part thereof. Any child left at ECS after 7:00pm will be charged $18.50 for each 15-minute or part thereof.**  **However, extended care privileges may be revoked.**

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

1. Arrangements must be made prior to the time requested.
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.

**PLEASE NOTE:**  All arrangements for daily drop-in care must be made through the school office.

**TEXTBOOKS**

Books that belong to the school and are loaned to the students must be replaced by the student if damaged or lost.

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.

**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 is non-refundable after the fifteenth of the month.  Any outstanding balance must be paid before records will be released.

The administration will follow a check-out procedure consisting of the following:  the return of all school-owned library books, special 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. Please schedule your parent and student check-out meeting with the administration before your students’ final day of school.

#### ATTENDANCE

**SCHOOL DAY HOURS**

Building Opens 6:00 am

Office Hours 7:45 am to 3:45 pm

K-3 (5 days) 8:20 am to 3:00 pm

K-4 (5 days) 8:20 am to 3:00 pm

Grades K5-5 8:20 am to 3:00 pm

Grades 6-12 8:10 am to 3:10 pm

Building Closes 6:00 pm

**STUDENT ATTENDANCE & TARDINESS**

In compliance with the Code of the Commonwealth of Virginia, every student must attend school on those days when school is in session during the prescribed hours (Lower School 8:20-3:00/Upper School 8:10-3:10) and summer school and after school hours if so required.

**TARDINESS**

It is imperative that parents bring their children to school on time. Tardiness hinders academic performance, contributes to poor work habits, disrupts the classroom teacher and the daily routine. Students should arrive at school no less than ten minutes before the first class begins. If late, the driver/parent must sign the student in at the school office and list the reason for the tardiness. Upper School students who drive to school must follow the same procedure. **The school’s receptionist will determine whether a tardy is excused or unexcused.** **If there is a question regarding a tardy, the administration will be the final authority as to whether a tardy is excused or unexcused.**

A Lower School student who arrives at school after 8:20 AM will be considered tardy. An Upper School student who arrives at school after 8:10 AM will be considered tardy.

All students arriving after 11:30 AM or leaving before 11:30 AM will be considered present for a half day.

A student must be at school by 9:45 am to be eligible to participate in extra-curricular activities for that day.

All tardies which include those that may occur at the beginning of the day and/or at the beginning of any class period (6th through 12th grades) will abide by the following tardy policy.

***During any school semester:***

* **Three** unexcused tardies may result in 3 tallies in the Lower School and a detention in the Upper School.
* **Six** unexcused tardies may result in 3 tallies in the Lower School and a second detention in the Upper School.
* **Nine** unexcused tardies will require a parent meeting with administration and may result in 6 tallies for the Lower School or a one-day in school suspension for the Upper School.
* **Twelve** unexcused tardies in the Lower School or Upper School will require a parent meeting with administration and may result in a one-day out of school suspension.
* **Fifteen** unexcused tardies may result in the disenrollment of the student.

**ABSENCES**

To gain the most from an education at ECS, a child must be in regular attendance. He or she is expected to be in class every day that school is in session. State law requires that parents notify the school office when their child is ill and will not be in school. Parents will be emailed if their child is absent from school, and the school has not been notified. A note or email from the parent is required for all absences (excused and unexcused). If a student is absent from classes on a particular day, they are ineligible to participate in sports or other afterschool activities on that day.

In the case of an unexcused absence, the teacher will decide if the student is allowed to make up the work. A grade reduction may be given as well. Excessive absences affect a student’s grades and may jeopardize promotion.

Any ECS student (K5-12th) who misses a particular class **15 or more times** (**excused or unexcused**) for which little or no makeup work is completed in the course during a school year may receive a failing grade. Work that has been assigned during a student’s absence is to be made up. **The school office will send out notices when a student reaches 5 absences, 10 absences and 15 absences**.

It is the Upper School student’s responsibility to get his/her assignments upon his/her return to school and to ensure that work is completed on time as directed by the teacher. Lower School teachers will assist students in knowing what assignments need to be made up. 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, he/she will need to schedule a make-up time with the teacher to take the test. In the case of a long-term absence (three or more days), a makeup test will be scheduled at the discretion of the teacher. Makeup tests may be scheduled during study halls or after school if necessary.

We encourage family trips to be scheduled during school holidays and over summer break. Absences for family trips will not be excused unless accompanied by extraordinary circumstances. Parents must notify the office at least one week in advance for approval of pre-arranged absences by administration and to give teachers time to prepare work for the student. Upper School students must pick up a pre-arranged absence form from the office and have it completed by each of his/her teachers. Lower School students may be given a work packet from their teacher. Parents must notify the office as soon as possible regarding absences due to a family emergency.

**RELEASE FROM CLASSES**

Anytime a student enters the building after the school day begins or exits the building before the end of the school day, they must be signed-in or signed-out at the school office. Parents should notify the school office if their child will need an **early dismissal** for a doctor’s appointment, an emergency, etc. Please leave ample time for the student to be retrieved from the classroom. Students will not be called down to wait for a parent. **All early dismissals must be accomplished by 2:40pm. Students will not be released from school from 2:40pm-3:10pm.** The parent must come into the school building to sign the child out at the office at the time of his/her departure.

Any absences from class by Upper School students for the purpose of attending ECS ball games as a spectator will be “unexcused” unless a note from the parent/guardian and permission from the school office has been granted.

**SCHOOL CLOSINGS & DELAYS DUE TO INCLEMENT WEATHER**

In the case of snowy or icy weather, faculty/staff members will be notified of cancellations by emails and parent alerts. Faculty members may also check the school website for closing announcements. Generally, we follow Prince William County Schools. When they are closed or delayed for weather conditions, we are closed or delayed; however, there are circumstances (bussing/extended closures) that do not apply to ECS. Decisions regarding delayed openings/early closures and cancellations will be made by the Administration.

The Administration’s primary concern is the safety of our ECS families. If you believe that you will have trouble getting your child safely to school, please make a personal decision.

#### 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 and participate in class.
4. Complete the assignments given by the teacher.
5. Wait for the teacher to 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.

**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 disenrollment. Discipline procedures will be appropriate for the age of the student. The following discipline sections outline our discipline for each age group.

***Lower School***

***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. “**Calming Down Times**” 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.

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.

**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 principal may be notified and have a conference with the child. Parents will be notified.

***Lower School***

***First to Fifth Grades***

ECS uses a tally system to track problem areas for students in grades 1-5. 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 administration for counsel and/or discipline. Tallies accumulate for the duration of the school year.

**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 (HOW I ACT)**

Tallies Description Sample Offenses

4 **H** armful Acts Fighting, cheating, lying, stealing

2 **O** ut of Order Throwing things, chewing gum, out of seat

1\* **W**ork Not Turned In Assignment late or not complete (\*Teacher’s Discretion)

4 **I** ntentional Disobedience Teacher’s instruction, school policy

4 **A** ttitude Poor Disrespect, grumbling, bad language, inappropriate gestures

2 **C** ourtesy Lacking Rude/inconsiderate/derogatory to others, disregard instructions

1 **T** alking without permission Talking, other improper communication including mean words

Tally Accumulation Actions:

12 tallies teacher-parent conference

20 tallies teacher-parent-administrator 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 **40 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.

***Upper School Discipline***

***Sixth to Twelfth Grades***

**Behavior/Warning 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/warning 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/Demerits**

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, cell phone infractions, dress code infractions, 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. Administration will also monitor conduct referrals.

**Cell Phone Violation Referrals**

All students’ cell phones must be silenced at the beginning of the school day. Students cannot use their cell phones in class. If a student is found using their phone during class, the following actions will be followed:

**First Offense:** Teacher will tell the student to put the phone away and issue a behavior/warning notice in RenWeb. Parents will be notified by email.

**Second Offense:** Teacher will take the cell phone and bring it to the office. A conduct referral will be issued, and the student will receive a detention. Parents must pick up the cell phone from the office.

**Third Offense:** Teacher will take the cell phone and bring it to the office. Parents must pick up the cell phone from the office. The student will be suspended for one day.

**Fourth Offense:** Teacher will take the cell phone and bring it to the office. Parents must pick up the cell phone from the office. The student will be disenrolled from ECS.

**School Detentions**

When a student accumulates three conduct referrals 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 9 referrals, the student will receive a one day in school suspension. After the next conduct referral (total of 10), the student will receive a two day out of school suspension. A student will be disenrolled for receiving an additional referral after the out of school suspension. Below is the list of consequences resulting from continually receiving conduct referrals.

* First Detention – Wednesday after school detention
* Second Detention – Wednesday after school detention & parent meeting with administration
* In School Suspension (1 day) – Parent meeting with administration
* Out of School Suspension (2 days) – Parent meeting with administration
* Disenrollment from school – Parent meeting with administration

For all 6th to 12th grade students please remember any ECS faculty or staff member may give a student a behavior notice or a conduct referral. Depending on the nature of the infraction(s), a student may receive an automatic detention, suspension, or disenrollment. Decisions regarding suspensions and disenrollments will be made at the administrative level, and administration will meet with the parents.

When a student receives a detention, the school office will schedule the detention. A notice will be sent to the parents by email. The detention will normally be served the following Wednesday after the email has been sent to the parents. The administration and not the student or parents will determine when detention is to be served.

**After School Detention**

After school detention will begin at 3:15 PM and end 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 the child will automatically be taken to extended care. Extended care charges will be incurred. 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.

**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*:** “In School” suspensions are served in school for the duration of the school day. Requirements of this type of suspension may include regular class assignments or special study assignments. 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.

***“Out of School” Suspension*:** A student receiving an “out of school” suspension will not be allowed to attend school, extracurricular activities, or be on school property for the period of time the suspension is given. The students may receive zeros on classwork, 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 disenrollment from ECS. A parent conference with administration will be held explaining the suspension and possibilities of dismissal. The Administration of Evangel Christian School will give suspensions. The following list may automatically lead to In-School Suspension, Out-of-School Suspension, or Disenrollment:

1. Defacing school property (Parents must repair/replace defaced property.)
2. Destroying school property (Parents must replace destroyed property.)
3. Handling or playing with fire alarms or school safety items in classrooms or hallways or opening a door to let anyone in the facility during operating hours.
4. Cheating or aiding cheating
5. Plagiarism
6. Insubordination—open rebellion\*
7. Smoking/Vaping
8. Skipping class, school or leaving school without permission
9. Bullying, harassment, being rude, coarse or any type of disrespect to another student
10. Disrespect to a teacher\*\*
11. Lying or swearing
12. Fighting
13. Using a cell phone while at school
14. 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!,” 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 that 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 (\*see NOTE below)
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 once enrolled
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

**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 request enrollment for the following school year by submitting a letter to the administration explaining why they should be readmitted. The administration will act upon the letter.

**THREAT ASSESSMENT POLICY**

In this day and age, when a student makes a threatening announcement of any kind, school administration and personnel must take it seriously. This can be a challenge, however, since individuals make "threatening" comments all the time without ever intending to act upon them.

For example, Katie might say, "*I could just strangle Ms. Smith! She gave us homework knowing we have an away game night*!" You understand that Katie is merely upset and has no intention of strangling Ms. Smith or anyone. Jason might complain, "*I'm so annoyed at my parents! I wish they would drop off the scene*!" You know that Jason has a decent rapport with his parents, so you presume that he is merely disappointed by something they said or did.

When a child makes a serious threat, it should not be dismissed as just baseless talk. If an administrator, teacher, or staff of ECS suspects serious threats to an individual or school property, it will be brought to the attention of an administrator, who will immediately speak with the child and promptly notify the parents.

If it is determined that he or she is at risk to themselves or others, the child refuses to talk, is argumentative, responds defensively, or continues to express violent or dangerous thoughts or plans, parents will be advised to make immediate arrangements for removing their child from the school campus. It is highly recommended that their child receive an evaluation by a qualified mental health professional who has experience assessing children and adolescents. In an emergency situation or if the child or family refuses to seek help, it may be necessary for the school to contact local police for assistance. Throughout any part of this process, ECS reserves the right to dis-enroll the student from the school.

**YEAR END STUDENT EVALUATION**

Each faculty member may complete a year end evaluation for students that they believe should not be re-enrolled for the following year. This evaluation will be based on the student’s academic performance and conduct. Administration will make the final decision concerning these evaluations.

# ARTICLES PROHIBITED

Tobacco products, alcoholic beverages, pornography, illegal drugs, any narcotics, knives, guns, explosives of any kind are not permitted on school property or school vehicles. Certain electronic devices may be brought with teacher approval.

# ELECTRONIC DEVICES, CELL PHONES AND SMART WATCHES

Lower School students (K3-5th grade) are not permitted to have cell phones at school. A Lower School student in possession of a cell phone will have the cell phone taken to the office. The student’s parent/guardian must come to the school office to retrieve the phone. Continued disobedience in this area may lead to further disciplinary action.

Upper School students (6th-12th grades) may have cell phones at school; however, they must be silenced at the beginning of the school day. Students cannot use their cell phones in class. Disciplinary actions for cell phone violations are given on Pages 19 and 20.

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. School Laptops are not to be removed from the computer room.

**STUDENT DRIVERS**

Any student with a valid driver’s license may drive to school if they have permission from their parents and the school administration. The administration’s primary concern is to assure the safety of each student; therefore, all drivers must adhere to the following rules:

1. Parents must complete a “Driving Permission Form” to have on file in the school office.
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. **Note**: Permission may be granted on a case by case basis.
4. Upon arrival 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 administration.
7. Student drivers are to park in designated areas (at the far end of the top parking lot) 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 “repositionable” or “removable” are acceptable.
* Pictures and notes in the locker should be of appropriate content.
* Students should not stand in the locker to reach the top shelf.
* 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.

UNIFORM/DRESS/GROOMING GUIDELINES

**LOWER SCHOOL (K3 & K4) 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.

Lower School children in K3 & K4 participate in an active play environment and should wear comfortable, warm and appropriately sized clothing without complicated fastenings. They may wear play clothes that are modest and in good repair. Shorts, if worn, should reach the top of the knee, midriffs and shoulders must be covered. Preschool children should not wear jewelry, flip flops or shoes with heels to school. Hairstyles are to follow the same grooming guidelines as our older students.

**ALL GRADES K5-12**

Students in grades K5-12 must be in uniform every school day. Students must wear the uniforms at all school activities unless given permission to wear another type of clothing for special events.

You may view and purchase uniforms through *Lands’ End* *School Uniforms*. The Evangel “preferred school number” is **900-139-130**. Lands’ End may be ordered at 1-800-469-2222 or www.landsend.com/uniforms/shop.

**Girls’ Uniforms:**

**Grades K5-2**

1. Students in Grades K5-2 wear green plaid drop waist jumper or navy uniform pants.
2. White short or long-sleeved shirts. (The shirts may be polo, oxford, or peter pan style.) Only plain white short-sleeved T-shirts may be worn under the outer shirt.
3. Comfortable dress shoes or athletic shoes may be worn.
4. Lands’ End green cotton cardigan sweater, green fleece jacket, or ECS hoodie (ordered through school office).
5. Black or navy leggings or modesty shorts may be worn under jumpers.
6. Plain solid-colored socks (navy, black, or white).

**Grades 3-5**

1. Students in Grades 3-5 wear green plaid drop waist jumper/sewn down knife pleat skirt or navy uniform pants.

2. Students in Grades 4-5 should have at least 1 green plaid sewn down knife pleat skirt for special occasions like ODACS.

3. White short or long-sleeved shirts. (The shirts may be polo, oxford, or peter pan style.) Only plain white short-sleeved T-shirts may be worn under the outer shirt.

4. Comfortable dress shoes or athletic shoes may be worn.

5. Lands’ End green cotton cardigan sweater, green fleece jacket, or ECS hoodie (ordered through school office).

6. Black or navy leggings or modesty shorts may be worn under skirts.

7. Plain solid-colored socks (navy, black, or white).

**Grades 6-12**

1. Lands’ End green plaid sewn down knife pleat skirt or 2 specific styles of khaki uniform pants.

2. All skirts must be to the knee. Every student should have at least 1 skirt for special occasions like ODACS.

3. Hunter green or white polo shirt with school insignia from Lands’ End. (No exceptions)

4. Comfortable dress or athletic shoes may be worn.

5. Lands’ End green fleece jacket or ECS hoodie (ordered through school office).

6. Black or navy leggings may be worn under skirts.

7. Plain solid-colored socks (navy, black, or white).

**Boy’s Uniforms:**

**Grades K5-5:**

1. Navy dress pants (pleated or plain front) or navy uniform shorts (K5-2nd grade boys only). Shorts, if worn, must come to the top of the knee and may only be worn August/September and May/June.
2. Solid color black or brown belt (optional).
3. White short or long-sleeved shirts (polo or oxford style).
4. Lands’ End green zip front sweater, green fleece jacket, or ECS hoodie (ordered through Custom Ink).
5. Comfortable dress shoes or athletic shoes may be worn.
6. Plain solid-colored socks (navy, black, or white).

**Grades 6-12:**

1. Plain khaki dress pants.
2. Hunter green or white polo shirt with school insignia from Lands’ End. (No exceptions)
3. Comfortable dress or athletic shoes.
4. Lands’ End green fleece jacket or ECS hoodie (ordered through Custom Ink).
5. Plain solid-colored socks (navy, black, or white).

**DRESS & GROOMING GUIDELINES**

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 appearance, and behavior and are aimed at contributing to a respectful school atmosphere. Good taste, judgment, and discretion should be exercised at all times in all matters of appearance (I Timothy 2:9-10, I Peter 3:3). The administration will make final decisions regarding dress and grooming.

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

1. Buttons on shirts, except for the top button, must be buttoned.
2. In the interest of modesty, we insist that all students avoid tight fitting, form fitting, or “see-through” material.
3. Hair must be clean and neat and not be an unnatural or extreme color or style.
4. No hats are to be worn inside the school.
5. Lands’ End fleeces, sweaters, or ECS hoodies may be worn if needed.
6. 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.)
7. Tattoos, gauging, and body piercings are not allowed. If a student at ECS acquires tattoos, body piercings, or begins gauging they may be disenrolled.
8. Clothing and dress guidelines for “non-uniform” situations will be communicated case-by-case.

**Girls:**

1. Hair should not be extreme in color or style.
2. Makeup should be modest and natural-looking. Excesses in makeup and jewelry are not permitted.
3. Earrings, if worn, are limited to one per ear and must only be in the lobe of the ear.
4. Dress and skirt length should come to the knee.

**Boys:**

1. Hair should not be extreme in color or style. Hair length must not touch the ears or shirt collar in back or the eyebrows in front.
2. All young men must be clean-shaven including sideburns which will not extend below the lowest part of the exterior ear opening.
3. Earrings, necklaces, bracelets, and make-up are not permitted for boys.

**DRESS GUIDELINES FOR SPORTS EVENTS**

The coach with the concurrence of the administration will establish the dress requirements for participants in athletic events. Students, staff members, and other spectators who attend athletic events should keep the following in mind:

Students should meet general guidelines as discussed above. They may wear “spirit wear,” loose fitting pants, t-shirts/hoodies with no anti-Christian slogans or messages.

Spectators are expected to dress modestly and appropriately when attending school functions.

**PHYSICAL EDUCATION CLASS**

Lower School students need to wear athletic shoes to school on the day that their class has PE.

Upper School PE students must wear black or navy-blue athletic style shorts (no more than 4 inches above knee). Spandex/bicycle shorts are not permitted. An ECS spirit t-shirt must be worn on top. If a student has a doctor’s excuse, they must remain in the gymnasium throughout the PE class.

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

**CHANGES TO THE DRESS GUIDELINES**

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

**STUDENT ACTIVITIES**

# SPORTS ELIGIBILITY

Eligibility will be determined for all activities in which students represent the school. 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 (73%) will be ineligible from games and practice for the two weeks. The athlete will be notified, and the two-week period will begin.

After two weeks (10 school days), grades are checked again. The student must have a C (73%) average and no failing grades in a core class to be eligible for practice, games, and activities again. 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. After two weeks when grades are checked again, the student must have a C (73%) average and no failing grades in a core class to be eligible for practice, games, and activities again. A student who remains ineligible for a four week period will be ineligible for the remainder of the season.

Any student with excessive unexcused tardies (6) or excessive absences (10) may be ineligible to play sports.

Evangel Christian school does not “reclassify” athletes.

**ATHLETIC PROGRAM**

ECS maintains an active interscholastic athletic program that includes boys’ soccer, boys’ and girls’ basketball, girls’ volleyball, and cheerleading. All students in grades 6 through 12 are encouraged to participate. 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 (grades 4-12) may participate in ODACS’ fine arts competition each spring. Students also participate in school-wide musical programs each year. There are several music stores in the local area from which instruments may be purchased or rented. Lessons may be taken during study hall or after school.

**ODACS ACADEMIC AND FINE ARTS COMPETITION**

Evangel Christian School is a member of the Old Dominion Association of Church Schools (ODACS) and the American Association of Christian Schools (AACS). ODACS has both regional and state fine arts competitions and AACS has a national fine arts competition. These competitions are designed to provide a challenge toward excellence among the students who attend member schools. This competition will allow young people to develop disciplined skills in various areas of proficiency so that they might better serve the Lord throughout their lives. There are various areas of competition including, Bible, academics, music, art, and speech. Students in grades 4-5 are encouraged to participate. All students in grades 6-12 are required to participate in at least one area of ODACS fine arts competition.

**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. Each trip will be chaperoned by the class teacher and volunteer parents. Exceptions to the student dress code depend on the kind of trip and/or the weather and will be approved by the administration. Participation by the students is required unless specifically arranged with the administration.

**FUNDRAISING**

Evangel Christian School does not use fundraising programs to meet the operational needs of the school. However, for organizations within the school, some in-house fundraising 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 fundraising. Individuals and classes such as music, art, etc. are not permitted to do fundraising.
2. Money raised by the junior and senior class or the Booster Club is for class or club use and not individual use. Some previous fundraising activities have been the Booster Club, golf tournament, Book fair, in-house ice cream and bake sales, float sales, and concession stand operations. All fundraisers must be submitted to administration for approval.
3. Money raised by the Booster Club is used exclusively within the athletic department. Administration and the athletic director will approve the use of funds raised.

**PARENT CHAPERONES**

There are times throughout the school year when parents will be asked to serve as chaperones 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. The textbooks, curriculum, and assigned memory work for Upper School are based upon the King James Version of the Bible. To help with understanding, grades K3-5 will use the English Standard Version. Students in 4th grade and above are required to bring a KJV or ESV bible to school.

**CHAPEL**

Chapel is a required part of the curriculum for all students. The administration oversees the chapels; however, members of the faculty, the pastor, missionaries, local pastors, college groups, and visiting guest speakers may 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 CURRICULUM**

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 Commonwealth of Virginia Educational Statutes.

Classes are self-contained, administered by a teacher and have controlled student-teacher ratios. The curriculum draws upon quality materials from sources such as ABEKA 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-3 and K-4 programs are designed to prepare boys and girls spiritually, academically, socially, and emotionally for the elementary school program. The K-3/K-4 student begins many of the basic learning skills such as reading, math basics, and Bible memorization. The K4 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 handwriting are also an important part of the program.

All students in grades 6-12 will have a course of study recommended to them by the administration. Evangel offers a course of study for those preparing for college. To graduate from the high school, a student must accumulate a minimum of 26 credits for an Advanced Studies diploma or 22 credits for a Standard diploma during grades 9 through 12. In addition, each student must take at least 5.5 credits per school year which must include specific required courses.

**Advanced Studies Diploma**

Requirements:

Bible: Required each semester a student is enrolled at ECS.

English: 4 credits

Math: 4 credits (must include 3 courses above Algebra I)

Lab Sciences: 4 credits (must include Biology, Advance Biology, Earth Science, Chemistry, Physics)

Social Studies: 4 credits (US/VA History, US/VA Government, world history, and geography)

Fine Arts 1 credit

Foreign Language: 3 credits (3 years of one language, or 2 years of two languages)

Health/PE: 2 credits

Econ./Personal Fin. 1 credit

Electives: 3 credits

**Standard Diploma**

Requirements:

Bible: Required each semester a student is enrolled at ECS..

English: 4 credits

Math: 3 credits

Science: 3 credits in a lab science

Social Studies: 3 credits (US/VA History, US/VA Government, world history, and geography)

Foreign Lang./Fine Arts 2 credits

Econ./Personal Fin. 1 credit

Health/PE: 2 credits

Elective: 4 credits

To be considered for valedictorian or salutatorian, students must be eligible for the Advanced Studies dipoloma and must have attended Evangel full-time both their junior and senior years. Students considered for salutatorian must have at least a 3.6 GPA. Students considered for 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 Upper School administrator. With administrative approval, students may drop or add courses during the first two weeks of classes.

**GRADING SCALE & REPORT CARDS**

Report cards will be issued at the close of each nine-week period. Parents may request a conference with the teacher to discuss a student’s progress. Academic progress reports will be sent home at 4 ½ weeks through RenWeb. The

school will use the following grading scale for major subjects:

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

For some Lower School classes, the following scale is used:

 **Lower School**

**Grades K3-5**

 E Excellent
 S+ Very Good
 S Satisfactory

 S- Below Average
 U Unsatisfactory/Needs Work

**DUAL ENROLLMENT IN COLLEGE**

It is the policy of ECS to allow students to be involved in Dual Enrollment programs for college coursework. However, students must meet the following criteria for involvement in such programs:

 1. GPA of 3.0 or above

 2. Parental Permission

 3. No scheduling conflicts with ECS including Bible class.

**ACADEMIC PROBATION**

**Lower School (K5-5)**

Lower school students who do not have a passing average in either math or reading after the second marking period will be placed on academic probation. If at the end of the year they do not have a passing grade in either math or reading, they will be required to complete a summer tutoring program approved by the administration of Evangel Christian School.

### Upper School (Grades 6-8)

Secondary students who fail more than two subjects for any given marking period or whose overall average for the marking period is below C- (70%) will be on academic probation for the next marking period. Their academic progress will be re-evaluated at the end of that marking period. If their overall average is not above C- (70%) or if they are failing in two subjects at the re-evaluation time, they may be dismissed from school or remain on academic probation at the discretion of administration. A student in 6th through 12th grade placed on academic probation is ineligible from all extra-curricular activities.

Students in Grades 6-8 must pass math to be eligible for the next math level. Any student in Grades 6-8 who fails 2 major subjects will be retained.

**Upper School (Grades 9-12)**

Secondary students who fail more than two subjects for any given marking period or whose overall average for the marking period is below C- (70%) will be on academic probation for the next marking period. Their academic progress will be re-evaluated at the end of that marking period. If their overall average is not above C- (70%) or if they are failing in two subjects at the re-evaluation time, they may be dismissed from school or remain on academic probation at the discretion of administration. A student in 6th 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 required course not passed must be made up over the summer by a class approved by the school administration.

**EXTRA-HELP**

Teachers are generally available for occasional extra-help after school if students have difficulty in understanding certain aspects of a given subject. If the difficulties continue or if the teacher refers the student for regular extra help, the parents need to 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. Lower school reading may take additional time.

K5 5-10 minutes Grade 3 20-35 minutes

Grade 1 10-20 minutes Grade 4 30-45 minutes

Grade 2 15-20 minutes Grade 5 45-60 minutes

 Grades 6-12 60-120 minutes\*

\*Upper School students do have time to start their homework in study hall.

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. If your child is continually having difficulty with his/her homework, please feel free to notify the teacher.

**STANDARDS FOR WRITTEN WORK**

Lower School students will begin to learn writing standards such as adding the date, underlining titles, and using margins and spacing correctly and they may vary slightly from class to class.

Upper School students should be prepared daily with paper, notebooks, pens, and pencils. All written work, regardless of the subject, is expected to be neat and accurate in content.

**STANDARDIZED TESTING PROGRAM**

Iowa Assessments and the Cognitive Abilities Test (CogAt) are given to all students annually in grades 1-11.

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

# 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

Additional academic and character awards will also be presented.

**LIBRARY**

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

#### 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 regular information that will keep parents involved and aware of student progress. Ultimately, the level of success we can expect requires cooperation between all the components of home and school. Renweb is a tool designed to help everyone involved with Evangel. Even though it is the main source of information for our school, we will still communicate through other means because nothing can replace personal contact and face-to-face communication.

 **EAGLES’ NEST NEWS**

The Newsletter will be emailed home twice monthly. This informational letter will keep parents informed of school functions and activities throughout the year. 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 Administrator.

Any unresolved matters may be referred to the Pastor of Evangel Baptist Church through the school office.

**CONFERENCES WITH PARENTS/GUARDIANS**

A parent-teacher conference day is scheduled in early November of each year to allow parents to meet with each of their child’s teachers. However, teachers or parents may request conferences at any time by a note, phone call, or email.

There is a Parent/Teacher conference day scheduled shortly after the end of the first marking period. Lower school parents must contact the teacher to schedule a time slot. Upper school parents may meet with their child’s teachers in the gym. School will be closed on this day, and conferences will run from 8:00 a.m. to 1:00 p.m.

##### 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 sign in at the office and receive a visitor’s pass before going to the classroom.

**TELEPHONE**

Students are not permitted to make outgoing calls from the school telephone unless permission has been granted by the office for its use. Parents are requested to give routine instructions to their child prior to school. Students are not permitted to leave a subject 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. A copy of this publication may be purchased. 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 and staff.**

If your child has a temperature above 99 oF, 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 24 hours.

A parental note stating the reason for the absence or a physician’s note must be brought in or emailed to the school office upon your student’s return.

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

It is prohibited 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 office 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 or Epipen (doctor’s note required). Administration Assistants are MAT certified and approved for administering physician approved medications as well as aspirin, decongestants, antacids, cough medicine, antibiotic ointments, etc. However, a school form must be filled out and permission given by the parent or guardian. The school is equipped for and allowed to give basic emergency first aid.

In the event a student is injured, parents or their designated emergency contact 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.

**ALLERGEN POLICY**

Evangel Christian School recognizes that peanut allergies may present a health and safety hazard, which can have serious consequences for those who have such an allergy. In order to protect those students, staff, employees, visitors and guests of the school from an environment that may be harmful to them because of such an allergy, **ECS has implemented a NO PEANUT policy asking parents to refrain from sending products containing peanuts to school.** Additionally, Evangel will not sell or distribute foods containing peanuts.

Please keep in mind, *Evangel Christian School cannot guarantee a totally “nut free” environment for students* nor an “allergen free” area at our school so we must ask parents and guardians in our school community for cooperation and support to make our school as safe as is reasonably possible in this regard. We have targeted peanuts as it seems to be a very common and potentially dangerous allergen.

Therefore, we are asking parents to check food labels and to do their best in helping us. We realize this request may require additional planning and effort when packing lunches and snacks, and we express our sincere appreciation for your support and cooperation.

Evangel Christian School reserves the right to formulate any other necessary rules and procedures to ensure that our students and staff are safe.

# DAILY SNACK BREAK

Lower School students are given a snack break as a part of morning recess each day. Parents are to send a snack with their child to be eaten at that time. All students should have a water bottle for school each day.

**LUNCH PROGRAM**

The school offers some lunch purchase options through My Hot Lunchbox several days a week. Parents may pre-order and pay online for this service. Lunches are delivered directly to school and volunteers are needed to help pass out the lunches. All students may bring bag lunches and beverages. 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. However, to keep uniformity within the lunchroom and to assist students in developing an independent spirit during lunch period, we ask that parents refrain (unless for medical reasons) from bringing lunch to their child on a daily basis. No students are to bring food or beverages into the classrooms without permission.

#### LOST AND FOUND

The school will not be responsible for the loss of any personal property. Parents are requested to ensure 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. Valuable items should be left at home.

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