



The Vision of Evangel Classical Christian School

We aim to teach children to think clearly and listen carefully with discernment and understanding; to reason persuasively and articulate precisely; to evaluate their entire range of experience in the light of the Scriptures; and to do so with eagerness and joyful submission to God. We desire that they recognize cultural influences as distinct from biblical truths, and to be unswayed towards evil by the former. We aim to help them become well prepared in all situations, equipping them with information and the knowledge of how to use it. We desire that they be socially graceful and spiritually gracious, as they become equipped with and gain an understanding of the tools of learning; that they desire to grow in understanding, yet fully realize the limitations and foolishness of this world. We desire that they have a heart for unbelievers and the courage to seek to dissuade those who are stumbling toward destruction; that they distinguish real religion from religion in form only; and that they possess the former, knowing and loving the Lord Jesus Christ. Along with all these, we desire that they possess humility and gratitude to God.

We likewise aim to cultivate these same qualities in our staff. We desire that our staff be professional and diligent in their work, gifted in teaching, and loving toward their students and their subjects. We desire that they clearly understand classical education, how it works in their classroom, and how their work fits into the whole of classical education; that they possess a lifelong hunger to learn and grow; and that they have opportunities to be refreshed and renewed. We desire to see them coach and nurture new staff and to serve as academic and spiritual mentors to students. We look to see them mature in Christ, grow in the knowledge of God and see their own children walking with the Lord.

We aim to cultivate in our parents a sense of responsibility for the school and to see them well informed about the goals of our classical and Christ-centered approach. We desire that they grow with the school, being involved in and excited about the journey. We aim to help them follow Biblical principles in addressing concerns and embrace the Scripture's injunctions to encourage and stir up one another to love and good works.

Finally, in our relationship with our community, we aim to be above reproach in our financial dealings. We further seek to exemplify the unity of the body of Christ, to develop greater fellowship and understanding among the churches, and to bring honor to our Lord in all our endeavors.

EVANGEL CLASSICAL CHRISTIAN SCHOOL
GRAMMAR
PARENT-STUDENT HANDBOOK
2009 – 2010

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I. ECCS AT A GLANCE

- A. Mission Statement:** ECCS seeks to glorify God by bringing covenant children to spiritual maturity through a classical Christian education and biblical training and teaching using a Christian world-view as a foundation for all learning with a commitment to prayer and the Reformed Faith.
- B. Grades:** K-5 through 12th grades for the 2009-10 school year.
- C. School Day:** The school opens at 7:00 a.m. and classes begin at 8:00 a.m. The Grammar school day ends at 12:50 p.m.
- D. Organizational Structure:** Evangel Classical Christian School (ECCS) is a ministry of Evangel Church P.C.A. and is governed directly by a school board all of whom will be appointed by the Session of Evangel Church. The Board's authority will be delegated to it by the church Session, which retains the right to dissolve the Board upon a two-thirds vote, thus directly asserting its authority over ECCS.
- E. Administration:** ECCS Administration consists of the Grammar/Administrative Principal who administers and manages the Grammar school, Mother's Day Out, and school business operations and the Logic & Rhetoric Principal, who administers and manages the Logic & Rhetoric School. Both principals serve as ex-officio members of the Board. Other administrative personnel include the Assistant to the Principal, Admissions Director, MDO Director, L&R Office Manager, Grammar Office Manager, Bookkeeper, and Before/After-Hours Director.
- F. Curriculum:** The curriculum will be established by the Board, which will draw from established classical school curricula, including but not limited to Logos Classical School and Hillsdale Academy. The NIV is the preferred translation of the Bible for most class and memory work.
- G. Finances:** ECCS is financially self-supporting. Tuition, fundraising and donations from those favoring classical and Christian education are the primary sources of income.
- H. Insurance:** Insurance coverage is provided by ECCS for all students while they are on school grounds and while attending fieldtrips.
- I. Affiliations:** Evangel Classical Christian School is a member of the Association of Classical and Christian Schools (ACCS). Though not currently accredited, ECCS has a commitment to pursue private and quality recognition by like-minded organizations. Because our goals and philosophies are inherently different from government schools, ECCS will not pursue state accreditation. ACCS accreditation does not require teachers to be state certified. ECCS requires all teachers to have a minimum of a Bachelor's degree. ECCS will actively recruit teachers with classical experience, graduate degrees, and degrees that most reflect the subjects which will be taught.
- J. PTF Mission Statement:** The Evangel Classical Christian School (ECCS) Parent Teacher Fellowship (PTF) supports the mission of ECCS through prayer, communication, service and fellowship. We seek to build community by encouraging and promoting parent participation in school activities and events. All parents are invited to join and participate in all PTF meetings and events.

K. Non-discrimination Policy: Evangel Classical Christian School admits students of any race, color, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students of the school. Evangel Classical Christian School does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies or admission and hiring practices.

II. THE BOARD

ECCS shall be governed by the Board.

Authority of the Board: The Board shall be vested with its governing authority by the church Session. Unless otherwise noted, all decisions of the Board shall be subject to the authority of the Session as stated in “Organizational Structure” above.

Appointed Board Members: The Board shall consist of individuals approved and appointed by the Session and will always include at least one active member of the Session.

Meetings: The Board shall hold at least one meeting each calendar quarter. While the Board meetings will be held in closed session, teachers or parents of an ECCS student may request to address the Board at a scheduled meeting by written request at least one week prior to a regularly scheduled meeting.

III. STATEMENT OF FAITH

This statement of faith contains the essential biblical doctrines that guide the ministry of Evangel Classical Christian School. These primary doctrines define the perspective from which all classes will be taught and are one of the tools that will be used in the hiring of faculty and administration. Issues not discussed in this statement of faith are to be considered secondary doctrines and will not be emphasized in the teaching of the school. These issues are important, and they may arise upon occasion within the curriculum, but Evangel Classical Christian School recognizes that Christians are at liberty to reach different conclusions regarding them. The school’s recognition that Christians disagree on these topics, however, should not be interpreted to mean that the school believes that there is no right answer to questions about these issues. With this caveat in mind and so that doctrinal disputes do not cause irreparable division within the school, classroom discussion of secondary doctrines will clearly delineate the Reformed view of the Presbyterian Church of America while encouraging students to respectfully investigate and articulate alternate views held by other Christian traditions. ECCS teachers will model respectful dialogue and encourage students to follow the example of the Bereans who “...received the word with great eagerness, and examined the Scriptures daily to see whether if what Paul said was true.” (Acts 17:11 NIV) "Students will also be encouraged to follow up any questions they have regarding classroom discussion with their parents and pastor."

A. Sovereignty of God: God’s sovereignty controls all that occurs in His world and in His church. His plans and purposes always prevail; nothing can thwart them.

B. Inerrancy of Scripture: God's written Word, the Bible, is free from error and is completely trustworthy. It is His truth and is the final authority in all matters.

- C. **God's Creation of the World and Man:** The Triune God (Father, Son, and Holy Spirit) alone has existed from eternity past and in His wisdom decided to create the universe from nothing. God spoke and it came into existence. Humanity did not evolve from lower life forms but was created by God. Man (male and female) was created with dignity in that he was made in God's image and was created in humility and his purpose is to glorify God and to enjoy Him forever.
- D. **Fall of Mankind:** All mankind participated in Adam's fall from his original sinless state and are thus totally depraved and lost in sin.
- E. **Jesus, Savior of Sinners:** Jesus Christ is the unique Son of God and the only Savior of the world. Fully God and fully man, He was born of a virgin and lived a sinless life. He alone secured our salvation by His substitutionary atonement on the cross and by His righteous life imputed to us. Jesus rose bodily from the dead, ascended to the right hand of the Father, and will come again in power and glory.
- F. **Justification by Faith Alone:** Sinners are justified by faith alone and do not deserve nor can they earn, salvation. Justification is granted only by God's grace through faith in Jesus Christ.
- G. **Empowering Holy Spirit:** Every true believer in Jesus Christ is in-dwelt and empowered by the Holy Spirit, Who enables believers to live a godly life and to perform good works.
- H. **Body of Christ:** All believers are spiritually united in the Lord Jesus Christ, the Head of the church, and every believer is a member of the body of Christ.
- I. **Final Judgment and Resurrection:** At the second coming of Christ, the saved and the lost will be bodily resurrected and judged. The saved will be resurrected to eternal life, and the lost will be resurrected to eternal condemnation.

IV. ADMISSION PROCEDURES

A. Admissions Criteria

- All applicant forms must be completed, signed, and submitted to ECCS.
- \$400.00 new student fee must accompany the application.
- Students must demonstrate during the admissions testing process that they are academically prepared to begin study at ECCS. Grade level competence/entrance exam in mathematics, reading comprehension, and writing skills is required
- Student must score 70% or above on entrance exam.
- Student must exhibit appropriate levels of behavior and maturity and parents must disclose any previous record of significant social, behavioral, or mental problems. If evidence of nondisclosure occurs after acceptance the student could become subject to dismissal.
- Parent/Guardians' interview must have a satisfactory conclusion as determined by the interviewer, a member of the ECCS Board.
- Parents/Guardians are asked and encouraged to assist in at least three hours of school activities.
- ECCS is a covenant school requiring that at least one parent or legal guardian be a professing Christian in good standing in a local church based on I Chronicles, chapter 7.

- B. **Waiting List:** ECCS shall maintain a Priority waiting list and a Non-Priority waiting list for all classes. Currently enrolled students, children of teachers, siblings of currently enrolled students, Evangel Presbyterian Church (EPC) minister's children, and children of EPC

members may have their names placed on the Priority waiting list (hereafter referred to as "Priority Applicants"). All others shall only have access to the Non-Priority waiting list (hereafter referred to as "Non-Priority Applicants").

Only a child's parent or legal guardian may place the child's name on the ECCS waiting lists. Each waiting list form submitted must be accompanied by a one-time, non-refundable \$50.00 fee. The \$50.00 payment will be credited toward the \$400.00 new student fee.

At the appropriate time, ECCS will send application forms to all applicants whose names are on the waiting list. A Priority List Application deadline for the upcoming school year will be set by ECCS. Priority List Applicants must submit their applications to ECCS prior to the deadline or forfeit their priority list status. After such deadline, the Priority List will be closed and all students will maintain non-priority status.

The Admissions Director shall evaluate the applicants on the Priority Waiting List in the order listed (by the date the applicant's name was placed on the list) until either all class openings have been filled or there are no more Priority Applicants to evaluate. If class openings remain, the Non-Priority applicants will then be evaluated for the remaining openings in the order they appear on the list. It is our desire to maintain a 1:16 teacher/student ratio, but when circumstances require, the ratio may be increased to accommodate staff children.

C. Age Deadlines: All students entering Kindergarten must be 5 years old before September 1st. All students entering 1st grade must be 6 years old before September 1st. Exceptions will be considered for a child whose birthday is September 1st – 15th, contingent on meeting all other admission criteria.

D. Immunization Requirements: Each student must have a valid Alabama Certificate of Immunization (also referred to as a "blue card") on file on or **before the first day of the school year.** **Students may not attend classes until this "blue card" is on file at ECCS.** Blue cards may be obtained from the child's doctor, clinic or health department. A varicella (chicken pox) vaccine documentation is also required for each student. For students who are moving to Alabama, out-of-state vaccination records must be transferred to the Alabama Certificate of Immunization prior to school entry. A medical exemption (supplied by an Alabama physician) or a Certificate of Religious Exemption (obtained from the local county health department) must also be on file prior to the student entering class at ECCS in order to satisfy any variances from the immunization requirements as stated above.

V. TUITION AND FEE RATES FOR 2009-2010

A. Tuition

1. Non Evangel Church Member's Children

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|---|---------------------|
| K5-6 th Grades | \$3,933.00 per year |
| 7 th – 8 th Grades | \$4,254.00 per year |
| 9 th – 12 th Grades | \$4,665.00 per year |

2. Evangel Church Member's Children (Must be members by July 1st)

| | |
|--|---------------------|
| K-6 th Grades | \$3,762.00 per year |
| 7 th – 8 th Grades | \$4,059.00 per year |

9th – 12th Grades

\$4,448.00 per year

3. Tuition Discounts: For each family there will be multiple children discounts:

- 2nd Child..... \$175 annual discount
- 3rd Child\$350 annual discount
- 4th Child.....\$525 annual discount
- 5+ children.....Free tuition (*All children beyond the fourth child concurrently enrolled will attend tuition free.*)

4. Family Commitment: Once a family has committed student(s) to attend ECCS, tuition and fees are required, even if the student withdraws from the school, unless the family moves out of Shelby and Jefferson counties. The tuition is non-refundable and must be paid in full per the payment schedule as outlined and despite a student’s withdrawal or expulsion from ECCS. However, upon written request, extenuating circumstances will be considered by the Board.

B. Fees

- 1) **Enrollment/Re-enrollment Fee** \$300.00 per year
- 2) **Activity Fee** \$150.00 per year
For K5 – 6th Grades this fee covers 3 student field trips, student classroom supplies, ECCS tee shirt, technology fee, and student yearbook.
- 3) **New Student Fee** \$400.00 one-time fee
(One-time payment for each new student with a family lifetime limit of \$1,000.00)
- 4) **FACTS Fee** \$41/\$46 per year
This annual fee is paid by families using FACTS monthly electronic/invoiced payments. If bi-monthly drafts are requested, this fee will be doubled.

C. Options for Payment of Tuition and Fees

- 1) **Pay in Full:** A 5% discount is granted on all tuitions paid in full before June 30, 2009.
- 2) **Automatic Bank Draft:** All fees and tuition are paid in equal payments over a 12 month period from June – May by an automatic check draft through the FACTS program.
- 3) **Invoiced – paid by paper check or on-line:** All fees and tuition are paid in equal payments over a 12 month period from June – Made by check or on-line through the FACTS program.

Information regarding enrolling in FACTS is available online at www.evangelclassical.org. Click on “About ECCS” and “Tuition & Fees”.

D. Payment

1. All monies due other than FACTS-related payments should be mailed to the school address or may be dropped into the payment boxes located in the school lobbies. This would include fund-raiser payments, donations, or any other monies that need to go to bookkeeping. These payment boxes will be checked on a regular basis and payments due will be documented during the school business hours received.
2. All accounting business should be conducted during school hours. The bookkeeper will maintain on-site office hours each Tuesday and Thursday from 8:00 am until 1:00 pm. but may be contacted any day during business hours only. Email is recommended at kmarvin@evangelclassical.org
3. Late and NSF Fees
 - a) A late fee of \$25.00 per child will be assessed for late payment received by FACTS after the 10th of the month.
 - b) A \$25.00 charge will be assessed for all checks returned due to non-payment. If drafted funds are not available on the 5th of the month, parents will be charged for NSF and FACTS will resubmit the check on the 20th. No post-dated checks will be received.
 - c) After two months of non-payment parents will be required to enroll in the FACTS Automatic Bank Draft program or subject their child to removal from ECCS.
4. Settling Accounts
 - a) End-of-the-year report cards will not be issued until all accounts are settled.
 - b) All previous year's accounts must be paid in full before June 1 to remain registered for the upcoming year and to be qualified to receive financial aid.
 - c) School records will not be forwarded to other educational facilities until all accounts are settled including the return of school texts and other school-owned items.
 - d) Families who withdraw from ECCS may not transfer to ECS if finances are in arrears and vice versa.

E. Financial Aid Available:

1. ECCS employs the services of "School and Student Service for Financial Aid" to access the financial needs of families seeking financial aid. Existing ECCS families seeking financial aid must make application between January 1st and April 1st.
2. Application may be made online at www.nais.org/financialaid/sss.
3. The **ECCS ID number is 3468.**
4. Scholarship amounts will be determined in the month of May and are limited to the amount of scholarship donations made throughout the year.

5. New families may apply for financial aid upon application and acceptance.
6. **Existing families who apply by April 1st will have first access to scholarship dollars.**
7. Scholarships will be issued based on availability of funds and on needs as determined by the Board. Scholarships will be distributed on June 1st.
8. All accounts must be cleared by June 1 to be eligible for re-enrollment and scholarship offers. Scholarships will be distributed only to families whose accounts are current.

VI. PARENT-TEACHER COMMUNICATION

1. **Philosophy:** ECCS considers the parents an integral part of the educational process. We seek to partner with parents as they follow the Biblical mandate to raise their children in the nurture and admonition of the Lord. As partners, we believe that frequent, honest, and respectful communication between parents and teachers is essential to the success of the students.
2. **Parent Volunteerism in Classrooms:** We recognize that the expertise and knowledge of parents in various fields can be of invaluable worth in our classrooms. We encourage any parents who feel that their skills or knowledge may be useful to the teacher, whether on an on-going or on a one-time basis to communicate that with the teacher to see if and how assistance may be given.
3. **Fund Raising:** All fundraisers must be pre-approved by the Administration and Board.
4. **Early Morning Visits:** Parents are not to make unannounced visits to teachers before classes begin in the mornings as teachers are preparing for the school day. If an early morning message needs to be communicated with the teacher, parents are asked to leave the message with the office.

5. Classroom Observations:

Parents are always welcome to visit their children's classes. We do ask that parents who visit classes be in place by the time the tardy bell for that class rings and that they stay until the dismissal bell rings to avoid unnecessary distractions. Parents may visit one class, or they may "shadow" their student throughout a whole or partial day's schedule. All visits are to be scheduled in advance with the teacher, or if the parent wishes to sit in on more than one class, with the principal. When visiting, parents should be considerate of the teacher's time and be aware of how their presence affects the classroom. All visitors, including visiting parents, are required to sign in at the front desk and obtain a visitor's pass before going to a classroom. All visitors must sign out at the front desk upon leaving the school.

6. Renweb:

While Renweb is a useful tool, it should not be considered the final word in parent/teacher communications, nor should it be considered "real time" as far as academic progress is concerned. There is a grading window, from a few days to a week, from the time that a student turns in an assignment until the assignment appears in Renweb, depending upon the complexity of the assignment and the time required to grade it. Therefore, any time a parent has a concern or a question about grades or other information in Renweb, they should contact the teacher for clarification.

7. Email:

Email is a useful, efficient tool with which teachers, students, and parents can communicate information with each other. It can also, however, be quite impersonal and

the tone of the author can often be easily misunderstood. Email communicants should carefully weigh their words and tone, and any situation that has potential for becoming emotionally charged should be handled in person rather than through email.

8. Phone calls: Parents may call the main office number to leave messages requesting teachers to return their phone call or may send teacher emails requesting return phone calls after school hours. Some teachers may give parents their personal phone numbers, but parents are asked to limit such calls to emergency situations and to observe reasonable calling times, avoiding meal times and late or lengthy calls. Students should only call teachers who have given them express permission to do so.

9. Conferences:

Parent-teacher conferences will be scheduled two times per year and may be scheduled as deemed appropriate by either the teacher or the parents. Both parents are strongly encouraged to attend any and all conferences. To request a special conference with a teacher, parents are encouraged to email the request to the teacher or call the school office to request a phone call from the teacher and to complete a post-conference form, available from the teacher or office.

10. Questions, Concerns, and Complaints:

1. Philosophy: Our philosophy of handling questions, concerns, or complaints is based on the principles taught by our Lord found in Matthew 18: 15-16: *And if your brother sins go and reprove him in private; if he listens to you, you have won your brother. But if he does not listen to you, take one or two more with you, so that by the mouth of two or three witnesses every fact may be confirmed.*

By going first to the person under suspicion, gossip is avoided. By going first to the appropriate person, both sides of an issue can be heard, and most often it is discovered that at least part of the concern was based on inaccurate or incomplete information, and then the problem can be resolved. The principle underlying the procedure outlined below is clear: Solve each complaint with the person(s) directly involved at the lowest possible level. Move the matter up the chain of authority, only as necessary, to the level where it can be resolved.

2. Handling Questions, Concerns, and Complaints: Questions, concerns and complaints invariably arise, and it is important that these be handled biblically and promptly. The following steps are an application of the biblical injunction recorded in Matthew 18 for the resolution of a problem between believers. It is desired at ECCS that all problems, from the smallest to the greatest, be handled as outlined below:
 - a) The parent and teacher (or two persons concerned) meet privately to seek resolution with a spirit of reconciliation. Both desire the good of the child and are not in an adversarial position.
 - b) If unresolved, the two persons concerned meet with a third party, the principal. (Any subsequent meetings would involve the principal.)
 - c) If still unresolved, the matter is presented to a special committee of the Board. The committee calls upon the parties involved as seems warranted, all in the spirit of reconciliation.
 - d) If still unresolved, the problem is brought before the entire school board. The board calls upon the parties involved as seems warranted, still in the spirit of

reconciliation. If reconciliation does not occur, the board makes a judgment and takes appropriate action.

- e) In cases when the Matthew 18 principles have not been adhered to, and actions continue that undermine this ministry, for the benefit of mutual resolution, the school board may take action up to and including expulsion.

11. Parent Conduct Standards:

- A. Expectations:** Just as we expect teachers to conduct themselves in a courteous and respectful manner when communicating with parents, likewise parents will be expected to conduct themselves in a courteous and respectful manner when interacting with ECCS faculty, staff, and administrators, as well as with those who lead extracurricular activities including representatives of Evangel Christian School (ECS).
- B. Definitions:** “Abusive conduct” is defined as rude or unseemly conduct, which is the antithesis of Christian love as described in I Corinthians 13:4-5. “Rude,” as defined by Merriam Webster is *offensive in manner or action* (i.e., discourteous). “Unseemly” is defined by the same resource as *that which is not according with established standards of good form or taste* (e.g., *unseemly* bickering) or *that which is not suitable for time or place* (i.e., inappropriate).
- C. Process:** Parents who display a pattern of abusive conduct, whether in person or through other forms of communication, including e-mail, may be asked to withdraw their child from the school if efforts to encourage a more constructive approach to problem-solving fail. A student who is withdrawn due to abusive parent conduct cannot apply for readmission for one year following a withdrawal. Should such student desire re-admittance to ECCS the following year, THE BOARD will make a decision based on, but not limited to, the circumstances surrounding the withdrawal and the parent's current attitude as relates to the reason for withdrawal as determined by an interview by a panel of Board members and administrators, and the circumstances at the time of re-application.

VII. ARRIVAL, DISMISSAL, AND BEFORE/AFTER-HOURS CARE

A. Morning Arrival

1. Students who participate in Before-Hours Care may arrive at the school between 7:00-7:40 a.m. Parents may drop them at the downstairs entrance. The students will proceed directly to the BHC room, and the BHC charge of \$2.00 will be applied. A child attending Before-Hours Care will be charged flat fee of \$2.00 regardless of how much or how little time the child was cared for between 7:00 and 7:40 a.m. Time will be kept by the ECCS office clock.
2. Students should arrive for school between 7:40-8:00 a.m. Any student arriving prior to 7:40 will be sent to Before-Hours Care and the BHC charge of \$2.00 will be applied.
3. K5 through 5th graders should be dropped off at the lower covered entrance.
4. Parents who wish to walk their child into the building must park in designated spaces and walk students to the entrance of the building using the designated crosswalk areas only.

Parents are asked not to walk students to the classroom beyond the first week of school. Do not park in the handicap spaces without authorized permission.

5. When dropping off students, parents should follow designated traffic flow instructions, entering the driveway and proceeding along designated lanes in the parking lot to the covered drop-off area. The entrance will then be on the right. Students should be ready to exit the car when you approach the farthest cone. This will enable the line to keep moving quickly.
6. Cars should be placed in “park” when stopped to drop off students.
7. Parents must not park or leave cars unattended in the drop off area. Parents should always follow the designated traffic flow instructions.
8. Bicycle riders: A bike rack is located at the lower entrance of the building for all bikes. Caution must always be used when approaching school traffic and bike safety laws must be followed. Bikers are asked to use the parking lot and sidewalks instead of the driveway when approaching the school. Any student abusing safety laws will lose the privilege of riding his/her bike to school.

B. Afternoon Dismissal

1. K5 through 5th grade pick-up will occur between 12:50-1:00 p.m. only at the lower covered entrance. MDO pick-up will follow directly following the grammar traffic.
2. Parents arriving late for pick-up will be required to park, enter the building, proceed to designated After-Hours Care (AHC) room and sign their child out of AHC. This will incur an AHC charge.
3. Each student will receive a color-coded pick-up card from his/her teacher. This will be the child's card throughout this school year.
4. Parents will be given several copies of the pick-up card to keep in their vehicles or pass to others who have permission to pick up their child. No child will be released to a car line vehicle without this card.
5. The pick-up card should be kept in the car and be clearly displayed when in the carpool line.
6. Adults, other than parents, who desire to pick up a child but do not have a pick-up card, will need to park and come inside to the school office. Their name must be on the parent's permission form and they must show proof of identification in order for the child to be released to them. Parents may call the school office during the day to make special pick-up arrangements.
7. To pick up students in the afternoon car line, parents should proceed to farthest color cone, place the car in park and allow teachers to load the students into the cars. Parents are strongly discouraged from entering the building during pick-up and from entering lengthy conversations with teachers during car line.

8. Students who are not picked up by 1:00 p.m. will be taken to After-Hours Care and parents will be charged as outlined below.

C. Unexpected School Closing: Unanticipated inclement weather or other events may dictate that ECCS be closed on a scheduled school day. When inclement weather is forecast and a school closing is required, parents will receive an official message from the school office by phone and automatic email through our ECCS “PARENT ALERT” system. Parents should also check radio and/or television weather reports. ECCS closings will be announced on WBRC Fox 6, WDJC, ABC 33/40, and parents will receive a phone message at all phone numbers on record at the school through the “PARENT ALERT” system. Other school specific emergency closings will be communicated to parents by school officials via “PARENT ALERT.”

D. Before-Hours Care (BHC) and After-Hours Care (AHC)

1. Before and After-Hours Care is a service provided to assist working parents who are unable to drop-off or pick up at regular dismissal times. BHC/AHC is dependent on parent need and the availability of adequate staffing. If staffing is unavailable, the program will be discontinued.
2. Before-Hours Care will be available each school day from 7:00-7:40 a.m. to K5 through 12th grade students.
3. After-Hours Care will be available each school day from 1:00-6:00 p.m. to K5 through 12th grade students.
4. For staffing purposes parents requesting this service **must register with the school office during the summer and no later than August 22nd**. BHC/AHC classes will be filled on a first-come-first-served basis. If an unregistered student requires BHC/AHC during the school year, the parent must submit a written request to the BHC/AHC Director and the Director will notify the parent as to space availability. Space is limited and space availability is not guaranteed.
5. The teacher/student ratio is limited to 1/16. AHC staff children and emergency drop-ins are not included in this number.
6. Parents are to send a lunch for students attending AHC between 1:00 and 3:00 p.m. Students are NOT allowed to use the kitchen.
7. AHC Registration Fee: \$ 25.00 per child and will be incurred on any third AHC drop-in.
8. AHC Cost: \$ 4.00/hour; BHC Cost: \$2.00/day
9. AHC Drop-in Rate: (2nd time) \$6.00/hour (3rd time) plus the registration fee of \$25.00
10. Parents will be billed at the beginning of the month for the previous month’s hours and payment will be due ten (10) days following the invoice date. Regular late fees of \$25.00 per month per child apply. If a student is not picked up by 6:00 p.m., the parents will be

charged \$5.00 for each 15-minute increment they are late and billed accordingly. Please do not ask for exceptions.

11. Regular AHC schedule will be followed as weather and staffing permit: 1:00 p.m. – 1:30 p.m. ~ lunch. 1:30 p.m. – 2:30 p.m. ~ outdoor or organized play. 2:30 p.m. – 3:30 p.m. ~ study hall or quiet play. 3:30 – 4:30 p.m. ~ outdoor or organized play w/study hall option. 4:30 – 6:00 p.m. ~ study hall or quiet play.
12. AHC Dress Code: AHC students are allowed to change into modest, weather appropriate play clothes and tennis shoes. (No revealing attire, pajamas, short shorts, halters, spaghetti straps, midriff bearing tops, or flip-flops allowed.) Shorts may not be more than 3 inches above the knee. Students who abuse this dress code will lose the privilege of changing into play clothes.
13. After-Hours students are expected and required to follow regular school behavioral rules as listed within the Discipline and Behavior policies. AHC teachers will follow regular school discipline procedures.

VIII. ATTENDANCE AND PUNCTUALITY

A. Attendance/Absences:

Regular attendance is essential for the academic success of students. School should only be missed when absolutely necessary. Any student absent from class will be marked “unexcused” until a note of explanation is received in the office. Parents are required to send a note of explanation to the ECCS office the day after an absence. Should a note not be received within three days, the absence will remain unexcused. If a student is to be absent for any foreseen reason, the parents must contact the office and teacher prior to the expected absence, or the absence will be considered unexcused. An absence will be excused if the parent contacts the school beforehand and the absence is reasonable (as decided by the appropriate ECCS Principal). Examples of such excused absences are illness, family emergencies, family vacations, school sanctioned events, and other exceptions pre-approved by the ECCS Board. Make-up work will not be given for any day missed due to an unexcused absence. Parents will receive notification from the office after two unexcused absences within a semester. Following five unexcused absences, a conference is required between the parents and the principal. It is required that more than 7 unexcused absences within a semester be reported to county officials. If an absence due to illness is four or more consecutive days, a doctor’s excuse must be provided for the illness to be excused. If regular absences occur for simple illness such as headache or stomachache, a doctor’s excuse will be required after the third such absence.

B. Tardiness:

Classrooms open at 7:40 a.m. and classes begin at 8:00 a.m. **It is the parents’ responsibility to get students to school by 8:00 a.m.** Tardiness causes a stressful start to the child’s day and penalizes the child by resulting in loss of classroom preparation time, instruction time, and social interaction with peers. A student is tardy if arriving in the classroom after 8:00 a.m. The tardy will be excused if a student has a note from his/her parent that gives a legitimate reason for the tardiness or if a valid reason is determined from circumstances as determined by the office and/or principal. Otherwise, the tardy will be unexcused. Following a third unexcused

tardy, the parents will be notified. Following a sixth unexcused tardy a conference with the appropriate Principal will be required. Following a tenth unexcused tardy, the matter will be taken up by the school Board. **Note:** After 8:30 a.m. the student must be signed in at the office by the student's parent or another adult authorized in writing to ECCS by the student's parent stating the reason for the tardy. This tardy will be excused or unexcused as decided by the principal.

ECCS acknowledges that excusing tardies and absences can be subjective and therefore reserves the right to deal with students and contact parents on a case-by-case basis in order to resolve habitual tardiness and/or absences.

C. Sign-In/Sign-Out Procedures:

Students arriving at school later than 8:30 must be signed in at the respective office by the student's parent or an authorized adult. Students must be signed out by the student's parent or authorized adult in order to be allowed to leave the school grounds prior to regular dismissal. Students must be in class ½ day (i.e. 2.5 hours in the grammar school) to be considered present for that day.

D. Make-up Work:

Make-up work for excused absences must be completed to the satisfaction of the teacher within a period of time equivalent to no more than two school days for each day absent. Exceptions for extenuating circumstances will be addressed on an individual basis. Make-up work will not be given for any day missed due to a suspension or unexcused absence. The student will receive a grade of zero for any work missed due to a suspension, and for work missed during an unexcused absence.

E. Appointments:

Appointments with doctors, dentists, and such should be made outside of school hours. Parents are asked to specifically avoid school hour appointments during SAT week.

IX. ACADEMICS

ECCS operates on the classical model, incorporating elements of grammar, logic, and rhetoric across every course and grade level. While incorporating all elements of the Trivium, grammar teachers will focus primarily on the methodologies of the grammar stage, i.e., songs, chants, repetition, and jingles. ECCS students are expected to strive for academic excellence. While recognizing that all children learn differently, students will be encouraged to develop self-discipline in their work and study habits. Our goal is to lead children to love God with all their heart, strength, soul and mind.

The Grammar curriculum is approved by the Board but draws its inspiration from the Logos Classical School, Hillsdale Academy, and our own curriculum committee. The following subjects are taught using the classical model, incorporating elements of grammar, logic, and rhetoric across all courses and grade levels.

Grammar Curriculum:

- Bible

Kindergarten—Basic Bible Stories and the Ten Commandments

1st Grade—Basic Bible Stories from the Old and New Testament

2nd Grade—Lessons Learned “Egyptian History/Bible”

3rd Grade—Lessons Learned “Roman and Greek History/Bible”

4th Grade—Veritas Press “Chronicles through Malachi and Job Series”

5th Grade—Veritas Press “The Gospels Series”

All classes will memorize children’s versions of the Westminster Catechism and Bible verses.

- History

Kindergarten—Special units in Social Studies such as Community Helpers, Children Around the World, and America

1st Grade—Alabama State History and US Geography

2nd Grade—Lessons Learned “Egyptian History/Bible”*

3rd Grade—Lessons Learned “Roman and Greek History/Bible”*

4th Grade—Veritas Press “Middle Ages, Renaissance, and Reformation Series”*

5th Grade—Veritas Press “Explorers to 1815 Series”*

- Reading/Writing/Literature

Kindergarten—Riggs Phonics, Nursery Rhymes*, and First Readers

1st Grade—Riggs Phonics and Classic Children’s Literature

2nd Grade—Riggs Phonics, Toby Digz, Land of Pharoahs, The Courage of Sarah Noble, Tut’s Mummy, Helen Keller, 100 Dresses, Sarah Plain and Tall

3rd Grade—Riggs Phonics, Detectives in Togas, Greek Myths, Misty of Chincoteague, Pompeii Buried Alive, Ancient Greece, Little Pilgrims Progress, The Horse and His Boy, Cricket In Times Square, The Trojan Horse

4th Grade—Ink on His Fingers, Favorite Medieval Tales, From the Mixed Up Files of Mrs. Basil E. Frankweiler, Tuck Everlasting, Thunder Storm in the Church, Beowulf, Door In the Wall, Robin Hood, Beorn the Proud, Adam of the Road, Prince Caspian

5th Grade-- The Bronze Bow, The Witch of Blackbird Pond, Johnny Tremain, A Christmas Carol, Robinson Crusoe, Prince Caspian, The Voyage of the Dawn Treader, The Silver Chair, The

Autobiography of Benjamin Franklin, The Sign of the Beaver, 101
American Poems, Pedro's Journal

- Grammar/Composition
 - 1st Grade—Shurley Grammar and teacher directed Composition
 - 2nd Grade—Shurley Grammar and teacher directed Composition
 - 3rd Grade—Shurley Grammar and teacher directed Composition
 - 4th Grade—Shurley Grammar and teacher directed Composition
 - 5th Grade—Language Network Grammar and Composition
- Latin
 - 3rd Grade—Schola Latina I (Chapters 1-12)
 - 4th Grade—Schola Latina I (Chapters 13-24)
 - 5th Grade—Schola Latina II (Chapters 1-12)
- Math
 - Kindergarten—Saxon Math 1
 - 1st Grade—Saxon Math 2
 - 2nd Grade—Saxon Math 3
 - 3rd Grade—Saxon Math 4
 - 4th Grade—Saxon Math 65
 - 5th Grade—Saxon Math 76
- Science
 - Kindergarten—Science Units
 - 1st Grade—Science for Classical Learners Level 1
 - 2nd Grade—Science for Classical Learners Level 2
 - 3rd Grade—Science for Classical Learners Level 3
 - 4th Grade—Science for Classical Learners Level 4
 - 5th Grade—Science for Classical Learners Level 5
- Memory Time
 - Students in 2nd-4th Grades will meet together two times per week to memorize, recite, sing, and chant selected scripture, poems, geography songs, prayers, and recitations.

* Students will be required to dress in an appropriate period costume at special events, some field trips, school programs, and/or for a special day of events at school such as:

Kindergarten: Costume for assigned Nursery Rhyme

Second Grade: Egyptian Citizen

Third Grade: Roman Citizen with headdress

Fourth Grade: Medieval Feast Costume

Fifth Grade: Colonial Day Attire

A. Extra-curricular Activities

The goal of the Extra-curricular program is to minister to the whole child—mind, body, and spirit and to nourish the child on Truth, Beauty, and Goodness. ECCS offers a full range of Extra-Curricular student activities in the performing arts and sports after school hours through faculty and private teachers.

Registration for these activities occurs on a first-come, first-served basis at the school office during the summer months. Registration fees are required with the registration forms.

Monthly fees are the responsibility of the parent. Fees are paid directly to the teacher, not to the school unless specified by the teacher. If fees are not paid the student will not be allowed to continue the class.

Class sizes are typically limited to 15, but exceptions may be made when there are two or more teachers.

If an Extra-curricular class is not filled by ECCS students, ECS students may participate. ECCS students will have priority status over ECS students.

Extra-curricular activities are limited to the availability of teachers and all Extra-curricular activities offered must be approved by the Board.

B. Grades/Report Cards

Assessment:

ECCS students are expected to strive for academic excellence, as we believe that we should do all things, including school work, as unto the Lord. While recognizing that students learn differently, all students will be encouraged to develop self-discipline in their work and study habits. In assessing student mastery of material, teachers may use, but are not limited to, the following types of assessment:

- Daily Grades--homework, participation grades, and short comprehension or “pop” quizzes.
- Quizzes—assessments over several days’ work. Quiz grades will count more than daily grades, but less than test grades.
- Tests—assessments over one or more units of work.
- Oral presentations
- Written Compositions
- Special projects

Recording of grades:

All grades will be recorded by teachers on our interactive school management website, RENWEB. All grades should be assessed, entered into RENWEB and returned to the student within five class days. (Example: When a test is given it should be returned to the parent within a week.) This applies to daily work, quizzes, tests, projects, and major reports.

Printed report cards are issued every nine weeks and will be sent home in car-line.

Grading Scale:

The grading scale is as follows:

Grammar School

| | |
|--------|---|
| 90-100 | A |
| 80-89 | B |
| 70-79 | C |
| 0-69 | F |

Grammar students will receive letter grades for all areas except conduct and handwriting. The grading scale for conduct, handwriting, and for Kindergarten is as follows:

| | | |
|----|-------------------|------------------|
| E | Excellent | (89.5 and above) |
| S | Satisfactory | (79.5-89) |
| U | Unsatisfactory | (69.5-79) |
| NI | Needs Improvement | (0-69.4) |

Honor Rolls will be determined by letter grades as reported on quarterly Report Cards.

B. Promotion Policy

The following minimal criteria are guidelines for grammar student promotion:

- Conduct rating of "S"
- Teacher's recommendation based upon projected success in next grade
- Score of C or above in all core subjects (Bible, History, Math, Latin, Science, Literature, and Grammar)

Failure of any core subject (Bible, History, Math, Latin, Science, Literature, and Grammar) is a serious impediment to promotion. Should a student fail any core subject, remediation of the subject to the school's satisfaction will be required as demonstrated by a score of 70% accuracy on a re-entry test. Failure to remediate required course will result in the student having to repeat the grade.

Failure of any two core subjects will result in failure of the grade.

If all criteria are met, the student will be promoted to the next grade. If some, but not all are met, the principal will review the case, with the input of the teacher and parents, and determine whether the student may be promoted. Parents may appeal this decision to the Board.

C. Summer Reading

A summer reading program is required at ECCS. High quality books are to be read independently at all grade levels as designated by their teachers. Students are encouraged to select and read many more books of their choice throughout the summer. Teachers may assess student comprehension of each book. Parents are encouraged to read classic books aloud to students and to listen as students read aloud. This method encourages reading classic literature with a language above the child's reading ability and full comprehension. This also nurtures the love of language, literary classics, poetry, and ennobled characterizations. The sounds, lyrical rhythms, and imagery conveyed through oral reading also enhance a child's vocabulary and writing ability.

Grades K-5 through 2nd Grade students may select books of their choice according to their reading ability. Entering first graders may count picture books.

Entering 1st graders will read a minimum of 12 books that total at least 200 pages. (16 pages each)

Entering 2nd graders will read a minimum of 10 books that total at least 200 pages. (20 pages each)

Students entering grades 3-5th are required to read the books listed below. The required books will be discussed in class and teachers may require assessments.

Entering 3rd grade: Homer Price by Robert McCloskey
Mr. Popper's Penguins by Richard Atwater

Entering 4th grade: Tales of King Arthur by Felicity Brooks
Old Yeller by Fred Gipson

Entering 5th grade: The Bronze Bow by Elizabeth George Speare
Swiss Family Robinson by Johann David Wyss

D. Homework Guidelines

Due to the partnership between school and home, parents are expected to support and assist in homework assignments. Based on the average student, written homework assignments should average one to one and one-half hours per day. Wednesday night and PTF night homework is limited to math and studying for up to two tests. **Due to the nature of change within the course of a school day it will be the students' responsibility to keep a written list of daily assigned homework in a school issued notebook. This homework notebook will supersede any homework listed on the RENWEB website.** Parents may monitor general homework and project assignments by accessing the ECCS school management system **RENWEB** at www.renweb.com. Log-in information is available through the school office and at the ECCS web site located at www.evangelclassical.org. Teachers will communicate with parents

concerning homework and project assignments through RENWEB, e-mail, phone calls, conferences, and/or written notes home.

E. Field Trips

1. Classes will travel off campus for approximately three paid fieldtrips. Other free fieldtrips may be scheduled by the teacher. Field trips are selected by the teachers to supplement and reinforce classroom instruction and therefore should not be considered “optional” by the parents or students.
2. In order for absences on field trip days to be excused, the student must be ill, have a family emergency, etc. Simply not wanting to attend the field trip will result in an unexcused absence. Any grades assigned during field trips will be recorded as zero for students who have unexcused absences for the field trip.
3. In most cases, parents will be asked to drive students to field trip locations. All drivers must have a valid driver’s license and auto insurance.
4. For liability reasons, no siblings are allowed on fieldtrips.
5. Cost of gasoline will be considered a donation by the driver. Only parents who wish to make this donation should volunteer to drive on field trips. Other parents who ride with drivers are encouraged to contribute to the cost of gasoline.
6. Parents and/or other adults serving as chaperones on overnight field trips must submit a completed background check application form which ECCS will supply. The background checks, when completed, must be “clean,” with no previous criminal record in order for the chaperone to attend the field trip.
7. The same standards of behavior that apply in school will apply to field trips. Student behavior during a fieldtrip should mirror classroom expectations. Children should show respect and honor to classmates, to the audience, to performers, and to drivers/chaperones. ECCS students are expected to act courteously and with dignity, doing what would be pleasing to God.
8. No electronic equipment, e.g., iPods, Walkm[e]n, Gameboys, etc., is allowed on field trips except for extended, overnight trips, and then it is at the discretion of the teacher. Sacred, classical, or children’s music or no music is encouraged in vehicles.
9. Parents are discouraged from showing DVD’s and movies during the drive to and from fieldtrips. If shown at all, they should be restricted to only those which are rated G.

F. Chapel

A quarterly chapel will be held jointly with the Logic and Rhetoric School. We seek through this activity to allow all our students to experience worship together as a community of Christians, thus providing for our younger students positive Christian role models and allowing the older students to lead in worship and give testimony of the goodness of Christ. A chapel planning team, consisting of a faculty sponsor and L&R students, will plan and conduct all chapel activities, including scheduling of special speakers.

X. STANDARDS FOR STUDENT CONDUCT

1. Philosophy of Discipline

The words "discipline" and "disciple" derive from the Latin word "discipulus", meaning pupil, learner, or disciple. The administration and faculty at ECCS desire to complement the parents' role in disciplining their children to live God-honoring lives.

Webster defines discipline as "to train or develop by instruction and exercise especially in self-control" and as "training that corrects, molds, or perfects the mental faculties or moral character." We believe that it is possible, right, and essential to define and teach what acceptable and unacceptable behavior is in practical ways that govern and affect our daily lives.

Jesus' words in Matthew 22:37-40 provide a foundation for discipline at ECCS. He summed up the Ten Commandments in two commandments: "You shall love the Lord your God with all your heart, with all your soul, and with all your mind. . . And. . . You shall love your neighbor as yourself. On these two commandments hang all the Law and the Prophets." We believe that the love of which Jesus speaks, calls us as individuals, and as a school to teach children to love and honor God and to love and honor all of His creation.

Our goal at ECCS is to teach children to discern right from wrong and to practice self-control in ways that honor God. The entire curriculum will strive to reveal our holy, righteous, and gracious God in ways that endear the children to their heavenly Father so that they will accept His correction just as children who love and honor their earthly father accept his correction. Teaching self-control will include, though not be limited to, encouraging children to learn biblical ways to talk to one another, to play with one another, to support and encourage one another, to handle disagreements, to receive correction, and to express emotions. Additionally, we are eager for children to learn responsibility regarding their own and others' possessions and toward nature as they fulfill God's creation mandate to subdue and have dominion over the earth.

We believe all that occurs at ECCS is a form of discipline/training, and we desire to encourage and affirm the children in their progress in developing godly character. Love, forgiveness, firmness and fairness will be integral to student discipline. Sections 2 and 3 detail the necessary consequences of inappropriate behavior and describe expected behavior, an important part of training for godliness.

2. Student Behavior

ECCS students are expected to treat others with due respect, to address their elders and peers with courtesy and seek to be helpful whenever possible.

Students should:

- Follow all classroom rules.
- Stand when answering.
- Walk calmly and quietly in the school building.
- Greet visitors and make them feel welcome.
- Open doors for others and use appropriate etiquette.

- Take care of their belongings and those of the school.
- Stand when adults enter the room.
- Use "Sir" and "Ma'am" when addressing teachers and all adults.
- Respond when greeted.
- Shake hands and exhibit appropriate eye contact.
- Demonstrate a respectful attitude toward adults and classmates.
- Boys are to open doors and offer their chairs to girls and ladies.
- Logic and Rhetoric students are to refrain from any display of romantic affection and maintain an appropriate distance from the opposite sex.
- Avoid making loud noises in hallways and on sidewalks.
- Avoid running and roughhousing in the school building.
- Play only on designated playgrounds.

3. Discipline Policy

A. Problem Behavior: Response to a student's problem behavior, in kind and amount, will be determined by his/her teacher and, if necessary, the principal. These applications of discipline will be based on biblical principles, e.g. restitution, apologies (public and private), swift/painful chastisement, restoration of fellowship and dealing with inappropriate lingering attitudes. The vast majority of these problems will be dealt with at the classroom level. To maintain consistency, teachers will meet regularly to discuss biblical standards and school policy concerning these aspects of discipline.

B. Office Visits: There are five basic behaviors that will automatically necessitate attention from the principal:

1. Disrespect shown to any staff member as determined by the staff member.
2. Dishonesty in any situation while at school, including lying, cheating, and stealing.
3. Rebellion - outright disobedience in response to instructions.
4. Fighting - striking in anger with the intent to harm another.
5. Obscene, vulgar, or profane language.

The principal may require restitution, janitorial work, parental attendance during the school day with their child, spanking, or other appropriate measures. If corporal punishment is deemed necessary, the principal will call the parents into the office to administer the punishment to their child. However, the principal reserves the right to administer corporal punishment without the parent's attendance.

Within either semester of the school year, if a student receives discipline from the principal for any reason, the following accounting will be observed:

- a. The first two times a student is sent to the principal for discipline his/her parents will be contacted and appraised of the details of the visit. The principal will seek the parents' assistance and support in averting further problems.
- b. The third office visit will be followed by a meeting of the student's parents and the principal.
- c. Should the student require a fourth office visit the student will be suspended for two days and the Board will be notified.

d. If a fifth office visit is required the Board will be apprised and the student will be expelled.

C. Expulsion: The ECCS Board realizes that expelling a student is a very serious matter and should always be carefully pursued on a case-by-case basis. Forgiveness and restoration are fundamental to our overall discipline policy. However, should a student and his parents be unable to eliminate behavior problems before a fifth office visit is required, the student will be expelled. Expulsion does not release a family from their financial responsibilities and the remaining annual tuition will remain due upon expulsion.

D. Re-Admittance: An expelled student cannot apply for readmission for one year following an expulsion. Should the expelled student desire re-admittance to ECCS the following year, THE BOARD will make a decision based on, but not limited to, the circumstances surrounding the expulsion, the student's current attitude as relates to the reason for expulsion as determined by an interview by a panel of Board members and administrators, and the circumstances at the time of re-application.

E. Serious Misconduct: Should a student commit an act with serious consequences the principal may by-pass the office-visit procedure and suspend or expel the student immediately. Examples of such serious misconduct include, but are not limited to, acts of endangering the lives of students or staff members, gross violence, vandalism to school facilities, or violations of civil or criminal law. Students may be subject to school discipline for serious misconduct which occurs outside school hours and suspected violations of the law will be reported to the authorities.

F. Proper Conduct: In accordance with ECCS policies proper conduct is expected of all students during the school day and school-sponsored field trips or events.

XI. OFFICE POLICIES

A. Office Etiquette

Since teachers are not expected to personally accompany each student to the office, certain guidelines are to be followed to ensure that the students use the office correctly.

- a) Students are not allowed behind office counters at any time.
- b) Phone use: Students may ask permission to use the school phone for emergencies. Students will not be allowed to call home for missed or forgotten work. Calls should be limited to critical needs as determined by the office manager.
- c) Copier use: Students may not use the copier.
- d) General: Students are not allowed in the office or storage areas during school hours without a note from the teacher. Students should never remove items from the office.

B. Expenditure Reimbursement

Donations of supplies and equipment are gratefully appreciated. Parents who desire to be reimbursed for expenses must obtain written approval prior to expending the funds. Expenses incurred without prior written approval will be considered donations.

C. Sickness / First Aid

1. **A child should not be brought to school if he/she has had vomiting, diarrhea, an undiagnosed rash, pinkeye, or fever within the previous 24 hours.**
2. If a child becomes ill during school hours, develops a fever of or greater than 100.5 degrees, experiences vomiting or has an apparent communicable disease, the parent will be notified and asked to come immediately to pick up the child.
3. The child must not return to school **until 24 hours after they are symptom free** or have written permission from their physician.
4. First aid: Teachers will administer simple first aid, i.e., Band-Aids. Should a student require additional first aid, the office staff will administer additional first aid.

D. Medications:

1. Parents should bring any medicines to be administered during school hours to the school office in the original containers and complete all Medical Authorization forms as described below.
2. **All medications**, whether Prescription or Over-the-Counter, ***must*** be turned into the **school office by the student's parent/guardian** or other responsible adult. The exceptions are: Epi-pens and inhalers. (However, a **School Medication Physician/Prescriber /Parent Authorization Form** must be on file along with an appropriate **Emergency Action Plan (EAP)** for those students requiring Epi-pens for allergic reactions and inhalers for asthma.)
3. No student will be permitted to carry or possess any type of medications, whether Prescription or Over-the Counter, on his/her person at any time – including fieldtrips or during after-care (*except emergency medications and approved medications prescribed by a physician for self administration*).
4. **The parent/guardian must sign a School Medication Physician/Prescriber /Parent Authorization Form** before **any** medication, Prescription or Over-the-Counter, can be administered at school. The School Medication Physician/Provider Authorization Form is accessible on the school website. ECCS will also accept the School Medication Physician/Prescriber/Parent Authorization Form provided by the Alabama Department of Education which is available at most pediatric offices. However, the Alabama Department of Education forms, state that the School Nurse or designee will assist the child with taking the medication. ECCS does not have a school nurse. If your physician uses the ADE form, you will also need to sign an additional form insuring you are aware that there is not a school nurse on staff.
5. Prescription medication **will require the physician/prescriber signature on the authorization form (as well as the parent/guardian signature).**
6. For **Prescription** medications, a **current pharmacy labeled** container is required which includes the student's name, physician name, name of medication, strength, dosage, time interval, route and date of drug's discontinuation when appropriate.
7. If the Prescription medication order is **changed** during the school year, a **new** authorization form is required. Both physician/prescriber and parent/guardian must sign the new form. Medications that are prescribed with a range of dosage will require written documentation from the parent identifying the dose to be given at school. The staff cannot accept the word of the child regarding the dosage.
8. Over-the-Counter medications to be given for a short term illness such as a cold, pain due to injury, etc. will require the parent/guardian signature ***only*** on the medication

authorization form and require checking the **Short Term Over-the-Counter option**.

This authorization will expire after two weeks, and medications will need to be picked up from the school.

9. Over-the Counter medications for chronic conditions (menstrual cramps and headaches) or to treat allergic reactions (i.e. Benadryl) will require the parent/guardian signature *only* on the medication authorization form and require checking the **Long Term Over-the-Counter option** on the medication authorization form.
10. Parents must supply all **Over-the-Counter** medications to the school. The medication should not be expired and must be provided in the original container with all manufacturer's labeling clearly legible. The OTC medication must be **age appropriate**. The student's name must be written on the container.
11. The school will not supply any medications to students.
12. All unused medications not picked up by parents/guardians by **the last day of school will be discarded according to policy guidelines. No medications shall be sent home with the child.**
13. If a medication or inhaler is prescribed it must be in the original container with the original prescription label which includes the child's name, dosage and expiration date. Prescription medication may only be given to the intended recipient listed on the container.
14. Epi-pens and inhalers must be labeled with the child's name. If Epi-pens or inhalers are required for allergies or asthma, parents are asked to send two, one to remain in the teacher's care in the classroom and one for the student's backpack.
15. Parents will be notified via RENWEB e-mail of all medical reports from the office.

E. Food, Chewing Gum and Drinks

Students are not allowed to chew gum on campus. Food and drink may be consumed only at an appropriate snack time and as designated by the teacher. Parents are asked to follow the ECCS "Approved Snack List." Grammar students may **NOT** use microwaves or any kitchen appliances. After-Hours Care and Extra-Curricular parents are encouraged to send foods that do not require heating.

F. Electronic Devices/Inappropriate Items/Weapons

Grammar students may not bring personal radios, music devices, video games, cellular phones, laser pointers, pagers, or any other similar devices to school. Any of these items as well as other items deemed inappropriate or contrary to ECCS principles or Christian values by a teacher and/or the principal will be confiscated. No electronic equipment, e.g., iPods, Walkm[e]n, Gameboys, etc., is allowed on field trips except for extended, overnight trips, and then it is at the discretion of the teacher. Students may not bring movies, CD's, or DVD's to school unless the teacher makes a specific request directly to the parent. No weapons or items deemed dangerous are allowed on ECCS grounds. Ornamental weapons must be pre-approved by the principal.

F. Fundraising

All fundraiser requests must be presented to the appropriate principal. If needed, the proposal will be submitted to the Fund Raising Committee and approved by the school Board.

G. Dress Code/Uniform/Backpack/Hair Policy

- a. Students at ECCS will wear school uniforms on all school days unless otherwise specified. **All articles of clothing must be clean and in good condition. Torn clothing is unacceptable and will be considered out of code.** Uniforms will be purchased from the Lands' End School Uniform catalog (1-800-469-2222). When ordering uniforms, please give Lands' End our school number, #9000-5632-6, also located on the back of the catalog. (Specific details and photos are given in UNIFORM SECTION of the Parent/Student Handbook.)
 - b. If a student is required to wear an alternate shoe due to medical reasons, an official statement from the physician will be required and the alternate shoe color must match the uniform shoe color as close as possible (i.e., if the physician prescribes a tennis shoe, the tennis shoe should be brown.)
 - c. Girls may wear navy sweat pants under their jumpers/skirts to recess only on cold days.
 - d. Students may wear an optional choice of the Lands' End Polartec Aircore-200 jacket or vest, any color, with ECCS logo or crest as a coat alternative. These are available to any ECCS student or adult. This is **NOT** part of the school uniform and may not be worn in the classroom.
 - e. Backpacks must not have any character designs. Rolling backpacks are discouraged and only those with **CLEAR** rubber wheels will be allowed (i.e., no plastic or hard wheels). All personal items must be kept inside backpack or inside student desk or locker. Personal items should not be left in desks.
 - f. Visible tattoos, body piercing (except single pierced lobes for girls only), or heavy/unusual makeup are not allowed.
 - g. For all students only natural hair color will be acceptable. No caps, hats, or head scarves will be allowed. No spiked or gelled hairstyles or hairstyles that draw undue attention to one's self will be allowed. Grammar boys' hairstyles must be above the ear, eyebrow and collar. Girls' hairstyles should be styled above the eyebrow and out of the eyes.
- The administration will determine whether students are complying with this dress code and may ban other items or practices considered generally inconsistent with the intent of this policy. Dress code compliance is important to the consistency and atmosphere of self-discipline and compliance within the school. Dressing out of code will be dealt with on a daily basis.
 - i. The first time a student is out of code (for any of the above mentioned violations) a Non-Compliance email notification will be sent to the parent.
 - ii. Upon the second infraction a Non-Compliance email notification will be sent home and the parent will be called to bring the correct item of clothing to the school.
 - iii. Upon the third infraction the parent will be called to pick the child up from school, resulting in an unexcused absence.

Grammar School Dress Code (K5 – 5th)

Lands' End Preferred School #9000-5632-6

| Boys Essential Uniform (Photos 1 and 2) | | | |
|--|---|--|------------------------------|
| | Style | Color | Purchase From |
| Shirt | Mesh Polo, long or short sleeve | Evergreen | Lands' End |
| Pant | BLENDED Pleated Chino | Khaki | Lands' End |
| Belt | | Brown | Your choice |
| Shoes | All Weather Moc or Oxford (lace up) | Mahogany or Spice Brown, black sole | Lands' End |
| Socks | Crew (no short "footies" or golf socks) | White | Your Choice |
| Boys Elective Uniform | | | |
| Sweater | Drifter Crew (no logo) | Classic Navy | Lands' End |
| Sweater Vest | Drifter w/logo #0238475K | Classic Navy | Lands' End |
| Sweat Shirt | Crew w/ logo #0238475K | Classic Navy | Lands' End |
| Shorts | BLENDED Pleated Chino | Khaki | Lands' End |
| Undershirts | If visible, must only be visible at neckline | White | Your Choice |
| Girls Essential Uniform | | | |
| Jumper and/or | Plaid Jumper (no shorter than 1" above knee) (Note: Not the side pleat jumper.) | Hunter/Classic Navy Plaid | Lands' End |
| Skirt and/or | Plaid A-Line Skirt (no shorter than 1" above knee) | Hunter/Classic Navy Plaid | Lands' End |
| Skort | Plaid Side Pleat Skort (no shorter than 1" above knee) | Hunter/Classic Navy Plaid | Lands' End |
| Shorts | Bike/gym (for modesty) | Navy or Black | Your Choice |
| Blouse | Peter Pan collar, short or long sleeve (straight sleeve, no lace, no band) | White | Lands' End or Your Choice |
| Shoes | Mary Jane (buckle or Velcro; no T-strap; single strap only) | Navy (Black, only if navy is not available.) | Your Choice |
| Socks and/or | Crew and/or knee socks (no footies or golf socks) | White | Your Choice |
| Tights | Smooth or Cabled | Classic Navy | Your Choice |
| Girls Elective Uniform | | | |
| Sweater | Drifter Zip-front or Button-front Cardigan | Classic Navy (no logo) | Lands' End |
| Sweater Vest | Drifter w/logo #0238475K | Classic Navy | Lands' End |
| Sweat Shirt | Crew w/logo #0238475K | Classic Navy | Lands' End |
| Boys and Girls Spirit Day Dress Code | | | |
| Shirt | 2009-2010 ECCS-issued tee-shirt | | |
| Shoes | Tennis shoes or uniform shoes only. (No flip flops, sandals, Berkinstocks, Crocs, etc.) | | |
| Boy Pant | Jeans, jean shorts (no shorter than 1" above knee); khaki pants or shorts | | |
| Girl Pant | Jeans, Capri jeans, Capri khakis, khaki pants | | |

