



## **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  
LOGIC AND RHETORIC SCHOOL  
PARENT-STUDENT HANDBOOK  
2009-2010**

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## I. ECCS LOGIC AND RHETORIC SCHOOL 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 12<sup>th</sup> grades for the 2009-2010 school year.
- C. School Day:** The school opens at 7:00 a.m. and classes begin at 8:00 a.m. The Logic and Rhetoric school day ends at 3:10 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 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.
- 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 Logic and Rhetoric School 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. Parent Teacher Fellowship:** The 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

**A. ECCS shall be governed by the Board.**

**B. 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.

**C. 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.

**D. 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 constitute 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 message with great eagerness and examined the Scriptures every day to see 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

1. All applicant forms must be completed, signed, and submitted to ECCS.
2. \$400.00 new student fee must accompany the application.
3. Students must demonstrate during the admissions testing process that they are academically prepared to begin study at ECCS. Grade level competence in mathematics, reading comprehension, and writing skills is required
4. Students must have completed the necessary pre-requisite courses to enter the grade level for which they are applying. Provisional acceptance can be granted with approved plans for attaining the credit before the school year in question begins. (For example, at ECCS students take geometry in 9<sup>th</sup> grade; therefore, entering ninth graders must have already successfully completed Algebra I. Therefore, an otherwise qualified student who applies for ninth grade may be provisionally accepted on the condition that he/she successfully complete a credit of Algebra I before the school year begins.)

5. Entering students will be interviewed by a committee of teachers and/or administrators in order to assess the students' academic motivation, spiritual maturity, and potential impact on the culture of the school.
6. Students must exhibit appropriate levels of behavior and maturity and parents must disclose any previous record of significant social, behavioral, or mental problems. Failure to fully disclose record of such problems upon application may result in a reversal of the school's admission of the student. ECCS is not staffed to serve students with significant social, behavioral, or mental problems.
7. Parents'/Guardians' interview must have a satisfactory conclusion as determined by the interviewer, a member of the ECCS Board.
8. Parents/Guardians are asked and encouraged to assist in at least three hours of school activities.
9. 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**

1. 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").
2. 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.
3. At the appropriate time, ECCS will send application forms to all applicants whose names are on the waiting list.
4. 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 to all persons and only the Non-Priority List will be open.
5. 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. 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 2008-2009

### A. Tuition

#### 1. Non Evangel Church Member’s Children

K-5-6 <sup>th</sup> Grades	\$3,933.00 per year
7 <sup>th</sup> -8 <sup>th</sup> Grades	\$4,254.00 per year
9 <sup>th</sup> -12 <sup>th</sup> Grades	\$4,665.00 per year

#### 2. Evangel Church Member’s Children

K-6 <sup>th</sup> Grades	\$3,762.00 per year
7 <sup>th</sup> – 8 <sup>th</sup> Grades	\$4,059.00 per year
9 <sup>th</sup> – 11 <sup>th</sup> Grades	\$4,448.00 per year

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

2 <sup>nd</sup> Child	\$175.00 annual discount
3 <sup>rd</sup> Child	\$350.00 annual discount
4 <sup>th</sup> Child	\$525.00 annual discount
5+ Children	Free tuition ( <i>All children beyond the fourth child concurrently enrolled will attend tuition free.</i> )

4. Family Commitment: A firm and binding commitment is made between ECCS and a family once a family commitment form has been submitted to the school office. Once a family has committed student(s) to attend ECCS, tuition and fees are required, even if the student withdraws from or is expelled from the school unless the family moves out of Shelby or 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 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 7th-11th graders, this fee covers one-two student fieldtrips, ECCS tee-shirt, science lab fee, technology fee, and 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.*
4. FACTS Fee \$41 / \$46 per year  
*This fee is paid by families using FACTS monthly electronic / invoiced payments.*

## **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. Pay in Monthly Installments through FACTS: Information regarding enrolling in FACTS is available online at [www.evangelclassical.org](http://www.evangelclassical.org). Click on “About ECCS” then “Tuition and Fees.”
  - a) 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.
  - b) Invoiced—paid by paper check or on-line: All fees and tuition are paid in equal payments over a 12-month period from June – May by check or on-line through the FACTS program.

## **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 any 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.
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 10<sup>th</sup> 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 5<sup>th</sup> of the month, parents will be charged for NSF and FACTS will resubmit the check on the 20<sup>th</sup>.

- 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.
- 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 assess the financial needs of families seeking financial aid. Existing ECCS families seeking financial aid must make application between January 1<sup>st</sup> and April 1<sup>st</sup> for the following school year.
2. Application may be made online at [www.nais.org/financialaid/sss](http://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 1<sup>st</sup> will have priority to scholarship funds.
7. Scholarships will be issued based on availability of funds and on needs as determined by the Board. Scholarships will be distributed on June 1<sup>st</sup>.
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

- A. 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.
- B. 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.

- C. 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.
- D. 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.
- E. 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 several weeks, 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, please contact the teacher for clarification.
- F. 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.
- G. Phone calls:** Parents can call the main office number to leave messages for teachers to return their phone calls or may send teachers emails requesting return phone calls. Some teachers may give their students their personal phone numbers, along with calling guidelines, such as acceptable phone call reasons, calling cut-off times, etc. Students should only call teachers who have given them express permission to do so.
- H. Conferences:** Parent-teacher conferences 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.

## **I. 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.

## **J. Parent Conduct Standards**

1. 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).

2. 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).
3. 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.

## **VII. ARRIVAL, DISMISSAL, AND AFTER CARE**

### **A. Morning Arrival**

1. Students who participate in the Before-Hours Care program (BHC) may arrive at school between 7:00 and 7:45 a.m. Parents may drop them at the downstairs entrance. Students will proceed directly to the BHC room, and the BHC charge of \$2.00 will be applied.
2. Logic and Rhetoric students who do not participate in the BHC program should be dropped off at the upper atrium school entrance between 7:40 and 7:55 a.m. in order for them to be seated in homeroom by 8:00. Any student arriving prior to 7:40 will be sent to BHC and the BHC charge will apply.
3. Logic and Rhetoric students who do not participate in the BHC program should be dropped off at the upper atrium school entrance only. They may not be dropped off with Grammar School students at the lower entrance (unless participating in BHC) due to the large number of students—both MDO and Grammar School—who use the lower entrance.
4. 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 circular drop-off area. The entrance will then be on the right. Students should be ready to exit the car as the car approaches the entrance. This will enable the line to keep moving quickly.
5. Cars should be placed in “park” when stopped to drop off students.
6. Parents must not park or leave cars in the drop-off area.
7. 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.

8. Student drivers must park their cars in the designated area only. In the interest of student safety, if student drivers have not arrived by 8:30, the office will begin efforts to notify the parents.

**B. Afternoon Dismissal**

1. Logic and Rhetoric students will be dismissed from their 8th period class at 3:10 and will then have five minutes to pack up at the end of the day.
2. Afternoon car line should begin at 3:15, and all students should be picked up by 3:25 p.m.
3. Parents will be provided with several copies of a pick-up card to keep in their vehicles or to pass to others who have permission to pick their child up. No child will be released to a vehicle not driven by a parent recognized by the teacher conducting the car-line without this card.
4. The pick-up card should be kept in the car and be clearly displayed when in the carpool line.
5. 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 child's pick up 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.
6. To pick up students in the afternoon car line, parents should proceed to the farthest color cone in the circular upper entrance drive and place the car in park while their student loads and enters the car.
7. Parents are discouraged from entering lengthy conversations with each other or with teachers during car line.
8. Any students not picked up by 3:25 p.m. will be sent to After-Hours Care (AHC), and appropriate charges will apply.

**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 email through the Parent Alert function in Renweb. Parent Alert will call every phone number contact we have on record for the family, as well as send an email to each address which normally receives Renweb communications. Parents should also check email, radio, or television weather reports. ECCS school closings will be communicated to WBRC Fox 6, WDJC, ABC 33/40. Other school specific emergency closings will be communicated to parents via Parent Alert.

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

1. Before and After-Hours Care are services provided to assist working parents who are unable to drop off or pick up at regular dismissal times. BHC/AHC is

dependent on 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 7:00-7:45 a.m. to K5 through 12<sup>th</sup> grade students.
3. After-Hours Care will be available each school day from 3:25 p.m. to 6:00 p.m. to Logic and Rhetoric students. (AHC is available from 1:00-6:00 for grammar school 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 any needed snacks for students attending AHC. Students are not allowed to use the kitchen, nor are they allowed to walk upstairs unsupervised to the snack machines.
7. AHC Registration Fee: \$25.00 per child, will be incurred on the third drop-in.
8. AHCCost: \$5.00 per hour. BHC Cost: \$2.00/day.
9. AHC Drop-in Rate: \$6.00/ hour (2<sup>nd</sup> time). The registration fee of \$25.00 will also be applied in the event of a third drop in for a non-registered student.
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. 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, skin-tight clothing, or flip-flops allowed.)
12. BHC/AHC students are expected and required to follow regular school behavioral rules as delineated in this handbook. BHC/AHC teachers will follow regular school discipline procedures.

## **VIII. ATTENDANCE AND PUNCTUALITY**

**A. Attendance:** Regular attendance is essential for the success of Logic and Rhetoric School students. School should only be missed when absolutely necessary.

1. Attendance will be recorded in homeroom and in every class.

2. Students will be considered absent for the day if they miss more than four periods. It is required by law that students who accumulate more than seven unexcused absences within a semester be reported to county officials.
3. Absences will accumulate in every class individually. If a student misses more than twenty days (ten per semester) excused or unexcused, per year in any class, he/she will fail the course due to absences unless an exception is made by the Board. Exceptions would be made only in cases of extenuating circumstances such as extended illnesses, or significant opportunities for the student. These exceptions will be made on a case by case basis by the Board.
4. Students who are absent from class will be marked “unexcused” until a note of explanation is received by the ECCS office.
5. Should a note not be received within three days, the absence will remain unexcused.
6. Examples of acceptable excuses for absences are illness and family emergencies. Examples of unacceptable excuses for absences would include, but are not limited to, engaging in activities such as sleeping late, shopping, or “taking a break.”
7. If an absence due to illness is four or more consecutive days, a doctor’s excuse must be provided for the absences to be excused. If regular absences occur for simple illness such as headache, stomachache, fatigue, etc., a doctor’s excuse will be required after the third such absence.
8. Any time a student misses classes due to appointments, such as doctor, dentist, or orthodontic appointments, an excuse from the doctor’s office should be returned to the school. Students who miss school for such appointments should attend school until they must leave for the appointment and should return to school after the appointment concludes if possible. (See item 12 below.)
9. If a student is to be absent for any foreseen reason, the parents must contact the office prior to the expected absence to request a pre-approved absence or the absence will be considered unexcused. The office will make the determination of whether the absence will be excused or unexcused, and the teachers would determine what work would have to be completed before the absence occurred and/or a schedule of completion upon the return of the student.
10. Any graded work, including homework collected or tests/quizzes administered during a class from which a student has an unexcused absence will be recorded as zero in the grade book.
11. If a student is absent for school or checks out of school due to illness, the student will not be allowed to return to school at the end of the school day to participate in extra-curricular activities and/or after school tutoring.

**12. Attendance on Field Trips:**

- a) Field trips are selected by the teachers to supplement and reinforce classroom instruction and therefore should not be considered “optional” by the students.
- b) The same standards that apply to other school days will apply to field trip days. 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.
- c) Any grades assigned during field trips will be recorded as zero for students who have unexcused absences for the field trip.

**13. Students who miss classes to go on school sponsored field trips, games, competitions, etc., will be marked “SA” (school-related absence) to indicate that they were not present in the class. The absence, however, will not count against their maximum total of absences allowed in the class. Students must meet all applicable eligibility requirements to participate in such activities in order for the absences to be excused and marked “SA.”**

**14. Checking In / Checking Out**

- a) Since attendance is taken in every class, checking in and checking out of school is subject to the same rules as daily attendance. For example, if a student arrives at school at 8:50 for an unexcused reason, he/she would have an unexcused absence in first period, even though he/she would be present for the remainder of the day. Likewise, checking out for an unexcused reason would result in unexcused absences for the missed periods.
- b) The same standards for excusing daily absences will apply to excusing classes missed due to check-ins and check-outs. Check-outs due to illness and/or appointments (see item 8 above) will be excused. Check-outs that are simply for the sake of convenience, such as beating traffic or taking home L & R students at the same time as their Grammar school siblings, will be unexcused. Any time a late check-in or early check-out is for a foreseen reason, the office should be notified before-hand for the resulting class absences to be considered excused.
- c) Parents must enter the building and sign in their students who arrive after 8:30 at the front desk. (At 8:25, an absence will have been recorded in first period.) Parents of students who drive themselves to school will be contacted by phone if their student arrives after 8:30.
- d) Parents must enter the building and sign out their students who leave school before 3:10. (Students who check out of 8th period before 2:50 will be marked absent for 8th period.) Students who drive themselves to school will not be allowed to check out early unless the parents have sent a note or contacted the school office by phone to notify the office of the check-out.

15. Parents of student drivers should notify the school via phone or e-mail on the morning of any unforeseen absence, as the office will begin parent notification efforts by 8:30 if a student driver is absent.

#### 16. Make-up Work

- a) Students are responsible for obtaining and completing all make-up work, including classwork, homework, tests and quizzes. Students have several options open to them to ascertain what work was missed, including RenWeb, calling fellow classmates, and e-mailing teachers. Because plans posted ahead of time in RenWeb can vary from what is actually accomplished / assigned in a class on any given day, students who are absent are strongly encouraged to check RenWeb and then confirm with another student or e-mail their teacher(s) to confirm assignments and missed instruction. Any worksheets that are passed out during the school day will be available to students to pick up after 3:15 on the day they are absent, but not before.
- b) After a routine absence, such as a day or two missed due to a brief illness or several periods missed due to a dentist appointment, a student is responsible for returning to class as prepared as possible.
- c) If a homework assignment is made before the absence occurs, the student is expected to have the assignment completed upon returning to school unless other arrangements have been made with the teacher.
- d) If a test or quiz is assigned before an absence occurs, and if the student is present when the test or quiz is administered, the student will be expected to take the test or quiz unless other arrangements have been made with the teacher prior to the test or quiz administration.
- e) If the student has an excused absence for a test/quiz, then the student must take the test or quiz during the next weekly Make-up Work Session unless other prior arrangements are made with the teacher. Make-up Work Sessions are held on Wednesday afternoons from 3:20-4:30. A grade of zero will be assigned to tests or quizzes that students fail to take during the assigned Make-up Work Sessions unless otherwise pre-arranged by the teacher. No student will be required to make up more than two tests in any one Make-up Work Session.
- f) Should a student have an extended excused absence (e.g., miss a week due to flu), the teachers will work closely with the student to establish a time-line for completion of missed work.

**B. Punctuality:** Punctuality of students, both to homeroom class, which begins at 8:00 and to classes throughout the day, is important for the proper functioning of our school. Being on time for class demonstrates respect for teachers and fellow classmates, fosters academic success, and cultivates self-discipline.

- 1. Students should arrive at ECCS no earlier than 7:45 a.m. unless participating in the BHC program. Upon arrival, students should procure the necessary materials from their lockers and report to their homeroom classrooms.

2. Homeroom will be conducted from 8:00-8:05 a.m. and will include student-led prayer and announcements. Students who are not in homeroom by 8:00 are considered tardy for the day and will be sent to the front desk to obtain a tardy slip. The office will determine if the tardy is excused or unexcused. Students will not be admitted to class without this tardy slip.
3. First period will begin promptly at 8:05. (Students will have homeroom in their first period classrooms.)
4. Students will have five minutes between the dismissal of one class and the beginning of the next class. During that time, students should procure materials needed for their next class, go to the restroom if needed, and then proceed to their next classroom. All students should be seated in the appropriate classrooms when the tardy bell rings for class to begin.
5. Should a student be tardy for class (not including the initial morning arrival), the teacher has discretion to determine whether the tardy is excused or unexcused. Only in extreme cases, such as illness, will the teacher excuse the tardy. All tardies, excused or unexcused will be recorded in RenWeb.
6. Upon the first unexcused tardy in each class, the student will be given an official warning (sent to the parents via RenWeb). For each unexcused tardy thereafter, a demerit will be issued.
7. Zeros will be assigned on all work that is graded, collected, or administered during the time of an unexcused tardy. (For example, if homework is collected before a student enters class and the tardy is unexcused, the student will receive a zero on that homework. If a quiz is administered and completed during the time of an unexcused tardy, the student will receive a zero. If a test is administered, and the tardy student misses part of the test time, that time will not be restored to the student at the end of the test, nor will instructions be repeated, etc.)

## IX. ACADEMICS

ECCS operates on the classical model, incorporating elements of grammar, logic, and rhetoric across every course and grade level. Sixth, seventh and eighth graders are members of the Logic School. Ninth-Twelfth graders are members of the Rhetoric School.

### A. Curriculum (*\*Indicates classes designated as Honors Classes*)

#### 1. Bible

6<sup>th</sup> Grade—New Testament: Acts-Revelation (Veritas)

7th Grade--\*Worldview Studies

8th Grade--\*Civilizations I (taught in tandem with History, Old Testament through end of Greek Empire)

9th Grade—\*Civilizations II (taught in tandem with History, New Testament and Early Church)

10th Grade—\*Civilizations III (taught in tandem with History, Early Church through Renaissance)

11<sup>th</sup> Grade—Introduction to Systematic Theology

12<sup>th</sup> Grade—Personal Apologetics

## **2. History**

6<sup>th</sup> Grade—American History 1820-present (*A History of US*)

7th Grade—Alabama (one semester) and World Cultural Geography (one semester)

8th Grade—\*Civilizations I (taught in tandem with Bible, Creation through end of Greek Empire)

9th Grade—\*Civilizations II (taught in tandem with Bible, Rise of Rome through Early Church)

10th Grade—\*Civilizations III (taught in tandem with Bible, Middle Ages through Renaissance)

11th Grade—\*Civilizations IV (the Age of Exploration through American Reconstruction, emphasis on American History)

12<sup>th</sup> Grade—\*Civilizations V (1890-present, emphasis on American History) (1/2 credit) and U. S. Government (1/2 credit)

## **3. Literature**

6<sup>th</sup> Grade—Coming of Age Novels (students will study a variety of coming of age novels from the British and American literary canons)

7th Grade—Genre Studies (students learn basic literary vocabulary and study literary works from multiple genres, including poetry, essay, novel, short story, and drama)

8th Grade—\*World Literature I (The Epic of Gilgamesh through Plato)

9th Grade—\*World Literature II (Ancient Rome through mid-Middle Ages)

10th Grade—\*World Literature III (High Middle Ages through Renaissance)

11th Grade—\*World Literature IV (British Restoration through American Renaissance, emphasis British and American)

12<sup>th</sup> Grade--\*World Literature V (Victorian era through present, emphasis British and American)

## **4. Grammar / Composition**

6<sup>th</sup> Grade—Grammar and Composition I (meets five days per week, all basic English grammar reviewed, systematic composition instruction)

7th Grade—Grammar and Composition II (meets five days per week, all basic English grammar reviewed, systematic composition instruction)

8th Grade—Intermediate Composition (meets three days per week, systematic composition instruction, research paper basics)

Grades 9-12—Standard English grammar is required in all classes, and writing, including research paper writing, is required in all classes across the curriculum.

**5. Logic**

8<sup>th</sup> Grade—\*Logic I

9<sup>th</sup> Grade—\*Advanced Logic

**6. Rhetoric**

11<sup>th</sup> Grade—\*Rhetoric I

12<sup>th</sup> Grade--\*Rhetoric II

**7. Latin**

6<sup>th</sup> Grade—Schola Latina II

7th Grade—\*Introductory Latin I

8<sup>th</sup> Grade—\*Introductory Latin II

9<sup>th</sup> Grade—\*Intermediate Latin I

10<sup>th</sup> Grade—\*Intermediate Latin II

11<sup>th</sup> and/or 12<sup>th</sup> Grade—\*Advanced Latin: Poetry and \*Advanced Latin: Prose (These courses will be taught on a rotating basis, with the poetry class taught one year and the prose taught the next. Students may take either one or both of these courses as they desire.)

**8. Math**

6<sup>th</sup> Grade—Saxon Math 87

7th Grade—Pre-Algebra

8th Grade—Algebra I

9th Grade—Geometry

10th Grade—either Algebra II or Algebraic Connections (must have A or B average and teacher approval to take Algebra II in 10th grade)

11th Grade—Pre-Calculus or Algebra II if the student took Algebraic Connections in 10<sup>th</sup> grade.

12<sup>th</sup> Grade--\*Calculus or Pre-Calculus (for students who took Algebra II in 11<sup>th</sup> Grade) or Algebra III / Statistics

**9. Science**

6<sup>th</sup> Grade—Earth Science

7<sup>th</sup> Grade—Life Science

8<sup>th</sup> Grade—Physical Science

9<sup>th</sup> Grade—Biology I

10<sup>th</sup> Grade—Chemistry

11<sup>th</sup> Grade—Physics

12<sup>th</sup> Grade—Advanced Chemistry or Advanced Biology

**10. Electives:** Electives are offered as students request them, and as qualified teaching staff becomes available. It is our desire to offer quality electives in the fine arts, computer and technology, foreign language, and physical education.

**B. Summer Reading:** Two-three summer reading titles carefully chosen to reinforce the curriculum and/or provide students with opportunities to read classics that the faculty deem important, thought-provoking, and instructive will be assigned each summer. Teachers may assess comprehension of both titles through tests, discussions, or essays. Students are encouraged to read as much as possible throughout the summer in addition to their required summer reading.

### **C. Instruction and Homework**

1. Teachers strive to make the most of their allotted class time by providing instruction in a variety of ways, including, but not limited to, lecture, discussions, class readings, and class work.
2. Students are often given time during the class period to work on daily work, long-term projects, or to study. Oftentimes, students can complete all or much of their homework in class if that time is used wisely. Classwork that is not completed in class may be assigned for completion as homework.
3. Timely completion of homework is essential to L & R students' success, both because the homework itself may be recorded as a grade and because of the homework's preparatory nature for future quizzes and tests.
4. L & R teachers will have discretion to set their own policies about whether or not homework may be turned in late. Because of the nature of the instruction at the Logic and Rhetoric levels, some assignments may not be allowed to be made up if not completed on time.
5. Many homework assignments will be made well ahead of time, so students should learn to manage their time wisely, working each day on ongoing assignments.
6. It is not our desire to unduly burden any student with excessive homework. Please communicate with the teacher(s) and/or principal if your student begins to struggle with homework completion.
7. While homework is posted on RenWeb, students should not rely primarily on RenWeb to keep up with their work due. Changes may be made in the classroom that are not immediately reflected in Ren-Web. Therefore, all

students should have a homework planner that they keep current with homework and test/quiz assignments.

8. Make-up homework: See (VIII.A.16)
9. PTF Nights: No homework will be due or tests / quizzes will be administered on the day after a PTF meeting.
10. Wednesday night homework will be limited to math, reading, and studying for up to two tests.

**D. Student Assessment Methods:** 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:

1. Daily Grades--homework, participation grades, and short comprehension or “pop” quizzes.
2. Quizzes—assessments over several days’ work. Quiz grades will count more than daily grades, but less than test grades.
3. Tests—assessments over one or more units of work.
4. Quarterly Exams—assessments over a quarter of work. Logic School students will have quarterly exams in their core classes in December and May. These exams will be calculated into their second and fourth quarter grades, respectively.
5. Semester Exams—assessments over a semester of work. Rhetoric School students will have semester exams in December and in May. These exams will count 10% of the students’ semester averages.
6. Speeches and debates—assessment of students’ oral presentations of topics.
7. Compositions—assessments of students’ written presentations of topics.
8. Research papers
9. Special projects

**E. Grading Scale**

1. Letter Grades

90-100	A
80-89	B
70-79	C
65-69	D
0-64	F

2. Grade Point Average: Rhetoric students' Grade Point Average (GPA) will be calculated on a 4.0 scale:

A	4.0
B	3.0
C	2.0
D	1.0
F	0.0

- a) Classes that are designated as Honors classes in grades 9-12 will be weighted 0.5 in calculating GPA. (See IX.A) Both weighted and unweighted GPA's will be provided on student transcripts.
- b) GPA calculations will be made only at the end of a course, using the final averages only.

#### **F. Report Cards and Transcripts**

1. Printed report cards will be issued at the end of each quarter.
2. Logic and Rhetoric School report cards will show numeric averages.
3. Rhetoric School Transcripts, which show credits earned, yearly averages in all courses completed, class rank, community service completed, and GPA will be maintained for each student.

#### **G. Academic Honors**

1. Quarterly A and A/B Honor Rolls will be published each quarter. In order to be eligible for the quarterly A Honor Roll, no grade below A may be on that quarter's report card. In order to be eligible for the quarterly A/B Honor Roll, no grades below B may be on that quarter's report card.
2. Yearly A and A/B Honor Rolls will be published. In order to be eligible for the yearly A Honor Roll, no grades below A (exam grades excepted) may be on the report card. In order to be eligible for the yearly A/B Honor Roll, no grades below B (exam grades excepted) may be on the report card.
3. The Principal's List will be published at the end of the year. In order to be on the Principal's List, a student must have yearly averages in all classes of B or above. Students with yearly averages A in all courses will be noted on the Principal's List.
4. *Primus Inter Pares* Awards will be given to students who stand first (i.e., have the highest numeric average) in each Logic and Rhetoric course with the highest numeric average in each course.
5. *Pro Merito* Awards will be given to students in Logic and Rhetoric courses at the teacher's discretion. These awards may be given for exceptionally high averages, significant improvement, attitude, etc.
6. A Valedictorian will be named from the senior class. The valedictorian will be the student with the highest numeric average in the core academic courses (all courses excluding participation-based electives such as P.E., Art, drama,

etc.) Only in the case of an exact numeric tie (rounded to the tenth of a point) will more than one valedictorian be named.

7. A Salutatorian will be named from the senior class. The salutatorian will be the student with the second highest numeric average in the core academic courses (all courses excluding participation based electives such as P.E., Art, drama, etc.). Only in the case of an exact numeric tie (rounded to the tenth of a point) will more than one salutatorian be named.

## **H. Promotion**

### **1. Logic School**

- a) Failure of any core subject (Bible, History, Math, Latin, Science, Literature, and Grammar) is a serious impediment to promotion. Should a student fail one core subject, remediation of the subject to the school's satisfaction will be required. We also reserve the right to require remediation for any student who makes a D in a required course before the next course in the affected sequence begins. For example, a student who ends the year with a D average in pre-Algebra may be required to remediate Pre-Algebra before progressing to Algebra I. These decisions will be made in the best interest of the student to ensure the greatest chance of success in the following course. Failure to remediate required course will result in the student having to repeat the grade.
- b) Failure of any two core subjects will result in failure of the grade.

### **2. Rhetoric School**

- a) If, in a given school year, a student fails any course required for graduation and cannot earn the required credit through a comparable course in an acceptable, pre-approved summer school program, he will be required to repeat the entire grade level the following year, if space permits. If the student does repeat the course in a pre-approved summer school program, an official transcript from the summer school program must be provided to ECCS and will become a permanent addendum to the student's ECCS transcript.
- b) No more than two courses may be made up during any summer. If a student fails more than two courses, he or she will be required to repeat the grade if remaining at ECCS is advisable and in the best interest of the student.

## **I. Required Credits for Graduation**

1. We use the Carnegie Unit to define a credit hour for our academic classes.
2. Students are required to earn at least 28 credits during the Rhetoric School years in order to graduate from ECCS. Beginning with the Class of 2012, those 28 credits must consist of the following:

Literature:	4 Credit Hours
Mathematics:	4 Credit Hours
History:	4 Credit Hours
Bible:	4 Credit Hours
Science:	4 Credit Hours
Latin:	2 Credit Hours
Rhetoric:	2 Credit Hours
Logic:	1 Credit Hour (may be Logic I or Logic II)
Fine Arts Elective:	1 Credit Hour
Elective (FA or General):	2 Credit Hours

*Note: Students will have the opportunity to earn up to 32 credit hours total.*

## **J. Technology in the Classrooms**

1. Logic School students are required to take Keyboarding in sixth and seventh grade (after the 2009-2010 school year, only sixth graders will be eligible to take keyboarding) and will use the school computer lab and the Logic School portable laptop lab extensively in their composition courses. Because they will be writing papers in Microsoft Word at school, we highly recommended that all Logic School students have a computer which they can use at home that runs Microsoft Word 2003 or later. (Microsoft Office Home and Student edition can be purchased relatively inexpensively).
2. Logic School students are required to have and to bring to school each day a flash drive (512 MB will suffice) in order to take their work back and forth between home and school. This thumb drive should be electronically named with the student's name so that we can quickly identify it if it is lost. (Students will be shown how to do this in keyboarding class.)
3. Rhetoric School students are required to have a laptop with Microsoft Word installed. (Again, we recommend Microsoft Office Home and Student edition.)
4. Internet is available in our computer lab, but its use will be closely monitored by the teachers.
5. Wireless Internet is available in the building, and Rhetoric school students may be directed by teachers to use it. If so, the teachers will closely monitor its use.
6. Instant messaging, checking personal e-mail, game-playing, etc., is strictly forbidden, either on the school's computers or on student-owned laptops during school hours. (Teachers may instruct students to check e-mails for

returned assignments.) Students who are found in violation of this rule will be issued an automatic Level 2 demerit, with no preceding official warning.

7. ECCS L & R students will be assigned school e-mail addresses (format: firstinitial-lastname-student@evangelclassical.org). These e-mail addresses should be used for communication between ECCS teachers and students only and should not be used for any other purposes than those directed by the teachers. Periodic, random monitoring of the student mailboxes will be conducted to ensure that they are being used for school purposes only.
8. Teachers will strive to incorporate appropriate uses of available technology to facilitate learning and to prepare students to use such technology in the future, but technology will never replace classroom instruction as the primary teaching mechanism.

### **K. Evangel's Classical Co-op**

1. Evangel's Classical Co-op program is designed for Logic & Rhetoric students who are covered under a home-school umbrella yet who also wish to take specific ECCS classes on campus for academic credit. ECCS will maintain attendance records for all home-schoolers who attend co-op classes. ECCS will maintain the records of the classes they attend and provide a report card for them.
2. All applicants must meet all ECCS application requirements, i.e., completed application, testing, fees, and parent and student interviews.
3. The ECCS Board will evaluate all applications for enrollment and grant approval on a case-by-case basis.
4. Classroom placement priority will be given to full time ECCS students. Co-op parents will be notified of space availability after July 15th. ECCS will maintain teacher/student ratios.
5. Co-op students must adhere to the ECCS dress code when on campus.
6. Co-op students must meet all behavioral and academic requirements and adhere to all school policies as set forth in the ECCS Parent/Student handbook in all classes taken on campus.
7. Classes will meet 2-5 times per week, depending on the subject taught.
8. Evangel's Classical Co-op annual rates will be:

Enrollment Fee:	\$300.00 (only due once each year)
Activity Fee:	\$150.00 (only due once each year)
Class Fee:	\$625.00 (for class that meets five days per week)
	\$375.00 (for class that meets three times per week)
	\$250.00 (for class that meets two times per week)
Supply Fee:	Actual cost of consumable supplies used in class(es)
FACTS Fee:	\$41.00 a year if paying monthly by electronic draft
or	\$47.00 a year if paying monthly by invoice.

Notes on Co-op Tuition:

*-There is no FACTS Fee if tuition is pre-paid.*

*-There is no discount for paying co-op tuition by June 30, 2009.*

*-Applicable sibling discounts do apply for co-op students who have siblings who are either full time or co-op students.*

9. Should a student withdraw from the program before completion of the school year, full tuition is still due .
10. ECCS will not award a graduation diploma to a senior unless he/she is enrolled as a full time student and has completed all requirements for ECCS graduation.

## **X. ACTIVITIES**

### **A. Field Trips**

1. Classes will travel off campus for two-four field trips each year.
2. At least one teacher will attend each field trip, and we will seek to have at least one adult chaperone for every ten students on the trip.
3. All standards of behavior expected of students while on campus at ECCS apply to field trip situations.
4. Students should show utmost respect to all with whom they come into contact on field trips, including parent drivers and chaperones. Students should at all times seek to act courteously, doing what would be pleasing to God.
5. Cell phones may be allowed on some field trips, depending upon the nature and length of the field trip. A specific instruction sheet will be provided for each field trip. Other personal electronic equipment such as personal music players, hand held gaming devices, etc., is never allowed on any field trip, as we wish to encourage students to interact socially with everyone in the car or group.
6. Parents should exercise discretion about music and/or movies that are played in vehicles transporting students to field trips. All music/movies should be non-offensive and God-honoring.
7. All drivers on field trips must have a valid driver's license and auto insurance.
8. For liability reasons, no siblings are allowed on fieldtrips.
9. 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, or whose children ride with drivers, are encouraged to contribute to the cost of gasoline.
10. 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.

11. ECCS will facilitate overseas travel opportunities for students. Students in grades 9-12 may attend the trips planned during spring break, and every other year a junior/senior trip, that includes a visit to Rome, will be planned during October. These overseas tours will be contracted between the individual students and/or parents attending and the third party travel company (currently EF Tours). All monies paid for these trips will be paid to the travel company. The travel company will assume all liabilities for the trip. Students are not required to attend these trips, and school will be in session on regular school days for students who do not attend the field trips. We will seek to maintain a ratio of at least one adult (either teacher or parent) for every six students who travel overseas.

## **B. Chapel / Convocations**

1. A bi-weekly chapel will be held two Mondays a month. We seek through this activity to allow our students to worship together as a community in Christ, as well as to provide them with opportunities to lead worship through speaking and music. A chapel planning team, consisting of a faculty sponsor and students, will plan and conduct all chapel activities, including scheduling of special speakers.
2. On alternative Mondays, Logic and Rhetoric School students may assemble for Convocation. During this assembly, announcements will be made, clubs will meet, and group activities, such as student government elections, will be conducted. We may also invite special speakers or plan for special events during this assembly. Convocations will be held only as needed; therefore, there may be some Mondays on which neither convocation or chapel is held.
3. Students will be required to come to school in chapel dress each Monday, regardless of whether a chapel or convocation is scheduled to avoid confusion.

## **C. Service**

1. We believe that our Savior Jesus Christ set an example of service for us, and that we as the Church have a responsibility to emulate that model of service to the community at large. In an attempt to encourage a heart for service in our students, ECCS requires each ninth grade student to complete six hours of community service per semester, each tenth grade student to complete seven hours of community service per semester, and each eleventh grade student to complete eight hours of community service.
2. All community service that a student performs toward the requirement must be pre-approved before it is performed. It is the student's responsibility to secure approval before performing service. A pre-approval form must be submitted to the principal before the service is to be performed.
3. After the community service is performed, a completed follow-up form must be submitted in order for the student to receive credit. Students are encouraged to perform beyond the minimum number of hours of community service and to submit forms for the extra service they perform so that the school can be aware of the students' complete service records.

4. All required community service must be completed before the end of each semester. The spring semester service must be performed during the semester for which it is to be counted as we desire that our students learn to incorporate service into their daily lives. If students choose to perform community service during the summer before the school year starts, they may only apply those summer service hours to the fall semester. Any summer community service must also be pre-approved if it is to be counted toward the fall's requirements.
  5. While we strongly encourage students to participate in service for their church and school (e.g., VBS, church nursery, etc.) service for one's church or school will not count toward your community service hours. Our desire is for students to reach beyond their established communities of school and church to serve the greater community. Working for any for-profit business in any capacity that serves the business and not the community, will not be considered community service.
  6. Community service will be included on the students' official transcripts. Failure to complete community service requirements will also be noted on official transcripts.
  7. When warranted, special awards for community service will be granted to students who have far exceeded their service requirements and/or have attained special distinction for the quality of service they have performed. These awards will be presented on Awards Day. There may be more than one recipient of this award, and there may be some years for which there is no recipient of the award. A special faculty committee will review the community service records of the students to determine the award recipients. In order for a students' service to be considered, all follow-up forms must be turned in to the office by the first Friday of May.
  8. In addition to community service, students are encouraged to be servants within the school community. When warranted, students who have rendered exceptional service to the school, faculty, and/or student body will be given awards. These awards will be presented on Awards Day. There may be more than one recipient of this award, and there may be some years for which there is no recipient of this award. A special faculty/student (seniors only) committee will review the interschool service record of the students to determine the award recipients.
- D. Social Events:** Throughout the school year, social events will be held for Logic and/or Rhetoric school students. Students should conduct themselves in a God-honoring manner at these events, following the guidelines, including specific dress codes, provided for them for each event. Failure to do so may result in the student losing the privilege of attending subsequent event(s). Discipline issues that occur at these events may result in demerits or office visits as warranted by the offense. During all social events, we will seek to have at least one adult for every twelve students.

## **E. Clubs and Extra-Curricular Activities**

1. Various extra-curricular activities are available for students to participate in each year after school. (Examples: piano, art, drama, tennis, etc.)
2. ECCS will seek to provide students with opportunities to participate in clubs and activities that will enrich their educational experience, focusing on the interests and strengths of the students who participate. Each club at ECCS will have its own charter, including its requirements for membership and its by-laws. Christian behavior in accordance with all school rules and policies is expected by each student participant.
3. General Guidelines for Extra-Curricular Activities
  - a) Each student must have a parent or guardian's written permission to participate in any extracurricular activity.
  - b) Each extracurricular activity will be reviewed and approved by the Principal annually.
  - c) The purpose of all extra-curricular activities must conform to the mission of the school.
4. Academic Guidelines for Extra-Curricular Participants:
  - a) Extracurricular activities will never take priority over academics.
  - b) Extra-curricular participants' grades will be evaluated every three weeks.
  - c) If, at the end of any three-week period, a student has an average of 69 or less in any core subject, that student will be notified that his/her extra-curricular eligibility is at risk.
  - d) If, after the next three weeks of cautionary status, the student has not raised his/her grade in each core course to a C or above, then he/she will be placed on probation and will not be allowed to participate in the extra-curricular activity for the following three week period in order to concentrate efforts on bringing up the low grades.
  - e) If, during the three week probationary period, the student's average rises above a C and the student demonstrates a sustained pattern of improvement, then the probationary period will be lifted at the end of, or in cases of rapid and/or dramatic improvement, even before the three week period ends.
  - f) If the student's average in all classes has not risen to a C at the end of the three week probationary period, then the student will no longer be eligible to participate in extra-curricular activities during that semester.
5. Standards of Conduct for Extra-Curricular Participants
  - a) Students are expected to treat all extra-curricular teachers / instructors with the same level of respect as ECCS teachers.

- b) Students are to adhere to applicable ECCS standards of conduct during all extra-curricular activities.
- c) Students are expected to adhere to extra-curricular activity instructors' specific rules for behavior.
- d) Students who violate the behavior standards in any extra-curricular activity are subject to disciplinary action through the school (demerits, office visits, suspensions, or even expulsion—See Section XI) and may lose the privilege of participating in the extra-curricular activity, as determined by the instructor.

## **F. Athletics**

1. ECCS seeks to offer our students with ample opportunity to participate in organized sports teams. Therefore, we have entered into a cooperative relationship with Evangel Christian School (ECS) to provide that opportunity to our students. ECS offers opportunities for our students to participate in various team sports.
2. Academic Guidelines for Athletics: The academic guidelines for athletics are identical to those for all extra-curricular activities, as described above in E.4. In order to participate in sports through these cooperative programs, ECCS students must be in satisfactory academic standing and passing all subjects (2.0 GPA) in order to remain active on a team.
  - a) Students must have maintained a 2.0 GPA during the previous quarter prior to beginning any sport.
  - b) Student athletes' grades will be evaluated every three weeks during the athletic season.
  - c) If, at the end of any three-week period, a student has an average of 69 or less in any core subject, that student will be notified that his/her athletic eligibility is at risk.
  - d) If, after the next three weeks of cautionary status, the student has not raised his/her grade in each core course to a C or above, then he/she will be placed on probation and will not be allowed to participate in practices and/or games for the following three week period in order to concentrate efforts on bringing up the low grades.
  - e) If, during the three week probationary period, the student's average rises above a C and the student demonstrates a sustained pattern of improvement, then the probationary period will be lifted at the end of, or in cases of rapid and/or dramatic improvement, even before the three week period ends.
  - f) If the student's average in all classes has not risen to a C at the end of the three week probationary period, then the student will no longer be eligible to participate in either practices or games for the rest of the season.

3. Absences for athletic games fall under the school-approved absence policy. (See VIII.A.13). The student is required to inform the teacher ahead of the absence in order to complete all assignments. If there is an exam or presentation the day of the absence the student must work out a make-up time with the teacher prior to the absence. Students will not be allowed to miss class for practices – only games. Therefore, parents should work with the coaches and the ECS Athletic Committee to carefully choose opportunities that will allow their students to succeed both academically and athletically.
4. When ECCS students participate in ECS athletics, they should treat ECS coaches and team managers with the same respect they afford to ECCS teachers and administrators.

**G. ECS Athletics Information and Guidelines:** (The following statements of policy are those of Evangel Christian School (ECS).

1. Purpose: The purpose of the ECS (Evangel Christian School) Athletic Program is to provide a challenging and enjoyable sports environment for our students that is distinctively Christian, and that will point them and those who observe them to Christ.

“Run in such a way as to get the prize. Everyone who competes in the games goes into strict training. They do it to get a crown that will not last; but we do it to get a crown that will last forever.” I Corinthians 9:24-25

It is our hope that striving to please and enjoy God in athletics will be a blessing to our student athletes and their families and will have eternal significance in their lives and the lives of those with whom they come into contact.

2. Organization: The program will be organized by and under the authority of ECS and their Board. The directors of the athletic program will consist of: 1) a Head Coach for each sport, 2) an Athletic Director, 3) a School Administrator, 4) the ECS Board.

ECS, through its Board and Athletic Director will confirm that each sport complies with ECS standards of excellence and conduct, approve the selection of various sport specific positions, and provide for disciplinary action as required.

Each sports team under this program will be segregated by gender (e.g. boys’ baseball team, girls’ softball team, etc.). Each team will compete within an approved conference or will play an independent, non-conference schedule as approved by the Athletic Director and School Board.

3. Support and Funding: The ECS Athletics Program will be financially self-supporting if possible and will not operate out of normal school tuition fees and operating budget. Each specific team will charge individual participation fees and may engage in additional fund raising activities in order to meet the operating expenses of that team.

4. **Associations with Conferences:** In order to facilitate a more structured organization with available competition, it is desirable to be associated with a league or conference of similar schools or athletic organizations. To support the stated purpose, it is important that such a league be Christ-centered. The ECS School Board and Athletic Director will pursue such association as long as it benefits the players, families, and school. Any association of this program or its teams with a State or Government-Sponsored Athletic Association will be closely examined by the ECS Staff and School Board to ensure that no inappropriate entanglement results.
5. **Eligibility:** Participating athletes will be ECS and ECCS (Evangel Classical Christian School) students of an appropriate age for the specific team or league. The following eligibility guidelines will apply:
  - a) The student must be regularly enrolled in ECS or ECCS.
  - b) The student's family (represented by at least one parent) must agree to the ECS Family Covenant and Statement of Faith, and must agree with the Purpose of this program and subscribe to its Code of Conduct.
  - c) At least one parent and the student athlete must sign a Parent/Player Contract and/or a Participation Form for each sport in which they will participate.
  - d) Validate the above guideline pertaining to Statement of Faith and Conduct Agreement.
  - e) For J.V. (Junior High) team participation, a student must be in grades 6 through 9, and must be at least 12 years of age and can not turn 16 on or before September 1 of their 9<sup>th</sup> grade year. Exceptions to this can be made upon agreement between ECS coaches (with approval of Athletic Director) and the coaches and schools of the opposing team on a game-by-game basis.
  - f) All student athletes must be in satisfactory academic standing and passing all subjects (2.0 GPA) in order to remain active on a team.
  - g) All student athletes will be required to take the SAT test every year.
  - h) Any early dismissal from school in order to attend an athletic event must be pre-approved by school administration.
6. This program is intended to enhance education and not detract from it. Parents have ultimate responsibility for their children's education. If teachers, parents or the principal believes that this program's activities detract from their child's academic performance they will discuss the particular issues with the ECS Staff or School Board members.
7. **Player Selection and Playing Time:** The coaching staff for each individual sport will determine player selection for that team. A tryout may be required to assess player talent and select an appropriate team for each sport. Each player is required to attend all practice sessions after 3:10 p.m. unless circumstances prevent attendance. In these cases, the parent is expected to

communicate the reason for absences to the Coaching Staff. A player who does not regularly attend practices should be allowed little or no playing time in games unless there is a shortage of players or an injury situation that may require that such a player be allowed to play.

Coaches will make an effort to allow every player on the team to get some playing time, but there are no minimum playing time requirements. Player substitution is at the discretion of the Coaching Staff.

- 8. Behavior and Discipline:** Certain behavior detracts from the honor we owe God, and the spiritual development of each team and participant. Each player and his/her family members will submit to the following code of conduct:
  - a)** I will conduct myself in a Christ-like manner and will abstain from inappropriate behavior while representing my team and my school in any sports related function, including travel to and from events.
  - b)** I will submit to the authority of the coaches, Athletic Director, School Administrators, and the ECS School Board in all matters pertaining to athletics.
  - c)** As a witness for Christ and as an example to others, I will work to promote unity among team members by being an ambassador for Christ, reaching out to those who have needs and treating all team members with respect.
  - d)** I will demonstrate personal integrity by obeying all game and ECS rules at all times.
  - e)** I will view my membership on any athletic teams of ECS as an opportunity to grow close to God, and share the love of Christ with others such as teammates, members of opposing teams, officials, and fans.
- 9.** Departure from this code of conduct will be addressed according to our Lord's guidance in Matthew 18:15-17 and may result in disciplinary action such as game suspension or dismissal from the team and program. Each Coach is responsible for communicating these rules and expectations to each participating family and for requiring written agreement from each family as part of player registration. More specific disciplinary guidelines follow.
- 10. Discipline of a Player or Family Member:** Any issue which may call for the discipline of a player or family member will be handled at the discretion of the Coach or delegated team leader. Issues of significance will result in consultation with the player's parents. If inappropriate behavior continues, disciplinary action may include suspension or expelling the player from the team. If a player or parents wishes to question the disciplinary action they should first meet with the Coach. If the issue cannot be resolved in consultation with the Coach, the family should then approach the Athletic Director. If issues cannot be resolved at this level, then a meeting with the ECS Board and all parties concerned will be arranged.

**11. Modification of Athletic Policy:** Modifications to this athletic policy may be suggested by any of the Athletic Program Coaches, adult leaders, Athletic Director, or ECS Board members. The Athletic Director will submit the final revision to the ECS Board for approval.

**12.** All participants must complete a Player Contract, pay appropriate fees, submit a Physical Evaluation, and a Player Information and Parent Consent Form.

## **XI. STANDARDS FOR STUDENT CONDUCT**

### **A. 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 students to learn biblical ways to talk to one another, to fellowship with one another, to support and encourage one another, to handle disagreements, to receive correction, and to express emotions. Additionally, we are eager for students 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 students in their progress in developing Godly character. Love, forgiveness, firmness and fairness will be integral to student discipline.

**B. General Expectations for Behavior:** Our Logic and Rhetoric School standard classroom/ hallway rules are as follows:

**1. Be prepared** for class by having all appropriate materials and be in your seat when the bell rings.

2. **Demonstrate Christ-like love** for others by being respectful of all people and property. This includes maintaining a neat and orderly group work space. Stealing or defacing other people's property, snubbing, gossiping, or saying unkind things about others will not be tolerated. Everyone should be treated with the dignity of one created in the image of God.
3. **Use an appropriate voice level** in the classroom and hallways. Yelling, screaming, slamming locker doors and other disruptive behavior is disrespectful and unacceptable.
4. **Follow all directions** the first time they are given. In order to do this effectively students must be attentive to the teacher. Inattentiveness results in missed assignments and directions, and can lead to poor grades and/or unsafe conditions.
5. **Maintain a positive, willing, and helpful attitude.** Disrespectful attitudes both verbal (complaining, talking back, arrogance, etc.) and nonverbal (sighing, rolling the eyes, ignoring, etc.) are symptoms of a person's spiritual condition and will be dealt with in such a manner.

### **C. Specific Expectations of Behavior**

1. Follow all classroom rules, including the general rules listed above as well as any specific rules the teacher may have.
2. Stand when answering during formal discussions and/or reviews (at the discretion of the classroom teacher.)
3. Walk calmly and quietly in the school building, showing special consideration when walking past classrooms and/or offices where others are working. Avoid shouting in the hallways, even during free times.
4. Greet visitors and make them feel welcome.
5. Open doors for others and use appropriate etiquette.
6. Take care of the property of individuals and that of the school.
7. Stand when adults enter the room.
8. Use "Sir" and "Ma'am" when addressing teachers and all adults.
9. Respond when greeted.
10. Shake hands and exhibit appropriate eye contact.
11. Demonstrate a respectful attitude toward adults and classmates.
12. Boys are to open doors and offer their chairs to girls and ladies. Girls are expected to respond gracefully and gratefully.
13. Refrain from any display of romantic affection and maintain an appropriate distance from fellow students. We pray for our students to have harmonious, appropriate relationships with each other. As brothers and sisters in Christ, they should love, support, and encourage one another on a daily basis. Our desire is that our students maintain and pursue only platonic relationships with

each other while at school, rather than pursuing relationships of a romantic nature. Students should maintain an appropriate distance away from students of the opposite sex at all times. This rule automatically forbids any display of romantic or physical affection toward the opposite sex, such as hand-holding, hugging, kissing, etc. *Treat younger men as brothers . . . younger women as sisters, with absolute purity.* I Timothy 5:1b-2

14. Avoid running and roughhousing in the school building.
15. Students may not chew gum on campus, but they may freshen their breath with mints as long as they do so in a discreet, non-disruptive manner.
16. Students may drink water during class, at the discretion of the teacher, but they should only drink soda or eat during ten-minute break and during lunch unless given special permission by the teacher (as in the case of a special celebration, etc.).
17. No electronic devices such as hand-held video gaming systems, iPods, etc., may be brought to school. Should a student have a need to bring such a device to school for a specific purpose, such as to use in a classroom for a demonstration or to take to another student's house on an overnight visit, etc., the student must have a note from a teacher or a parent. The note, along with the device may be brought to the office before first period and will be given to the student at the end of the day or during the specified time for class purposes. Should a student be caught with one of these devices in his/her possession, the device will be confiscated and the student will be issued an automatic demerit. (No official warning given.) The device will be returned only to a parent.

Cell phones may be brought to school when students may need them before or after school, but they must be turned off and stored out of sight at all times (in the student's locker, backpack, purse, etc.). They may not be brought out to be used for any purpose, including gaming, texting, calling, taking pictures, etc. Cell phones may not be brought out or used during car line or in Before Care or After Care unless the student has been given permission by a teacher for a specific purpose. Should a student's cell phone be seen outside his/her backpack, locker, or purse during school hours, in Before Care, or in After Care, he/she will be issued an automatic demerit. (No official warning given.) Should a student be caught *using* the cell phone for any purpose, an immediate level 2 demerit will be issued. Parents are asked to help enforce this rule by not calling or texting their students during the school day and by not allowing the student to call or text them during the school day. Parents are also asked to only allow their child to bring his/her cell phone to school when there is a specific need, such as an after school activity or trip for which the parent feels the child might need the phone. No student who is dropped off by a parent and picked up by that parent, for example, has any need to have his/her phone at school. Cell phones may be allowed on certain field trips as needed by the nature, length, and distance of the trip. If cell phones are allowed on a field trip, explicit instructions will be provided by the coordinating teacher.

18. Students are expected to pay attention in class, refraining from talking with each other and/or passing notes.
19. Students are expected to speak only when appropriate, refraining from interrupting the teacher or their fellow classmates.
20. Logic and Rhetoric students are expected to follow Matthew 18 principles whenever conflicts arise, whether those conflicts are with other students or with teachers or other adults in the school. (See VII.F)
21. Students should not bring matches, lighters, or other incendiary materials to school, nor should any of those devices be used by students under any conditions during the school day.

#### **D. Discipline Policy**

1. 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.
2. Our goal is to work closely with the parents in ensuring that our students do not develop behavioral patterns and/or work ethics that are contrary to our stated school mission and goals. We seek to create a positive environment that is conducive to learning in which all parties exhibit mutual respect and Christ-like love. Good conduct in school promotes students' education on campus and encourages good behavior off campus by preparing students to be cooperative, civil members of the Body of Christ in their adulthood. To that end, we have developed a system of demerits and merits, with parental notification.
3. Examples of infractions for which demerits may be issued include, but are not limited to, the following:
  - a) Disruptive classroom behavior of any kind
  - b) Teasing or roughhousing
  - c) Tardiness to class
  - d) Disrespect
  - e) Displaying a pattern of lack of preparation for class
  - f) Chewing gum
  - g) Passing notes
  - h) Dress code violations
  - i) Gossip

#### 4. Merits and Demerits

- a) Merits will be awarded to students who are seen engaging in extraordinary acts of kindness, consideration, and/or servanthood. The primary reward for meritorious behavior will be verbal praise—in the form of recognition at convocation, phone calls, and notes home. All merits will be logged, just as demerits are, for consideration when character and/or citizenship awards are being decided. Merits will not offset demerits.
- b) Official Warning: The teacher administers an official warning by making the student aware of the offending action and of the appropriate alternative action. The parents are e-mailed via RenWeb that an official warning has been given to the student. Official warnings may or may not precede a Level 1 Demerit, depending upon the severity of the offense.
- c) Level 1 Demerit: If the behavior for which the student has been officially warned re-occurs, then a Level 1 Demerit will be issued. The demerit form will be e-mailed to the parents, and one will be printed out for the student to take home to get signed. Students will be assigned lunch detention for the following day. If the student does not bring the signed demerit slip back to the teacher who issued it within two days of the offense, then the student will continue to serve lunch detention until the signed demerit slip is brought back to school.
- d) Level 2 Demerit: If the behavior for which the student has been issued a Level 1 Demerit recurs, or if similar behavior occurs which indicates a pattern of behavior, then a Level 2 Demerit will be issued. (Some first time offenses may be severe enough to warrant an immediate level 2 demerit.) Students who have been issued a Level 2 Demerit must serve two consecutive days of lunch detention and will be required to either verbally or in writing describe the behavior that resulted in the Level 2 Demerit and discuss with the teacher who issued it how the student can make better decisions in the future. The demerit form will be e-mailed to the parents, and one will be printed out for the student to take home to get signed. If the student does not bring the signed demerit slip back to the teacher who issued it within two days of the offense, then the student will continue to serve lunch detention until the signed demerit slip is brought back to school.
- e) Level 3 Demerit: If the behavior for which the student has been issued a Level 2 Demerit recurs, or if similar behavior occurs which indicates a continued pattern of behavior, then a Level 3 Demerit will be issued. A Level 3 Demerit is a serious offense. Students who have been issued a Level 3 Demerit will serve two consecutive days of lunch detention as well as an after-school detention. The student will be required to discuss the nature of the offense, either in writing or orally with the teacher issuing the demerit. The demerit form will be e-

mailed to the parents, and one will be printed out for the student to take home to get signed. If the student does not bring the signed demerit slip back to the teacher who issued it within two days of the offense, then the student will continue to serve lunch detention until the signed demerit slip is brought back to school.

## 5. Office Visits

- a) Office Visits may occur either through accumulation of demerits or because of a severe offense that demands immediate attention from the principal. (See XI.D.7).
- b) Initial Office Visit may occur due to accumulation of demerits: If the behavior for which the student has been issued a Level 3 Demerit recurs, or if similar behavior occurs which indicates a continued pattern of behavior, then the student will be called into the principal's office. The initial office visit may also occur as a result of a severe offense, as described in XI.D.7. The principal will counsel and pray with the student and may assign scripture reading or other follow-up measures. Upon the first office visit, the principal will call the parent(s) of the student, and the student will serve three days of lunch detentions, plus one after school detention.
- c) The second office visit that a student accumulates will result in notification of the parents, a week of lunch detention, and one after school detention.
- d) The third office visit that a student accrues will result in a one-day suspension. In addition the parents will be asked to conference with the principal and possibly a teacher or teachers.
- e) The fourth office visit will result in a two-day suspension. (All classes missed due to suspensions will be unexcused, and zeros will be recorded for any graded work on the suspension days.) Upon a student's fourth office visit, the principal will notify the Board and the parents in writing that the student has accrued four office visits. The student will be counseled that a fifth office visit will result in expulsion. All efforts possible will be made to help the student reform his/her behavior, seeking above all to encourage him/her to honor God in word and action.
- f) Should a student accrue a fifth office visit, the student will be expelled.

## 6. Expulsion:

- a) 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.



- c) Use of a weapon to harm oneself, a teacher, or another student.
- d) Engaging in a lifestyle of sexual immorality or openly proclaiming homosexuality.
- e) Becoming pregnant or fathering a child.
- f) Acts endangering the lives of others
- g) Gross violence

#### **E. Dress Code / Uniform Policy**

1. 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. (Please see Section XIII of this handbook for specific uniform instructions and illustrations.
2. Logic and Rhetoric Physical Education (PE) students will wear gym shorts and T-shirts, as specified by ECCS, their choice of athletic shoes and white socks. In cooler weather, students may wear plain navy sweatpants (no embellishments) and a plain grey sweatshirt.
3. We are offering an optional choice of the Lands' End Polartec Aircore-200 jacket or vest, any color, with ECCS logo or crest as a coat alternative to any ECCS student or adult. This is not part of the school uniform and may not be worn in the classroom.
4. 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 locker.
5. Visible tattoos, body piercing (except single pierced lobes for girls only), or heavy/unusual makeup are not allowed.
6. Both boys' and girls' hairstyles must be neat and must not obstruct vision. Boy's hair must not come past mid-ear, must not fall past the eye, and must be above the collar. No spiked or gelled hairstyles that draw undue attention to oneself will be allowed. Boys must be clean shaven, with no long sideburns. Neither girls nor boys may dye their hair unnatural colors.
7. No hats, caps, head scarves, bandanas, gloves (with or without fingers), or sunglasses may be worn inside the school building. Teachers may use discretion to allow caps and sunglasses outdoors.
8. Special events, such as dances and socials, will call for specific dress codes. At all times, students should abide by the guidelines provided and should seek to honor God through their appearance. Modesty and decency in dress will always be required of student attending special events.

9. The teachers and 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. As it is a matter of obedience, dress code will be a matter of discipline, and demerits will be issued to students who violate the dress code.

## **XII. OFFICE POLICIES**

### **A. Office Etiquette**

1. 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: Logic and Rhetoric School students will be allowed to call home if a need is determined by either a teacher or the office staff. Unless there is an acute emergency, students will only be allowed to use the phone during the ten-minute break or during lunch. During those times, the office manager will determine whether the student has a legitimate need to use the phone. Students may not use the phone to call for items that have been forgotten, such as homework or PE uniforms, etc.
  - c) Students may not use the office copier.
  - d) Students are not allowed in the office or storage areas during school hours without permission from the teacher.
  - e) Students should never remove items from the office.

### **B. Expenditure Reimbursement**

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

### **C. Sickness / First Aid**

1. A student should not come to school if he/she has had vomiting, diarrhea, an undiagnosed rash, pinkeye, or fever within the previous 24 hours.
2. If a student becomes ill during school hours, develops a fever of or greater than 100.5°F, 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 he/she is symptom free or has obtained written permission from a 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. Medication**

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, some of which may need to be filled out by the physician's office and returned to ECCS.
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, parents are asked to send two, one to remain in the office and one to remain in the student's possession.
15. Parents will be notified via Renweb e-mail of all medical reports from the office.

#### **E. Lunch**

1. Students should bring their own lunch except on days when they have pre-purchased their lunches through our catered lunch program. If available, this program will organize lunch orders and have them delivered to the school from area restaurants and/or caterers.
2. All lunch orders must be turned in by the specified due date, and all checks made out to ECCS. Students are responsible for making sure they do not order on days when they will be gone on field trips or on which they will be absent.
3. Refunds cannot be made when students are absent on days when they had ordered lunch, as ECCS will have to pay the vendor for the delivered lunch.

4. The lunch program will not seek to make a profit, but will function as a service to parents and students of ECCS.
5. This program is dependent upon the availability of staff and parent volunteers to organize and run it and the availability of restaurants and/or caterers willing to participate.

### XIII. UNIFORM GUIDELINES

#### A. Logic School Guidelines—Lands End Preferred School #9000-5632-6

##### Boys Essential Uniform

	Style	Color	Vendor
<b>Shirt</b>	Mesh Polo	Red	Lands' End
	AND Easy Care Oxford	Blue	
	<i>Both shirts may be short or long sleeve. All shirts must have logo #0449674K.</i>		
<b>Pant</b>	BLENDED Chino (Pleated or Flat Front)	Khaki	Lands' End
<b>Belt</b>		Brown	Your choice
<b>Shoes</b>	All Weather Moc or Oxford (lace up)	Mahogany or Spice	Lands' End
	<i>The All Weather Moc is preferred; however, the Oxford lace-up is offered for narrow feet.</i>	Brown, black sole	
<b>Socks</b>	Crew	Navy or Khaki	Your Choice
	<i>No footies or golf socks</i>		

##### Boys Elective Uniform

<b>Sweater</b>	Drifter Crew w/ logo #0449674K	Classic Navy	Lands' End
<b>Sweater Vest</b>	Drifter w/ logo #0449674K	Classic Navy	Lands' End
<b>Sweat Shirt</b>	Crew w/ logo #0449674K	Classic Navy	Lands' End
<b>Shorts</b>	BLENDED Chino (Pleated or Flat Front)	Khaki	Lands' End
	<i>NOTE: White crew socks must be worn with shorts. No footies or golf socks</i>		
<b>Undershirts</b>	If visible, must only be visible at neckline	White	Your Choice

##### Girls Essential Uniform

<b>Skirt</b>	A-Line Skirt (no shorter than 1" above knee)	Khaki	Lands' End
<b>Blouse</b>	Mesh Polo, Regular or Feminine Fit	Red	Lands' End
	AND Easy Care Oxford	Blue	
	<i>Both shirts may be short or long sleeve. All shirts should have logo #0449674K..</i>		
<b>Shoes</b>	Penny Loafers	Cordovan	Your Choice
<b>Socks</b>	Crew	White	Your Choice
	And/or Knee, Smooth or Cabled	Navy	
	<i>No footies or golf socks</i>		

##### Girls Elective Uniform

<b>Skort</b>	Blend Chino Skort <i>(No Shorter than 1" above knee).</i>	Khaki	Lands' End
<b>Sweater</b>	Drifter Zip-front or Button-front Cardigan w/ logo #0449674K	Classic Navy	Lands' End
<b>Sweater Vest</b>	Drifter w/logo #0449674K	Classic Navy	Lands' End
<b>Sweat Shirt</b>	Crew w/ logo #0449674K	Classic Navy	Lands' End
<b>Hose</b>	Pantyhose	Nude	Your Choice
<b>Tights</b>	Smooth or Cabled	Navy	Your Choice

##### Boys and Girls Spirit Day Dress Code

<b>Shirt</b>	2009-2010 ECCS-issued tee-shirt
<b>Shoes</b>	Tennis shoes preferred. No flip flops.
<b>Boy Pant</b>	Jeans, jean shorts (no shorter than 1" above knee); khaki pants or shorts
<b>Girl Pant</b>	Jeans, Capri jeans, Capri khakis, khaki pants

**B. Rhetoric School Guidelines-- Lands End Preferred School #9000-5632-6**

<b>Rhetoric School Boys Essential Uniform</b>			
	<b>Style</b>	<b>Color</b>	<b>Vendor</b>
<b>Shirt</b>	Mesh Polo  AND  Easy Care Oxford  <i>All shirts may be short or long sleeve. All shirts must have logo #0449674K.</i>	Red, Maize, White, or Chambray Blue   Blue, White, or Chamois	Lands' End
<b>Pant</b>	BLENDDED Chino (Pleated or Flat Front)	Khaki	Lands' End
<b>Belt</b>		Brown	Your choice
<b>Tie</b>	Striped Necktie	"TA"	Hall Closet Uniforms
<b>Shoes</b>	All Weather Moc or Oxford (lace up)  <i>The All Weather Moc is preferred; however, the Oxford lace-up is offered for narrow feet.</i>	Mahogany or Spice Brown, black sole	Lands' End
<b>Socks</b>	Crew  <i>No footies or golf socks</i>	Navy or Khaki	Your Choice
<b>Blazer (12<sup>th</sup> Grade ONLY)</b>	Single-breasted w/ school patch	Navy	Lands' End or Hall Closet Uniforms
<b>Boys Elective Uniform</b>			
<b>Sweater</b>	Drifter Crew w/ logo #0449674K	Classic Navy	Lands' End
<b>Sweater Vest</b>	Drifter w/ logo #0449674K	Classic Navy, Red, or Maize	Lands' End
<b>Sweat Shirt</b>	Crew w/ logo #0449674K	Classic Navy or Red	Lands' End
<b>Shorts</b>	BLENDDED Chino (Pleated or Flat Front)  <i>NOTE: White crew socks must be worn with shorts. No footies or golf socks</i>	Khaki	Lands' End
<b>Undershirts</b>	If visible, must only be visible at neckline	White	Your Choice
<b>Boys and Girls Spirit Day Dress Code</b>			
<b>Shirt</b>	2009-2010 ECCS-issued tee-shirt		
<b>Shoes</b>	Tennis shoes preferred. No flip flops.		
<b>Boy Pant</b>	Jeans, jean shorts (no shorter than 1" above knee); khaki pants or shorts		
<b>Girl Pant</b>	Jeans, Capri jeans, Capri khakis, khaki pants		



