

# Section 7—Discipline (cont.)

## Computer and Internet Policy

ECS provides students with internet access and computers to enhance their educational experience. The Internet is a valuable tool for accessing information from libraries, universities, companies, and other valuable sources. Students must follow the guidelines listed below in order to have the privilege to utilize these services. Students may bring and utilize their personal laptops at school; however, students must have teacher permission to use any electronic devices and the school is not responsible for any lost or damaged electronic devices.

- All computers and use of the Internet must be in support of education and research and must be consistent with the educational standards and objectives of ECS.
- Students may not visit sites that violate the moral standards and philosophy of Christian education, or the spiritual goals of ECS. Students may not visit chat rooms and/or bulletin board sites.
- The computers and internet must be utilized for school-related purposes during regular school hours.
- Students may not utilize computers for personal communications, including but not limited to checking personal E-mails, instant messengers, etc.
- Students misusing or damaging hardware will be responsible for repairs or replacement and subject to disciplinary action.
- Students utilizing the Internet must have teacher/staff supervision.
- Students may not download copyrighted or licensed programs. Students may not load, launch, or play any new games or programs.
- Students may not alter or manipulate software or operating systems. Students may not attempt to introduce any virus into the system. Students may not attempt to break into restricted files or private files.
- Students may not attempt to log on as another student.

## Demerits

In order for discipline to be fair and consistent, teachers will utilize a Demerit Point System to determine student consequences for acts of disobedience and misconduct. ECS has the right to increase the consequences when deemed necessary. The number of demerits earned by a student should not exceed 40 per semester. Students with more than 40 demerits/semester may be expelled by the Administrator.

3 Points	<ul style="list-style-type: none"><li>• Running, yelling, horseplay during non-play time</li><li>• Forgotten books and other materials.</li><li>• Homework incomplete, homework slip not signed by parent.</li><li>• Failure to clean up after one's self.</li><li>• Failure to use flags appropriately.</li></ul>
5 Points	<ul style="list-style-type: none"><li>• Disrespect to classmates, guests, or others</li><li>• Dress code violations</li><li>• Class/Activity Disturbances</li><li>• Inappropriate/unapproved use of technology, internet, or materials</li></ul>
10 Points	<ul style="list-style-type: none"><li>• Being in an unsupervised area or leaving the school/activity area without permission</li><li>• Touching another student, student's belongings, or desk area.</li><li>• Bringing unapproved items to school</li></ul>
15 Points	<ul style="list-style-type: none"><li>• Inappropriate language, gestures, or profanity (including clothing, notes, drawings)</li><li>• Non-Christian behavior (lying, cheating, stealing, etc.)</li></ul>
20 Points	<ul style="list-style-type: none"><li>• Disrespect toward faculty and staff. Damaging the property of others.</li><li>• Bullying, fighting, plagiarism</li></ul>

## Section 7—Discipline (cont.)

### **Demerits (cont.)**

Parents will be informed of student infractions by text, email, and/or phone call followed by a written note requiring a parent signature. Demerit points accumulated will be restarted at the beginning of each quarter unless deemed otherwise by the Administrator.

The consequences for accumulated points may include but are not limited to:

- 3 to 14 points: Service Project/Campus Beautification
- 15 to 30 points: Morning or Afternoon Detention, 200 word essay
- 31 to 39 points: In School Suspension (1-3 days)
- 40 points: Suspension (1-5 days)
- More than 40 points: Expulsion (if approved by the Administrator)

Student who do not earn demerits in a given quarter are eligible for two non-academic awards: Shining Star and Soaring spirit. These awards show the student to be of excellent character and behavior.

**In order to protect the minds and safety of our students and at any time deemed necessary, ECS reserves the right to view any content of a cell phone, PDA, iPod, iPad, tablet, notebook, Kindle or any other social media exchange, or communication device, which is owned, operated by, or in the possession of an ECS student.**

**Any student who shows repeated behavioral problems will be reported to the Administrator. Parents will be notified by e-mail of their child's behavior and of the consequences assigned at the discretion of the Administrator. This is an indication that parents need to take action at home, so that the teacher's time is not consumed with behavior issues, but with academic instruction.**

**All concerns brought to the Administrator by a student, staff, or parent involving student safety or harassment will be immediately investigated. Students involved in the report may be removed from class to be interviewed and a plan of action will be developed. Penalties may range from demerits, suspension to dismissal from school at the direction of the Administrator.**

## Section 8—Medical Health

### **Communicable Diseases / Infestation**

It is mandatory that we protect the health/welfare of our students from the spread of communicable diseases and organisms. Any student whose medical condition poses a substantial threat to the health and safety of others will be removed from school until they are no longer contagious. This includes students with lice, bed bugs, and/or scabies.

A student who is ill or running a fever should not be sent to school. When a student becomes ill at school, the parents will receive a call from the office and the child is expected to be picked up within one hour. **Children must feel well and be free of fever or symptoms to include vomiting, diarrhea, rashes, etc. for 24 hours before returning to school.**

### **Medication**

We request that medication be given at home to alleviate the responsibility for our staff. If a student is to receive any medication during the school day, the parent must bring the medication to the office and sign an Authorization of Medication Form. The prescription number must be included when completing the form. The medicine to be dispensed will be kept in the front office. Medicine must be properly labeled with the student's name and in its original container with prescription number (if applicable), as well as instructions for administering.

### **First Aid/Emergency Treatment**

All students are required to have, on file with the ECS office, both a First Aid and Emergency Treatment form for the current academic year.

# Section 9—Dress Code

Students at ECS are required to wear uniforms. ECS staff have worked hard to ensure the dress code is fair while still allowing individuality. However, we believe that an established and well-enforced dress code helps a child learn to present their best self and because:

- Uniforms help build unity, school spirit, and helps students take pride in their appearance.
- Proper dress is an important key in life long success, and it increases a sense of belonging and school pride.
- It assists parents in streamlining the morning routine and reduces tardiness and helps improve attendance.
- It helps students resist peer pressure to buy trendy clothes, and it decreases “picking” on the clothes of others.
- The dress code maintains modesty, reduces distractions, and helps students concentrate on their school work.
- A uniform provides immediate identification of students and assists in identifying strangers on campus.

While ECS recognizes the uniqueness of each student and seeks to develop Godly individuality, it is also imperative that each student understand the concept of appropriate dress. ECS students are **required** to wear uniforms. Casual and Spirit days are traditionally on Friday.

## **Mandatory Uniform Attire (All clothing MUST be in good repair)**

### **Normal Day**

**Shirts** - Shirts must be a school-issued polo shirt.

**Pants and Skirts** - Pants and shorts must be khaki or navy blue of standard cotton fabric. Skirts must also be navy blue or khaki and must fall below the knee when seated. Pants may not be cargo or large/multipocketed in nature. Shorts must be of a longer style. Jeans in good repair (no holes, tears, etc.) are also permitted.

**Shoes** - For safety purposes, shoes must be in good repair and be closed-toed and closed-heeled.

### **Chapel Day**

Students are encouraged to “dress up” modestly for chapel. They should wear shirts/blouses that are modest and acceptable for church. Young men are encouraged to try for a dress shirt, and young ladies may wear dresses as long as they are modest, not form-fitting or revealing, and follow the length rules given above. Polo shirts, however, are acceptable for chapel day but must be blue ECS logo polos. Dress shoes are not necessary.

### **Casual Day / Spirit Day / Field Trip Day / PE Gym Days**

Rules for these days will be sent home during the school year.

### **Outerwear**

Coats, jackets, hoodies, sweat shirts, etc. may be worn to school but not on campus unless the student is outside or conditions/activities require such garments.

### **Appearance (Boys)**

Hair should not be longer than the top of the shirt collar. Unnatural colored hair is not acceptable! No unnatural (dyed) colored hair. Afros must be neat in appearance and no longer than 2 inches. Students are not permitted to have Mohawks or designs and icons trimmed into their hair. No earrings or other visible piercings are allowed. Absolutely no visible tattoos or other body modifications.

### **Appearance (Girls)**

Hair is to be only of natural color. Highlighting hair is permitted. Undergarments should not be visible at any time (including straps). Clothing for extracurricular activities must also be acceptable attire – shorts must reach below the knee length when seated. No tank tops or spaghetti straps. Earrings may not be longer than 1 inch below the earlobe. No other visible piercings are allowed. Absolutely no visible tattoos or other body modifications.

# Section 10—General Policies

## Attendance

Regular and punctual attendance is necessary if a student is to achieve success in his/her academic pursuits and for building proper attitudes regarding responsibility. The scholastic achievement attained by any student is directly related to his/her pattern of attendance at school. Students arriving late or dismissed early must be present for at least 3.5 class hours of the school day to be considered present. **Students arriving after 11:30 a.m. or checked out before 11:30 a.m. are considered absent.** It is the student's responsibility to complete any work missed due to the absence. Parents are required to send in a note explaining the absence on the day the student returns to school.

## Absence

ECS prides itself on working with families to maintain academic standards while still allowing flexibility in education. However, scholarship sources and accrediting bodies are increasingly asking for stricter reporting of student absences. As such, ECS has adopted the following policy.

- **Students are permitted three (4) "Parent Excuses" per school year. A Parent Excuse is an excuse written by a parent that excuses the student from school for absences pertaining to illness, vacation, etc.**
- If a child is absent three (3) consecutive days or more because of illness, a written doctor's excuse must accompany the student upon returning to school. Repeated absences may warrant a meeting with administration.
- Students who are not in attendance miss important educational experience which cannot be made up by completing homework packets. Therefore, students missing more than 20 days of school may not receive credit for the year's work and this may prevent the student from being promoted to the next grade level.
- Students with an unexcused absence are not permitted to make up missed work.
- **Students needing to be excused from recess or Physical Education for one or more class periods will be required to provide the school with a written, signed excuse from a licensed healthcare professional.**
- **Students will be given a reasonable amount of time to make up work with an excused absence.** In most cases, make up work is due within the number of days absent, example if your child is absent three (3) days, they will be given three (3) days to make up the work. If necessary, please make arrangements with your child's teacher(s) for the expected return date of completed make-up work. We ask that you contact teachers to make arrangements for a child's missed assignments. Parents will need to call the office to arrange pick up of the work missed. It will be available at the end of the school day.

## Arrival

Students should not be in the school building before 7:50 a.m. or after 3:30 p.m. unless under the supervision of a faculty member or enrolled in a school approved before/after school program. **After the first week of school, parents are asked not to escort their child(ren) into the building.** When parents go into the classroom, it makes the period of adjustment more difficult for the child and makes it difficult for the teacher to start the day.

## Tardiness

It is vital for students to be on time. It is an interruption and distraction when a child comes in late. We want to teach our students that being punctual is important and to be considerate of other students in class. We ask that parents conform with this requirement.

Students will be considered tardy when not in the building before the end of daily opening exercises. **Parents must accompany their child into the school office to sign their child in if he or she is tardy.** For students who repetitively arrive late and/or check out early without a doctor's excuse, three (3) or more occurrences per quarter, will equal one unexcused absence. These absences will be recorded on report cards and permanent records.

## Change of Student/Parent Information

Any time that an address, phone number, email address, etc. changes, please notify the front office.

# Section 10—General Policies (cont.)

## Communication with Parents

All parents are encouraged to communicate with teachers via email or via the school office. Our goal this year is to not have parents and teachers exchanging texts unless it is an emergency. Teachers and members of administration will also utilize phone calls and written notes and/or emails back and forth to keep parents informed about a student's progress and/or behavior issues. Homework slips and other forms are also used for quick daily communication between parent and teacher.

Parent/Teacher conferences will be conducted twice during the school year (at the end of the first quarter and at the end of the third quarter). ECS faculty will contact parents to request a conference time. Parents may request a conference any time during the school year by calling the school office. However, all conferences and meetings must take place after school hours (3:30 or later) and at the staff's convenience.

## Documentation for Students

Any documentation pertaining to the education of a student is required to be on file with ECS. This includes physiological assessments, medical documentation, tutoring assessments, etc.

## Enrollment

Current students must re-enroll as of January 15 for the upcoming year. Enrollment for the public begins on February 15th and is ongoing until classes are full. Failure to enroll within the designated period will negatively affect our ability to order books and supplies for students. Please note, ECS will charge a \$30.00 refundable enrollment fee at the beginning of the new year.

## Lost and Found

Students should mark all items brought to school with their full name. Articles found on the premises will be put into "Lost & Found." Any items left at the end of each grading period will be donated appropriately. The school will not be responsible for any lost/stolen/broken articles.

## Lunch

Students are encouraged to eat the healthy, well balanced meal provided by ECS (once kitchen facilities are established) or they may bring a nutritious lunch from home. If your child does not bring a *nutritious lunch* from home or does not participate in the school lunch program, you may be billed for school lunch. This balance must be cleared by the end of that month.

If your child brings lunch from home, we ask that you send a lunch that is nutritionally balanced. A healthy lunch will help provide your child with the added fuel to get through the day. Juices, milk, and water are suggested. We also ask that you provide a lunch for your child that does not have to be refrigerated, heated or prepared.

The delivery of Fast Food meals is not permitted, but parents have the option of bringing in a healthy lunch for their students on Fridays. If you would like to eat lunch with your child, please send a note to the school and sign in at the front office. Parents may also take their own students to lunch on Fridays as long as the student is not required to leave early and returns on time from lunch. These privileges can be suspended as part of the discipline process or for violations of lunch hour. Students/Parents may not bring in or share lunches with other students.

## Playground/School Grounds

Students should not be on any ECS property unsupervised. The school is not responsible/liable for anyone on school properties.

## Respect for School Property

All students are required to respect and care for school property. All students will be required to assist in keeping the campus clean. This policy is in effect before, during and after school. Destruction of school property will not be tolerated. All damages must be paid for, even if accidental. **If appropriate, suitable discipline will be applied.**