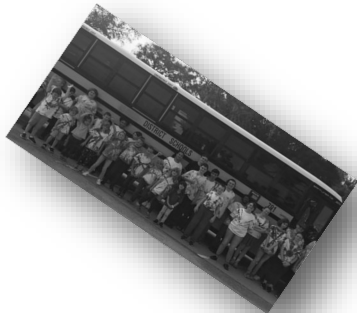
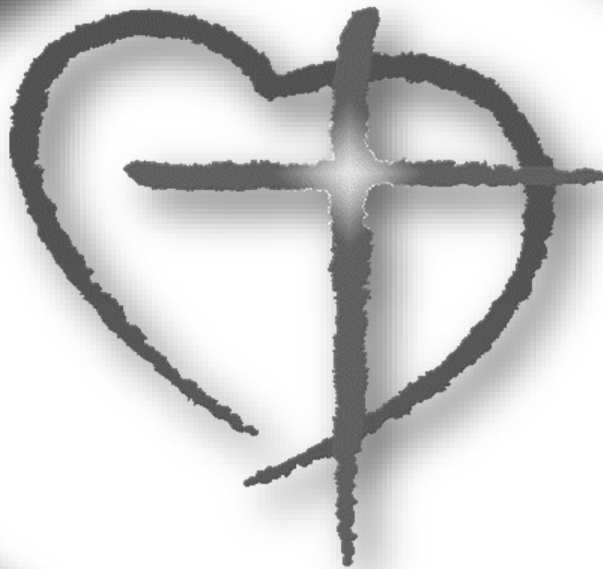


Englewood Christian School

# Family Handbook

**2024/2025**

**SCHOOL YEAR**



**[www.ecschool.org](http://www.ecschool.org)—941-208-5773**  
**571 Medical Dr, Englewood**

# Englewood Christian School

***“Promoting Godly Knowledge, Wisdom, and Integrity”***

Serving grades K -12 for 14 years!

571 Medical Dr, Englewood, FL 34223

941-208-5773

englewoodchristian@gmail.com

[www.ecschool.org](http://www.ecschool.org)

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**Please remember at ECS we use the term “parent” to mean those bearing the legal and/or God-given responsibility of raising a child. We realize that there are many forms of family, but we are using the term “parent” to indicate the individual raising a student, not simply the biological parent(s) of the individual.**

*This handbook supersedes any previous version. This handbook serves as policy and procedures for parents and students of Englewood Christian School. The Faculty and Staff Members reserve the right to change the policy or procedure at any time in their sole discretion after reasonable notice to parents and students .*

*Revised May 5, 2023*

## **FOUNDING PHILOSOPHY**

Since 2010 Englewood Christian School has desired to reach out to our community in the name of our Lord. ECS acknowledges the trust placed in us by our parents and holds in high regard the authority of the home and church to teach those distinctive doctrines held in esteem by a family's own local church and denomination. Englewood Christian School does not assume such authority in the school setting and teaches only those fundamentals of the Christian faith, which are held common by all in Christ's church.

## **PHILOSOPHY OF CHRISTIAN EDUCATION**

We believe that the very essence of a student's Christian education is not just academic but must also include the integration of Scripture and the application of biblical truth in every aspect of life. Fostering the development of faith in our students by stimulating moral and ethical thinking, modeling grace-filled relationships and providing experiences that allow students to put their faith into action in every dimension of their life - all are a part of the Christian education process. The vision we share with our students and the attitudes with which we equip them will enable them to become principled adults whose lives are lived in relationship with God. We believe that Christian education is for Christian life. It is a holy calling for our teachers to lead our students to be conformed to the model of Christ in the whole of their existence, in the whole framework of their beliefs, in the whole complex of their feelings and attitudes, and in every spectrum of their actions.

## **PURPOSE STATEMENT**

Englewood Christian School exists as a co-educational evangelistic school that encompasses kindergarten through twelfth grade. We are a partnership of home and school, working together for the purpose of preparing students spiritually, academically, physically and emotionally for the challenge of life. We "disciple" students in their relationship with their Lord and Savior Jesus Christ, and bring honor and glory to Christ through our educational ministry.

# ENGLEWOOD CHRISTIAN SCHOOL

## Articles of Statement of Faith

**I – THE SCRIPTURE** We believe the Bible to be the verbally inspired Word of God; the only infallible, authoritative Word of God. It is our supreme and final authority for faith and practice (II Tim. 3:15-17).

**II – GOD** We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit (Gen. 1:1; Deut. 6:4; John 4:24; Rom. 8:14-15).

**III – JESUS CHRIST** We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His substitutionary and atoning death, His bodily resurrection, His ascension to the right hand of the Father, and His future personal return in power and glory (Isa. 7:14; John 1:1-18).

**IV – HOLY SPIRIT** We believe that the Holy Spirit is the third person of the Trinity, one with the Father and the Son, the indweller of every believer, whereby each is sealed unto the day of redemption of the Body. His presence in the Christian is the assurance of God to bring the believer into the fullness of the stature of Christ. We believe that the “Fullness of the Holy Spirit” is evidenced by the fruit of the Spirit (Gal. 5:22-23) and by power in witnessing (Acts 1:8; John 15:1-8).

**V – SATAN** We believe in the existence and operating power of a real and personal being the evil one called Satan, or Devil, opposed to all righteousness and exalting himself against all that God is and desires (I Pet. 5:8-9).

**VI – HELL** We believe in a literal Hell, the place of eternal punishment for those who have not trusted in the shed blood of Jesus Christ as atonement for their sin. (Luke 16:19-31; Matt. 25:46, II Thess. 1:9).

**VII – HEAVEN** We believe in the literal place called Heaven where God’s immediate presence is manifested, where the angels are, and where the redeemed shall ultimately be, from whence Christ descended and ascended again, where He makes intercession for the saints, and from whence He shall come to judge the quick and the dead (Heb. 12:22-23; John 3:5; II Pet. 1:10-11).

**VIII – MAN** We believe that God created man in His own image, and in a state of innocence, but that after temptation, man willfully sinned. All mankind is born dead in trespasses and sins and under condemnation, having inherited a corrupt nature (Psa. 51; Rom. 1: Eph. 2:1).

**IX – SALVATION** We believe that the Lord Jesus Christ died for our sins according to the Scripture, as a representative and substitutionary Sacrifice; that He arose from the dead in His glorified body, ascended into heaven, and that, as our great High Priest and Advocate, He ever lives to make intercession for us. All who believe on His name are justified on the basis of grace through faith in Him. The believer is therefore eternally secure, kept by the power of God (Acts 16:30-31; Eph. 1:2-10, Rom. 5:8-10; John 3:16-18; I Peter 1:5).

**X – REGENERATION** We believe that regeneration is a divine and instantaneous work of the Holy Spirit whereby God imparts life to one dead in trespasses and sin when he trusts Christ as personal Savior. (II Cor. 5:17-20; John 3; Gal. 2:20; 5:22-25).

**XI – SANCTIFICATION** We believe that sanctification is a divine and progressive work of the Holy Spirit whereby God, upon the ground of the finished work of Christ on the cross, His present intercessory ministry and His Divine Word, sets the believer apart and works out, in and through him, by means of a submissive will that which is well-pleasing to Himself, through Jesus Christ. This work culminates in the redemption of the body (Phil. 2:12-13; Eph. 5

**XII – THE CHURCH** We believe in the one true Church, the mystical Body and Bride of the Lord Jesus, composed of believers from Pentecost to the Rapture, into which believers are baptized by the Holy Spirit. We believe that the local church is an organization composed of professing believers instituted for the purpose of fellowship, worship, and service. In matters of administration and policy, it is self-governing (Matt. 16:15-19; Acts 2:41-42; Eph. 1:22-23; I Tim. 3:1-15).

**XIII – BAPTISM** We believe that Christian baptism by immersion of a believer in water in the name of the Father, Son, and Holy Spirit, is the Bible mode of baptism and testifies of the believer’s faith in and identification with the crucified, buried, and risen Savior (Matt. 3:13-17; 28:19-20; Rom. 6:3-5).

**XIV – THE LORD’S SUPPER** We believe that the Lord’s Supper is an ordinance whereby believers “show forth the Lord’s death until He comes” back for them (I Cor. 11).

**XV – THE SECOND COMING OF CHRIST FOR HIS CHURCH** We believe in the glorious hope of the premillennial, visible, and bodily return of Christ (I Thess. 4:13-18; John 14).

**XVI – SEPARATION** We believe that every child of God should demonstrate his separation unto God from the world system. This separation involves a fruitful, spirit-filled life of obedience to the commands of scripture and the refusal to associate with, or become involved in anything that would bring reproach upon the character and work of Christ and His church (11 Cor. 6:14-18; Eph. 1; Rom. 12:1-2).

# A Message from Our Administrator

2024/2025 will be our fifteenth year in existence. In that time, we have never encountered a child who could not learn. A child may have a specific set of challenges, an attitude that is adverse to learning or authority, or simply a unique pace in which she or he progresses. The one thing we do know is that children were designed by God to learn as unique individuals. Therefore, we believe that each child needs to be educated as an individual, and we are both blessed and honored by the opportunity to serve you and your children as your school of choice.

To that end, the purpose of the Parent/Student Handbook is to ensure that each student and his or her family is fully informed of the policies, expectations, and privileges provided to Englewood Christian School (ECS) students. In so doing, it is our hope that parents, students and faculty will have a smooth, successful and enjoyable school year. When questions arise during the school year, please consult your handbook. Of course, there is no way every situation can be addressed. Questions left unanswered by the policies contained within will be left to the discretion of the administration.

If parents have a concern or issue, please contact the person or people closest to the situation. While it may be tempting to “go straight to the top” with a concern, the response from the top will usually be to refer you to those who have the most knowledge of the situation. If an issue cannot be resolved at that level, then it should be brought to my attention.

Open communication and ongoing dialogue between home and school are necessary to the develop-

ment of honest relationships that are necessary for the optimal education of our students. Thank you for your continued support and co-operation. I look forward to another enriching and rewarding year at ECS! Go Bluehawks!

Sincerely,

Rev. Michael J. Lindsey,  
Administrator,  
Englewood Christian School



JESUS SAID, “LET THE LITTLE CHILDREN COME TO ME, AND DO NOT HINDER THEM...”

Matthew 19:14 NIV

# Mission Statement

Englewood Christian School (ECS) is a non-denominational, private institution offering an excellent educational opportunity for students of all varieties. Our purpose is to aid our students in academic development, while also helping them to develop Godliness of character and moral action in their lives. We desire to work in partnership with parents to train children to become outstanding Christian citizens.

We are also committed to teaching moral and ethical standards based upon the Word of God. Our school is designed to assist students in building a framework of values upon which they can develop character and a wholesome orientation to life.

## Our Motto:

*Your Child, Our Focus*

## Opportunity

The following attributes are what make ECS distinct when compared to other schools and their curricula:

1. Diagnostic Testing—ECS tests each incoming student to assess learning levels and help student patch “holes” in their previous learning experiences.
2. Traditional Christian Values—Each student experiences chapel, learns scripture verses, and Christ-centered character traits in their daily and weekly work throughout the year.
3. Individualized Instruction—Our low student/teacher ratio allows us to focus on a student as she or he needs attention rather than forcing students into a lecture-based classroom where the assumption is that all students learn at the same speed.
4. Divergent Learning Tracks—We offer three learning tracks to further individualize a student’s learning.



# Go Bluehawks!



Our school colors are Royal Blue and White. The White symbolizes the purity of Christ and the cleanliness of a heart surrendered to Him. The Royal Blue symbolizes the royalty and majesty of our Lord, Jesus Christ. Our logo is the Cross-Centered Heart, which we know to be the key to success in this life and victory through Christ’s Death and Resurrection. Our mascot is the American Kestrel, or Blue Hawk. We chose this mascot because the Kestrel is a fierce bird that, when trained correctly, accomplishes many things in the sport of falconry. They are a widespread bird, yet their coloring and ability to learn makes them as unique as the students we care and pray for.

# Good Standing

ECS understands that, from a Biblical perspective, no human being is perfect, nor should we ever expect any individual, especially a child, to act in a perfected manner. However, ECS believes that students need to strive to understand that there are consequences and rewards, whether positive or negative, for all aspects of behavior and dependability or the lack thereof. As such, students are expected to remain in GOOD STANDING with the school in order to participate in all of its normal, extracurricular, and enhancement activities. At ECS, we define GOOD STANDING as follows:

1. A student in good standing with ECS has maintained her or his work efforts to the current point in the active school year. This includes completing all aspects of the student's chosen learning track and any homework/school based assignments.
2. A student in good standing with ECS has maintained a grade average deemed acceptable for his or her academic level. Excessive failures or repetitive cheating or plagiarism (copying the work of others as your own) will remove a student from good standing.
3. A student in good standing with ECS has less than or equal to 5% absence.
4. A student in good standing with ECS has received less than 15 demerits for the current quarter.
5. A student in good standing with ECS has no outstanding financial obligations to the school.

## Section 1—Admissions

### Admissions Process

**Step 1**—Schedule a tour of Englewood Christian School (ECS). We encourage this because familiarizing yourself with our campus, and seeing our classrooms in action will help you decide if ECS is the school for you and your student(s).

**Step 2**—Complete and return the ECS Application Form. Once the registration is completed, you are allowing ECS to send for all previous records/transcripts for the student.

**Step 3**—School Records/Transcripts are required of all applicants for grades 1-12 and/or for all transfer students. Complete and return the Official Records Request form included in the application packet. Send copies of any IEP, Report Cards, etc. currently in your possession.

**Step 4**—A parent/student interview and a testing date will be scheduled. Students are also highly encouraged to set a date to “shadow” an ECS student, which provides an opportunity for new students to experience a day at ECS. Your student will also perform any required diagnostic testing that day. Your student should dress according to our dress code. Students should bring a lunch (no soda or candy please).

**Step 5**—When a student's application file is complete it will be reviewed by ECS staff for acceptance. Parents are notified of an applicant's acceptance within two weeks of approval.

**Step 6**—Parents need to select a learning tract for their student to ensure the student is correctly placed in relation to progress expectations. The contract sheet is included in the application packet.

**Step 7**—Students cannot begin school until ECS has, in its possession, a completed registration packet. This packet includes:

- A completed ECS Application form.
- A completed Medical form, First Aid/Emergency Treatment form, and Student Pick-up form.
- Copy of student's birth certificate and immunization form.
- The ECS Tuition Agreement, Bus Fee Agreement, and Shirt Order Form (If Applicable).
- A completed Parent contract and Learning Track Contract.

# Section 1—Admissions (cont.)

## Admissions Criteria / Non-Discrimination Policy

ECS seeks to enroll students with a love for learning and a desire to develop or continue to develop a Godly, moral character. Students are admitted on the basis of academic testing, school review, and prayerful consideration. First preference is always given to returning students if spacing is limited. Currently enrolled students who do not re-enroll by February 1st are not guaranteed acceptance for the upcoming school year. Preference is given to applicants whose siblings attend ECS and satisfy the above criteria. Open spots will be filled during open enrollment. All candidates are carefully and prayerfully considered. No student has the right to enrollment and/or re-enrollment. All applications for enrollment/re-enrollment are approved at the sole discretion of ECS Administration. We strive to make a fair decision based on the services that our school can provide for each child, as well as what the student can contribute to ECS as a whole. However, we also believe in following God's will first.

ECS admits students without regard to sex, race, gender, color, and national or ethnic origin. We set high, but reasonable goals for our students, and we expect them to work hard and strive to reach their potential with the support of their parents.

Remember, however, that we are, above all else, a Christian school. As such, we consider ourselves a ministry as well, with a dedication to urge our students toward salvation through Jesus Christ, and to encourage them to follow His Word in relation to life decisions and their view of sin and personal, moral conduct.

## Section 2—Academics

ECS offers an educational program that challenges students to excel while ensuring their individual learning needs are met. This program consists of three, distinct learning tracks that allows parents to choose the structure that best fits their students. Within these tracks, paper-based curriculum (currently Accelerated Christian Education©) is combined with computer-based materials (Alpha and Omega©) to allow ECS to completely tailor each student's learning methods and media. Moreover, ECS practices targeted teaching rather than lecture-based teaching to further enhance the individuality of each student's learning environment. This academic methodology helps our students acquire a solid academic foundation and the critical thinking skills needed to apply knowledge in the real world. Finally, our teachers challenge and encourage each student to reach his or her greatest possible achievement level.

## Accreditation

ECS is a member of CGACS and is accredited through their organization. CGACS is nationally recognized accredited body, is dedicated to advancing excellence in education worldwide.

## Affiliation

ECS is affiliated with A. C. E. Ministries through the use of its Accelerated Christian Education curriculum. A. C. E. Ministries is a Christian educational organization whose purpose is to advance excellence in Christian schools by enhancing the professional and personal development of Christian educators and providing vital support functions for Christian schools.

## Grading Scale

ECS uses the following grading scale for grades 1-12.

**100 = A+                      90-99 = A                      80-89 = B                      70-79 = C                      60-69 = F**

**(ECS limits passing to 70 and above)**

Please note, full numerical grades will be translated to an appropriate (0-4) scale for official High School transcripts.

## Section 2—Academics (cont.)

### ECS Learning Tracks

ECS offers its students 3 learning tracks to further accommodate individualized learning. Each track is designed to still challenge students academically, but to also allow students to feel a measure of success within themselves. Parents must select and sign-off on the Learning Track Contract attached to this handbook which goes into greater detail in regards to each track.

### Homework

Homework is not additional work assigned by the faculty of ECS. Instead, it is the result of a student not completing her or his daily goals. Any daily work not completed will be placed on a homework sheet that must be signed by a parent. In signing, the parent acknowledges that she or he feels the homework was completed satisfactorily. That is not to say that the parent has scored the homework, but has reviewed it to see if the answers appear to make sense.

### Academic Awards

ECS challenges students with three academic awards during the school year. The first of these is our Honor Roll. Honor Roll can be earned on a quarterly basis when a student has completed all expected work and has earned an overall average of A (90-99) or A+ (100) in her or his subjects.

The second academic award is the Bluehawks Pride Award which pulls from all aspects of a student's development at ECS. This award is available to those who have earned the Shining Star Award for at least 2 quarters, earned Honor Roll for at least three quarters, carry less than 5% absenteeism, and fulfilled the requirements for learning track 1 or 2.

The final academic award is the ECS Excellence Award. This award is only available to those students who have earned the following distinctions:

1. Participation in all academic competitions during the year.
2. Earning a Shining Star award for all 4 quarters (i.e. no demerits for the year).
3. Less than 5% absenteeism and earning a Perfect Attendance award for at least 2 quarters.
4. Earning a Soaring Spirit/Accountability award for at least two quarters
5. Earning Honor Roll for all 4 quarters.
6. Completing the requirements for learning track 1.

### Academic Competitions

In each of the four quarters, ECS will challenge its students with a particular academic competition. These can range from creating artwork and poetry to spelling bees to many other forms. All students, regardless of their learning tracks, must compete in two of the four competitions. Students in Learning Track 3 must compete in 3 of the events, and students in Learning Track 1 and 2 must compete in all four events.



## Section 2—Academics (cont.)

### **Retention/Promotion**

ECS differentiates between the terms “retention” and “promotion” in relation to academic success and continued enrollment in the school.

Students in Learning Tracks 2 and 3 who complete all required coursework and maintain 70 or above averages for the year are automatically considered academically suitable for reenrollment at ECS for the following academic year. Any student in these tracks who fails to maintain a 70 or above average in any subject area is required to attend a meeting with parents, teacher(s) and a member of the administration to determine the course of action necessary to continue the student’s education.

Students in Learning Track 1 who complete all required coursework and maintain 80 or above averages for the year are considered academically suitable for reenrollment at ECS for the following academic year. Any student in these tracks who fails to maintain a 80 or above average in any subject area is required to attend a meeting with parents, teacher(s) and a member of the administration to determine the course of action necessary to continue the student’s education.

### **Academic Enhancement / Tutoring / Occupational Therapy**

Students who need extra assistance may schedule a convenient time with his/her teacher to receive help with a particular subject area. These times may be before or after regular school hours or during lunches or breaks, but will be based upon the teachers’ availability.

ECS also strives to offer extra tutoring and, if possible, occupational therapy. However, these services are performed in conjunction with outside county and area agencies. Therefore, not all students may qualify for services from these external agencies.

### **Report Cards**

Report Cards are issued every nine weeks in accordance with the school calendar. All students are issued a Report Card. The last report card of the year is available through the front office in June once all outstanding fees and balances have been rectified. End of the year Report Cards will be available by June 10 each year.

### **Standardized Testing**

ECS uses regular testing and review to measure the academic growth and success of its students from year to year. Our accrediting body requires us to use the Stanford Testing to measure the performance of every student. This testing is performed, traditionally, in the spring, and ECS does not provide “prep” classes or sample tests as we believe our students are fully capable of performing the tests according to their own abilities. Currently the Stanford 10 Online Achievement test is used. During this testing, it is critical that students attend school on their testing day as rescheduling results in fees that may be passed on to the student’s family if the absences are not the result of emergency or extreme illness.

## Section 2—Academics (cont.)

### Academic Accommodations

ECS students who have diagnosed special needs are eligible for consideration for academic accommodations. The purpose of accommodations at ECS is to enable students to minimize the negative effects of a special need on performance. Students who are enrolled must adhere to the following procedure in order to receive accommodations:



1. A full report of a current (within 3 years of initial enrollment) psycho-educational evaluation verifying the need for accommodation must be on file with the school office.
2. Upon request from a counselor or parent, ECS staff will study the report, meet with the student's teachers and prepare an official form requesting appropriate and feasible accommodations.
3. In private conference with the student and parent, the accommodation form will be discussed and finalized.
4. Students who have verification on file at the beginning of the academic year must submit the request for the Accommodations Form to ECS by the end of the first three weeks.
5. ECS must have a minimum of two weeks to prepare the accommodation form after the report of the psycho-educational evaluation is presented for review.
6. The approved accommodations will go into effect within two weeks after the form has been presented to the classroom teacher.

Prior to requesting any accommodation, however, parents should read the accommodations recognized/not recognized below. In many cases, standard accommodations are already part of the individualized learning methodology used at ECS.

#### Commonly Requested Accommodations:

1. **Note Taking**—In some schools, students with special needs often request assistance with note taking in relation to lectures given by teachers in the learning environment. At ECS, the curriculum chosen minimizes the amount of lecturing required, thereby also limiting the need for taking notes. Instead, all students have access to readable sections in their books and online curriculum. This means that notes are only required if the student wants them or if the student has had difficulty passing a quiz or test. Also, all notes can be taken from the online curriculum or from the books themselves as lecturing is very rare.
2. **Voice Recorders**—Voice recording is often used in high school classrooms when students are unable to keep up with the lecture being given by the teacher. At ECS, as noted above, lecturing is extremely rare. So, voice recording is unnecessary and, in all cases, can only be performed with the express permission of the teacher.
3. **Preferential Classroom Seating**—At ECS, we value individualized education and each student receives instruction, as needed, at either her or his own desk or at the teacher's desk.

## Section 2—Academics (cont.)

### Academic Accommodations (cont.)

4. Use of Computer for Writing Assignments—ECS offers online curriculum as well as accepts all assignments in a typed fashion if the assignment is clearly identifiable as being written by the student.
5. Use of a Calculator—ECS encourages all students to try math without the use of electronic devices. However, when they reach math of the seventh grade level or higher, students are permitted to use a basic calculator to perform their classwork. Scientific calculators are not permitted without the express permission of the teacher.
6. Extended Time on Quizzes or Tests—All students at ECS are permitted to make the full use of their time to complete, review, and work on all quizzes and tests. Time is only limited by the length of the school day and or other scheduled activities.

### Accommodations Not Recognized by ECS:

1. Spelling Accommodation—Students will be held accountable for correct spelling where needed. Teachers are available to clarify the exact parameters for spelling and to provide resources to help students cope with this requirement.
2. Readers for Tests—While the students may be granted readers for standardized tests such as the PSAT and SAT, readers are not provided for tests or exams given in elementary, middle or the High School.
3. Private Room for Testing—Teachers are not expected to allow students to leave the classroom for testing. Ballistic headphones can be provided and, due to the design of the desks used by ECS, private testing areas are unnecessary.

### Academic and Enrichment Field Trips

It is the desire of ECS to provide safe transportation for students participating in field trips. All students participating in field trips must have a signed permission slip. Some field trips may require parents to attend for supervision purposes. ECS will notify parents in advance of available spots for participating. We ask that you confirm approved parental attendance and let the teacher know at least a week in advance. Please remember that field trips are regular school days and if a student misses a field trip it will count as an absence and there could be make-up work assigned.

ECS sponsored academic and enrichment field trips are intended to serve as an extension of the classroom experience. ALL school sponsored field trips require mandatory attendance by students enrolled in grades K 12. In the event that a student is unable to attend the school sponsored academic field trip, administrative approval is required and an educational alternative will be assigned. **Students must be in good standing with ECS to attend field trips.**

Academic Field Trips—A school sponsored academic field trip is defined as a visit to a location beyond school grounds that has a direct relationship to a curricular field. The purpose for these trips is to expand and reinforce concepts learned in the classroom, as well as provide new and unique experiences not available in the classroom.



## Section 2—Academics (cont.)

### Academic and Enrichment Field Trips (cont.)

Enrichment Field Trips—An enrichment field trip is defined as attendance at contests, regional events, or other trips beyond the school grounds that are not a part of the academic curriculum, but count toward meeting the time and learning requirements for extracurricular activities.

Educational Alternatives—Students who cannot participate in field trips or are absent the day of a field trip are required to complete an alternative assignment and submit to their teacher. All students shall receive educational alternatives that correlate with the curriculum standards and have related academic and intellectual value.

ECS will arrange academic/enrichment field trips for students only when trips meet the following criteria:

1. Time and Learning - The activities associated with the field trip align with curriculum frameworks and satisfy time and learning requirements.
2. Equal Opportunity/Accessibility - The right of a student to participate in any school-sponsored program is not infringed upon or impaired because of gender, race, ethnicity, color, national origin, ancestry, religion, or any other reason not related to his/her individual capabilities. However, students must be in good standing with the school to participate.
3. Affordability - Field trips should be affordable and accessible to all qualified and interested students. Students may be allowed but not required to participate in reasonable group fundraising efforts to defray the cost of field trips.
4. Health and Safety - The health and safety of students and staff are given utmost consideration in the planning and conduct of all school-sponsored trips. Staff involved in planning a field trip will include the Administrator and/or the teacher in the planning process in accordance with health and safety protocols to determine specific health/medical needs of students. **Students who are medically excused from gym/PE may not, for their own safety, be allowed to attend or participate in academic/enrichment trips.**

## Section 3—Academic Calendar

### **Holidays**

The school year calendar is provided online at [www.ecschool.org](http://www.ecschool.org) or is available in the front office. Every effort will be made to adhere to the calendar; however, in the event that a schedule change is necessary, memos will be sent home and changes will be notated on our website.

### **Inclement Weather**

In the event of inclement weather or emergency situations (such as hurricanes), please check the school's website (listed above) and our Facebook page for information.

Notification of school closings, delayed openings and/or early dismissals, are decided by the school administration and will be posted to the website and Facebook page.

### **Field Trips / Special Activity Days / Half Days**

Field trips, special activity days (like the Pinewood Derby and Field Day), and all half days are still considered part of the active school year. Students who miss these days will receive an unexcused absence.

**Please note, ECS may contact parents directly via phone or text in the case of an emergency closing.**

## Section 4—Special Activities

### Birthday Parties

ECS encourages parents to recognize their students' birthdays by sending in treats for the student's classmates.

### Baptism Day

ECS is not simply a school. We also consider ourselves a ministry. As such, we not only encourage our students to seek salvation, but also to participate in water baptism. During our last week of school, parents can authorize their students to participate in a water baptism service during the school day.

### Halloween / Valentine's Day

ECS does not typically celebrate these two days with special activities during the school day. Instead, we try to plan field trips to avoid the confusion/debate surrounding the morality of participating in these days. Please note, we are not condoning or condemning these days. We have simply elected, as a school, to replace participation with other activities.

## Section 5—Godly Character

### Character Goals

The goal of ECS is to develop students into mature, Christian individuals who will:

- Live according to the traits demonstrated by our Lord Jesus Christ in His Word
- Know the difference between right and wrong and make the choice to do what is right
- Be a positive role model for others
- Sacrifice egotism in order to put others first
- Choose actions and interactions that reflect well on God, themselves, their family, and ECS
- Respect peers and adults, practice manners, and treat others with dignity
- Be gentle in criticizing others and open to constructive criticism of their own actions and attitudes
- Be committed to constantly learn and improve as a Christian leader and to encourage others to do the same



### Chapel

ECS strives to develop a child's spiritual growth and character development. Chapel will focus on building self-assurance, morals, character, and relating stories of principles that will enhance the rest of our academic program. Bible study is taught in an enthusiastic manner and is designed to be a joyful, upbeat experience. Chapel is held weekly. Students are required to attend this important activity. Parents may also be invited to attend with school permission.

# Section 6 - Positive Reinforcement

In order to help students make positive choices and to create a positive climate for learning, ECS will use a system to encourage behavior. Please note, ECS believes that all behavior receives awards, some positive and some negative. This section will describe how ECS will reward students for positive behavior, while the DISCIPLINE section below will provide rewards for negative behaviors.

Overall, our system is intended to assist students in making good choices thus producing well-behaved students. Our ultimate goal is to develop students who love the Lord Jesus Christ, are self-disciplined, and are good citizens.

The system is a school-wide plan that is focused on behavior and is not connected to academics. Any staff member can issue positive and negative rewards.

## Non-Academic Awards

Each quarter, and at year end, ECS rewards three non-academic awards.

- **Perfect Attendance**—Students who do not miss any school days in a given quarter will receive the Perfect Attendance for the quarter. These students will receive a special reward for their dependability. Students who receive Perfect Attendance for the year will receive a yearly award for their outstanding achievement. Rules for attendance will be discussed at our Parent/Student Orientation.
- **Soaring Spirit**—The Soaring Spirit award is given annually to students who successfully complete more than one year of academic work.
- **Shining Star**—The Shining Star award is given quarterly and yearly to those students who have earned no demerits in a given quarter or, in the case of the annual award, a whole academic year.

## Other Reinforcements

- **Houses** – Students will be divided into four school teams, called houses with names that will be picked to align with our yearly theme. The rewards, awards, test scores, and various other achievements of each student will not only earn the student individual recognition but will earn points for the student's house. Markers will be set up for different awards which each team can achieve as points are gained throughout the year. .
- **ECS Quarterly Award Cards** – Students who meet certain criteria each quarter will receive award cards that can be used in the weeks following each quarter to gain points, excuse homework and tardies, and earn a free snack item. These will be discussed in each classroom as the year commences.
- **Spontaneous Awards** – Teachers have various award cards that students can earn in unexpected, unplanned ways through acts of generosity, good behavior, and encouraging others. These will be discussed in each classroom as the year commences.
- **Congratulation Slips** – Each Monday, during our Fun-day Monday activities, students will receive recognition of their testing achievements from the previous week. This comes in the form of Congratulation Slips which are presented in front of the entire school.
- **Bad Day Cards** – Everyone has bad days, and ECS wants students to know that its staff and faculty (Staffulty!) are aware that things go wrong. So, students will be given cards that will function like “get out of jail free” cards when it comes to occasional violations. These will be discussed in each classroom as the year commences.

## Section 7—Discipline

Children need certain rules and limitations established for them, but good discipline is more than strict control. It is based on mutual respect and high expectations for responsible behavior. Good discipline can best be developed through cooperation between parents and the school. It is ECS policy not to use corporal punishment as a disciplinary measure. However, if a student commits an act of disobedience or misconduct, that student's right to an education at ECS may be forfeited. A student, whose presence poses a continuing threat to persons or property or disrupts the academic progress of others, may be immediately removed from the school on a temporary or permanent basis. Each disciplinary occurrence will cause escalating consequences up to the fifth infraction, resulting in immediate suspension at the discretion of the Administrator. If, however, any infraction is considered severe enough, ECS reserves the right to bypass its own escalation procedures and take immediate action up to and including expulsion.

Students involved in any of the behaviors listed below will be subject to disciplinary action which may include expulsion based on the seriousness of the offense as determined by the Administrator. These behaviors include:

- Creating an unsafe environment for other students through teasing, intimidation, or bullying.
- Vandalizing school or personal property
- Inappropriate use of Technology and/or Social Media
- Using profanity / Speaking or acting in a lascivious manner
- Hitting, biting, or fighting with malicious intent to inflict injury
- Cheating

### Bullying

Student bullying is a crisis facing students, parents, and educators. Student bullying can be harmful to the student and is disruptive to the learning environment. Therefore, ECS will not tolerate bullying on or off campus. Bullying can be defined as:

- Physical—hitting, kicking, pushing
- Relational—gossip, rumors, exclusion, destructive or negative comments that defame another's character
- Cyber bullying through email, text messaging, internet
- Sexting—cyber bullying sexually suggestive materials



### Prohibited Articles

These items are not permitted on school grounds or at any school activities:

- Magazines, books, toys, or games which are not for academics and have not received teacher approval
- Knives, firearms, or any type of weapon
- Drugs or any drug paraphernalia, or alcohol products of any kind
- Lighters, matches, or tobacco products of any kind

Students found in possession of a weapon will be suspended for two (2) weeks. Investigation will ensue, which may include local law enforcement, if deemed necessary by the Administrator. At the conclusion of the investigation, a decision concerning continued attendance at ECS will be made by the Administrative team. If information gathered during the investigation supports a shortened suspension, the decision of the Administrative team will override the original suspension.

### Searches and Seizures

ECS maintains the right to search any student at any time, or to search a student's technology device(s), book bag, desk, bag, clothing, etc. or any item brought on the school premises. Any item that is deemed threatening or inappropriate will be dealt with at the discretion of the Administrator. Electronic devices of any kind, including cell phones, if used at a time deemed inappropriate by staff, will be confiscated for parents to retrieve from the ECS office.

# Section 7—Discipline (cont.)

## Suspension

Suspension is used as a last resort while still aiming to return the student to classes, but it will be considered an unexcused absence. An incomplete or a grade of zero will be given to the student during suspension for any graded activities, and he/she will be excluded from after school programs and activities. Under certain extenuating circumstances, students may be allowed to make up work missed during the suspension and receive one letter grade below the earned grade. (This includes class work, tests, and quizzes). These circumstances will be determined by the Administrator.

## Expulsion

It is never the goal of ECS to permanently remove a student from his or her classroom or the school in general. However, should a student refuse or fail to respond to repeated discipline and/or behave in such a manner that is deemed immediately dangerous or damaging to people or property, or should the student become involved or be discovered to be involved in anything illegal, ECS reserves the right to expel the student permanently. Any fees due to the school will still be paid by the parent after the expulsion.

## Public Displays of Affection

In order to maintain a safe, pleasant, and wholesome environment for all, public displays of affection (PDA) will not be allowed on school property, at school sponsored events, or during travel to school sponsored events. Public displays of affection include, but are not limited to, hand holding, kissing, hugging, etc.

## Illegal and Immoral Behavior

ECS is committed to the development of young people who exemplify Christian values and positively represent the school on campus and in the community. Administration reserves the right to investigate complaints of student behaviors which do not embody Christian principles, to include participating in illegal or immoral activities and/or demonstrating these behaviors either in real-life events or as postings on social media. Students found guilty of questionable conduct of an illegal or immoral nature may be expelled.

## Electronic Devices

ECS allows students to bring cellular phones and other electronic devices, such as tablets and iPods, on campus, but the device will remain in the “off” position and in the designated location until consent is given by teacher or Administrator. The first time a student is caught using a device without permission, the student will be warned. The second time a student is caught using a device without permission the student will receive demerits and the device will be confiscated by the teacher and returned by the end of the day. If there is a third incident, the device will be confiscated for parent retrieval and a referral will be issued for “failure to follow directions and inappropriate use of technology.”

- Parents should not text or call their student directly. Communication between parents and students will need to come through the school office.
- Students are not allowed to use a device to take pictures, video, or record unless authorized by a teacher or during a permitted usage time as noted above.
- ECS reserves the right to examine any and all contents of a confiscated phone, tablet or other electronic device.



# 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 assign a single demerit for each act of disobedience and/or misconduct. The number of demerits earned by a student should not exceed 30 per semester. Students with more than 30 demerits/semester will be reviewed by the Administrator for possible expulsion.

Actions that will earn demerits include, but are not limited to:

- Running, yelling, horseplay during non-play time
- Forgotten books and other materials.
- Homework incomplete, homework slip not signed by parent.
- Failure to clean up after one's self.
- Failure to use flags appropriately.
- Disrespect to classmates, guests, or others
- Dress code violations
- Class/Activity Disturbances
- Inappropriate/unapproved use of technology, internet, or materials
- Being in an unsupervised area or leaving the school/activity area without permission
- Touching another student, student's belongings, or desk area.
- Bringing unapproved items to school
- Inappropriate language, gestures, or profanity (including clothing, notes, drawings)
- Non-Christian behavior (lying, cheating, stealing, etc.)
- Disrespect toward faculty and staff. Damaging the property of others.
- Bullying, fighting, plagiarism

## Section 7—Discipline (cont.)

Demerits (cont.)

Parents will be informed of student infractions by text, email, and/or phone call. Demerits accumulated will be restarted at the beginning of each semester unless deemed otherwise by the Administrator.

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

- Service Project/Campus Beautification
- Morning or Afternoon Detention, 200 word essay
- In School Suspension (1-3 days)

Once a student has accumulated 10 demerits within a semester, he/she will receive a detention . Detention will be arranged with the parent.

Student who do not earn demerits in a given quarter are eligible for the Shining Star award. This award shows 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 bed bugs, and/or scabies. In relation to lice below is an excerpt from the CDC website:

*Children diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun.*

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 are required to wear uniforms, and our dress code is designed to be 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 (Monday—Thursday)**

**Shirts** - Shirts must be a school-issued polo shirt. Shirts should not bare the midriff when hands are raised.

**Pants, Shorts, Skorts and Skirts** - Garments must be khaki, black, or navy blue of standard cotton fabric. Skirts/skorts/shorts must reach to the knee when standing. Pants/shorts may not be cargo or large/multipocketed in nature. Jeans in good repair (no holes, patches, tears, etc.) are also permitted. Jumpers may be worn by K-3 girls, but must be navy blue or khaki in color, purchased at Target in the school uniform section and worn with the uniform shirt.

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

**Dresses** - Dresses are not a part of the school uniform this year and can only be worn for special events.

### **Friday**

Each Friday will be a casual day where students can wear either their school polo or a school T-shirt. All other Normal Day uniform standards apply.

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

Rules for these days will be sent home during the school year. PE Uniforms will be available for purchase from the school prior to the beginning of this activity.

### **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 or the student has earned the privilege level per classroom rules. Please note—plain sweaters or shawls are permissible if the child runs cold. Also, students who are cold may wear a plain, long-sleeved shirt under their school uniform shirt.

### **Appearance (Boys)**

Hair should not touch the top of the shirt collar and cannot be in the student’s eyes. Unnatural colored hair is not acceptable! 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. Belts are required. At no time are undergarments to be visible.

### **Appearance (Girls)**

Hair is to be only of natural color. Highlighting hair (with natural color) 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 standing. 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. Girls experiencing development, regardless of grade, must wear an appropriate undergarment. At no time are undergarments to be visible.

**Ball Caps / Hats**—Students may wear appropriate head covers to school but must remove them before entering the building. They may wear them during outdoor activities as long as the covering does not interfere with their ability to perform the activity. ECS logo may be permitted inside the building on Fridays.

**Proper Hygiene**—All students must practice proper hygiene, including the appropriate use of deodorant. Students are encouraged to think of others in relation to body odor and breath and other hygiene related issues.

**Garments Not Allowed**—Leggings, Jeggings, Stretch pants, Yoga pants, swim wear, flip-flops, crocs, sandals, low-ride garments of any kind. Any other items not listed in the acceptable dress code above.

# 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 five (5) "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 and Tardiness

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.

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, every three (3) occurrences per quarter, will equal one unexcused absence. These absences will be recorded on report cards and permanent records.

## Cell Phones / Smart Phones

Students in K-4 grade are not permitted to have phones in the classroom under any circumstances. The school will collect and return these at the end of each day. Older students will be able to have and use these devices according to their earned privilege rankings. ECS reserves the right to ban phones and other devices if misused.

# 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 initiated by the teacher. 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.

## 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.

## Employed Students (Students must be in school on any days off from employment)

Students having jobs that require time off from any school hours are required to supply ECS with a work schedule and contact information. If the student expects to use ECS transportation to arrive at work, an additional fee will be added to the monthly transportation cost. ECS expects parents to suspend outside employment should academic progress fail or fall behind during the school year. Employment will not allow students to work from home.

## 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. 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.**

# Section 10—General Policies (cont.)

## Student Safety

Fire and tornado drills are conducted periodically to ensure the safety of everyone in case of an emergency. The front entrances to the building is secure and access is controlled.

## Student Cheating/Plagiarism

ECS takes a serious stand on student cheating. Violations will be handled as follows:

- 1st Violation—The student loses Good Academic Standing with ECS and all privilege rankings. All merits will be revoked, and the student will be placed on a scoring probation period.
- 2nd Violation—All penalties from the 1st Violation above will be applied. However, the student will lose all scoring privileges, and parents must pay an incidental fee to the school for increased time spent scoring as staff may need to remain after school to score student work.

## Visitors

All visitors (this includes parents) are required to check in at the office. If you need to leave something for a student or teacher, please bring it to the office. Visitors are NOT permitted to go directly to the classroom between 7:45-8:10 and 2:15-3:15, as teachers are preparing for instruction, arrival and/or dismissal. Appointments to visit teachers and Administrators can be scheduled through the front office as noted above. In order to maintain student safety, students may not have student visitors during school hours, unless it is approved by ECS previously.

## Volunteers

We look to make Volunteers a valuable part of ECS this year and going forward. We encourage parents to be involved and welcome their talents in a controlled and directed manner. There may be many opportunities to serve: assisting with car rider drop off, lunch monitoring, fundraising programs, computer lab monitoring, gardening, attending/driving on field trips, campus beautification, etc. Please see our Administrator to find out what type of help is needed. Please e-mail volunteer hours to the school email. **A criminal records check and/or finger-printing may be required for volunteers.**

Observations of classrooms are not encouraged because they may prove uncomfortable and distracting to students. Parents are not permitted to drop in unannounced. If a parent desires to observe a classroom, please see administrative staff to schedule a convenient time.

Any adult visiting (regardless of reason) or volunteering must be dressed in accordance with appropriate attire that conforms with our standards.

## Withdrawal

A withdrawal form must be completed and signed by the parent(s) of any student who seeks to withdraw from ECS prior to the end of the school year. No academic records will be given to any individual or released to any other agency when there is a balance in the student's account. Requests for records will be sent directly to the requesting school within four (4) business days if a balance does not exist. Parent's contractual commitment is for the annual tuition unless a scholarship is involved.

If withdrawal is unavoidable due to relocation over a 30 mile radius, one (1) month's notice, and the equivalent of one (1) month's tuition, is to be received by the school. Should a student withdraw or be dismissed, there will be no refund of tuition. Also, there will be no refund of any portion of registration or matriculation fees. Your matriculation fee pays for workbooks and computer licensing chosen for classes. These items are the property of ECS and not the individual student. Students that are withdrawn from ECS after July 15th of the designated school year may be required to pay supply and workbook/licensing fees for the coming year that have been spent on their behalf.

## Policy Changes

ECS reserves the right to change its policies at any given time, and it will provide parents/students with notification of impending changes in due course.

# Section 11—Transportation

## Drop Off and Pick-Up

To ensure maximum safety for all children, traffic patterns have been established by the school administration. Please follow these instructions and maps when dropping off or picking up your child.

- Students arriving at after 8:30 must be accompanied into the building and signed in by an authorized person.
- Do not park your car in the Drop off or Pick up Area. If you need to enter the building, please park in the parking area on the side of the building.
- When dropping off and when picking up, please remain in your car. Failure to follow these procedures creates a confusing and unsafe environment for students entering and leaving.
- A \$5 fine may be assessed to those who violate parking stipulations and interrupt the flow of traffic. The fines will be used for various school purposes.
- All students are required to have a Pick-Up form on file. Only those individuals appearing on the form will be allowed to pick-up a student from or sign in a student at the school. Updates can be done by accessing the form on our website.

**Please note—If a student needs to be picked-up prior to the end of the school day, the parent MUST notify the school prior to 10 AM on the day of pick-up. Students may not leave early with other students. Also parents waiting for students are NOT permitted to approach or enter fenced in areas.**

## School Bus/Van

The ECS bus /van provides transportation for designated students to and from campus each day. The cost for transportation is \$80.00 per month per family. Payments must be made at Parent Orientation or sent with the student on the first day of the month. A transportation schedule will be provided to each student and posted on the school website. **Parents are not permitted on the school bus/van unless instructed by the driver or as a volunteer cleared by the school administration (see volunteer section above).**

**Transportation Violations occur when a student does not follow the rules regarding transportation, and will be addressed as follows:**

- Violations on the way to school require the student to remain in the office until she/he meets with the administrator.
- Violations on the way home from school require the student to be taken to the school the following day by his/her parent.

**REMEMBER—transportation is a privilege and can be revoked for damaging the bus, unacceptable behavior, or unpaid fees. In the case of revocation, any paid fees will not be returned. Also, each violation can cause the cost of transportation to increase.**

## Student Drivers

Any students that drive and/or transport other students will be required to be in good academic and behavioral standing. To park at the school, the student driver must have the following documents on file:

- Copies of proof of auto insurance.
- Student's driver license
- A permission form must be signed by parents of both the student driver and any passenger(s) indicating permission and approval.

**Please note: This is a privilege and can be revoked for misuse of the parking area, violation of school rules, or loss of good standing at the school. In the case of revocation, parking fees will not be returned.**



Englewood Christian School

**Handbook Agreement and Parent Contract**

(Use one form for each student. This form is valid for the 2024/2025 academic year only.)

I, \_\_\_\_\_, am fully committed to supporting the education of my child, \_\_\_\_\_. I promise to encourage and support my child as he or she works to achieve his or her goals.

I have read the ECS Parent/Student Handbook and understand and fully agree with ECS' rules & values. As such, I will make every effort to ensure my child learns to live up to the policies contained in them. I also understand that there will be disciplinary consequences if my child violates the rules & values, even in small ways, and I will support the school in their efforts to enforce high standards for behavior, responsibility, and Christianity.

I understand that every school day is CRITICAL to a student's success, and I will make sure that my child arrives at school every day on time. If my child takes the bus, I will ensure that he or she is at the bus stop on time.

I understand that unexcused absences and late arrivals can result in my student being unable to pass from one grade level to another. I also understand that three, unexcused late arrivals will count as an unexcused absence. (Absences must have a note from a qualified, treatment professional to be counted as excused).

I will send my student to school every day dressed appropriately according to the ECS dress code. I will also ensure my student has an appropriate lunch/snack to eat.

I understand that, at ECS, the academic standards are extremely high. Grades are earned by the student mastering a given set of concepts. This may require my student repeating a PACE or set of work several times. I also understand that my student will be held to a Learning Track that I have authorized.

I will communicate regularly with my student's teachers as noted in the handbook. I will return a phone call or text from the school within 2 hours unless circumstances will not allow it. Then, I will respond as soon as possible. If I am asked/required to attend a meeting at the school regarding my student's behavior or academic standing, I will make every effort to attend.

I will ensure my student has as much time as possible and a quiet place to work to complete her or his homework. I will have my student at home at a reasonable time each night and will be faithful in signing any homework slips and in reviewing those same books to ensure my student does her or his homework and returns all books to the school.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Learning Track Agreement (2nd Grade and Up)

(Use one form for each student. This form is valid for the 2024/2025 academic year only.)

### Track 1 – College/University Bound

- Student completes 12 PACES or 10 Units in each subject to pass. Passing grade level is set to 80.
- Student will work on both Computer (5<sup>th</sup>-12<sup>th</sup>) and in PACE books.
- Student will receive homework for incomplete daily/weekly goals.
- Student is eligible to help in other rooms and/or can use “gaming websites” when work is complete.
- Student will not be excused from “Specials” for incomplete work.
- Student will participate in 4 academic competitions during the year.
- Student is eligible for Bluehawks’ Pride and ECS Excellence awards.

### Track 2 – Diploma/Focus

- Student completes 12 PACES or 10 Units in each subject to pass. Passing grade level is set to 70.
- All-PACE option is available.
- Student will receive homework for incomplete daily/weekly goals.
- Student is eligible to use “gaming websites” when work is complete.
- Student will not be excused from “Specials” for incomplete work.
- Student will participate in 3 academic competition during the year.
- Student is eligible for Bluehawks’ Pride award.

### Track 3 – Long-Term Learning

- Student completes 8 PACES or 7 Units in each subject to pass. Passing grade level is set to 70.
- All-PACE option is available.
- Homework can be optional with parent agreement.
- Student is eligible to use “gaming websites” when work is complete.
- Student will not be excused from “Specials” for incomplete work.
- Student will participate in 2 academic competition during the year.
- Student is eligible for Honor Roll award.

I, \_\_\_\_\_, have reviewed the three

learning tracks and the recommendation of my student’s teacher. I have elected to enroll my student in the following learning track...

\_\_\_\_\_ Track 1    \_\_\_\_\_ Track 2    \_\_\_\_\_ Track 3

For Track 2 or 3, I have \_\_\_\_\_ have not \_\_\_\_\_ elected the all PACE option. I understand that changing this option will result in my receiving a licensing/book ordering cost.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**AUTHORIZATION FOR MEDICATION OR TREATMENT**  
**2024/2025**

(Use one form for each medication. This permission form is valid for the current school year only.)

I hereby certify that it is necessary for my child, \_\_\_\_\_ (first/last name)/\_\_\_\_\_  
(date of birth), to be given the medication or treatment listed below during the school day, including when s/he is away from school property on official school business. I hereby Englewood Christian School and its officers, employees, contractors and agents to assist my child with medication administration and/or to supervise my child's self-administration of medication(s) as directed by his/her prescribing physician(s). I acknowledge and agree that non-health professionals, trained in medication administration, may assist my child with medication administration.

This form must be signed for all the following: medicines given by mouth, inhaled, by nebulizer, on skin, patch, injection, etc. Only FDA-approved, prescribed, and over-the-counter medicines will be accepted.

Name of medication: \_\_\_\_\_

Reason for medication (diagnosis): \_\_\_\_\_

Dosage to be given: \_\_\_\_\_ Route (mouth, injection, etc.): \_\_\_\_\_

Time(s) of administration: \_\_\_\_\_ Amount of liquid or count of pills: \_\_\_\_\_

Beginning date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Allergies: \_\_\_\_\_

Prescription and over-the-counter medications/treatments shall come in original, labeled containers. Changes in medication times or dosage can only be made by written prescription from the physician, which may be faxed/scanned to school personnel. Over-the-counter drugs/treatments shall only be administered up to five calendar days without a signed or licensed prescriber statement. A licensed prescriber must provide signed authorization for a student to self-carry or self-administer medications/treatments.

Parents are responsible for safe delivery of medication to the bus driver/school (students may not transport medication unless authorized to self-carry emergency medications) and for picking up any leftover medication within ONE WEEK after the ending date. Medication left after this time will be discarded according to school policy.

I hereby consent for the Englewood Christian School to disclose protected health information, as needed, to provide health services to my child. I also give permission for the information on this form to be utilized by the staff of this school and any health personnel providing school health services at the school for the limited purpose of meeting my child's health and educational needs.

I hereby release, indemnify, and hold harmless Englewood Christian School and any of its officers, employees, contractors and agents any and all lawsuits, claims, demands, expenses, and actions against them associated with their activities assisting my child with medication administration and/or supervising my child's self-administration of medication(s), provided they follow the physician's orders on record. I also hereby agree to indemnify and hold Englewood Christian School and its officers, employees, contractors and agents harmless from any and all lawsuits, claims, demands, expenses, and actions against them arising from harm to any person caused by my child's actions with regards to a self-carried/self-administered medication.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2024/2025

**AUTHORIZATION FOR EMERGENCY TREATMENT OR FIRST AID TREATMENT**

Student's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**Consent for Emergency Medical/Dental Treatment**

In the event of a medical/dental emergency I understand that every effort will be made by Englewood Christian School staff to contact me as soon as possible. However, in the event that I cannot be reached, I agree to my son/daughter receiving medical/dental treatment including anesthetic, blood transfusion or other, as considered necessary by the medical practitioner/emergency medical personnel present.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Is your child allergic to any medications? YES / NO

If yes, please list the medication and reaction

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**Consent for 'Over the Counter' Medication/Basic First Aid**

I give consent for my son/daughter to be given an age appropriate dose of 'over the counter' non-prescription medication and/or basic first aid by school faculty and staff.

Please cross out any of the following medication that you DO NOT want your child to be given:

Tums/Pepto Bismol (or generic equivalent)

Ibuprofen/Tylenol (or generic equivalent)

Throat lozenges or cough drops.

Antibiotic/Antiseptic Salve (Neosporin or generic equivalent)

Saline eyewash/alcohol wipes/bandages/Hydrogen Peroxide

Antihistamine/Anti-itch cream

Burns gel/Sunscreen

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**2024/2025**

**Parent Information Form / Child Pick-Up Authorization**

The following students are covered by this form (Please Print):

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Parent Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

**NO ONE WILL BE PERMITTED TO PICK UP YOUR CHILD IF THEIR NAME IS NOT LISTED BELOW. ALL PERSONS MUST HAVE AND SHOW THEIR PICTURE ID IF ASSIGNED CARPOOL SIGN IS NOT POSTED IN THE CAR. MAKE SURE YOU LIST ALL ADULTS EVEN IF YOU RESIDE IN THE SAME HOUSEHOLD.**

**THE FOLLOWING ADULTS ARE AUTHORIZED TO PICK UP MY CHILD FROM SCHOOL**

1. Parent (please print): \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Phone can receive texts : (Yes / No) \_\_\_\_\_

2. Parent (please print): \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Phone can receive texts : (Yes / No) \_\_\_\_\_

**PERSON(S) OTHER THAN PARENT AUTHORIZED TO PICK UP AND/OR DROP OFF CHILD**

1. Name (Please Print) : \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Relationship: Grandparent Relative Family Friend Daycare Provider Other: \_\_\_\_\_

2. Name (Please Print) : \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Relationship: Grandparent Relative Family Friend Daycare Provider Other: \_\_\_\_\_

3. Name (Please Print) : \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Relationship: Grandparent Relative Family Friend Daycare Provider Other: \_\_\_\_\_

4. Name (Please Print) : \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Relationship: Grandparent Relative Family Friend Daycare Provider Other: \_\_\_\_\_