EVANGELICAL
CHRISTIAN SCHOOL

2021-2022

UPPER SCHOOL

PARENT STUDENT HANDBOOK

8237 Beacon Boulevard | Fort Myers | FL 33907 | P. 239.936.1933

GOECS.ORG



I have read and understand the Evangelical Christian School Parent/Student Handbook and the Standards of Conduct of Evangelical Christian School and agree that my child will abide by them both at and away from school functions. I agree to fully support the school in its enforcement of the Handbook and the Standards of Conduct. Evangelical Christian School is a Christian ministry organization. I agree not to make demands, threaten to sue, make any kind of accusation or complaint, or actually litigate any matter whatsoever relating to or resulting from the enforcement of the Handbook and the Standards of Conduct. To do otherwise would be a clear violation of Biblical teaching and practice.

If the contents of this handbook are known and the guidelines followed by all, the school will function smoothly and efficiently and there will be less friction and misunderstanding. This harmony will result in greater academic achievement and a greater degree of satisfaction for all. Parental support is a requirement of admission to ECS.

When you enrolled your student, you indicated your full cooperation in assuring the established rules, regulations, and policies of ECS are followed. A lack of knowledge will not excuse a student or parent from the responsibility of obeying it.

I acknowledge that an inherent risk of exposure to COVID-19 exists in any public place where people are present. By attending activities at ECS, I voluntarily assume all risks related to COVID-19 for myself and/or my child and agree not to hold Evangelical Christian School or any of its directors, employees, contractors or volunteers liable for any illness or injury.

_____

Print Student's Name

_____

Grade and Bible Teacher

_____ _____

Student's Signature Date

_____ _____

Father's Signature (Legal Guardian) Date

_____ _____

Mother's Signature (Legal Guardian) Date

EVANGELICAL CHRISTIAN SCHOOL

8237 Beacon Blvd.
Fort Myers, Florida 33907
Phone (239) 936-3319 ~ Fax (239) 939-1445
Preschool (239) 936-1933

ADMISSION'S OFFICE
Extension 1393

BUSINESS OFFICE
Extension 1306

ATHLETIC OFFICE
Extension 1205

FINE ARTS DEPARTMENT
Art – Extension 1247
Band – Extension 1368
Choir – Extension 1370
Drama – Extension 1246
Orchestra – Extension 1376
Video Production – Extension 1391

UPPER SCHOOL PRINCIPAL – 7-12
Extension 1210

ACADEMIC DEAN 7-12
Extension 1240

DEAN OF STUDENTS 7-12
Extension 1203

GUIDANCE COUNSELOR 7-12
Extension 1209

ADVANCEMENT DIRECTOR
Extension 1324

FACULTY COORDINATOR
Extension 1380

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Admissions Policy

Evangelical Christian School admits students of any race, color, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to all students at the school. ECS does not discriminate on the basis of race, color, or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

ECS sincerely believes in non-discrimination and wants an integrated student body.

Mission Statement

Evangelical Christian School's mission is to provide students in preschool through grade twelve an excellent academic education in an environment that honors the Lord Jesus Christ and to challenge students to reach their highest potentials mentally, physically, socially, and spiritually.

Letter of Welcome

Dear Parents,

Rearing children in today's society is certainly an awesome challenge. It has become increasingly difficult to transfer traditional values of God, country, and family to our children as society continues to send messages and images that contradict those hallowed principles.

By choosing Evangelical Christian School for your family's educational needs, you have demonstrated a commitment to "training up your child in the way he (or she) should go." You have indicated a willingness to sacrifice for the good of your family. You are setting a priority that shows your desire to rear a young future leader who cares about home, church, and education.

We take seriously the trust that you have placed in us. We commit to you to do our best in educating your child in a superior way; not just academically, but spiritually, emotionally, morally, and intellectually. Please pray with us as we assume this significant responsibility.

We also recognize that you, as parents, are the ultimate authority, as designed by God, in your homes. We will be praying for you as we recognize the role parent's play in a well-rounded education for your children.

Finally, no education is complete without spiritual instruction. It is our hope that you are active in a strong, Bible-preaching church that supports the family. Without this important facet, any family's effort at a complete education will fall short.

May God bless you and your family in the year to come.

ECS Administration

Part I

GENERAL INFORMATION

HISTORY

As a teacher and guidance counselor for thirteen years in secular schools, I knew first hand the educational plight that awaited my five-year old daughter. Being deeply troubled by the humanistic philosophy she would be taught, I earnestly entreated God to show me a way for her not to become entangled with this system.

God, seeing the sincerity of my heart, answered my prayer in a startling way. He told me to start a Christian school. After various excuses, much prayer and many tears, I told God I would tackle the mammoth task with His help. In May l973, just a few short weeks later, with the faithful labor of several like-minded parents, ECS was born.

Teachers, staff, curriculum and textbooks, for grades K/5 - 6 were prepared and the doors were opened four months later in the educational department of a leased church in downtown Ft. Myers. Seventy students were enrolled the first year. With the additions of K/4 and grades 7-12 the second year, the student body grew to 335.

In l975, the school was moved to a beautiful, tree lined, twenty-acre tract of land in south Ft. Myers, its present site. The second year on the new property, the Preschool Division was added, making ECS a full-service school for children eight weeks through grade 12. Over the years, many new buildings, programs, and educational innovations have been added.

I am very proud of the fine product ECS produces. The graduates are well equipped Biblically and academically. Approximately ninety percent attend college. Because ECS is Bible based, in principle and practice, the school's slogan, "Preserving Our Godly Heritage....Lighting A Pathway for Tomorrow" is as powerful and true today as it was in l973.

In this twenty-first century, where all things are judged by their product, ECS continues to be an outstanding leader.



(Dr. Douglas D. Dunn, *Founder*)

PHILOSOPHY OF CHRISTIAN EDUCATION

Evangelical Christian School has been established to provide an academically-excellent Christian education under girded by a vital faith in God and in the Bible as the revelation from God.

We believe that each student is a distinct individual creation of an omnipotent God and that he/she is the property of God. We also believe that each man should be a careful and faithful steward of his conscience, understanding that he is directly responsible to God for the direction of his life.

Furthermore, individuals who allow the Lord to govern their lives will demonstrate proper Christian character. At Evangelical, we must establish and provide models of Christian character for our students to emulate. However, parents have a God-given responsibility of educating their children, and the Christian school acts as an extension of the Christian home. Therefore, parents and those to whom they give charge should utilize Biblical methods of correction for training young people.

We believe that the center of our curriculum ought to be Christ and His Word, which demonstrates that He is the center of all truth, knowledge, and wisdom. The great unifying factor in the early history of our country was the Lord Jesus Christ. Evangelical also believes that our country was founded upon Christian principles, and that our nation must be led by people of Christian principle for it to remain a Christian nation.

At Evangelical, we believe that a Christian school is Christian teachers training students with a Christ-centered philosophy. We practice this because we believe that the highest calling for any individual is to serve the Lord by doing His will.

Christian education best demonstrates Biblical education from preschool through college.

STATEMENT OF FAITH

We believe:

- The Bible to be the inspired, the only infallible, authoritative Word of God.
- There is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- In the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His death and resurrection, in His ascension to the right hand of the Father, and in His personal return to power and glory.
- That for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
- In the resurrection of both the saved and lost; those who are are saved unto the resurrection of life and those who are lost unto the resurrection of damnation.
- In the spiritual unity of believers in our Lord Jesus Christ and that the true church, with the Lord as their Saviour, is the body of Christ.
- In the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.
- That God wonderfully and immutably creates each person as male or female, and that these two distinct,

complementary genders together reflect the image and nature of God.

- That God created marriage to be exclusively the union of one man and one woman, and that intimate sexual activity is to occur exclusively within that union.
- In accordance with the school's recognition of Biblical authority, no immoral conduct will be tolerated, including identifying statements related to immoral conduct. The Bible strictly forbids immoral conduct and the advocacy for such sinful behavior (1Thess. 4:1-8).

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Evangelical Christian School's faith, doctrine, practice, policy, and discipline, our Board of Director's is Evangelical Christian School's final interpretive authority on the Bible's meaning and application.

HUMAN SEXUALITY

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that the only legitimate marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; 1 Cor. 7:10; Eph. 5:22-23)

AFFILIATION AND ACCREDITATION

The following statement made by the Department of Education accurately represents their position on accreditation: "By law, the Department of Education does not act as an approval or accrediting agency. The Department is allowed only to register certain non-public schools and to collect certain prescribed data. Accreditation of schools is entirely voluntary and is achieved by adopting and maintaining the academic standards prescribed by an independent association."

The State of Florida does not accredit any schools, public or private. Hence, all accreditation in Florida is accomplished by licensed accrediting agencies. Florida Association of Christian Colleges and Schools (FACCS) is one of the approved agencies recognized by the State of Florida. ECS is registered as a non-public school, accredited through the Middle States Association of Colleges and Schools (MSA), Southern Association of Colleges and Schools (SACS), and the Florida Association of Christian Colleges and Schools, Inc. (FACCS). FACCS is recognized by the National Council for Private School Accreditation (NCPSA) and the Florida Association of Academic Nonpublic Schools (FAANS). Evangelical Christian School holds multiple accreditations in its dedication to excellence in Christian education. By virtue of the multiple accreditations, students can be assured transfer of acceptable credit to other accredited schools from around the state to around the world.

PARENT SUPPORT

At ECS, as with most Christian schools, tax-deductible contributions and volunteer support are important to the success and mission of the school. Tuition revenue alone does not cover the full value of an Evangelical Christian School education. From our parent volunteers, our grandparents, our alumni, and our faculty and staff to our student body, the entire ECS family contributes to make up the difference. Families are required to volunteer at least 10 hours per child with a maximum of 20 hours per family each year. Parent service hours are designed to create a sense of ownership and pride for the school community. Here are some examples of how hours may be earned: field trip chaperone, merit day helper, classroom helper, library, athletics, fine arts, assisting with school wide events, etc. Donations are appreciated; however, they are not recorded as volunteer hours. All volunteer hours need to be completed by April 30th. Families will be billed in May for any hours that have not been completed by April 30th. Hours completed after April 30th will be applied to the following school year.

ADMISSIONS

➢ **Policy**

This school is a private Christian school providing a traditional, academically-sound, Bible-based education. Our reputation for high standards of academics and discipline makes us happy to extend the opportunity to have quality Christian education for your children.

➢ **Non-discrimination Policy**

Evangelical Christian School is committed to welcoming students of all races, colors, and ethnic origins. Evangelical employees and students shall conduct themselves in keeping with this policy. No employee or student shall undertake, participate in, or support any action, verbal or otherwise, which is intended to harm, injure, harass, or insult any other student on the grounds of race, color, or ethnic origin. Students violating this policy shall be subject to appropriate discipline, and repetitious violations of such policy shall be grounds for dismissal from Evangelical without refund of fees.

➢ **Enrollment Procedures**

Enrollment for students will be finalized upon completion of the following:

1. A registration package signed and dated by both parents and student.
2. Receipt of all reference forms and student records (report cards, standardized testing, behavioral reports, IEP's, 504 Plans, and EHCP's) from previous schools.
3. Receipt of Health and Immunization Records.
4. Copy of Birth Certificate.
5. Payment of the Application Fee and New Student Enrollment Fee.
6. Successful completion of an entrance exam.
7. An interview with an Administrator.

➢ **Re-Enrollment**

Evangelical Christian School reserves the right to refuse re-enrollment to students or students of families who have demonstrated disharmony regarding the purpose, objectives, standards, policies, rules, regulations, or students who do not meet academic and behavioral criteria of the school. In addition, no family may be re-admitted unless all previous financial obligations have been met.

➢ **Health and Immunization Requirements**

Florida law 232.032 requires that every student must provide evidence of proper immunization to attend school. Please see the registration package to be sure your student is in compliance.

➢ **Student Accident Insurance**

All families are required to maintain primary health and/or accidental insurance on any child attending Evangelical Christian School. Every child is covered by a school-time insurance plan that is not a primary policy. It is necessary to report all injuries to the Clinic (within 24 hours) or possibly forfeit the insurance claim. The school insurance covers only the portion of the medical bill not covered by the student's primary policy and only partially covers uninsured students' medical bills. The business office completes the school's portion of the claim form and returns it to the parent or guardian to complete and send to the insurance company for reimbursement.

Inquiries regarding coverage and claim filing should be directed to the Business Office.

➢ **Withdrawal**

If a parent voluntarily withdraws their child or children from school, they are responsible to pay tuition up to the end of the month, realizing that fees for enrollment, electives, graduation, etc., are non-refundable after the initial day of school. Your fees will be figured from the date we receive notification from the parents that the student has withdrawn.

Upon withdrawal, if the total paid on the account is greater than the total due, the difference will be refunded. If the total due is greater than the total paid, all school records, except medical, will be held until all financial obligations are paid. Official transcripts can only be sent by mail.

All schools need cooperation from both students and parents in the education process. If at any time the school feels that this cooperation is lacking, the student may be asked to withdraw. In addition, if the student's and/or parent's behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and standards of the school, whether or not there is any definite breach of conduct, the student may be requested to withdraw.

FINANCIAL INFORMATION

If you have a question regarding finances or the status of your account, please contact the business office. The teachers and administrators of the school do not have access to the financial records in order to maintain absolute objectivity.

➢ **ECS Identification Card**

Each student will be provided with one ID Card. There will be a charge for replacing lost cards.

➢ **Yearly Tuition Rates and Fees**

Please see current fee schedule for tuition rates and multiple children discounts. Other fees are listed on the financial agreement.

➢ **Enrollment Fee**

This nonrefundable fee is due at the time of application and due annually to re-enroll each student. See schedule for current fee.

All new students must pay application and enrollment fees at the time of application.

➢ **Payment Plans**

There are two types of payment for tuition. You may choose to pay annually, or on an 11 month payment plan. All payments are handled through FACTS and all payments and collections are made directly to them.

➢ **Financial Aid**

Financial Aid is available for those families who apply and qualify according to the financial aid guidelines. You may apply through the ECS website under Admissions and Tuition Assistance.

➢ **Graduation Fees**

These fees are charged at the beginning of the year and must be paid by the parents or the guardian in cash or by credit card prior to school starting. See current fee schedule for rates.

➢ **Lunch**

Students may bring their lunch or purchase their lunch from the cafeteria. Food is not able to be refrigerated or heated. Due to limited seating and time constraints, parents are not permitted to eat lunch with students in the cafeteria. Students from other schools are not allowed to eat lunch on our campus without prior permission from the Dean of Students.

Parents may pre-pay any amount onto their student's account. Lunch accounts must be paid in full each month to be able to continue using lunch account.

*Any parents that do not wish their child to be able to charge will need to sign a form stating this in the Business Office. Then, the student must have cash to purchase a lunch.

➢ **After School Supervised Study Hall**

This is a service for students of working parents only. It is available Monday through Friday when school is in session. Hours of operation are 3:45 P.M. to 6:00 P.M. Students that are still on campus after 3:45 P.M. or after 12:20 on early dismissal days are required to attend the supervised study hall.

There is a charge per day for this service, and any student picked up after 6:00 P.M. will be charged a late fee. Please see business office for list of charges.

➢ **Uniforms**

All students are required to wear uniforms purchased from Renegades. You can visit their website at www.renegadesfl.com. NO OTHER UNIFORMS ARE ACCEPTED OR AUTHORIZED. Students are expected to be in uniform every day without exception or excuses.

➢ **Shoe Policy**

ECS has a shoe policy that is considered a part of the dress code for all students. See Dress Code section.

Part II
ACADEMIC PROGRAM

GENERAL

➢ **Grading Scale**

In compliance with Section 232.2463 of the Florida Statutes, Evangelical Christian School's grading scale is as follows:

Percent	Grade	GPA
99-100	A+	4.00
92-98	A	4.00
90-91	A-	4.00
88-89	B+	3.00
82-87	B	3.00
80-81	B-	3.00
78-79	C+	2.00
72-77	C	2.00
70-71	C-	2.00
68-69	D+	1.00
62-67	D	1.00
60-61	D-	1.00
0-59	F	0

➢ **Honors**

These courses are weighted by adding .5 point. Example: A = 4.5

➢ **Advanced Placement and Dual Enrollment**

These courses are weighted by adding 1 point. Example: A = 5.0

➢ **Honor Roll**

An honor roll is compiled at the end of the school year and is made up of the following:

A Honor Roll-
Students who have all "A's" in each semester.
B Honor Roll-
Students who have all "A's" and "B's" in each semester.

➢ **Homework**

We believe that homework is vital to the student's development academically. It stimulates independence and self-direction. It reinforces school learning through practice and provides an opportunity to spend extra time on worthwhile school activities or projects. Homework acquaints parents with what the child is learning and affords them an opportunity to help their child. The following are reasons that Evangelical uses homework:

- **Reinforcement:** We believe that most students require solid drilling to master material essential to their educational progress.
- **Practice:** Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.
- **Remedial Activity:** As instruction progresses, various weak points in a student's grasp of the subject become evident. Homework (following instruction) is given to overcome such difficulties.
- **Special Projects:** Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

Homework assignments must be completed and handed in on the day designated by the teacher.

➢ **Help Classes**

All teachers offer help classes as a free service for students who may have minor academic gaps or are experiencing academic difficulties. Help classes are not meant for remediation. Help classes are held before or after school, and it is the responsibility of the student and parent to provide transportation.

➢ **Exams**

Students take a semester exam in all academic subjects at the end of each semester. The exam is a review of all the material covered in the semester. The exam grade counts for 20% of the semester grade with the two quarters counting 40% each. Students in grades 11-12 only, who receive an "A" in all four quarters and the first semester are exempted from the second semester exam.

The last three days of each semester are designated as exam days. The school day is shortened on exam days from 8:10-11:50 a.m. Exams are given by subject and two exams are given per day. If a student is not taking an exam for a given subject area he/she can arrive late or leave early with written permission from a parent.

The cafeteria is closed on exam days. Only students who stay for the supervised after school study hall will have the opportunity to purchase lunch on exam days.

➢ **Summer School**

Any student who fails a subject for the semester must retake that course in summer school. Failure of more than 4 semesters of coursework will result in repeating the grade.

All summer school courses for returning students will be taken through Evangelical Christian School Online Academy. Upon completion of a subject in summer school, the grade achieved will be averaged with the grade given during the regular school session. This policy would apply to any student taking summer school regardless of the reason. Students wishing to take summer school for grade replacement in a subject must obtain approval from the administration.

Students attending summer school must pass all courses taken. Failure to pass any course disqualifies a student for fall re-enrollment.

➢ **Standardized Testing**

Evangelical Christian School uses the following tests on an annual basis to determine student progress:

- Pre-SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) is given to all 9th,10th & 11th grade students. This test prepares students for college entrance tests and determines eligibility for National Merit Scholarships.
- Pre-ACT (given to 9th/10th grade students in the Spring).
- ACT and SAT Tests – These college entrance tests should be taken during the junior and senior years. All college-bound seniors must take one or both of these tests. Information is available at Student Services.

➢ **Academic Records**

Educational records of students are transferred/ released only under the following conditions:

1. With a signed request on school letterhead from the new school.
2. ECS account is paid in full.
3. In compliance with a judicial order or subpoena.

Student records are not released directly to a parent. It should be noted that most educational institutions will not accept a transcript presented directly by a parent or student as a means of protecting privacy.

The school does, routinely, release the names, addresses, academic data of general nature, and leadership information of a general nature to colleges and other reputable organizations who may wish to provide assistance to our students.

➢ **Report Cards and Progress Reports**

Report cards are available online approximately one week after each quarter ends. Progress reports are emailed weekly unless parents choose to opt out of the automatic email through ParentsWeb.

ATTENDANCE

➢ **School Hours**

School Office Hours-
7:45 a.m. – 4:00 p.m.
School Day Hours (M, T, TH, F) -
8:05 a.m. – 3:15 p.m.
School Day Hours on Wednesday -
8:45 a.m. – 3:15 p.m.

➢ **Absences and Excuses**

• To gain the most in school, your child must be regular in attendance. The following shall constitute valid excuses for student absences, for part or all of a day:

- Illness or injury
- Death in immediate family
- Quarantine
- Medical or dental appointment
- Court or administrative proceedings
- Religious observances
- Educational opportunity with proper advance notice
- Inclement weather conditions agreed upon by administrator
- Pre-approved family trip with necessary form on file prior to absence.

Other excused absences are at the sole discretion of the administration and are narrowly defined. Exceptions would be family emergencies to be individually evaluated on a case-by-case basis.

Florida School Law states: "Each parent of a child within the compulsory attendance age will be responsible for such child's attendance as required by law." The law further states, "When a child of compulsory school attendance age is absent without permission of the person in charge of the school, the parent of the child shall, as soon as practical after learning of the absence report, explain the cause of such absence to the teacher or principal of the school." Part of the responsibility of the school is to remind parents of the attendance policy of the state. Florida School Law states: "Each parent of a child within the compulsory attendance age will be responsible for such child's attendance as required by law." The law further states, "When a child of compulsory school attendance age is absent without permission of the person in charge of the school, the parent of the child shall, as soon as practical after learning of the absence report, explain the cause of such absence to the teacher or principal of the school."

If a student accrues 10 or more absences (excused or unexcused) in a semester in any class, extra work will be given for the student to complete in order for him/her to pass the class. The amount of work given will depend upon the number of absences. Failure to complete the additional work before the end of the semester will constitute a failure for the semester.

The forging of a note by a student is grounds for suspension. A parent who falsifies a note of illness or absence may be asked to withdraw his/her student from Evangelical Christian School.

Student athletes must be present for four of the seven periods in order to attend that day's practice or game. If a student goes home from school sick, he or she may not come back that afternoon for practice or a game.

Students are responsible for securing all their own assignments for absences for any reason.

➢ **Early Dismissal**

Before a parent arrives on campus to pick up their child for an early dismissal, they are strongly urged to send an email or place a phone call to the Student Services desk (attendance@goecs.org) letting them know of the intention. This will allow time for the school to have the child sent to the office and be ready to go when the parent arrives.

➢ **Planned Absences**

Permission for all pre-planned absences or early dismissals due to family trips, appointments, etc. must be approved by the administration at least one day in advance. **The Absence**

Request Form may be found online or in the office. This form needs to be completed and returned before the planned absence. Failure to do so may result in the absence being un-excused.

➢ **Unplanned Absences (**Illness, Family Death, Etc.)

When a student is absent, please email Student Services at attendance@goecs.org giving the reason for the absence. The administration will determine if the absence is excused or un-excused. A pass will then be issued for the student to return to class. A doctor's note will be required for absences of five or more consecutive days. A doctor's note must be secured in advance for any on-going illness that requires numerous absences.

➢ **Unexcused Absences/Truancy**

Deliberate absence or tardiness without the school's and parents' knowledge and permission will be considered skipping school. It will result in a grade of zero for the work missed and discipline by the administration. Continued truancy will be referred to the juvenile authorities.

➢ **Leave During School Hours**

Excused: Early Dismissal will only be granted for illness, medical appointments, court dates, and funerals. All other Early Dismissals will be considered as Unexcused. Any classes missed due to the dismissal will be recorded accordingly.

➢ **Academic Implications for Absences**

All tests, whether the absence is excused or un-excused, must be made up before or after school by the date/time indicated by the teacher. Failure to do so will result in a grade of zero (0%) for the test.

- For unexcused absences, homework and quizzes missed will be given a grade of zero (0%).
- For excused absences, it is the teacher's decision whether to have the student make up the work missed or not count the missed work. Students must meet the deadline for submittal of such work as given by the teacher.

➢ **Tardiness**

Students arriving after the starting bell, must report to Student Services for a late pass to class. Parents must send a detailed note giving the reason for the tardiness, and the administration will determine if the note/reason given is excused. Students without notes or with excuses deemed unsatisfactory will receive an unexcused tardy and will receive an OW. Three unexcused tardies to school or to class will result in a detention. If a student is kept beyond the bell by a teacher for disciplinary reasons, the teacher will provide a tardy pass to the next class. Students must be in attendance for at least 25 minutes of a class period to be recorded as present for that class.

➢ **High School Bell Schedule**

REGULAR - MTF	CHAPEL - TH
8:05-8:14 – Homeroom	8:05-8:14 – Homeroom
8:14-9:07 – Period 1	8:14-9:00 – Period 1
9:11-10:04 – Period 2	9:04-9:49 – Chapel
10:08-11:01 – Period 3	9:53-10:39 – Period 2
11:05-11:58 – Period 4	10:43-11:29 – Period 3
12:02-12:24 – Lunch	11:33-12:19 – Period 4
12:28-1:21 – Period 5	12:23-12:45 – Lunch
1:25-2:18 – Period 6	12:49-1:35 – Period 5
2:22-3:15 – Period 7	1:39-2:25 – Period 6
	2:29-3:15 – Period 7
Lunch = 22 minutes	Lunch = 22 minutes
Periods = 53 minutes	Periods = 46 minutes

REGULAR - WED.	
8:45-8:56 – Homeroom	
8:56-9:43 – Period 1	
9:47-10:34 – Period 2	
10:38-11:25 – Period 3	
11:29-12:16 – Period 4	
12:20-12:42 – Lunch	
12:46-1:33 – Period 5	
1:37-2:24 – Period 6	
2:28-3:15 – Period 7	
Lunch = 22 minutes	
Periods = 47 minutes	

➢ **Middle School Bell Schedule**

REGULAR - MTF	CHAPEL - TH
8:05-8:14 – Homeroom	8:05-8:14 – Homeroom
8:14-9:07 – Period 1	8:14-9:00 – Period 1
9:11-10:04 – Period 2	9:04-9:49 – Chapel
10:08-11:01 – Period 3	9:53-10:39 – Period 2
11:05-11:58 – Period 4	10:43-11:29 – Period 3
12:02-12:55 – Period 5	11:33-12:19 – Period 4
12:59-1:21 – Lunch	12:23-1:09 – Period 5
1:25-2:18 – Period 6	1:13-1:35 – Lunch
2:22-3:15 – Period 7	1:39-2:25 – Period 6
	2:29-3:15 – Period 7
Lunch = 22 minutes	Lunch = 22 minutes
Periods = 53 minutes	Periods = 46 minutes

REGULAR - WED.	
8:45-8:56 – Homeroom	
8:56-9:43 – Period 1	
9:47-10:34 – Period 2	
10:38-11:25 – Period 3	
11:29-12:16 – Period 4	
12:20-1:07 – Period 5	
1:11-1:33 – Lunch	
1:37-2:24 – Period 6	
2:28-3:15 – Period 7	
Lunch = 22 minutes	
Periods = 47 minutes	

➢ **Leaving the Campus**

Evangelical Christian School operates under a "closed campus policy." Once a student arrives on school property in the morning, they are not to leave until they are dismissed from school in the afternoon. For student athletes, this time period would include after school practice time. Failure to comply may result in disciplinary action by both the school and the Athletic Director. Exceptions are made only by the administration. If a student becomes ill and needs to leave school, he must report to the School Nurse. He/she may not arrange his own ride home.

If a student is assigned a "Leave Campus" period, they must leave campus by 2:30 p.m. Those that are not complying with this policy will be placed in an elective class or a study hall.

➢ **Removal from Class**

No one other than the school administration may remove a student from class. When signing out a student early, the parent or guardian must be present at Student Services to have the child called out of class.

➢ **Clinic and Medications**

Parents will be notified of visits to the ECS clinic based on the discretion of the registered nurse on staff. This communication may be by email or personal phone call. If a student is ill and unable to function in the classroom, as determined by the ECS clinic staff, in conjunction with the teacher, the parent will be notified to take the student home.

Parents are contacted through the emergency phone numbers supplied to the office on the registration form. If these numbers change, the front office must be notified.

Students should not be sent to school with a temperature above 100 degrees, and should be fever free for 72 hours, without the help of medication, before returning to school.

Prescription medications that are scheduled to be taken during the school day must be kept in the ECS clinic and administered by clinic staff. An Authorization for Medication form must be on file in the clinic, signed by the parent and the student's prescribing provider. All prescription medications must be in the original pharmacy labeled container and delivered to the clinic or office by an adult--students are not allowed to transport medications. No more than a 30 day supply of medications will be accepted.

Non-prescription medications must be kept in the clinic for students and administered by clinic staff. No student will be allowed to keep medication on their person or in their backpack or locker. An Authorization for Medication form must be filled out and signed by the parent. The medication must be in the original bottle, with the student's name clearly written on it. If a parent wishes to authorize Tylenol, Ibuprofen or Benadryl for their student, this can be done via RenWeb under the medical tab. This online authorization will serve as parental permission for the entire school year. These medications will not need to be sent in with the student, rather, they will be supplied by the clinic. Parents will be made aware via email or phone call if their student is given these medications. If a student comes to the clinic requesting the use of over the counter medication, the student will first be evaluated by the registered nurse. If a

student is requesting the use of over the counter medication for more than 3 consecutive days, a physician's written order may be requested.

➢ **Communicable Diseases**

Evangelical Christian School desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" means an illness that arises as a result of a specific infectious agent that may be transmitted whether directly or indirectly by a susceptible host, infected person, or animal to other persons.

A faculty or staff member who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school administration.

Any student or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with a communicable disease for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, our school may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. Evangelical Christian School reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

➢ **Emergency Closings**

Our reaction to natural disaster will be governed by the instructions given on radio and television by authorities. We follow the advice given to and taken by the Lee County district school system. If Lee County closes because of weather, ECS will close also. This only applies to closings and not reopening. This does not include dismissals for holidays and vacations.

➢ **Parent Service Hours**

Experience has shown us that children whose parents get directly involved in their child's school and education are much more likely to reach their full potential. We encourage parental involvement and require Parent Service Hours of all parents. Parents must serve 10 hours per yer per student with a 20 hour maximum. Parents who do not serve these hours will be charged an additional fee.

➢ **Quarterly Parent-Teacher Conferences**

Quarterly Parent -Teacher conferences are listed in the school calendar/directory. Parents are expected to participate in this opportunity to talk one on one with the teacher. The following points best express the purpose of this program:

- To acquaint parents with the philosophy of Christian education.
- To acquaint both parent and teacher with the importance of recognizing and adequately coping with the emotional, spiritual, and disciplinary needs of the child.
- To provide an opportunity for brief parent and teacher discussions.
- To gather valuable input from parents as to how we can better educate their children.

➢ **Graduation Requirements**

Students must have a minimum of 26 credits and a cumulative grade point average of 2.0 in order to graduate from ECS. Students with fewer than 26 credits and/or who do not have a 2.0 cumulative GPA will not receive a diploma.

The 26 credits will be distributed as follows:

- Four credits in English, with major concentration in composition and literature.
- Four credits in mathematics. These credits must be Algebra I and higher-level mathematics courses.
- Three or four credits in science, two of which must have a laboratory component.
- Three or four credits in Social Studies.
- One-half credit in Health and Life Management.
- One-half credit in a Performing Art.
- One-half credit in a Practical Art.
- One-half credit in physical education to include assessment, improvement, and maintenance of personal fitness.
- Elective credits (minimum 3)
- Four credits in Biblical Studies.
- Two credits in Foreign Language (consecutive years/ same language).

➢ **Valedictorian/Salutatorian**

In order to be considered Valedictorian or Salutatorian of Evangelical Christian School a student must meet the following requirements:

- Must be a student at ECS for at least two years.
- Only courses taken at ECS will be used to calculate.
- Must qualify as a Sentinel Scholar at the Summa Cum Laude level.

➢ **Graduation Ceremony**

All students graduating from ECS are expected to participate in the graduation ceremony. Dress code for participants is as follows:

- Ladies: Dresses or skirts and blouses (hemlines and necklines should be modest), dress shoes or sandals.
- Gentlemen: Dress shirt with tie, dress pants, and dress shoes.
- Both ladies and gentlemen: ECS official cap and gown must be worn.
- If graduation caps are decorated they must be appropriate, free of offensive or suggestive messages, meeting the standards of ECS.

➢ **Sentinel Scholar Program**

The "Sentinel Scholar" program was developed to further prepare college-bound high school students. The program is divided into three levels. Students who meet the requirements of the program will receive at graduation a Sentinel Scholar's

diploma. Please contact the Academic Dean for the program specifics.

➢ **Class Rank**

ECS does not rank high school students. Weighted and unweighted cumulative GPA's are listed on official transcripts.

➢ **Exam Exemptions**

Juniors and Seniors who maintain an "A" average in a subject for each quarter and semester are exempt from the final exam. If the final exam is taken, the grade will be counted.

➢ **Advanced Placement and Dual Enrollment**

Students have the opportunity to earn college credit while in high school through Advanced Placement Courses or Dual Enrollment courses taken on the ECS campus. Interested students should inquire with the Guidance Counselor.

➢ **Student Senate**

Each class elects Class Senators in the spring to serve on the Student Senate for the following year.

Class Senators are expected to be in harmony with the objectives of the school at all times and are expected to attend all class and school functions. A class Senator may be removed from the Senate if the administration decides his/her conduct to be contrary to school principles.

To be a candidate for the Student Senate, compliance with the following regulations is required:

- Recommendations by two teachers.
- A student at ECS for at least one semester.
- Leadership ability.
- No more than three behavioral detentions.
- Promoter of school spirit.
- No less than a 2.75 cumulative GPA.
- Good attendance record.
- Must be re-enrolled.

➢ **Florida's Bright Futures Scholarship Program**

Seniors at Evangelical are eligible for the Bright Futures Scholarship if they have met the requirements. Each year the Guidance Counselor will distribute the most up to date information.

➢ **The National Honor Society**

Evangelical Christian High School sponsors a chapter of the National Honor Society Membership. The society is based on character, scholarship, leadership, and service. To be eligible for induction, the student must be in 10th grade or higher (NHS) with a cumulative GPA of 3.50 or higher. (A student must be enrolled at the beginning of the school year to be eligible for induction.) Transfer students would become eligible the following year. No student is eligible for membership if he/she has received more than one detention per semester, and neither can be behavioral in nature. Also, students must be in good standing with the Dean of Students. Suspension from school will automatically disqualify a student from the honor society. Members are encouraged to be of service and to offer positive leadership both before and certainly after induction to the honor society. All current NHS students must maintain a 3.5 GPA and not receive an "F" in any subject for any semester. Students will also be evaluated on the basis of character on a yearly basis.

➢ **Transcripts**

It is the policy of the school to release records only upon written request from the new school. The records are sent to the new school and not released to parents or students. Seniors or graduates who wish to send transcripts to colleges or employers must fill out a Transcript Request Form. Records and transcripts are only transferred when all outstanding bills have been paid.

➢ **Academic Penalties**

All students must have a minimum cumulative grade point average of 1.8 by the end of the junior year. Failure to do so will result in dismissal from ECS.

Any student who fails a semester in a class must make that semester up in summer school. No more than 4 semesters of coursework may be taken in summer school. Therefore, a student who fails 5 or more semesters will not be permitted to return to ECS.

➢ **Extracurricular Eligibility Policy**

In order for an ECS student to be eligible for athletics, he/she must meet all Florida High School Activities Association (FHSAA) and Evangelical Christian School standards. All students must have a 2.0 cumulative grade point average at the end of each semester to be eligible. Once declared ineligible, a student may not participate until he/she has brought up their GPA to a 2.0 at the next semester. A student may also be declared ineligible by the administration for non-academic reasons.

Part III
STUDENT CONDUCT

The goal of discipline is self-discipline. A good plan teaches students to submit their will to the proper authority while not breaking their spirit. As this is accomplished, a student will learn to discern right from wrong, make decisions based on Biblical principles, and rule their personal desires with an eye to the future rather than the immediate.

Self-discipline can only be achieved as the school and home work in harmony. We partner with parents to reinforce God's directive to "Train up a child in the way he should go: and when he is old, he will not depart from it" Proverbs 22:6. This is prompted by structure and guidelines, and is acknowledged by reward for good behavior and consequences for poor behavior.

Behavior policies and procedures exist to achieve responsibility from students, and to create a safe, secure, and life-giving school environment. This type of atmosphere fosters achievement and academic excellence. We desire to help each student develop his or her God-given abilities to be used for His glory.

This handbook is used by the Administration as a guide. Each case and circumstance is considered individually. It may be revised, altered, or other programs and behavioral strategies may be set up by the administration.

Faculty and Administration will not discuss consequences of an incident with other families. Consequences are kept private between the student being disciplined and their parent/guardian.

Response to Discipline

When students are corrected, they should **never** discuss the problem or argue with a teacher in front of other students. If the student feels a misunderstanding exists, he or she should obey the teacher without protest and take the following steps to satisfy the matter:

1. Make an appointment to see the teacher to discuss the matter privately, or speak with the teacher before or after class.

2. Talk the problem over with his/her parents and have them contact the teacher for discussion and clarification.

3. If a problem still exists after discussing it with the teacher, the parent should make an appointment to meet with the Administration and teacher.

This represents the Matthew 18 principle and should be followed in every instance. Situations should rarely be brought to the administration before it is properly handled using this procedure.

Off-Campus Standards of Conduct

Rules exist to teach Biblical principles. It strengthens our relationship with spiritual, civil, and family authority, and allows us to develop our Christian witness. Off-campus and social media conduct DOES AFFECT the on-campus environment in a social, spiritual, and even physical way. Therefore, any information that will protect the students and families of our school is treated seriously and COULD RESULT in disciplinary actions or dismissal.

A student may be dismissed or expelled from school or asked not to return the following year if he/she is out of harmony with the Statement of Faith, or the policies of the school whether **on or off property** as determined in the sole discretion of the administration. Readmission considerations following dismissal will be determined on a case-by-case basis.

- **Evangelical Christian School students must abstain from the following:**
  - Possession/use of tobacco products
  - Possession/use of alcoholic beverages
  - Possession/use of illegal drugs or substances, including wrongly used prescription or over the counter medications
  - Possession/use of an electronic or battery nicotine or other substance dispensing devices
  - Possession/use of any type of weapon or object used as a weapon
  - Sexual activity, viewing of pornography or other inappropriate images, inappropriate conversations
  - Making threats on or off campus or through social media to other students, faculty, or staff member
  - Use of profanity, insulting or demeaning another student, faculty, or staff member
  - Any type of harassment, intimidation, threats, bullying, or any acts of violence

- **Evangelical Christian School students must abstain from the appearances of evil in the following way:**
  - Making claims of being involved with the above prohibited items
  - Criminal activity or being arrested and charged by the authorities
  - Inappropriate internet or social media activity
  - Attending an event where any of the above is occurring

Each student and parent is responsible to understand the nature of any event attended. If a student attends an event and does not leave immediately where illegal, criminal, or expellable activity is taking place, the administration reserves the right to use any disciplinary action up to and including expulsion.

If a student attends an event and realizes there are such activities going on, he or she should leave the party immediately and inform the Principal, Guidance Counselor, or Dean of Students the next school day to avoid misunderstandings.

➢ **Immorality**

Demonstrations of romantic involvement between students on school property are forbidden. Hand holding, embracing or any other contact that would contribute to undue familiarity will not be tolerated. Behavior should be above reproach.

In accordance with the ministry's statement of faith and in recognition of Biblical commands, no immoral conduct will be tolerated and will constitute grounds for expulsion. The Bible strictly forbids such conduct, which includes immoral actions as well as advocating for sinful behavior.

Definition of "immoral act"

Bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral act.

This also includes any transmission of inappropriate videos, pictures, and/or text messages via a cell phone, or social meda.

Definition of "identifying statement"

A statement that a student has been immoral or words to that effect or language or behavior that a reasonable person would believe is intended to convey the statement that a student engages in or has a propensity or intent to engage in immoral acts.

Students who engage in any sexual activity will be expelled when the accusation has been proven true. The administration has a moral and legal responsibility to maintain suitable standards within the school and to assure the welfare and health of all students.

In the event that the administration has a reasonable suspicion that a student is pregnant, steps may be taken to verify it. If information cannot be obtained from either the student or her parents or guardian, the administration shall suspend the student until such time as medical proof is presented. A student who is pregnant will not be allowed to continue at ECS.

Students who share, send or post distasteful pictures, emails, texts, or posts either in person, with a cell phone or through social media, are subject to dismissal from ECS.

➢ **Social Networking and Electronic Communications**

Students enrolled at Evangelical Christian School are to uphold the standards of decorum on all social networking sites, chat rooms, texts, internet activity and any other electronic forms of communication available. While the school does not actively monitor such student communications, proof of certain activities may result in disciplinary actions. Such activities include, but are not limited to:

1. Negative statements toward the school
2. Statements that violate the Parent/Student Handbook or the philosophy of the school
3. Transmission of statements, pictures, or online activities that are classified as "Harassment" as defined in the "Violence Prevention" section of the Parent/Student Handbook.
4. Displaying pictures that are inappropriate and/or violate the Parent/Student Handbook
5. Self-incriminating statements or pictures
6. Imitating another student electronically or using another student's images without a student's consent

Such electronic activity can vastly affect the school environment. Concerned students and parents should print out pages and give them to a member of the Administration if there is a valid concern. In the event of any violation of this policy, the administration reserves the right to designate a suspension or an appropriate disciplinary action up to and including expulsion.

On-Campus Conduct and Procedures

Without classroom learning, our school would not exist. It is imperative that learning be encouraged and protected. Our classrooms must foster a safe and productive learning environment; therefore, student behavior must not distract or cause incident that would lead to distraction. The following are guidelines when on campus:

➢ **Cell Phone Use**

Students are not permitted to use a cell phone during school hours (8:05 a.m. - 3:15 p.m.). Any use of a cell phone in school during school hours by a student will result in disciplinary action. If a student brings a cell phone to school, the cell phone must be "off" and secured in the student's locker. If a student brings a cell phone to class or carries it during the school day, the teacher/staff member will initiate disciplinary action and the phone will be confiscated. Confiscated phones will be returned to parents only. Students whose phones have been confiscated may be asked not to bring a cell phone to school in the future.

Note: "Forgetting" to turn off the cell phone is not an excuse.

Possession of a cell phone during a test or quiz for any reason will automatically be considered cheating, and appropriate academic and disciplinary action will be taken as laid out in the following pages.

No taking of or other use of cell phone photographs/videos is permitted on school grounds. Particularly, no cell phone photographs/videos are permitted in the restrooms or locker room areas at any time. Violation of this prohibition is a serious offense.

Because cell phones may also function as data storage devices, student cell phones brought to school are subject to inspection and review by school staff pursuant to the school's normal search and seizure policy and administrative discretion. Any contraband content deemed to be inappropriate is the sole

discretion of the administration might be grounds for further disciplinary action.

Parents who need to contact their child during the school day for emergency purposes should use the school's normal emergency contact process and call the main school phone number. School staff will assist parents in communication with their child in appropriate emergency situations. Parents should not consider their child's cell phone as a means of contacting their child for any reason during the school day.

➢ **Digital Book Policy and Procedures**

Classroom Procedures

A digital book should be used and utilized in the same way as a textbook. When teachers refer to taking out a book, this is the appropriate time to take out your digital book. At the beginning of each class, the only application that should be open is the app that allows a student to view his or her textbook.

Teachers may ask to check a student's digital book at any time to view any running programs, which will ensure that students have not accessed non-academic applications.

If a student suspiciously seems to be clearing something when asked to view his or her digital book, it will be assumed that the student is misusing the device. Students who refuse access to his or her device will be written up and sent to the office.

Guidelines for using school issued devices:

- All students are responsible for his or her school issued device.
- Students are responsible for making sure school devices are fully charged and ready for use at the beginning of each school day.
- NEVER loan your device to someone else to avoid loss or damage.
- ALWAYS secure your device and never assume that it will be secure with someone else.
- Students are required to login and remain logged in to required school issued/assigned sites (ex. Apple Classroom).
- School issued devices are strictly for educational purposes within the classroom. Any other uses in a class must be approved by the teacher.
- Students should not use devices to play games, access non-academic material by any means, and/or use camera or video devices to record class, other students, or any area of the school environment without permission/approval.
- Devices should never be taken into the locker room and should be concealed when in the restroom.
- A school issued device, a cell phone, purse, locker, or vehicle, is considered a searchable item. By using a school issued device, you are consenting to any searches of the device. Upon request, you may be asked for passwords or logins to assist in a search by the administration.
- Over the course of each semester, misuse of a school issued device will result in the following consequences:

  1st Offense – Warning
  2nd Offense – Warning
  3rd Offense – Removal of device for 1 week
  4th Offense – Removal of device for 2 weeks
  5th Offense – Removal of the device for the remainder of the current semester. (If applicable, parents may need to purchase textbooks to replace electronic books).

School devices and electronic books have the great potential to enhance learning and improve many areas of a student's education. However, strict guidelines must be followed to ensure that this potential is maximized.

➢ **Other electronic devices**

Students are not permitted to bring personal ipads, laptops, chromebooks, etc. Electronic games, music, devices, or anything else deemed distracting is prohibited during the academic day. Such items will be confiscated and disciplinary consequences will be assigned according to policies within this Parent Student Handbook.

➢ **Parking/Driving Privileges**

Students are allowed to drive and park on campus once the vehicle is registered with the Safety Director and he or she has received a permit. This permit must be visible at all times while on the school grounds. While on campus and in the neighborhood leading into campus, it is expected that students will not only observe all speed limitations, but also drive in a way that uses common sense and safety. Students should never use their vehicle in a dangerous way. Doing so could lead to suspension of driving privileges.

A student may only park his or her vehicle in the designated student lot. Once a student arrives and parks on school property, he or she must leave the parking lot and go to the appropriate area. Students should not loiter in the parking lot at any time. Students are NOT allowed to pick up other students who have been dropped off at school and take them off campus. Such actions could lead to disciplinary action, which may result in a suspension.

No student may be transported to or from school or any school activities in another student's vehicle without permission from the parents of both the driver and rider. Once a vehicle is parked on school property, students are not to move the vehicle or go to it without the permission of the administration.

Students who drive to school and accumulate 7 Unexcused Tardies to school in a semester will be suspended 1 week from driving on campus. After 8 are accumulated, the student will be suspended from driving on campus for 2 weeks. On the 9th infraction, a student will be permanently suspended from driving on campus for the remainder of the semester.

➢ **Conducting Business on Campus**

A student may not sell a product, collect money for a product, or solicit business in any way while on campus without permission from the Principal or Dean of Students. Ignoring this may result in a suspension and possible expulsion.

➢ **Disrespect toward a member of the faculty or staff**

Any student who disrespects a member of the faculty, staff or administration, either with or without intent, may be suspended. Examples of such behavior would be: refusal to follow faculty, staff, or administration instructions; demeaning language or gestures toward faculty, staff, or administration, especially in front of other students; or any other demeaning, inflammatory, degrading, or unwarranted accusation by a student toward the faculty, staff, or administration, and or becoming physical with faculty, staff, or administration.

In the event of any violation of this policy, the administration reserves the right to designate a suspension or an appropriate disciplinary action up to and including expulsion.

➢ **Corporal Punishment**

Evangelical Christian School views corporal punishment, properly administered, as a Scriptural and sound method of correction. We also believe parents are responsible to properly discipline their children. However, due to legal reasons, neither school personnel nor parents may administer corporal punishment on campus to any student.

VIOLENCE PREVENTION

➢ **Zero-Tolerance for Violence**

Evangelical Christian School does not tolerate violence in any form. Every member of this school family – students, teachers, parents, support staff, administrators and others, while on school property and at school sponsored events – is governed by these policies and is expected to share in the task of creating an environment that is safe, harmonious and respectful.

➢ **Police Investigations**

Evangelical Christian School is committed to providing its students with a quality education within a safe and law-abiding school environment. While respecting the rights and responsibilities of all parties concerned, staff will cooperate fully with the police and other law enforcement officers carrying out their responsibilities as part of a law enforcement investigation or proceeding. The school will make every effort to contact parents if their child is to be questioned by law enforcement officials if permitted to do so by the investigating officers.

➢ **Weapons Policy**

Evangelical Christian School strictly prohibits and will not tolerate the possession of weapons by any unauthorized person on its property or in its buildings or at school-sponsored activities, and the school will not tolerate the presence of weapons in lockers or in any other place on its property. The school prohibits the use of weapons or the threat of the use of weapons or replicas by any person on its property, in its buildings or at school-sponsored activities.

Evangelical Christian School treats *possession* of a weapon and the *use* of a weapon as two separate offenses. Having a weapon on one's person or in an area subject to one's control in a school location constitutes *possession* of a weapon. Objects, the *mere possession* of which constitutes possession of a weapon, include, **but are not limited to**, the following:

> **Any gun (loaded or unloaded), all knives, blades, clubs, metal knuckles, nunchucks, throwing stars, explosives, fireworks, mace and other propellants, stun-guns, ammunition, poisons, chains, arrows, and objects that have been modified to serve as a weapon. Any firearm muffler or firearm silencer.** Any explosive, incendiary, or poison gas, bomb, grenade, rocket, missile, mine, or any device similar to these. Any type of weapon by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant. Any combination of parts either designed or intended for use in converting any device into any destructive device described above, or from which such a device may be readily assembled.

Using or threatening to use any of the above items or a replica of a weapon of any kind constitutes *use* of weapon. Using (or threatening to use) an otherwise innocent item as a weapon, *even if that object under normal circumstances is not a weapon*, constitutes *use* of a weapon. (Example: brandishing a ball-point pen in a stabbing motion.) Such use may also violate other school policy.

When a student threatens to use a weapon or replica thereof, whether or not such weapon or replica is in the student's possession, the parents of the child will be informed, and the minimum disciplinary action shall include suspension.

The minimum consequence for students possessing, using or distributing weapons shall include confiscation of the weapon, notification of the parent or guardian, and immediate suspension. The administration will impose suspension for any length of time deemed necessary up to and including expulsion.

➢ **Assault, Threats & Harassment Prohibited**

Evangelical Christian School does not tolerate assault, threats, harassment, or abuse against any members of the school family. Verbal or written threats, racial/ethno-cultural harassment, physical or sexual harassment, or abuse perpetrated by <u>anyone</u> in the school, whether intentional or unintentional, is condemned as unacceptable and will be dealt with through appropriate discipline.

Evangelical Christian School prohibits the use, attempted use, or threatened use of force or intimidation against another person.

Evangelical Christian School prohibits any course of comment or conduct that is known or ought reasonably to be known to be objectionable, or create an environment that is hostile, intimidating or offensive to another person.

Evangelical Christian School prohibits any intentional violation of the "six-inch principle." The six-inch principle holds that each student should avoid intentionally "invading"

the six inches of space surrounding a person and his or her property, with the exception of activities directed by the faculty during class (i.e., P.E.) or in which normal and reasonable contact should be expected (i.e., incidental contact in the hallways, in lunch lines, or during an athletic activity).

When a verbal assault, threat, or harassment occurs, the parent/guardian of the student involved will be informed; and the perpetrating student will be disciplined. The administration reserves the right to use any disciplinary action up to and including expulsion.

When an assault occurs, the parent/guardian of the student involved will be informed. If there is no weapon involved, the minimum length of suspension of a student offender is three days unless there are mitigating circumstances. If there is a weapon involved, the minimum disciplinary action for a student offender is seven days of suspension unless there are mitigating circumstances. In any instance of assault, the administration reserves the right to use any disciplinary action up to and including expulsion.

When a student violates the "six-inch rule" and there is physical contact that 1) is reasonably described as "non-violent," 2) does not lead to injury, threat of injury, or a dangerous situation, 3) is non-threatening, and 4) is part of a mutual disagreement or pre-fight pushing or shoving; the parent/guardian of the student involved will be informed and a minimum of a detention will be issued. The administration reserves the right to use any disciplinary action up to and including suspension. Repeat offenses may result in a suspension.

If the Administration finds that a student's physical response to a verbal or physical provocation is disproportionate it will be deemed "unreasonable," and the Administration may reduce disciplinary actions or exonerate the student who did not initiate the physical altercation.

"Harassment" is defined as any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
3. Has the effect of substantially disrupting the orderly operation of a school.

➢ **"Bullying"**

"Bullying" is defined as systematically and chronically inflicting physical hurt or psychological distress on one or more students through behavior described in the "Violence Prevention" section above. The term "bullying" implies prolonged and repeated behaviors and is not tolerated. Students, faculty, staff, and parents should notify a member of the administration immediately when there is a suspicion or report of ongoing activity.

The Administration reserves the right to use any disciplinary action up to and including expulsion in such cases. This includes amending consequences listed in the parent/student handbook when proven to be "systematic and chronic."

Wrongful or untrue claims of bullying, harassment, threats, or assault are strictly prohibited. The Administration reserves the right to use any disciplinary action up to and including expulsion for such an act.

➢ **Sexual Harassment**

All allegations of sexual harassment will be promptly investigated in as impartial and confidential a manner as possible. A timely resolution of each complaint will be communicated to the parties involved.

The school will permit no retaliation against anyone who brings a *bona fide* complaint of sexual harassment or who provides true information as a witness in the investigation of a complaint of sexual harassment. However, an individual who makes a false complaint or provides false information to an investigator will be subject to disciplinary action, up to and including expulsion.

Any student or staff member found to have violated this sexual harassment policy is subject to disciplinary action, up to and including expulsion.

➢ **Vandalism**

Evangelical Christian School prohibits the deliberate damage or defacement of school buildings, grounds, equipment or books or the personal property of individuals while on school property. When vandalism occurs, the student's parent will be informed; the student and parents will be held responsible for returning stolen items to their owner or paying full compensation for them; and the student or parent/guardian will be responsible for paying all costs to restore or replace the vandalized property to its condition prior to being vandalized. The student will be disciplined where warranted. In any instance of theft or vandalism, the administration reserves the right to use any disciplinary action up to and including expulsion. The student's diploma and any other awards or privileges (including yearbooks, academic and fine arts awards, participation in field trips or senior class trip) will be withheld until the student's debt is repaid.

➢ **Search and Seizure – Prohibited Items**

In the interest of maintaining law, order, discipline and decorum in the school and during authorized school functions which take place off school property, Evangelical Christian School prohibits the possession, on school property or at authorized school functions, of substances or objects which may threaten good order, discipline, decorum and public safety. Such materials or objects may include, **but are not restricted to**, the following items:

- Alcoholic beverages
- Illicit drugs
- Tobacco products
- Stolen property
- Weapons

- Hate literature or racist material
- Pornography
- Unapproved music, personal electronics, etc.

Any prohibited items discovered in the possession of a student will be confiscated and dealt with appropriately—including possible discipline—and any illegal items may be referred to law enforcement for further investigation.

➢ **Searches**

Evangelical Christian School authorizes the principal and anyone he may designate to conduct searches and, where necessary, to seize prohibited substances or objects.

Students should have no expectation of privacy from the school staff in any areas designated to them for storage of personal belongings on school property (i.e., lockers, etc.), nor should students have a expectation of privacy from the school staff in any belongings they may transport onto school property in a bag or on their person (i.e., backpacks, etc.). Nor will they have an expectation of privacy from the school administration in any electronic devices while on campus.

➢ **Student Drug and Alcohol Use**

Students using alcohol and illegal drugs pose a threat to their own health and safety, as well as to that of other students, and have a detrimental effect on the learning environment of their classes. This policy, including its rules, regulations and guidelines is a coordinated effort by the school to openly and effectively respond to the potential and actual use and abuse of drugs, alcohol, and mood-altering substances by members of its student population. This policy does not grant to students any right to be tested for drugs prior to disciplinary action, nor does it require the Administration to obtain the results of a drug test before taking disciplinary action against a student for suspected drug use.

➢ **Prohibited Activity**

A student who on school property or anywhere at a school sponsored activity *is under the influence of* alcohol, drugs, or mood-altering substances, or who *possesses*, *uses*, *distributes*, *dispenses*, *sells* or *aids in the procurement of* alcohol, narcotics, restricted drugs, mood-altering substances, drug paraphernalia, or any substance purported to be a restricted substance or over-the-counter drug shall be subjected to discipline pursuant to the provisions and procedures outlined in Evangelical Christian School's Student Conduct Policies. In the event of any violation of this policy, the administration reserves the right to designate an appropriate disciplinary action up to and including expulsion.

➢ **Drug Testing**

The Administration, in its sole discretion, may determine that a drug test is not necessary to substantiate its belief that a student has used or possessed drugs, alcohol, or other mood-altering substances. In such cases, appropriate discipline shall be administered up to and including expulsion and nothing in these policies should be construed as requiring drug testing of the student before making a final decision. However, should the Administration determine, in its sole discretion that obtaining the results of a drug test would assist in its determination, the request for a urine drug test shall occur as outlined in school policy. In its sole discretion, the Administration may choose to suspend the student out of school while test results are pending.

➢ **Student Options**

- **Option A: Submit to an administration request to undergo testing**

As outlined in the Evangelical Christian School Student Drug and Alcohol Use Policy, when a student meets the criteria of reasonable cause, the student and parent will be informed by a school official that the Administration has requested a urine drug test. In its sole discretion, the Administration may choose to suspend the student out of school while test results are pending. The school official shall request that the student be tested at an approved laboratory at the parent's expense.

The student and parent will be responsible for all costs involved in the testing process. The student and parent can use a Medical Vendor facility of their own choosing, subject to approval by the Administration. In order to be considered by the Administration, *sealed* testing results must be sent from the approved Medical Vendor *directly* to the school.

- **Option B: Refuse to undergo testing**

If the student and parent refuse the voluntary drug test, the administration shall process the case in the manner it would process any other 'under the influence' situation pursuant to the Evangelical Christian School disciplinary policies, up to and including permanent expulsion from school. Refusal to voluntarily submit to drug testing will not result in the disciplinary matter automatically being discontinued.

- **Option C: Elect to undergo testing in absence of a request to do so**

If the Administration determines that drug testing is not necessary because, in its discretion, sufficient other evidence exists to discipline the student accordingly, the student may nonetheless elect to undergo testing to refute evidence that establishes a reasonable indication that the student is in violation of the drug and alcohol policy.

The student and parent will be responsible for all costs involved in the testing process and should notify the administration in writing of their intent to pursue drug testing. The student and parent can use a Medical Vendor facility of their own choosing, subject to approval by the Administration. In order to be considered by the Administration, *sealed* testing results must be sent from the approved Medical Vendor *directly* to the school.

The Administration will consider the test results in determining what, if any, disciplinary action will be taken or warranted adjustments in disciplinary action if it has already been taken. A negative test result will not automatically warrant dropping all disciplinary consideration for using, possessing, or associating with drugs and alcohol. In its sole discretion, the Administration may choose to suspend the student out of school while test results are pending.

➢ **Positive Test Results**

The School Administration shall have the sole discretion and authority to determine an appropriate remedy for positive drug test results. Available remedies shall include any appropriate discipline under school policy, up to and including permanent expulsion from school, suspension for a period of time, conditioned status enrollment or re-enrollment, or any other discipline determined to be appropriate by the Administration in its sole discretion. For any discipline other than immediate expulsion, the student will agree as a condition of continued enrollment, with signed parental consent, to be randomly tested by urine drug screening in accordance with school policy. A subsequent positive test on any of the four random screenings will result in immediate expulsion from school.

➢ **Negative Test Results**

If the test results are negative, and the Administration, in its discretion, believes all factors so warrant, the student may be returned to school. The parent and student may be asked to meet with the Administration to assess possible reasons for the student's extraordinary behavior or other circumstances which led to the Administration's reasonable suspicion.

A negative test result will not automatically warrant dropping all disciplinary consideration for using a banned substance. Evangelical Christian School's prohibition extends not only to the use of drugs and alcohol or being "under the influence." Possession of prohibited substances is also a serious offense that warrants disciplinary action up to and including expulsion where the circumstances warrant. Evangelical Christian School intends to discourage all students from any and all association with drugs or alcohol. For this reason, among others, negative drug test results will not be considered as definitive evidence of a student's innocence.

Additionally, drug testing cannot successfully detect all drug use. Also, drug testing can determine past intoxication only during a limited time-window, because the intoxicating substance is quickly passed from the student's body. For these reasons and others, the school will consider a negative drug test as only one factor among many in determining what disciplinary action to take when a student is suspected of being in violation of this policy.

➢ **Rights and Responsibilities**

The Administration may decide, *in its sole discretion*, to request a hearing or to grant a student's request for a hearing on a case-by-case basis. *Nothing in this handbook should be construed as granting a student the legal right to any hearing with the Administration or any other School body or official.*

The Administration shall not be required to meet or demonstrate any legal standard of proof in carrying out any school disciplinary policy. All findings of fact made by the Administration for the purpose of disciplining students of Evangelical Christian School shall be made in the sole discretion of the school officials and are not subject to further review by any body or court. All discretionary decisions made by the Administration for the purpose of disciplining students of Evangelical Christian School shall not be subject to further review by any body or court.

We understand the concern you have for the safety of your child. We share that concern. Consequently, much thought and research has gone into the formulation of the policy. Its structure and procedures are part of an ongoing effort to protect our students from the risk of violence and create for them an environment conducive to learning and building Godly character. Each member of our staff is familiar with the policies and is personally committed to the safety of all students. We appreciate the confidence that you have placed in our institution and pledge to do our best to safeguard and educate your child to the glory of God.

STUDENT PLEDGE

Evangelical Christian School seeks a student body who is committed o fulfilling Colossians 3:17 "…whatsoever ye do in word or deed, do all in the name of the Lord Jesus…"

Each young person who desires to be a student at ECS must read and sign this pledge. Parents are also required to read and sign this pledge to show their full support of its enforcement and acknowledge the sincerity of commitment in their son's or daughter's decision to attend Evangelical Christian School.

As a student enrolled in Evangelical Christian School…

1. I will seek to be diligent in upholding the standards of the school for myself and encourage my fellow students to do the same. I understand it is a privilege to attend ECS and my personal behavior is to be pleasing to God, both on and off campus.
2. I pledge to cooperate with, and show respect for, all authority placed over me. I also pledge to treat my fellow students with respect by refraining from words or actions considered to be demeaning or harassing. I will seek to be perceived by others as a kind person.
3. I understand attendance in Bible class and ECS chapel services are required of every student. I also understand regular attendance in a local church is expected.
4. I recognize the physical, social, and moral degradation associated with alcohol, tobacco, illegal drugs or substances, pornography, gambling, thievery, and witchcraft. I will refrain from any form of participation with the above items while a student at ECS. If there is reasonable suspicion of drug or substance involvement, I agree to pay for a drug test at an ECS approved clinic.
5. I agree to abstain from any form of sexual activity while enrolled at ECS. I understand that this includes any type of sexual relationship, which is against the Word of God.
6. I understand that the use of profane language, and the reading or possession of pornographic

materials are against ECS standards and will not be tolerated.

7. I understand cheating is wrong and plagiarism is a form of cheating. I will do my own work and not allow others to use my work and turn it in as their own.
8. I will be honest in all my dealings with students, teachers, administrators, and other ECS personnel.
9. I agree to abide by the standards listed in this pledge and any additional standards stated in the Parent/Student Handbook. I understand the standards are for all ECS students and if I become aware of non-compliance on the part of any student, I have a responsibility to inform the administration.
10. I understand that failure on my part to comply with any of the standards of this pledge is grounds for dismissal from Evangelical Christian School.

Parental Support

By introducing and enforcing this code of conduct, Evangelical Christian School creates a learning environment that encourages the wholesome aspects of life, and in some ways, reduces the distractions prevalent in many schools.

Parents are fully expected to support and enforce these standards of conduct as a partner with Evangelical Christian School. Our goal is to partner with parents in educating students academically, socially, and civically. Parents should avoid actions, statements, and activities that are out of harmony with the spirit of ECS policy and practice. We realize that disagreements may occur, but ask that the Matthew 18 principle be applied to ensure the best possible attitude of all students.

The staff desires a harmonious relationship with parents. If parents have a question about a school policy or an event that involves their child, they are to notify their child's teacher. An effort will be made to resolve any differences and maintain excellent communication between parents and ministry staff.

Parental support is an essential part of the educational process. If, in the sole discretion of the administration, a parent has failed to support the Administrator or ministry staff or the standards articulated in the ministry's Statement of Faith, the administration reserves the right to deny the student continued enrollment in the school.

➢ **Dismissal/Expulsion**

A student may be expelled or required to withdraw from school at any time they or their parents are found to be out of harmony with the rules and policies of the school. Decisions in these matters are at the full discretion of the administration, and further reviews or appeals cannot be considered. The following are rules regarding expulsions:

- A dismissal from ECS is for the remainder of the current school year.
- If a senior is expelled, they will not receive a diploma from ECS nor be allowed to participate in graduation ceremonies.
- The expelled student wanting to return to ECS must complete a "Student Petition to Return."

➢ **Cheating**

As a Christian institution, we cannot tolerate the stealing of other students' work. This includes homework as well as quizzes or tests. Plagiarism is a form of cheating and will be handled accordingly. A grade of zero will be assigned to any work that has been completed as a result of cheating, and any student who after an investigation, has been shown to assist another in cheating, will also receive a zero on his or her work. Appropriate consequences will be administered, as is outlined in the following pages. Those who repeat cheating behavior may be suspended or expelled.

Students who are caught in suspicious behavior, such as talking during a test or quiz or looking on another student's paper will be disciplined and may have their grade reduced at the teacher's discretion.

Student Behavior

While in school, students develop individual identities. During this period of their lives, students occasionally need the leeway to be less than perfect in order to build their character and develop their sense of a real world that demands constant adaptation.

Proverbs 29:18 reminds us that, *Where there is no vision, the people perish: but he that keepeth the law, happy is he.*

Keeping rules is an important step to maturity, one that allows a student to learn civic responsibility and the true key to happiness. However, in order to follow the rules (the vision), one must understand and know what the rules are. That is the purpose of this section of the parent/student handbook.

Levels of Disciplinary Action

Disciplinary actions in the upper division are divided into four (4) levels. Each level is determined by the seriousness of the act.

1. **Level I Action** *(0 Demerits, may accumulate to Level II)* – Level I infractions result in one or more of the following consequences:
   a. Official Warning (OW)
   b. Speaking with teacher during or after class
   c. Phone call from the teacher or administration

2. **Level II Action** *(0-1 Demerits)* – Level II infractions require more formal consequences. They include but are not limited to:
   a. After school Detention
   b. Work Detail
   c. Student/Teacher Conference
   d. Parent/Teacher conference with parents

e. Loss of Driving Privilege for 1 Week

3. **Level III Action** *(3-5 Demerits)* – Level III infractions require more formal consequences. They include but are not limited to one or more of the following:
   a. Saturday Detention ($25 Fine)
   b. In-School Suspension (ISS)
   c. Out of School Suspension (OSS)
   d. Rest of Day Suspension (RODS)
   e. Student Disciplinary Contract
   f. Administrative Conference
   g. Loss of Driving Privilege for 2 Weeks or permanently
   h. Directed Community Service

4. **Level IV Action** – Level IV infractions begins with an Administrative Review and may include but not be limited to:
   a. Disciplinary Committee Review
   b. Forced Withdrawal
   c. Expulsion
   d. Alternate Discipline Plan/Contract
   e. Counseling as a required component of continuation as a student
   f. Any other action that is deemed appropriate, which is at the discretion of the Administration

Level I – Accumulating Infractions

The following are Level I Official Warnings (OW's) that accumulate throughout each semester.

Level I – Infractions:
- Classroom disruption
- Disobeying a teacher or staff member
- Horseplay
- Hallway Disruption
- Unprepared for class
- Unexcused tardy to class
- Unexcused tardy to school

Level I infractions accumulate in each category and become level II infractions as follows:
- 1st OW – Level I action
- 2nd OW – Level I action
- 3rd OW – Level II action (1 demerit)
- 4th OW – Level I action
- 5th OW – Level I action
- 6th OW – Level II action (1 demerit)
- 7th OW – Level II action (1 demerit)
- Each infraction after eight (8) in a category is a level III infraction and one (1) demerit, which means that it will involve a suspension of some sort. The Administration will use any level III consequences to make sure that future behavior is not repeated.

Dress Code and Hair Code infractions accumulate over the course of the semester and are handled in the following way:
- 1st OW – Level I action and correction if possible
- 2nd OW – Level I action and correction if possible
- 3rd OW – Level II action and correction if possible
- Each infraction after three (3) in a category results in the student being sent home until the dress code or hair code situation is corrected and the issuing of detention.

Disciplinary Infractions

1. Attendance
   a. Failure to properly sign in/out – *Not reporting to school or leaving school grounds without following the established procedures.*
      1st Offense – Level II
      Repeat Offense – Level III or IV
      1st Offense (Intentional) – Level III or IV
   b. Skipping Class Period – *not reporting to or leaving an assigned class, activity, or area without receiving proper approval.*
      1st Offense – Level III
      Repeat – Level III or IV
   c. Skipping School – *without parent knowledge*
      1st Offense – Level III
      Repeat – Level IV

2. Cheating – receiving or giving help on any graded project
   1st Offense (Homework or daily grade) – Level II
   1st Offense (Test or Quiz) – Level III
   Repeat Offense – Level III or IV

3. Cheating (Suspicious Behavior)
   1st Offense–Level II, grade reduced at teacher's discretion
   2nd Offense–Level III, grade reduced at teacher's discretion
   3rd Offense–Level IV, grade reduced at teacher's discretion

4. Computer Misuse
   1st Offense – Level II
   Repeat – Level III
   1st Offense (Major, intentional disruption or damaging behavior) – Level III or IV

5. Corrupt Communication
   a. General Profanity (overheard)
      1st Offense – Level II
      Repeat – Level III
   b. Student to Adult
      1st Offense – Level III
      Repeat – Level IV
   c. Student to Student/Vulgar Obscene in class
      1st Offense – Level III
      Repeat – Level IV

6. Inappropriate use of school issued electronic devices (over the course of a semester)
   1st Offense – Warning
   2nd Offense - Warning
   3rd Offense – Removal of device for 1 week
   4th Offense – Removal of device for 2 weeks

5th Offense – Removal of the device for the remainder of the current semester. (If applicable, parents may need to purchase textbooks to replace electronic books).

7. Electronic device use on campus (Such as, but not limited to, personal ipads, laptops, chromebooks, cellular phones, IPods, digital cameras, etc.)
   1st Offense – Level I, Warning and confiscation. Device returned to student at the end of the school day.
   Repeat Offense – Level II or III, confiscation. Device must be picked up in the office by a parent/guardian.

8. Entering an off limits area
   1st Offense – Level II
   Repeat Offense – Level III

9. Damaging Another Student's Property
   1st – Level I (Must replace or pay for damage)
   Repeat – Level II or III (Must replace or repay for damage)

10. Damaging School Property
    1st Offense – Level I (Must replace or repay for damage)
    Repeat – Level II or III (Must replace or repay for damage)

11. Dangerous Operation of A Vehicle
    1st Offense – Level II driving suspension (1 week)
    Repeat Offense or 1st Offense (Serious) – Level III driving suspension (2 weeks) or permanent driving suspension

12. Disrespect
    1st Offense – Level II
    Repeat – Level III

13. Disrespect (Major) – See paragraph in "General" section.
    1st Offense – Level III or IV
    Repeat – Level IV

14. Disrupting Chapel
    1st Offense – Level II
    Repeat Offenses – Level III
    1st Offense (Major) – Level III

15. Eating in a prohibited area
    Each offense – Level II

16. Failure to serve Detention
    1st Offense – Level II (1 Demerit)
    2nd Offense – Level III (2 Demerits)
    3rd Offense – Level IV (3 Demerits)

17. Forging a signature or form
    1st Offense – Level III
    2nd Offense – Level IV

18. Fighting
    (Un-aided contact) – Level III
    (Aided contact, repeat offenses) – Level III or IV

19. Harassment against any person, student or staff
    1st Offense – (Ethnic/Racial comments, physical harassment, hazing, or sexual harassment) – Level III or IV
    Repeat Offenses – Level III or IV
    * See page 19 for further information

20. Inappropriate Comments toward another student (Includes name-calling, coarse joking, and embarrassing someone in public)
    1st Offense – Level II
    Repeat Offense – Level II or III

21. Lying
    All Offenses – Level II
    Hindering an Inquiry – Level III or IV

22. Parking/Driving Violation
    1st Offense – Level I
    2nd Offense – Level II driving suspension (1 Week)
    Repeat Offense – Level III driving suspension (2 Weeks)

23. Possession of or detonation of fireworks
    1st Offense – Level III
    Repeat Offense – Level IV
    * See weapons policies under "Violence Prevention"

24. Public Display of Affection
    1st Offense – Level II
    Repeat Offense – Level III

25. Theft
    1st Offense – Level III or IV (depending on the extent of the theft)
    Repeat Offense – Level IV

26. Threatening Behavior and/or communication toward staff member, volunteer, chaperone or student:
    Threat to use force – Level II or III
    Threat of using a weapon – Level III or IV
    *See weapons policies under "Violence Prevention"

27. Unexcused Tardy to School
    1st and 2nd Offense – Warnings
    3rd Offense – Detention (1 Demerit)
    4th and 5th Offense – Warnings
    6th and each after – Detention (1 Demerit)

A student who drives to school and is continually late may have his or her driving privileges suspended.

28. Uninvited Physical Contact with another person
    1st Offense (minor) – Level II
    Repeated Offense – Level II-IV

Demerits, Limits, and Disciplinary Actions

A student is only allowed 10 demerits in a semester. Disciplinary actions are designed to help a student improve his or her behavior. A variety of different strategies are used when a student continues to receive demerits. Along with different detentions, the following are used when a student reaches certain demerit levels.

- *5 demerits* – Parent meeting is required, possible probation, individual discipline plan is created
- *7-9 demerits* – (Level II or III) Suspension or special discipline as determined by the Administration
- *10 demerits* – (Level IV) Out-of-School Suspension pending Administrative Review and possible Discipline Committee meeting
- The Administration may choose (at any demerit level to suspend a student whose behavior exhibits chronic disruption or disregard for the discipline system, detentions, or Official Warnings. It is at the sole discretion of the administration to determine when this is appropriate.

Automatic Level IV Disciplinary Actions

1. Experimenting with, practicing, or carrying items associated with witchcraft.
2. Gambling
3. Sexual activity, including sexual acts, inappropriate touching, and the possession of or viewing of pornography (on or off campus). Pornography is any picture, video, or written text that promotes or displays nudity, a sexual act, or suggestive content.
4. Possession or use of tobacco related products
5. Possession, use, sale or distribution, storing, or purchasing of alcohol, drugs, controlled substances, counterfeit controlled substances or prescription medications
6. Possession, use, or sale of drug paraphernalia.
7. Possession, use, sale, or distribution of over-the-counter medication (to include but not limited to aspirin, vitamins, Tylenol, etc.)
8. Criminal activity or being arrested and charged by the authorities.
9. Accumulation of 10 demerits in a semester (See below)
10. Parents or students taking actions or making statements out of harmony with ECS policy and practice. This includes breaking the "spirit" of the policy and practice.
11. Parents or students displaying attitudes or feelings that undermine the educational or social environment of the school

Formal Detentions and Suspensions

➢ Detention

Before school detention is served from 7:10 a.m.- 7:55 a.m. After school detention is served from 3:20 p.m.- 4:05 p.m. The time and date to serve will be assigned by the Dean of Students. Unless otherwise instructed, the school uniform is required and either written work or a work task will be given.

➢ Detention Attendance and Rescheduling

When an entered infraction causes a detention, a "serve-by" date will be entered. The student will be notified in writing and the parents by email that a detention has to be served by the assigned date. Students will have all of the available dates (over the next week) to serve his or her detention. Students and parents must ensure that they proactively serve to avoid further discipline (see below). Extenuating circumstances should be communicated before the Missing detention if possible.

Missing a detention will result in the following disciplinary action:

- 1st Offense – Level II (1 Demerit)
- 2nd Offense – Level III (2 Demerits)
- 3rd Offense – Level IV (3 Demerits and Discipline Committee Meeting)

➢ In-School Suspension (ISS)

An internal suspension is served during the school day under the supervision of a school administrator or faculty member. It can vary in length from a full day to several class periods. A student may not attend class during the specified period. Assignments may be received from a teacher, but zeros will be given for all homework and quizzes for the period of suspension, as they may not be made up. He or she will, however, be able to make up any tests *during* the period of absence. A student in internal suspension for the full day is ineligible to play in any sporting events and may be prohibited from practicing.

➢ Out-of-School Suspension (OSS)

A student who receives this level of infraction will be given a suspension of length to be determined by the Dean of Students. During an out-of-school suspension, assignments may be received from a teacher, but zeros will be given for all homework and quizzes for the period of suspension, as they may not be made up. He or she will, however, be able to make up any tests, but only on the first day of return from suspension. A student suspended for the full day should not be on campus without permission from the Administration and is not allowed to participate in any sporting event or practice either on or off campus.

Rest-Of-Day Suspension (RODS)

A student who serves rest-of-day suspension typically is sent home by the Dean of Students for some inappropriate action on campus. For the remainder of the day, assignments may be received from a teacher, but zeros will be given for all homework and quizzes for the period of suspension, as they

may not be made up. He or she will, however, be able to make up any tests, but only on the first day of return from suspension. A student suspended for the rest of the day should not return to campus without permission from the Administration and is not allowed to participate in any sporting event or practice either on or off campus.

Administrative Review/Disciplinary Committee Meeting

A Level IV Administrative Review is reserved for infractions or situations that may jeopardize a student's enrollment at Evangelical Christian School. The student will be suspended during the review. The Administrative Review is carried out by a committee of administrators who will decide the best course of action. The Administrative Review may make a final decision or refer the matter to the Discipline Committee, which is made up of administrators and teachers.

The following actions may be used for automatic Level IV infractions of a more serious nature or for the accumulation of 10 demerits. **In the case of automatic Level IV infractions, it is important to note that consideration and grace will be more likely to be given in situations where students come forward, rather than information being passed from a third party.**

The following is the procedure for a Level IV Administrative Review followed by a Disciplinary Committee Meeting:

- Administrative Review – the facts of the incident or information are investigated by the Administration and in counsel with other administration members determines the appropriate course of action.
- Conference – (by phone or in person) with student and/or parents
- Discipline Committee Hearing (If recommended by the Administrative Review)
- NOTE: Students who exceed 10 demerits will automatically proceed to a Disciplinary Committee Meeting.

Possible disciplinary actions resulting from Discipline Committee decision:

1. Expulsion – a student has lost the privilege to attend ECS. The student must return all ECS property and is not allowed on the ECS campus without administrative permission.
2. Forced Withdrawal – a student has lost the privilege to attend ECS and has been offered the opportunity to withdraw. The student must return all ECS property and is not allowed on the ECS campus without administrative permission.
3. Alternate Discipline Plan/Contract – alternate consequences agreed upon by the Discipline Committee must be agreed to, in writing, in order for a student to return.

In some cases, expulsion or forced withdrawal may be used after an administrative review when the facts and circumstances surrounding automatic Level IV infractions are undisputed and extreme.

➢ **Restoration Program**

The Restoration Program is for students who have been expelled or asked to withdraw from ECS. The following requirements have to be completed before consideration will be given:

1. Fill out a "Student Petition to Return form.
2. Meet with the Dean of Students in conference with the parents.
3. The administrative members of the Discipline Committee will decide eligibility for return.
4. If the student is allowed the privilege of returning to Evangelical Christian School, he or she will return on disciplinary probation.

➢ **Disciplinary Probation**

If a student accumulates five (5) demerits or more in any semester of a given school year, he or she may be placed on disciplinary probation. The goal of disciplinary probation is to ensure student success, teach character qualities, and to monitor progress. Students receiving more than five (5) demerits in two consecutive semesters will be reviewed and may not be able to re-enroll.

A student may be placed on disciplinary probation for the following reasons:

- Acquiring 5 or more detentions in a semester
- Acquiring numerous demerits or warnings in a short period of time
- As deemed by the Dean of Students for the following school year
- As deemed by the Dean of Students for infractions detrimental to the school

The following are requirements of students placed on disciplinary probation:

- A student who is placed on disciplinary probation will be required to meet with the Dean of Students in conference with his or her parents.
- Disciplinary probation is reviewed at the end of each semester to determine continuance or discontinuance of the program.
- Meet with the Dean of Students, as needed for an update on recent behavior issues. The Dean of Students will determine the frequency.

The following are probationary infractions, which may lead to dismissal:

- Any Automatic Detention Infractions.
- Multiple OW's in a short period of time.
- Displaying or conveying attitudes or behaviors that break the spirit of this agreement with Evangelical Christian School.

Part IV
DRESS CODE

GUIDELINES

Evangelical Christian School believes it is necessary to dress appropriately and modestly at all times. Because the Bible teaches that Christians should always honor the Lord in all that they do, the school maintains high-quality standards for dress. Parents should cooperate in enforcing these standards.

All students are required to wear school uniforms. Uniforms are to be purchased directly from Renegades. You can visit their website at www.renegadesfl.com. Disciplinary penalties may be administered for students who are not in dress code.

It is expected that parents take responsibility to purchase enough uniforms, schedule laundering, and maintain all uniforms in such a way that students are in proper dress code each day.

Clothing with inappropriate advertising or slogans may not be worn. The administration reserves the right to refuse permission to wear questionable clothing.

➢ **General**

1. Shirts

- Must be purchased directly from Renegades.
- Only the top button may be undone on the uniform shirts.
- Monday-Thursday students may only wear official ECS uniform shirts.
- On Fridays, students may wear any ECS purchased or issued shirt or ECS sweatshirt (including hooded), i.e. ECS team, club, class, or jersey.

2. Pants

- Must be purchased directly from Renegades.
- Must be completely hemmed at the bottom, no homemade cuts and no frayed edges.

3. Shorts and Capris

- Must be purchased directly from Renegades.
- Must be completely hemmed at the bottom, no homemade cuts and no frayed edges.
- May NOT be rolled up, making the length shorter.

4. Skirts and Skorts

Skirts and skorts are no longer considered uniform wear.

5. Socks

It is recommended that all students wear socks. They must be white, black, or gray. A thin stripe across the top of the sock or a small logo on the sock is permitted.

6. Belts

Belts must be worn if shirts are tucked. They must be black or brown leather and be worn inside the belt loop. The buckle should be small and simple.

7. Shoes

- Boots may only be worn with pants.
- Must be black or brown.
- Must have a closed toe and a closed heel.
- May NOT have markings of a contrasting color. Contrasting stitching is only permitted if it is white, off white, brown or black.
- Shoelaces must be a solid color and match the color of the shoe.
- Shoes that give the appearance of a casual "slipper" may not be worn.
- See pictures in the Addendum for examples.

8. Undershirts and Camisoles

If worn under uniform, undershirts, or camisoles must be solid white, black or gray. Designs and lettering of any kind are not acceptable. The length must not exceed the bottom of the uniform shirt or sleeves. See pictures in the Addendum.

9. Jewelry

Ladies and young men should not wear excessive jewelry. Ladies should not have excessive ear piercings. Young men are not permitted to wear earrings. Piercings in other areas are not permitted, i.e. nose, lip, tongue, or eyebrow.

The administration reserves the right to ask a student to remove a piece of jewelry that presents an unprofessional appearance or takes away from the uniformity of the school attire.

10. Outerwear

- Students may wear ECS official uniform outerwear purchased from Renegades or official team jackets (NOT hooded sweatshirts) sanctioned by the ECS Athletic Department.
- Students must always wear uniform shirt under jackets.

11. Make-up and Hairstyles for Ladies

Make-up is to be used to enhance the natural beauty. It should not be worn in excess or in a distracting manner. Hairstyles and color should be conservative in nature and natural in appearance. Hair cannot cover the eyes. Eyes must be visible at all times.

12. Haircuts and Facial Hair for Men

Hair needs to be neatly groomed and properly maintained at all times. Hair cannot go past the collar. Hair cannot cover the eyes. Eyes must be visible at all times. Drastic hair color changes, shaved designs or mohawks are not permitted. Boys are not to wear man buns, ponytails or

headbands, etc. Appropriate cultural hairstyles may be permitted as long as approved by the Dean of Students.

No beards, mustaches, or facial hair of any kind are allowed. Men must be clean shaven at all times. Sideburns may be no lower than the bottom of the ear. Students unshaven may be written up and/or be required to shave. Students not complying with hair code may not be allowed to attend class.

The administration reserves the right to require a change in hairstyle if it is deemed inappropriate.

13. Tattoos

Currently enrolled students are not permitted to get a tattoo. Any existing tattoo of an enrolled student should be covered by the student's clothing at all times during school hours, on school property, during or at a school function, or in any capacity as a representative of ECS.

The Administration, in its sole discretion, may determine that a student, who has obtained a tattoo or continues to violate this policy by showing, revealing, or repeatedly failing to conceal the tattoo, is in violation of this section of the Parent/Student Handbook. In such cases, appropriate discipline shall be administered up to and including expulsion.

➢ **During Cold Weather**

All students may wear warmer coats to and from school but they must be placed in lockers during class. Only ECS fleece or jackets may be worn in the classroom. Hooded sweatshirts are NOT permitted as cold weather wear.

➢ **Physical Education**

Students are required to purchase and use P.E. uniforms. P.E. uniforms must be purchased from Renegades. Grade and discipline penalties will be assessed for being out of uniform. All students must wear the appropriate socks, athletic shoes, and protective equipment. In cold weather, students may wear any appropriate sweatshirts and sweatpants during P.E. class.

The P.E. teacher will assign the lockers. Student must provide own lock. Lockers and locks must be used daily. Items of clothing and shoes are not to be left on benches. Valuables and large amounts of money should be checked in with teachers for safekeeping. The student will pay for any damage done to the locker room.

➢ **Additions or accessories to the School Uniform**

No accessory or other item may be added to the school uniform without prior approval. Students who wish to support any cause by wearing an addition or alteration to the dress code must be approved by the school administration. Examples would be pins, stickers, bracelets, necklaces, other jewelry, specific colors or clothing, or anything that corresponds to a local, state, or nationally publicized day of recognition for a "cause." Many times, worthy causes will prompt administration to allow a corporate show of support by the entire student body, such as, wearing a ribbon.

Students are not allowed to show support on school property for any cause or issue that does not support the general philosophy of the school or the standards reflected in the Parent/Student Handbook. The Administration reserves the right to prohibit any uniform additions that, in the opinion of the Administration, does not meet this standard.

➢ **Parents**

Parents who conduct business on our campus or who are at a school activity as a chaperone or fan must be dressed appropriately.

➢ **Dress Down Day Policy**

Shirts

- No questionable writing
- Must have sleeves
- May not be low-cut
- Must be able to raise hands in the air without seeing midriff

Pants

- Students may wear jeans or khaki style pants
- Must be loose-fitting without being overly baggy
- Cannot have holes or tears of any kind, even if skin is not showing
- Only ECS uniform shorts may be worn

Shoes

- Tennis shoes are permitted
- Must be close-toed and close-backed
- No flip-flops, slippers, or crocs allowed

➢ **Class Shirt and Sentinel Pride Day**

- Students must wear the current year's shirt
- The text of the shirt must be clearly visible
- Jackets must be ECS uniform approved
- Pants and shoes follow Dress Down Day Policy

➢ **Homecoming week**

Homecoming week has a varied dress code. Students are expected to meet the same dress code requirements as any other dress down day. For the guidelines, see the above Dress Down Day policy. Also, students should ensure that they dress in the theme of the day and all clothing must be modest.

➢ **Disciplinary measures for students who are out of code:**

Dress Code and Hair Code infractions accumulate over the course of the semester and are handled in the following way:

- 1st OW – Level I action and correction if possible
- 2nd OW – Level I action and correction if possible
- 3rd OW – Level II action and correction if possible
- Each infraction after three (3) in a category results in the student being sent home until the dress code or hair code situation is corrected and a detention is given.

Please note, that even though OW's are given for the first three items in a semester, the Administration reserves the right

to require a student to bring an item into code before allowing him or her to go to class.

PART V
SYSTEM POLICIES

SYSTEM POLICIES

➢ **Sentinel Corner Spirit Store**

The Sentinel Corner Spirit Store is a fundraiser of the ECS Athletic Department. The store is open from 8:00am to 9:00am on Wednesday mornings, or by appointment by emailing spiritstore@goecs.org. There is also an online Spirit Store available year-round. The link to the online store can be found at goecs.org or ecssports.org

➢ **Chapel**

Chapel services are held once each week. From time to time there will be special musical performances, educational programs, and films. Parents are always welcome to attend chapel services. Chapel speakers are chosen by administration and often include local youth pastors.

➢ **Drop-Off and Pick-Up**

Proper traffic flow is essential in maintaining safety relative to drop-off and pick-up. If you must stop for more than the time it requires your child to leave or enter the car, please park in a designated parking area.

Parents or students who operate their vehicles in an unsafe manner on campus may lose their driving privileges on campus, or further consequences may be applied. This would include excessive speed, ignoring speed bumps, blocking traffic, improper parking, rudeness, or allowing someone else to drive the car in an unsafe manner.

Owners of vehicles that contain messages, bumper stickers, paintings, etc. considered to be inappropriate or inconsistent with the objectives and philosophy of the school will be asked to remove the offending material or arrange alternative transportation for their child.

➢ **Before School Students**

Supervisors will be on duty at 7:40 A.M. in the cafeteria. Students may begin arriving at that time. Students are required to wait in the cafeteria until the first bell rings.

➢ **After School Students**

Students remaining after 3:30 P.M., who are not practicing with a coach, **must** report to After School Study Hall or an assigned athletic study hall. Students are to remain in dress code until leaving campus or until a game or practice. Students waiting for a late practice will not be charged for after school care. No student may remain on campus after 3:30 unattended. **Students who do not have a valid reason for being on campus after 3:30 are to leave for the day.**

➢ **Parental Custody**

If there are situations regarding parental custody or parental restraint orders, the school will follow what the court deems appropriate through official court papers. The school must have a notarized copy of an official court document (with judge's signature) before the school can take any action. The safety of the student is the school's number one concern, and at no time will the school release a student to a parent or authorized person that appears to be under the influence of substances or in an impaired condition. Please inform the school's Safety Director of any situations of parental custody or restricted visitation.

➢ **Field Trips**

The purpose of field trips is to enhance student learning through experiences outside of the traditional classroom. All field trips must be approved by the school administration and are planned by the teacher. The costs for transportation and admission are not always covered by the school activities fee.

All chaperones must model the standards of dress and conduct expected from our students as stated in this manual. Parent chaperones may not take any additional family or friends on field trips. Lower School students must wear their uniform on field trips.

➢ **End of the Year Trip**

An end of the year trip is planned by the administration for all students who did not receive any demerits for the second semester. The students earn the privilege of being able to go on the trip; however the cost of the trip is the responsibility of the student.

➢ **Senior Class Trip**

Each year the senior class travels to New York City and Lake George, New York. It's a highlight of the senior year! One week is set aside in the school calendar for this activity. All seniors are encouraged to participate. Non-participants must attend class.

➢ **Fire Drill**

Periodic fire drills are held to prepare students for an emergency. The alarm is a loud electronic strobe. Upon hearing the fire alarm, the students are to move quietly and quickly from the building to the designated assembly area. Upon reaching the area, attendance will be taken and a messenger will be sent to the check-in station.

➢ **Lock Down Drill**

Periodic Lock-Down Drills will be held to prepare students for an emergency that requires a lock down situation. This alarm is a vocal announcement through the intercom system. Upon hearing the alarm, the teachers will lock the classroom door, turn off the lights and close window shades. The students will proceed to their lock down location within the

classroom. The class will remain in this position until the all clear is announced.

➢ **Fund Raising**

Each year projects are planned to help improve or upgrade the school facilities. These are projects that are outside the regular school budget that is supported by tuition. We encourage parents to actively support our fund-raisers because they directly benefit the students and help keep tuition costs reasonable. ECS does not encourage door-to-door fundraising. All gifts to Evangelical Christian School are tax-deductible.

➢ **Lunch and Visitor Policy**

Students may purchase a hot lunch or bring lunch from home. The lunch menu can be viewed online at www.goecs.org under the parent's section.

Lunch time is an enjoyable break in the day's schedule. Common manners and courtesy must be shown during lunch. In no case may a student throw or play with food. Any damage, disregard to rules, or disrespect during lunch will result in disciplinary action.

ECS Alumni, who have left in good standing, may visit the campus during the lunch hour in the cafeteria. Pastors or youth leaders are welcome to visit students during lunch with prior approval from administration.

➢ **Gum Chewing**

Gum is extremely detrimental to the upkeep of the campus and buses, therefore, a fee of $10.00 will be incurred for each offense of gum chewing on school campus and/or bus.

➢ **Lockers**

Lockers are assigned to all students. Students have lockers for storage of books and supplies. Students may go to their lockers before and after class. Lockers and locker combinations are not to be shared. Books are to be stored in such a way that does not interfere with the closing and opening of the locker door. Straps, paper, etc., are not to be visible to the outside. Books and other items left out will be placed in Lost and Found. Nothing may be attached to the outside of the lockers. Magnets may be used to attach items to the inside. Such items are to be in keeping with school standards. No stickers are allowed inside or outside of the lockers. No wet clothes or food are to be left overnight and the locker is to be kept free of loose papers and clutter. Routine inspection for locker neatness will be held. The lockers are designed for quiet closure and are not to have the doors slammed shut. Marring and abusing of the lockers will not be permitted. Damage repair or replacement will be at the student's expense to whoever the locker is assigned.

➢ **Lost and Found**

Lost and found articles are taken to storage. Please make sure to label each item with student's name. The school is not responsible for lost or damaged items. Items in Lost and Found for more than a month will be donated.

➢ **Book Bag Policy**

No book bags, athletic bags, tote bags, back packs, satchel bags, or duffle bags are permitted in the classrooms or left in the hallways. If any of the above are used to carry items to and from school, they must be placed in the locker before school.

➢ **Telephone**

The classroom phones may not be used or answered by a student. If a student needs to use the phone, they must call from the phone in the office.

➢ **Parental Visits and Conferences**

Parents and guests are not permitted to visit in the classrooms without the permission of administration. Parents and guardians wishing to have a conference with a teacher or administrator must do so by appointment. Teachers are not permitted to hold impromptu conferences at the door of their classrooms. Please email the teacher in order to schedule an appointment.

If a parent needs to meet with several teachers at once, please email or call the Academic Dean to arrange for a joint conference.

➢ **School-Provided Transportation**

Evangelical provides buses for field trips and athletic events however, students may be charged to cover the cost. We ask students who use these services to abide by the following rules:

- Students are to stay away from the vehicle until it has come to a complete stop.
- If it is necessary to cross the street when getting off the bus, students are to walk at least five feet in front of the bus.
- No student is to change seats during the trip without the permission of the driver. No one is to sit on books or lunch boxes.
- Nothing may be thrown on or out of the bus. There is to be no shouting out of the bus windows.
- Pencils, pens, or other sharp objects are not to be used on the bus.
- A student is not allowed to ride in a vehicle other than the one that he is assigned to without written parental permission.

➢ **School Office**

All parents are welcome in the school office. The office is open from 7:45 a.m. to 4:00 p.m. Monday through Friday. Lunches, homework, books, or other items to be delivered to your child must be left in the school office for delivery.

Students should not be in the school office unless summoned and should report to the Receptionist.

➢ **Student Guests**

Prospective students may be allowed to shadow in the classroom when sufficient seating is available. Evangelical Christian School asks that the following policies be observed:

- The guest student must obtain permission from the Admissions Office at least one week in advance of the visit.
- The visitor must wear a guest tag supplied by the school. This will identify him as an approved visitor.
- All school dress codes will apply to the guest with the exception of hair standards.
- Guests are to remain with the students to whom they are assigned at all times.
- The administration may determine that a guest is inappropriate for admission to classes, either by dress or by attitude. In such a case, the student will be asked to wait in the office until transportation home can be arranged.
- To protect the academic environment, only prospective students may shadow in classrooms.

➢ **Parent Messages for Students**

If there is a NEED for a parent to get a message to a student, the office must be contacted by phone. Parents should never call, text, or email students during the school day.

PART V
ADDENDUM

SHOE CODE

➢ **CORRECT/IN CODE**













Suede leather material is acceptable







SHOE CODE

➢ INCORRECT / OUT OF CODE



Too casual, moccasin-style stitching and fuzzy edging on heel



Slippers and fuzzy heels are too casual (Not allowed)



Contrasting Logo



Incorrect Color Open backed



Slipper style, too casual, contrasting soles



Contrasting colors/stripes



Cloth shoes are not allowed; Too Casual



Contrasting laces, logo, and sole

DRESS CODE

➢ **IN CODE HAIR**





Hair does not go past the collar.



Hair is neatly groomed.
Eyes must be completely visible at all times.

CODE

➢ OUT OF CODE UNIFORMS



Logos may not be seen through an undershirt



Undershirt may not be seen below the uniform shirt.



Here is a logo that is seen, and the student has one too many buttons undone. Boys may only have the top button undone.



EVANGELICAL
CHRISTIAN SCHOOL

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