



**EVANGELICAL  
CHRISTIAN SCHOOL**

**2023-2024  
LOWER SCHOOL**

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**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.

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Print Student's Name (Grade & Homeroom/Classroom Teacher) Date

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Student's Signature

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Father's Signature (Legal Guardian)

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Date

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Mother's Signature (Legal Guardian)

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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 1225

### **FINE ARTS DEPARTMENT**

Art – Extension 1247  
Band – Extension 1370  
Choir – Extension 1388  
Drama – Extension 1380  
Orchestra – Extension 1376  
Video Production – Extension 1391

### **LOWER SCHOOL PRINCIPAL K4-5**

Extension 1394

### **ASSISTANT LOWER SCHOOL PRINCIPAL**

Extension 1322

### **ADVANCEMENT DIRECTOR**

Extension 1324



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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 1973, 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 K5 - 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 K4 and grades 7-12 the second year, the student body grew to 335.

In 1975, 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 1973.

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 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 (I Thess. 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). 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, 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 30<sup>th</sup>. Families will be billed in May for any hours that have not been completed by April 30<sup>th</sup>. Hours completed after April 30<sup>th</sup> 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 in K4 through 5th 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.

Students are assigned to a homeroom teacher at the sole discretion of the lower school administration. Teacher requests from parents or guardians are not accepted. Each administrator prayerfully considers the placement of each student.

## FINANCIAL INFORMATION

### ➤ **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.

Students are assigned to a homeroom teacher at the sole discretion of the lower school administration. Administration will work closely with the current teacher to gather information that would be important to know regarding the very best placement for each student for the following year. Teacher requests from parents or guardians are not accepted. Each teacher and administrator prayerfully considers the placement of each student.

### ➤ **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.

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.

### ➤ **Yearly Tuition Rates and Fees (K4 – 5<sup>th</sup>)**

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. Students from other schools are not permitted to eat lunch on our campus without prior permission from the administration. **Please do not purchase food from local restaurants and bring to school.**

### **Lower School:**

1. Accounts that have been suspended by the business office may not be used for charging. Students must bring a lunch or lunch money to purchase lunch. Students without a lunch or lunch money, will be charged for a special lunch, consisting of a cheese sandwich, fruit and drink.
  2. Students will not be able to use their lunch account unless the balance is paid in full each month.
  3. Parents may not charge lunch to their child's account. Parents must pay cash when buying lunch.
- **Tuition Past Due**  
Parents will be notified and students will not be permitted to attend class until the past due amount has been paid.



➤ **Before and Aftercare K4 – 5<sup>th</sup> Grade**

This is a service for K4 through 5th grade students of working parents only. It is available Monday through Friday when school is in session. Registration for this program is limited to a certain number of students. Hours of operation are 7:00 A.M. to 7:55 A.M. and 3:20 P.M. to 6:00 P.M. Before and aftercare is only for days when school is in session. We do not offer care for holidays or summer. Students are walked to aftercare at 3:20 P.M. each day. However, you are not charged for aftercare if you pick up your child before 3:45 P.M.

➤ **Uniforms**

All students are required to wear uniforms tops, shorts and capris purchased from Renegades. You can visit their website at [www.renegadesfl.com](http://www.renegadesfl.com). Uniform pants may be purchased from Renegades or another retailer but MUST be with dress code guidelines. Students are expected to be in uniform every day without exception or excuses. Please label all items with student's name.

➤ **Shoe Policy**

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

➤ **School Supplies**

School supply lists are posted on the website. Each student will need a backpack, lunchbox and water bottle. Water bottles may not be metal or glass. Please label all items with student's name.

# Part II

# ACADEMIC PROGRAM

## GENERAL

### ➤ Classification of Students

- **Lower School Grades K4**  
Students are evaluated yearly with regard to their academic development, social skills, and personal maturity. Appropriate recommendations are then made.
- **Lower School Grades K5-5<sup>th</sup>**  
Our K5-5<sup>th</sup> grade students qualify for grade level promotion by passing all subjects during the school year or making these subjects up during summer school. Intensive summer tutoring may also substitute for summer school if approved by administration.

### ➤ 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

### ➤ Honor Roll

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

**K4-5<sup>th</sup>:** (A Honor Roll) Students who have a year end average of "A" in all Academic subjects.

(B Honor Roll) Students who have a year end average of A or B in all academic subjects.

### ➤ 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. All assignments will be deducted 10 points for each day late. Students should check to see that all homework is completed and all books returned to the classroom each day. The effectiveness of homework is hindered by forgotten textbooks. Homework will be graded on a regular basis.

### ➤ Help Classes

All teachers (grades 1 and higher) 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 or as a replacement for tutoring. Help classes are by appointment only, and it is the student's or parent's responsibility to set up an appointment with the teacher in advance. Help classes are held before or after school, and it is the responsibility of the student and parent to provide transportation.

### ➤ Summer School

Any student grades K5-5<sup>th</sup> who fails a subject for the year must take that subject in summer school. Failure of more than one subject will result in repeating the grade.

All summer school courses for returning students will be taken online. 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 to obtain a higher grade in a subject already taken must obtain prior 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. In certain circumstances with administrative approval, intensive summer tutoring may be substituted for summer school.

➤ **Standardized Testing**

Evangelical Christian School uses the following tests to determine student progress:

- The Stanford Achievement Test (SAT/OSLAT) and (STAR). Test results are mailed home to parents as well as reviewed by the faculty.

➤ **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. School 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.

➤ **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. Quarter 1 through Quarter 3 report cards are emailed out. End of the year report cards are mailed to the home. Students receiving a failing grade on any assignment will generate an automated notification through RenWeb to parents. This is to notify parents of the failing grade so you may contact the teacher directly as needed.

## ATTENDANCE

• **School Hours**

M, T, TH, F

K4 & K5 – 8:05 a.m. – 3:15 p.m.

1<sup>st</sup> – 5<sup>th</sup> – 8:05 a.m. – 3:15 p.m.

W

K4 & K5 – 8:45 a.m. – 3:15 p.m.

1<sup>st</sup> – 5<sup>th</sup> – 8:45 a.m. – 3:15 p.m.

- Students are walked to the cafeteria at 3:20 p.m. each day.

• **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

- 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.”

In grades K4-5<sup>th</sup>, if a student accrues 19 or more absences, excused or unexcused in any class, this will constitute failure for the school year.

If a student accrues 19 or more excused or unexcused absences due to a medical condition, the school administration must be notified in writing by the student’s doctor. The note must say that due to a medical condition this student may go over the allotted 18 days absences for the current school year.

If a student accrues 10 or more absences (excused or unexcused) in a semester, extra work will be given for the student to complete in order for him/her to pass. 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 as 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.

**Students are responsible for securing all their own assignments for absences.**

➤ **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](mailto: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. Not calling ahead will delay the pickup process. Students picked up before carline dismissal will be marked as early pick up. Every three early pickups will equate to one day absent for attendance.

➤ **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 week 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 unexcused. Students are not permitted to make up missed work when an absence is unexcused.

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

When a student is absent, please email Student Services at [attendance@goecs.org](mailto:attendance@goecs.org) giving the reason for the absence. The administration will determine if the absence is excused or unexcused. A pass will then be issued for the student to return to class. A doctor's note will be required for absences of three or more consecutive days. A doctor's note must be secured in advance for any on-going illness that requires numerous absences. The doctor's note must state that due to a medical condition, this student may go over the allotted number of absences.

➤ **Excused and Unexcused Absences/Tardies/Early Dismissals**

When administration excuses an absence, a student is then permitted to make up all missed work. When an absence is deemed unexcused, a student is not permitted to make up work and will receive zeros for all missed assignments. In grades K4-5<sup>th</sup>, if a student accrues 19 or more absences, excused or unexcused in any class, this will constitute failure for the school year. Three tardies and/or early dismissals equates to one day absence added to attendance.

➤ **Unexcused Absences/Truancy**

Deliberate absence or tardiness without the school's and parents' knowledge and permission 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**

Early Dismissal will only be granted for illness, injury, death in immediate family, quarantine, medical or dental appointments, religious observances, educational opportunity with proper advance notice, and court dates. Teachers are teaching until students are dismissed for the day. Leaving early affects grades and preparedness for the following day. Therefore, repetitive early dismissals are not permitted. Three early dismissals equals one unexcused absence.

➤ **Academic Implications for Absences**

All tests, whether the absence is excused or un-excused, must be made up before or after school at 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 quiz grades missed will result in zero (0%) grades.
- 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 for or against the student. Students must meet the deadline for submittal of such work as given by their teacher.

➤ **Tardiness**

All K4-5<sup>th</sup> grade 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.

Three excused/unexcused tardies equals one unexcused absence.

➤ **Early Dismissals**

All K4-5<sup>th</sup> grade students being dismissed before carline dismissal will be marked as early dismissal. Three early dismissals equate to one day absence added to attendance.

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. Due to preparing for dismissal K4-5<sup>th</sup> grade students may not be signed out after 1:40 p.m.

➤ **Leaving the Campus**

Evangelical Christian School operates under a "closed campus policy." Once a student arrives on school property in the morning, he is not to leave until he is dismissed from school in the afternoon. If a student becomes ill and needs to leave school, he must report to Student Services. He may not arrange his own ride home.

➤ **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 100.4 degrees, and should be fever free for 24 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. Any updates regarding medications must be emailed to [ecsclinic@goecs.org](mailto:ecsclinic@goecs.org).

➤ **Potty Trained**

K4-5<sup>th</sup> grade students are expected to be potty trained and able to use the restroom without assistance.

➤ **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 also close. This only applies to closings and not reopening. This does not include dismissals for holidays and vacations.

➤ **Assignment Planner**

All students in grades K4-5<sup>th</sup> are required to keep a school assignment planner. Use of this planner daily informs the parent of work assigned, discipline problems, incomplete work, etc. The parent must read and initial it every night. Students who fail to get their assignment planner initialed or fail to write in assignments will receive a homework miss. Parents are asked not to sign ahead as a daily signature is needed.

➤ **Parental Involvement**

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 appreciate and

encourage parental involvement. Some suggested ways of doing this are:

- Joining the Booster Club. This is an avenue through which you can support our athletic program.
- Attending functions such as plays, concerts, and athletic events.
- Volunteering.
- Chaperoning field trips.
- Attending chapel each week.
- Attending quarterly parent/teacher conferences.
- Attending parent/teacher socials.
- Attending special events such as field day, track meet, class parties, assemblies and programs.

➤ **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.

## **LOWER SCHOOL (K4 – 5<sup>th</sup>)**

➤ **Curricula**

Two Christian school curricula are used in K4-5<sup>th</sup> grade:

- Abeka
- Bob Jones
- Summit Bible Curr. (2<sup>nd</sup>-5<sup>th</sup>)

These curricula are nationally recognized for their high academic results, giving strength to the mental and moral development of each student.

➤ **Academic Penalties**

- If one subject is failed, the student will have to make up the work during summer school.
- If more than one subject is failed, the student must repeat the grade.
- Any exceptions to the above regulations must be approved by the administration.
- If a student receives a "D" in a subject, he or she will be encouraged to attend summer school.

- No more than one subject may be taken in summer school.

In certain circumstances with administrative approval, intensive summer tutoring may be substituted for summer school.

#### ➤ **Computer Education**

Each K4-5<sup>th</sup> grade classroom has a set of student iPads that are used daily to enrich student learning.

#### ➤ **Enrichment Classes**

Students in K4 – 5<sup>th</sup> grades have weekly classes in Library, Spanish, Art, Physical Education, STEM, and Music. These classes complement the strong academic program and allow students an opportunity to develop their special gifts.

#### ➤ **RenWeb**

Parents may monitor student achievement through RenWeb. Parents will have access to grades, lesson plans, attendance, behavior and lunch charges.

#### ➤ **Private Music Lessons**

Private lessons in piano are available to students in grades 2nd-5<sup>th</sup>. Private lessons in voice and guitar are available if the numbers warrant. Lessons are one half hour each week for a total of 30 lessons per year. Class assignments missed during the lesson are to be made up by the student. The fee is paid monthly to the Business Office. Students who discontinue their lessons during a month are financially responsible for the entire month. Lessons missed because of an excused absence will be made up. Lessons that are missed because of an unexcused absence will not be made up. A Progress Report is included with each report card.

#### ➤ **Study Guide**

Lower school students receive a Study Guide each week that states tests, quizzes and material to be covered the upcoming week.

#### ➤ **Parent-Teacher Conferences**

Wednesday afternoons from 3:45-4:45 p.m. have been designated for conferences. These may be requested by either parents or teachers and are to be scheduled with the teacher in writing. A conference request must be received by the teacher no later than the day before. The teacher will contact parents to verify a conference time. Conferences are to be limited to 15 minutes, however if more time is needed, it must be requested at the time of scheduling. Please be respectful of the teacher's time as they may have more than one conference each Wednesday. Remember, this is an opportunity to discuss problems or difficulties a child might be having in school. It is vital that both the parents and the teacher know the general topic of conversation so both parties may prepare. Parents are to check in at the front desk **before** going to the classroom for a conference.

#### ➤ **Field Trips**

Students may be denied attendance of field trips based on behavior.

## 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 administration 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 media.

#### *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 in the school building during school hours. After school, students should not use cell phones until they have left the school building or entered the gym or after-school program. These are the only locations on campus that are acceptable places to have a cell phone out before, during, and after school each day.

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 backpack. 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.

### ➤ Guidelines for using school issued devices

- All students are responsible for his or her school issued device.
- 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 nonacademic 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, backpack, 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:
  - 1<sup>st</sup> Offense – Warning/Merit Loss or Detention
  - 2<sup>nd</sup> Offense – Warning/Merit Loss or Detention
  - 3<sup>rd</sup> Offense – Removal of the device for 1 week
  - 4<sup>th</sup> Offense – Removal of the device for 2 weeks
  - 5<sup>th</sup> Offense – Removal of the device for the remainder of the current semester.

School devices have 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.

Smartwatches are considered electronic devices, but they may be worn AS LONG AS they are not a distraction to learning and are not being used to message others during the school day. Teachers may ask students to remove smartwatches when taking tests/quizzes.

➤ **Disciplinary Infractions**

Inappropriate use of school issued electronic devices (over the course of a semester)

1<sup>st</sup> Offense – Warning/Merit Loss or Detention

2<sup>nd</sup> Offense – Warning/Merit Loss or Detention

3<sup>rd</sup> Offense – Removal of the device for 1 week

4<sup>th</sup> Offense – Removal of the device for 2 weeks

5<sup>th</sup> Offense – Removal of the device for the remainder of the current semester.

Electronic device use on campus (such as, but not limited to, personal iPads, laptops, chromebooks, cellular phones, iPods, digital cameras, etc) are not permitted. Students who bring in these items will have them confiscated and the item will need to be picked up in the office by a parent/guardian.

1<sup>st</sup> Offense – Warning and confiscation. Device returned to student at the end of the school day.

Repeated Offense – Confiscation. Device must be picked up in the office by a parent/guardian.

➤ **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 administration. Ignoring this may result in a suspension and possible expulsion.

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

Any student who intentionally 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, numchucks, throwing stars, explosives, fireworks, mace and other propellants, stunguns, 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.

➤ **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 anyone in the school, whether intentional or unintentional, is condemned as unacceptable and will be dealt with through appropriate discipline.

➤ **Assault & Harassment**

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.

If a student makes a threat toward themselves, another student, or the school as a whole, the school reserves the right to investigate the situation with the SRO. If the Lee County Sheriff's Department determines the threat to be credible, the student will be withdrawn immediately. If the Lee County Sheriff's Office determines the threat is not credible, ECS 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) mutual disagreement or pre-fight pushing or shoving; the parent/guardian of the students involved will be informed and a minimum of a merit loss or detention will be issued. The administration reserves the right to use any disciplinary action up to and including suspension. The administration reserves the right to use any disciplinary action up to and including expulsion for repeat offenders.

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 merit activities) 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 she 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., desk, etc.), nor should students have an 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, lunch boxes, etc.). Nor should they have an expectation of privacy from the school

administration searching any electronic devices while on campus.

➤ **Student Drug, Alcohol and Tobacco Use**

Student use or possession of illegal drugs, alcoholic beverages, mood altering substances, drug related paraphernalia, prescription, or non-prescription drugs not registered with the school nurse, tobacco products, products containing nicotine, or any other controlled substance is forbidden.

➤ **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.

Students are strictly prohibited from propping any doors open. Students shall not open a door for anyone. Visitors seeking entry into the building should be directed to the main entrance. A visitor is anyone other than a student currently enrolled in the school, or a staff member employed at ECS. 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 for repeated offenses.

➤ **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 to fulfilling Colossians 3:17 “...whatsoever ye do in word or deed, do all in the name of the Lord Jesus...”

## PARENTAL SUPPORT

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.

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 and the following year.
- The expelled student wanting to return to ECS must complete a "Declaration to Return" form, which must be completed by the last day of June in order to be considered.

### ➤ **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.

## LOWER SCHOOL STUDENT BEHAVIOR (K4-5TH)

### ➤ **Merits**

Sometimes the only student who receives recognition for discipline is the student who breaks the rules. It is our philosophy to recognize those that keep the rules. This is done through the issuance of merits. A merit is earned each day that a student goes without a rule infraction.

### ➤ **Rewards**

Positive Behavior Support is a behavior program that ECS uses to improve the Lower School environment with positive behaviors. Students caught doing the right thing are celebrated with "Sentinel Bucks." These bucks are spent in various ways. Students can earn bucks at anytime for meeting the Sentinel P.R.I.D.E. expectations.

Students are rewarded with Sentinel bucks on a daily basis for meeting the Sentinel P.R.I.D.E. Lower School expectations throughout the school building:

- \* **P – Persevere academically and spiritually.**
- \* **R – Respect yourself and others.**
- \* **I – Integrity in all things.**
- \* **D – Determination to accomplish God's goals.**
- \* **E – Enthusiastic about what God is doing.**

### ➤ **Quarterly Celebrations**

#### **Grades K4-5<sup>th</sup>:**

At the end of each quarter students will be rewarded with a 30 minute special activity as we celebrate their achievements.

#### **K4-2<sup>nd</sup> Grades:**

Green = Student begins their day on green.

Yellow = Students receive warnings or a time out. Time out or walking some laps at recess will often help a student to stop and think about their choices. This also allows time for behaviors to be redirected so the student may have a moment to stop and correct their behavior.

Red = Student receives multiple warnings, time out, or walking laps during recess. Time out or walking some laps at recess will often help a student to stop and think about their choices. This also allows time for behaviors to be redirected so the student may have a moment to stop and correct their behavior.

Blue = Student receives multiple warnings, time outs, or walking laps at recess. However, the behavior does not improve. Student receives a merit loss and parent/guardian receives a phone call or email from their child's teacher explaining why a merit loss was issued.

#### **K4-2<sup>nd</sup> Accumulation Each Quarter**

3 dress code violations = merit loss

3 homework misses in the same week = merit loss

2 detentions or 3 merit losses = conference

3 detentions or 5 merit losses = 1 day

suspension/conference

4 detentions or 6 merit losses = 2 day suspension/expulsion

Merit losses and suspensions may be issued for serious offenses at the discretion of the administration (examples: disrespect to teacher/staff/administration, physical harm to another student, etc). This applies to K4-2<sup>nd</sup> grade students.

#### **3<sup>rd</sup>-5<sup>th</sup> Accumulation Each Quarter**

The accumulation of four marks per day results in a merit loss. More than four marks per day results in a merit loss and detention. Marks are given for such things as being off task, being disruptive, talking without permission, not keeping your hands to yourself, etc.

3 dress code violations = merit loss

2 detentions or 3 merit losses = conference

3 detentions or 5 merit losses = 1 day

suspension/conference

4 detentions or 6 merit losses = 2 day suspension/expulsion

Merit losses, detentions, and suspensions may be issued for serious offenses at the discretion of the administration (examples: disrespect to teacher/staff/administration, physical harm to another student, etc). This applies to 3<sup>rd</sup>-5<sup>th</sup> grade students.

### ➤ **Probation**

Students who have 5 merit losses/3 detentions in one quarter will be placed on disciplinary probation for the next quarter. Students who have 6 merit losses/4 detentions in two consecutive quarters may not be permitted to continue/finish the year or re-enroll.

### ➤ **Student-of-the-Week**

Each week the teacher selects one student in grades K4-5<sup>th</sup> who has demonstrated outstanding effort and achievement in all areas. This student is awarded a certificate and a special prize.

### ➤ **Field Trips & Special Events**

Students who follow the Sentinel P.R.I.D.E. expectations will have fewer discipline problems. Students who maintain good behavior will be eligible for special rewards and privileges. Students with 2 detentions, 1 suspension or 3 merit losses. may not be eligible to participate in field trips or other special events.

## Detentions and Suspensions

### **Detention**

1<sup>st</sup>-5<sup>th</sup> grade detentions are served during PE class. The homeroom teacher will list the date on the detention and will remind the student of serving the detention.

### **Suspension**

K4-5<sup>th</sup> grade suspensions are served off campus. A student who receives this level of infraction will be given a suspension of length to be determined by the administration. During a suspension, zeros will be given for all homework and quizzes,

as they may not be made up. Students are permitted to make up any missed tests on the first day of return from the suspension. A student suspended is not permitted to be on campus during the time of their suspension without permission from the Administration and is not permitted to participate in any sporting event, practice, or any other school activity either on or off campus during this time

### **Rest-Of-Day Suspension**

A student who serves rest-of-day suspension typically is sent home by the administration for some inappropriate act. 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. Students are permitted to make up any missed tests on the first day of return from the 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, practice, or any other school activity either on or off campus during this time.

### ➤ **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. Completion of at least one full year at another school.
2. Fill out application and all the appropriate forms.
3. Meet with the administration in conference with the parents.
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 5 merit losses/3 detentions/1 suspension in any quarter 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 6 merit losses/4 detentions/1 suspension in two consecutive semesters will not be eligible for re-enrollment.

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

- Acquiring 4 or more merit losses in a quarter
- Acquiring 3 or more detentions in a quarter
- Acquiring 1 or more suspension
- Acquiring numerous merit losses or warnings in a short period of time
- As deemed by the administration for the following school year
- As deemed by the administration 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 administration in conference with his or her parents.
- Disciplinary probation is reviewed at the end of each quarter to determine continuance or discontinuance of the program.
- Meet with administration, as needed for an update on recent behavior issues. The administration will determine the frequency.

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

- Any automation merit loss or detention infraction
- Multiple merit losses in a short period of time
- Continued behavioral issues even after interventions to correct behavior
- 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 in grades K4-12<sup>th</sup> are required to wear school uniforms. Uniforms are to be purchased directly from Renegades. You may visit their website at [www.renegadesfl.com](http://www.renegadesfl.com). Look-a-likes are not permitted.

Additional disciplinary penalties may also be administered.

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. Students who do not have on the proper uniform items or do not meet dress code requirements may be issued an out-of-dress-code disciplinary warning and/or may not be allowed to attend classes. Every 3 dress code violations within a quarter, will result in a merit loss.

#### ➤ K4-5<sup>th</sup> Grade General Guidelines

##### 1. Shirts

Shirts must be purchased from Renegades. Only the top button may be undone on the uniform shirts. Monday-Thursday students may only wear official ECS uniform shirts. However, on Friday, students may wear any ECS purchased or issued shirt, i.e. ECS team, club, class, or jersey with their uniform bottoms and uniform shoes.

##### 2. Skirts/Skort

Uniform skirt/shorts/skort must be purchased from Renegades. They must be navy blue, khaki or black. They must be properly hemmed close to the knee. The administration reserves the right to require girls to adjust hemlines to a modest level. See pictures in the Addendum. Skirts are not permitted for 6<sup>th</sup>-12<sup>th</sup> grade.

##### 3. Uniform Pants

May be purchased at Renegades or another retailer. They must be navy blue, khaki or black. Pants must be completely hemmed at the bottom, no homemade cuts, and no frayed edges.

##### 4. Socks

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

##### 5. 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.

##### 6. Shoes

- Must be solid black or solid brown.
- Must have a closed toe and a closed heel.
- White logo/white sole on shoe is acceptable.
- 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.

##### 7. 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 length of the uniform shirt. See pictures in the Addendum.

##### 8. Jewelry

Students should not wear excessive jewelry. Girls should not have excessive ear piercings. Boys 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.

##### 9. Outerwear

Students may wear ECS school jacket, fleece, sweatshirt, or sweaters as needed.

##### 10. Make-up and Hairstyles for Girls

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. No tinsel hair. The administration reserves the right to require a change in hairstyle if it is deemed inappropriate.

##### 11. Haircuts and Facial Hair for Boys

Haircuts should be conservative and appropriate, off the collar, and off the eyebrows. Hair may come to the middle of the ear. Drastic hair color changes, shaved designs, mohawks, mohawk fade cuts, or man buns are not permitted. The administration reserves the right to require a change in hairstyle if it is deemed inappropriate.

##### 12. 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. 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**

When temperatures are cold, girls in K4-5th may wear white, blue or black tights or leggings instead of socks. All students may wear warmer coats as needed. Students may wear sweatshirts and sweatpants during P.E. class.

➤ **Physical Education**

All students must wear appropriate socks, athletic shoes, and protective equipment. Students are not required to change their clothing for P.E.

Students are not permitted 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 Administration, does not meet this standard.

➤ **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-Up Day Policy**

*K4-5th Boys:*

- Collared shirt, NO cartoon characters
- Shirt must be tucked in
- Tie optional
- Dress pants, NO jeans, NO shorts
- Dress shoes or uniform shoes
- No flip flops or crocs
- Modesty should be displayed in attire

*K4-5th Girls:*

- Dresses or skirts to the knee or dress slacks, NO jeans, NO shorts

- Blouses may be sleeveless, but NO tank tops
- Dress shoes or dressy sandals, NO flip-flops, or crocs
- Modesty should be displayed in attire

➤ **Dress Down Day Policy**

- Shirts
  - Current ECS spirit shirt
- Pants
  - K4-5<sup>th</sup> Grade may wear jeans, khaki style pants, capri's, or modest knee length shorts
  - Must be loose-fitting without being overly baggy
  - Cannot have holes or tears of any kind, even if skin is not showing
- Shoes
  - Tennis shoes are permitted
  - Must be close-toed and close-backed
  - No flip-flops, slippers, or crocs allowed

➤ **Lower School disciplinary measures for students who are out of code:**

- 3 dress code violations equals a merit loss
- Parents may be called to bring proper uniform if a student is out of code.
- Student may not be permitted to class until in proper attire.
- Students may be sent to the nurse to change into a spare uniform if available.

# PART V

## SYSTEM

## POLICIES

### SYSTEM POLICIES

#### ➤ Library

Library hours will be posted. Grades K4-5th will have library hours assigned to each class. Books checked out by any student must be returned by due date or a 50 cent fine per day will be applied. Books may be checked out for two weeks by students only. Reference books may not be checked out. If a book is lost, the student will be billed. Report cards will be held until fines are paid, and books are returned.

#### ➤ Awards

Evangelical Christian School gives awards to deserving students on a regular basis. Parents will be notified of awards assemblies. The decision of the administration on the eligibility and issuance of all awards is final.

#### ➤ Birthdays

Birthdays may be celebrated with refreshments provided by the parents. Please make these arrangements in advance with your child's teacher. Easy-to-eat treats are enjoyed by the students such as cookies, donut holes, mini cupcakes, etc. Keeping to the academic schedule all treats will be given out at lunch. Invitations to outside of school birthday parties must include entire class, all boys, or all girls, to be given out at school. **No nuts or peanut butter treats due to allergies.**

#### ➤ Chapel

Chapel services are held once each week. From time to time there will be special musical performances, educational programs, and films. Parents are 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. Staff will be on duty during designated times. Please watch these monitors for instructions.

- Unless you are in a labeled parking zone, do not turn off your vehicle.
- Do not pause for a drop-off in the through traffic lane.
- Please pull forward as far as possible in the drop-off zone. Do not stop in the bend of the drive.

- The drop-off zone is for brief pauses only. Do not leave your car for any reason.
- Please follow these procedures. Do not assume that it is all right for you to be an exception to the rule. The safety of the children is our utmost concern.

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

Carline Staff will be on duty beginning at 7:45 A.M. at the drop off zones and other locations to direct students to their rooms. If dropping off before 7:45, please drop off in the cafeteria. All lower school students will drop off and pick up from the front of the school. If an upper school student has lower school siblings, they may all be picked up in the front of the school in the lower school pick up line. All parents need to stay in their vehicles for drop off and pick up.

#### ➤ After School Students

Students remaining after 3:20 P.M., **must** report to After School Care. No student may remain on campus after 3:20 unattended. **Students who do not have a valid reason for being on campus after 3:20 are to leave for the day. If picking up after 3:20, please pick up from cafeteria.**

#### ➤ 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 Student Records Coordinator 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.

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

trips. Students may be denied attendance of field trips based on behavior. Students with excessive merit losses, detentions and suspensions may not be eligible for field trips.

➤ **Lock Out Drill**

Periodic Lock-Out Drills will be held to prepare students for an emergency that requires a lock out situation. This announcement is a vocal announcement through the intercom system. Upon hearing the alarm, teachers will continue with class as normal and will not exit the building. The class will remain inside the building until the all clear is announced.

➤ **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 you 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 by elementary students unless accompanied by an adult. All gifts to Evangelical Christian School are tax-deductible.

➤ **Hot Lunch**

Students may purchase a hot lunch or bring a bagged lunch. The lunch menu may be viewed online at [www.goecs.org](http://www.goecs.org) under the parent's section.

For class parties, please do not bring in food from outside vendors. Arrangements may be made with the cafeteria to provide food for special events as needed.

Lunchtime 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, play with, or waste food. Any damage, disregard to rules, or disrespect during lunch will result in disciplinary action.

➤ **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.

➤ **Lost and Found**

Lost and found articles are taken to the lower school office. Each Friday lost and found will be cleared out. Items without names are often discarded.

➤ **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 Student Services phone.

➤ **Campus Visitors**

All visitors shall be required to report to the main entrance upon entering the school. A visitor is anyone other than a student currently enrolled in the school, or a staff member employed at ECS.

➤ **Parental Visits and Conferences**

Parents and guardians wishing to have a conference with a teacher or administrator must do so by appointment. Administrators work on a very structured schedule and can rarely take drop-in appointments. Teachers are not permitted to hold impromptu conferences during the school day. Please call the office or send a note to the teacher to schedule an appointment.

Parents are never to go directly to their child's classroom. Please go to the office where your child will be called via the intercom. Teachers are not permitted to dismiss students from their classroom without approval from the office. This policy is for the protection of your child.

Lunch with child: Our priority is to seat and feed all students. Parents are not to eat with the class; they may take their child to the designated visitor area to eat. Students must return to class with the rest of the class at the end of lunch or the parent must sign the student out. Eating lunch with your child is a special treat and for it to remain that way, we suggest limiting this event.

➤ **School-Provided Transportation**

Evangelical provides buses for all 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.
- A student is not allowed to ride in a vehicle other than the one that he has been 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.

➤ **Messages to Students**

If there is a NEED for you to get a message to your child, you must contact the front office no later than 2:00 p.m. We will not be able to guarantee the message will get to your student if you call after 2:00 p.m.

# PART V

## ADDENDUM

### SHOE CODE

➤ CORRECT/IN CODE



**This is labeled as a “tan” pair of Sperry’s. This is the lightest shade of Brown allowed.**



Acceptable



## SHOE CODE

➤ IN-CORRECT / OUT OF CODE



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



Slippers and fuzzy heels are too casual (Not allowed)



Incorrect Color  
Open backed



Cloth shoes are not allowed;  
Too Casual



Contrasting colors/stripes



Slipper style, too casual,  
contrasting soles



Contrasting laces,  
logo, and sole

## Not Acceptable



➤ **OUT OF CODE HAIR**





**This is half way or further on the ear and is out of code**



## DRESS 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.**

**SKIRT LENGTHS**

**Skirts must come to the top of the knee. Skirts not meeting this standard must be replaced.**



**OUT of Code**





**EVANGELICAL**  
**CHRISTIAN SCHOOL**

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

[GOECS.ORG](http://GOECS.ORG)