

# Introduction

## Welcome to Evergreen Christian School



You have made an important investment in your child(ren's) education by enrolling them in Evergreen Christian School. You have joined your home with a team that is committed to "Integrating excellent education with devotion to Jesus Christ." We will love your children with all our hearts and strive to inspire them.

We are a Christian school that acknowledges and teaches that the Bible is the foundation for all truth. Our desire is that every child become a Christ Follower and grow in that relationship. We are committed to the development of the whole child; academically, spiritually, mentally, emotionally, and physically.

We recognize that the family is the most important institution in the raising of children. We desire to partner with you to help your child achieve all that God has for his/her life. This handbook has been prepared to guide you and your student through our school's policies and procedures. We strive for good communication between school and home, and look forward to your participation in the life of ECS.

~The Evergreen Christian School Staff

## Administrative Team

Principal: Cyndi Pollard  
Vice Principal of Teacher Development: Kim DeLeon  
Preschool Director: Renee Berry

# Who We Are

## Vision Statement

"Integrating excellent education with devotion to Jesus Christ"

## Mission Statement

At Evergreen Christian School, we:

**Love**  
**Partner**  
**Teach**  
**Guide**  
**Inspire**

## Statements of Faith

The Evergreen Christian Advisory Board believes it is especially important for non-parochial schools, such as ECS, to publish their Statements of Faith. This is important for parents and students to understand before enrolling their child(ren). Advisory Board members, faculty, staff, and all members of Evergreen Christian School subscribe, without reservation, to the following doctrinal statements:

### General Statements of Faith

- 1) We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit, immutable and infinite in wisdom, holiness, power, justice goodness and truth. (Deut. 6:4; Matt. 28:19)
- 2) We believe that God, in the beginning, created the heaven and the earth and that He still upholds them in His providence. (Gen. 1:1; Matt. 28:19)
- 3) We believe in the deity of Jesus Christ, in His virgin birth, in His sinless life, in His miracle-working power, in His vicarious and atoning death, in His resurrection, in His ascension to the right hand of the Father and in His personal return to power and glory. We believe that for each of us personally, He was “made to be sin” and died for our sins. He suffered the judgment of divine justice, voluntarily shedding His precious blood and dying on Calvary’s cross, “The just for the unjust, that He might bring us to God.” We must confess Him as our personal Savior and Lord in order to receive eternal life. (John 1:1; Matt. 26:63; Heb. 4:14; Rom. 10:9, 10)
- 4) We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is able to live a godly life. We believe that God has called us “unto holiness” to walk not after the flesh but after the spirit, to live the victorious Christian life, yielded and separate unto God, in constant subjection to our Lord and Savior Jesus Christ and to be a living witness before others for His all sufficient grace, power and peace. (1 Cor. 2:10-14; Gal. 5:15; 1 Cor.:19, 20)
- 5) We believe that the Bible comprises the totality of verbally inspired revelation from God to man and that in the original documents is inerrant and infallible. It is profitable for teaching, rebuking, correcting and training in righteousness. (2 Tim. 3:16; Heb. 4:12)
- 6) We believe in the spiritual unity of believers in Christ and the resurrection of the saved unto eternal life only through Jesus Christ. (John 17:20-23; Eh. 4:1-4; 1Cor. 15)

## School Sponsorship and Affiliation

ECS is a departmental ministry of ECC which is an Assemblies of God church.

ECS is a member of Association of Christian Schools International (ACSI).

ECS is accredited by the Northwest Accredited Commission (NWAC).

## Policies and Procedures

### Academic Program

#### Admissions

Evergreen Christian School, a ministry of Evergreen Christian Community, does not discriminate in the admission of students based on race, religion, color, gender, national origin or disability as required by federal and state laws (to the extent applicable to the School). The School complies with all federal and state disability laws as applicable to the School. The School reserves the right to select and dismiss students on the basis of the student’s academic performance, commitment to the mission and purposes of the School, lifestyle choices as well as other considerations deemed appropriate in the sole discretion of the School. The behavior of the student while off campus is a clear indicator of his/her lifestyle choices, and is therefore a consideration for admission and continued enrollment.

Attendance at our School is a privilege, not a right, and that such privilege may be revoked as determined in the sole and absolute discretion of the School. The School reserves the right to refuse admission or continued enrollment to anyone for any reason permitted by federal and state laws (to the extent those laws are applicable to the School).

The enrollment process consists of the following steps:

- Step 1: Contact the Registrar for application materials and to schedule a tour.
- Step 2: Complete the application and attach the following documents:
  - Kindergarten: Birth certificate; completed immunization form
  - K-8th grade: Completed immunization form; a copy of student's most recent transcripts and a copy of student's last SAT, WASL, or other achievement test.
- Step 3: When the school receives your completed application, you will be contacted to schedule a parent interview with the Principal. The purpose of this interview is to help new families get to know the school, and have their questions answered.
- Step 4: The Registrar will request a check for payment of the registration fee. This fee "reserves your child's spot" in the class and is non-refundable and non-transferrable.
- Step 5: Once enrolled through payment of the registration fee, you will receive further applicable school information, the ECS School Calendar and a Parent & Student Handbook.  
Information regarding the start of the school year is mailed out in early August each year.  
\* Parents may be required to sign copies of additional forms prior to enrolling their child.

## Kindergarten Entry

Children who will be 5 years old on or before September 1 of the entry year are eligible to attend Kindergarten. Parents are asked to register their children at the school and are required to furnish current immunization records and proof of age. Birth certificates, baptismal records, physician's statements, or notarized proof of birth are acceptable. Registration is open in February for returning students and March for new students and continues until the classes are filled.

## School Start and Dismissal

School begins at 8:45am for students K-6<sup>th</sup> grade and 8:35am for Junior High students. K-6<sup>th</sup> grade students may arrive no earlier than 8:30am, and JH no earlier than 8:20am. School dismisses at 3:15 p.m. (K-8<sup>th</sup> grade). For a complete Master Recess and Lunch Schedule, please refer to the Appendix. If you need Extended Care assistance, please see Extended Care.

## Student Records

Student Records include the following: The student's name, address, telephone number, date and place of birth, participation in activities and sports, weight and height, dates of attendance, awards received, and the most recent previous school attended by the student.

Student Records may be released by a school without written consent, provided that public notice shall be given of the categories defined as directory information and parents shall have the right, by written request, to designate that any or all of such information be released only with prior parental consent.

## Grades and Grading Scale

Grades at Evergreen Christian School are based on a four point scale below left. Primary level grades use the grading scale at the below right.

GPA	Letter Grade	%	
4.0	A	94 - 100	
3.7	A-	90 - 93	
3.3	B+	88 - 89	O = Outstanding
3.0	B	83 - 87	S+ = Very good
2.7	B-	80 - 82	S = Satisfactory
2.3	C+	78 - 79	S- = Below average
2.0	C	73 - 77	N = Needs Improvement
1.7	C-	70 - 72	
1.3	D+	68 - 69	
1.0	D	63 - 67	
.7	D-	60 - 62	
.3	F	Below 60	
	I	Incomplete	

Incomplete: A student has a maximum of ten school days to complete assignments or the grade may convert to an "F".

## Homework

**Assigned by Classroom Teachers:** Homework will be assigned by the student's teacher(s) to achieve the following goals:

1. For retention: We believe that most students require repetition to master material essential to their educational progress.
2. For practice: Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.
3. For remedial benefit: As instruction progresses, difficulties in a student's grasp of a subject may become evident. Homework following instruction is given to overcome such difficulties.
4. For special projects: Book reports, compositions, special research assignments, and projects are frequently assigned as homework or split up between home and school to allow individual and creative work at home.
5. For completion: Students must finish any class work not finished during the school day at home.

**Parent Participation:** In their partnership with classroom teachers, parents are expected to ensure the completion of their child's homework. All work is to be done neatly.

The homework expectations for the average student is as follows:

<b>Grade:</b>	<b>Average Time:</b>
Kindergarten	10 minutes
1st - 2nd	10-20 minutes
3rd	20-30 minutes
4th	45 minutes
5th - 6th	45-60 minutes
7th - 8th	60-90 minutes

**Homework on Wednesdays:** With the exception of incomplete in-class work, new homework may not be assigned on Wednesdays and due on Thursday, so students may participate in church activities.

### **Testing**

As recommended by the Association of Christian Schools International (ACSI), certain grade levels at Evergreen Christian School take achievement tests each year. The dates of that testing are indicated on the school calendar. The SAT is administered to the 1st – 8th grades and attendance is mandatory. Scores are inserted in the fourth quarter report card.

### **Report Cards**

Parents receive student report cards at the end of each quarter. Check the school calendar for these dates. No school records or report cards will be released until all fees, fines, and tuition are paid in full for the current school year.

### **Midterm Reports**

Midterms are sent to Intermediate and Jr. High students who are earning a C- or below in any subject. Information concerning the progress of primary students can be discussed more informally between teacher and parents as needed.

### **Parent-Teacher Conferences**

K-8 Parent-teacher conferences are held yearly in the month of November and on special occasions at the request of the teachers or parents and preschool conferences are held in March. Refer to the school calendar for exact dates.

### **Curriculum**

The curriculum at Evergreen Christian School emphasizes the basic skills of reading, spelling, language arts, writing, math, social studies, and science. Bible is taught as a core subject, with God's Word and the principles of Christ integrated throughout the total program. Music, P.E., Library, and Technology are classes taught by specialists and offered at many grade levels.

### **Music**

Evergreen Christian School offers an extensive music program. K-6th grade students have a general music class one or two periods a week. 7th-8th students choose from Choir, Band, Orchestra or Handbell Choir as their required music enrichment. A before school orchestra program is available to students in grades 2-8.

### **Physical Education (PE)**

Each K-6 class is scheduled for one or two PE periods with the PE instructor per week. 7<sup>th</sup> grade students are required to take PE as an enrichment class and 8<sup>th</sup> grade students may take PE as an enrichment class.

### **Spanish**

Spanish is offered as an enrichment class at the Junior High level. It is our goal that students continue their Spanish training in high school. In addition, we offer after school language courses to Elementary students.

### **Library**

ECS maintains a library of books, magazines, and other reference materials and is staffed by a librarian. Each class in grades K-6 is scheduled in the library one or two periods per week. Children are also able to use the library by request. Other use of the library depends on the library schedule's availability. Accelerated Reading is now available.

## **Technology**

The Technology Lab is used by grades 1-8. Students should progress through curriculum in keyboarding, word processing, and multi-media presentations. Students will have opportunity to graduate from ECS ready to use technology in their future educational experiences. ECS students are required to sign a Technology Contract before they will be permitted to use ECS computers. This contract can be found in the Appendix.

## **Chapel**

Chapel sets the spiritual tone for the week with involvement of speakers, musical groups, teachers, and students. Chapel takes place on Wednesdays at the following places and times: PreK-3rd Grade is from 9:00-9:45am in the North Auditorium, 4th-6th Grade is from 10-10:45am in the North Auditorium, and 7th-8th Grade is from 8:45am-9:30am in Rupp Hall. Occasionally chapel is held in the ECC auditorium to accommodate the whole student body.

## **Awards**

### **Character Awards (7th-8th)**

Christian character awards for 7th-8th grade are announced at the end of second semester at an awards ceremony. The Junior High faculty determines which students receive the awards. The awards are based on Biblical character traits and personalities.

### **Academic Awards (7th – 8th)**

Grades 7th - 8th are awarded academic honors as follows:

Principal's Award: Given for a 4.0 GPA each semester.

Honor Award: Given for 3.5-3.99 GPA each semester.

Merit Award: Given for 3.00-3.49 GPA each semester.

Academic Student-of-the-Year Award: Given by subject to 7th and 8th grade students at the end of the year.

Outstanding 8th Grade Student of the Year Award: Given at the end of the year at 8th grade graduation.

### **Student of the Month (1st-8th)**

1st – 8th teachers will nominate a student for the Student-of-the-Month award. Students are nominated for actions or attitudes that demonstrate Christ-like character on or off campus. Recipients are announced monthly in Chapel. Because this is a surprise to the student, teachers are required to notify the parents to inform them of the date and time of the chapel.

### **Quality Work Award (1st-8th)**

1st – 8th teachers may nominate students for the Quality Work Award. Students are nominated for demonstrating commitment to pursuing excellence in his/her work. Recipients are announced weekly in individual classrooms.

## **Grade Level Recitations**

### **End of the Year Awards**

In Psalms 119:9-11 the Bible says, "How can a young man keep his way pure? By living according to your word. I seek you with all my heart; do not let me stray from your commands. I have hidden your word in my heart that I might not sin against you." It is our desire at ECS to encourage students to know and understand the Word of God, so that it not only lights their path, but so they know what they believe and why. With that in mind, and in addition to the scripture they learn as a part of their academics, we have come up with a program that will prompt them to learn more Bible verses. At the end of each year any student that has learned their grade level scripture (see below) will receive an award for the memorization they have done in both memorizing the "I believe" statement and the scripture that goes along with it.

### **Preschool**

"THE LORD is my shepherd; I shall not want." Ps. 23:1

### **Kindergarten**

"For God so loved the world that He gave His only begotten Son, that whoever believes in Him should not perish but have everlasting life." John 3:16

### **Statements of Faith**

#### **The "I Believes"**

1st – 8th Grade

#### **1st Grade**

I believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit, immutable and infinite in wisdom, holiness, power, justice goodness and truth.

"Hear, O Israel: The Lord our God, the Lord is one." Deut. 6:4

#### **2nd Grade**

I believe that God, in the beginning, created the heaven and the earth and that He still upholds them in His providence. "In the beginning God created the heavens and the earth." Gen. 1:1

#### **3rd Grade**

I believe in the deity of Jesus Christ, in His virgin birth, in His sinless life, in His miracle-working power, in His vicarious and atoning death, in His resurrection, in His ascension to the right hand of the Father and in His personal return to power and glory. I believe that for each of us personally He was "made to be sin" and died for our sins. He suffered the judgment of divine justice, voluntarily shedding His precious blood and dying on Calvary's cross, "the just for the unjust, that He might bring us to God." I must confess Him as my personal Savior and Lord in order to receive eternal life. "That if you confess with your mouth, "Jesus is Lord," and believe in your heart that God raised him from the dead, you will be saved. For it is with your heart that you believe and are justified, and it is with your mouth that you confess and are saved." Rom. 10:9 & 10

#### **4th Grade**

I believe in the present ministry of the Holy Spirit by whose indwelling the Christian is able to live a godly life. I believe that God has called us "unto holiness" to walk not after the flesh but after the spirit, to live the victorious Christian life, yielded and separate unto God, in constant subjection to our Lord and Savior Jesus Christ and to be a living witness before others for His all sufficient grace, power and peace. "But God has revealed it to us by his Spirit. The Spirit searches all things, even the deep things of God. For who among men knows the thoughts of a man except the man's spirit within him? In the same way no one knows the thoughts of God except the Spirit of God. We have not received the spirit of the world

but the Spirit who is from God, that we may understand what God has freely given us. This is what we speak, not in words taught us by human wisdom but in words taught by the Spirit, expressing spiritual truths in spiritual word. The man without the spirit does not accept the things that come from the Spirit of God, for they are foolishness to him, and he cannot understand them because they are spiritually discerned.” 1 Cor. 2:10-14

### **5th Grade**

I believe that the Bible comprises the totality of verbally inspired revelation from God to man and that in the original documents is inerrant and infallible. It is profitable for teaching, rebuking, correcting and training in righteousness. “All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness, that the man of God may be complete, thoroughly equipped for every good work.” 2 Tim. 3:16 & 17

### **6th Grade**

I believe in the spiritual unity of believers in Christ and the resurrection of the saved unto eternal life only through Jesus Christ. "I do not pray for these alone, but also for those who will believe in Me through their word; that they all may be one, as You, Father, are in Me, and I in You; that they also may be one in Us, that the world may believe that You sent Me. And the glory which You gave Me I have given them, that they may be one just as We are one: I in them, and You in Me; that they may be made perfect in one, and that the world may know that You have sent Me, and have loved them as You have loved Me.”  
John 17:20-23

### **7th Grade**

The Whole Armor of God

“Finally, my brethren, be strong in the Lord and in the power of His might. Put on the whole armor of God that you may be able to stand against the wiles of the devil. For we do not wrestle against flesh and blood, but against principalities, against powers, against the rulers of the darkness of this age, against spiritual hosts of wickedness in the heavenly places. Therefore take up the whole armor of God, that you may be able to withstand in the evil day, and having done all, to stand. Stand therefore, having girded your waist with truth, having put on the breastplate of righteousness, and having shod your feet with the preparation of the gospel of peace; above all, taking the shield of faith with which you will be able to quench all the fiery darts of the wicked one. And take the helmet of salvation, and the sword of the Spirit, which is the word of God; praying always with all prayer and supplication in the Spirit, being watchful to this end with all perseverance and supplication for all the saints.” Eph 6:10-18

### **8th Grade**

Blessed is the man who does not walk in the counsel of the wicked or stand in the way of sinners or sit in the seat of mockers. But his delight is in the law of the LORD, and on his law he meditates day and night. He is like a tree planted by streams of water, which yields its fruit in season and whose leaf does not wither. Whatever he does prospers. Not so the wicked! They are like chaff that the wind blows away. Therefore the wicked will not stand in the judgment, nor sinners in the assembly of the righteous. For the LORD watches over the way of the righteous, but the way of the wicked will perish. Psalm 1

### **Other Awards**

Giving of classroom awards is strongly encouraged. Administrative permission is requested if a teacher wishes to honor students during a Chapel or assembly. Other awards will be announced by the administration as seems appropriate throughout the year.

## Attendance

### General Guidelines

The ECS Advisory Board believes attendance at school provides a student with classroom learning experience. This experience is composed of participation in class activities and direct instruction conducted by the classroom teacher. The instructional program designed by each teacher is a progressive and sequential experience. It is very difficult for that experience to be “made up.”

The primary responsibility for school attendance rests with the students and their parents. It is important that parents teach their students the value and importance of regular and on-time attendance. The schools responsibility is to join with parents in teaching these values.

Students enrolled at ECS are expected to attend school in accordance with state law (RCW 28A.225). State law requires that children between the ages of eight and sixteen attend school. Truancy is defined as being absent from school or from the majority of a student’s classes without a valid excuse.

For further clarification of what constitutes an “absence,” the ECS Advisory Board has identified the following:

### Excused Absences

Absences due to illness, health conditions, family emergency or major family event.

In the event of anticipated absences, parents are to notify the office and the classroom teacher. In the case of illness or emergency, this should be done by phone as soon as possible on the day of absence. In the case of family activities, it should be done in writing at least one week prior to the anticipated absence. In cases other than illness or emergency, the school reserves the right to decline an excused absence, in which case any absence is treated as unexcused.

Each teacher determines the homework to be provided to students prior to, during, or after family activities. Teachers will provide students with the essentials, but students will miss significant instruction time. It is the student (and parent) responsibility to ensure that work is completed by stated deadlines and those students receive the instruction they need to prepare for upcoming tests.

The student must make arrangements with the teacher to make up all missed assignments. Students will be given one day for each day missed to make-up assignments. The student should provide a written excuse, dated and signed by the parent or legal guardian when a student returns to school after being absent.

### Unexcused Absences

Non-class attendance without a valid excuse.

If a student receives an unexcused absence, all course work and homework assignments are due on schedule. No extensions will be granted. Academic credit may be affected without opportunity for make-up. Upon returning, students will be held responsible for concepts taught while they were away.

After three unexcused absences in a nine-week grading period, the letter grade of the course may be dropped one letter grade. The school may also contact parents after one unexcused absence and/or take other actions if, in the school’s discretion, truancy is a concern.

## Activity-Related Absences

Official absences sanctioned by the school: school-approved trips, school sport activities, ACSI events, and other activities authorized by the administration.

A student with an activity-related absence will be given the opportunity to make-up assignments and exams missed during the absence. Any make-up work/exams must be scheduled with the teacher prior to the absence.

## Tardiness

Punctuality is important for ECS students as a training tool to be respectful of times and schedules, to permit them to be present at the beginning of a lesson, and to avoid class disruptions created by late arrivals.

Students are expected to be seated in their classrooms ready to begin instruction, with supplies and homework at 8:45am (K-6); 8:35am (7-8); otherwise they are considered tardy. The same procedures apply to every scheduled class period in the 7-8th grade as well.

After three unexcused tardies in a nine-week grading period, the student will be assigned a 30 minute after school detention, and the letter grade of the course may be dropped one letter grade. The school may also contact parents after three tardies and/or take other actions if, in the school's discretion, tardiness is a concern.

## Excessive Absences / Tardiness

Attendance is an integral part of academic progress. Student interaction and participation give depth to written material and constitute the social character of their school experience. Also, to advance to the next grade level, students must show satisfactory classroom progress and must be in attendance to show this successful progress.

Allowing for health emergencies and individual situations, unsatisfactory attendance may be interpreted to mean absences in excess of 12 days per year or tardies totaling 16 per year. Any student having excessive absences and/or tardiness during a particular year, even if otherwise performing at acceptable academic standards, may be subject to any or all of the following, at the discretion of the school:

- being assigned a failing grade;
- being retained at the present grade;
- being required to sign and follow an attendance contract; or
- being filed with the State Court for violating the "Becca Bill." (SB5439)

## Excusing Students During the School Day

Students are not allowed to leave school grounds (except on scheduled school trips) before regular dismissal time without their parents first signing-out their child in the school office. If your child must leave school early, please come into the school office personally to sign your child out unless prior arrangements have been made with, and approved by, the school office. **Your child will not be sent to the office by texting them.** The child will be sent to the office for pickup via a telephone call from the Receptionist to the classroom Teacher.

## Withdrawal

Notice of transfer to another school should be made to the ECS school office two weeks in advance of moving to transfer for transition of the student, the class, and the teacher. Withdrawal from school must be in writing to the office by the parent or legal guardian. If a student withdraws, his/her tuition will be prorated on a daily basis (based on 180 days of school). There are no registration refunds.

## Student Activities

### Opportunities for Student Involvement

ECS is very excited to offer school-related activities that broaden a student's life experiences and create memories of their early years. Please remember that students and parents are expected to follow the school standards as a participant or spectator at any ECS event.

### Athletics

Many students are involved each year, and we are thankful for our Crusader teams. We offer a well-rounded, "no cuts" athletic program to enhance the physical skills and sportsmanship of our students.

ECS is a member of a league made up of small public and Christian schools. Some athletic events occur on our own campus, and some events are held on other league campuses.

Fall season offers volleyball for girls (6th-8th), flag football for boys (6th-8th), and co-ed cross country (5th-8th). Winter season offers boys' and girls' basketball teams (6th-8th), and the Spring season offers co-ed track (5th-8th). Cheerleading is offered during all seasons.

All students wishing to participate in athletics at ECS will be required to complete a sports physical, meet participation criteria for eligibility, and pay appropriate fees. Physical forms are available at [www.ecsonline.cc](http://www.ecsonline.cc).

### Academic Competitions

Academic competitions are available for students and are primarily sponsored through ACSI (Association of Christian Schools International). Examples of ACSI competitions are the ACSI Spelling Bee, Science Fair, and Math Olympics. These competitions are interscholastic and competitive with schools in the region, state, and national level. Other scholastic activities ECS offers are the ESD 113 Knowledge Bowl, the VFW Essay Contest, and the National Geography Bee.

### Passport Club

Passport Club is required for students Kindergarten through 5th grade. It is an exciting and fun opportunity for students to learn the location of some, or all, of the countries in the world, as well as other major geographical locations such as continents and oceans.

### General Information

In general, discipline is training that helps a child make correct choices in a climate of warmth and support, and which includes limitations with both positive and negative consequences. It is a three-way communication process between students, parents, and school personnel. It is, in the Christian environment, training in righteousness that leads one to be more Christ-like in every way.

Part of this training is to put into practice the principle found in Matthew 18, which commands us to humble ourselves and go to our brother with whom we are having difficulties. Scriptural principles also require us to help students remain accountable for inappropriate conduct.

All student behavior is to glorify God and to be a representative of Jesus Christ as our Lord. Classroom rules and disciplines are to be instituted and administered by the classroom teacher. Teachers will act with support, as needed, by other staff members and the administration. In addition, teachers are expected to monitor all students' behaviors while on campus or during a school activity.

### **School-wide and Classroom guidelines for all students at ECS**

All students are expected to grow in Christian character. The School has established general guidelines to encourage students in this process. These general guidelines include, but are not limited to, the following:

1. Behaving in a manner that reflects the testimony of Jesus Christ.
2. Showing consistent evidence of a teachable spirit and doing one's best to have a clear conscience before God.
3. Respecting and obeying School and Church personnel and campus volunteers.
4. Being responsible for one's actions.
5. Respecting others' rights, feelings, and property.
6. Maintaining a safe, civil, respectful, and inclusive community.
7. Walking safely and acting orderly in and around the buildings and staying in supervised areas.
8. Making a determined effort to learn including, but not limited to, attending classes on time and ready to work, with the necessary learning materials.
9. Dressing appropriately according to the ECS dress code.
10. Knowing and obeying School rules.

### **School Encouragement of Appropriate Behavior**

While the School must discipline students for misconduct, it also desires to strongly encourage students to model appropriate behavior. Positive reinforcement by School personnel and parents will result in a happy, positive school environment where students respect one another, learn, and act in a manner that glorifies Christ. School personnel may reward appropriate behavior in a variety of ways including, but not limited to, verbal and written compliments, in-class rewards such as extra play or recess time or homework passes, school recognition such as "Student of the Month" and "Quality Work," field trips, notes sent to parents, uplifting speech, and classroom privileges.

## **Discipline Guidelines**

"No discipline is enjoyable while it is happening – it's painful. But afterward there will be a peaceful harvest of right living for those who are trained in this way." Hebrews 12:11 NLT

### **Consequences of Inappropriate Behavior**

Generally, the School attempts to impose gradual disciplinary measures when a student engages in misconduct. However, attendance at the School is a privilege, not a right, and no student has a right to a particular disciplinary process. The School may consider the severity and repetition of the behavior, the response of the student and parents, as well as any other factors the Schools deems relevant.

Violations of ECS' policy may result in, but is not limited to, a telephone call home to parent from student, oral or written warnings to the student and/or parents, additional work assignments, loss of play time or class privileges, detention, parent conferences, student conferences, probation, disciplinary slips (failure to return this slip by the following school morning can result in further discipline), counseling, correction, other intervention, or up to and including temporary or permanent expulsion from the School. The nature and severity of the consequences for violating this policy will depend on the nature, frequency and severity of the violation.

## Behaviors Requiring Discipline

### Types of misconduct or inappropriate behavior

The School reserves the right to discipline students for conduct that it determines to be inappropriate in the School's sole and absolute discretion. Examples of conduct that may warrant discipline are below. However, this list is not exhaustive.

### Conduct That May Warrant Discipline:

- Arson
- Assault or attempted assault including, but not limited to, kicking, hitting and spitting
- Behavior that adversely affect the Word, ECS and/or the student
- Bullying of any kind
- Cussing or inappropriate slang
- Deception, lying, misrepresentation and/or cheating
- Defiance or disobedience of authority
- Destruction or defacing of school property
- Disrespect
- Disruptive behavior
- Extortion
- Failure to attend detention and/or in-school suspension
- Fighting or wrestling
- False alarms and/or threats
- Forgery
- Gang involvement
- Gambling or betting
- Gossiping
- Harassment or intimidation
- Inappropriate dress
- Immorality
- Inappropriate comments to staff or students
- Improper boy/girl relationships (boyfriend/girlfriend relationships are prohibited)
- Insubordination
- Possession and/or concealment of a weapon
- Possession and/or the use of fireworks and/or explosives
- Possession and/or viewing of pornographic or sexually-graphic or suggestive materials
- Telephone abuse, texting, cyber bullying, Facebook or multimedia abuse
- Theft
- Truancy
- Unacceptable behavior including, but not limited to spitting, gum chewing
- Unauthorized absence or tardiness from class unwholesome speech and teasing
- Use, possession, distribution and/or sale of drugs, drug substances, drug-like substances, drug paraphernalia, alcohol, tobacco, and/or tobacco products
- Violation of federal, state or city laws
- Violations of school rules/policies
- Vulgarity, profanity, or obscenities (verbal or non-verbal)

## **Weapons Policy**

All students should not have to fear violence to themselves or others while attending school. Guns, knives, and all other weapons or articles used as weapons to inflict bodily harm are a hazard to a safe learning environment and the welfare of human beings. Any student carrying a gun or other weapon on school property shall be subject to discipline which may include automatic expulsion, in the School's sole discretion.

## **Discrimination and Harassment**

The School is committed to maintaining an academic environment that is free from all forms of discrimination, intimidation, exploitation and harassment on the basis of race, color, national origin, gender, age or disability. The School may discipline students, up to and including immediate expulsion, for violations of this policy.

### **Definition of Harassment**

Harassment means annoying or offensive conduct or speech based on race, color national origin, sex, age or disability (to the extent protect by federal or state law) if the conduct or speech (1)creates an environment that is sufficiently severe, pervasive, or persistent so as to interfere with an individual's work or academic performance; (2)submission to the conduct or speech is explicitly or implicitly made a term of condition of an individual's employment or academic activities (including extracurricular activities); or (3)submission to, or rejection of, the conduct by the individual is used as the basis for academic decisions affecting the individual. It includes, but is not limited to, threats, demands, requests, teasing, taunts, insults, derogatory comments, slurs, jokes, abuse, torment, or other similar action.

### **Definition of Sexual Harassment**

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic activities (including extracurricular activities).
2. Submission to, or rejection of, the conduct by the student is used as the basis of academic decisions affecting the student.
3. The conduct (whether intentional or not) has the purpose or effect of unreasonably interfering with a student's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the School.

### **Examples of Sexual Harassment**

Unwelcome sexual conduct of this type can include a wide range of verbal or physical conduct of a sexual nature. Without limiting the behavior that might violate this policy, the following are examples of inappropriate conduct:

1. Unwanted sexual advances or propositions;
  2. Offering academic benefits in exchange for sexual favors;
  3. Making or threatening reprisals after a negative response to sexual advances;
  4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters;
  5. Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes;
  6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations;
- and

7. Physical conduct such as touching, assaulting, impeding or blocking movements.
8. Sexting

### **Investigation**

The School reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

### **Questions**

Anyone with questions about this policy should contact the Principal.

### **Bullying**

As discussed under the School's discrimination and harassment policy, the School is committed to maintaining an academic environment where students feel safe at school and are treated with dignity and respect. For that reason, we do not tolerate bullying of our students.

### **What is Bullying?**

Bullying hurts and it can take many different forms. "Bullying" means any intentional written, verbal, or physical act, including acts that are shown to be motivated by a student's race, color, national origin, gender, disability, or other distinguishing characteristics, when the intentional written, verbal or physical act:

1. Physically harms a student or damages a student's property; or
2. Has the effect of substantially interfering with a student's education; or
3. Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or
4. Has the effect of substantially disrupting the orderly operation of the School.

Bullying can be physical (for example, hitting, kicking, pinching, shoving, destroying or taking property); verbal (for example, teasing, name calling, spreading rumors, demeaning comments); non-verbal (for example, threatening or obscene gestures, pranks and not stopping when someone asks you to.); or indirect (for example, doing any of the above things through someone else).

The term "other distinguishing characteristics" can include a student's physical appearance (for example, height, weight) clothing, and socioeconomic status.

The term "intentional" means the individual's choice to engage in an act.

**Cyber-Bullying** is defined as derogatory, demeaning, unwelcome, threatening, or otherwise inappropriate messages communicated via computers, cell phones, or other electronic media. Cyber-bullying harassment by text messaging, email, social networking sites or any similar electronic means is also prohibited. Student behavior will not be inclusive to campus time but will extend to off hours off campus behavior as cyber-bullying is not itself inclusive to school grounds.

### **Toleration**

This policy is not intended to prohibit differences of opinion or play among students, and classmates may unintentionally hurt one another's feelings. The School understands the difference between bullying on the one hand, and unintentional harm or occasional disagreements on the other.

### **Retaliation and False Reports**

Retaliation against those who (a) file complaints or make reports of bullying, or (b) participate as witnesses or otherwise cooperate with any investigation is also violation of this policy. Intentionally making a false report of bullying is also a violation of this policy.

### **Making a Complaint for Sexual Harassment or Bullying**

1. Any student who believes he or she is a victim of bullying should tell the student's teacher or Principal.
2. Any student who believes a fellow school mate is a victim of bullying should tell his or her teacher or Principal.
3. Any parent who believes his or her child is being bullied should contact any of the above individuals.

### **Questions**

Anyone with questions about this policy should contact the Principal.

## **Academic Probation**

### **Overview**

A student may be placed on academic probation when the School determines the student has an academic deficiency. The School may send written notice to the parent or guardian and the student so that a mutual effort on the part of both school and home may be made to correct the academic deficiency. The School should request a meeting with the student, parent, teacher, and Principal if the student is placed on academic probation.

A student who has been placed on probation is expected to make satisfactory progress within the probation period. If not, the administration has sole and absolute discretion to decide if the student will be able to continue at ECS.

### **Procedures**

1. A student who receives two (2) or more F's and or a combination of three (3) D's at the conclusion of a grading period may be placed on academic probation for one grading period following an evaluation by staff and parents
2. A conference will be held with the parents, teacher, student and if requested, the principal, to give an explanation of the student's academic standing, and to:
  - a. Place the student on academic probation and suggest remedial steps.
  - b. Establish an academic plan if the student has specific learning needs.
  - c. Subject the student to restrictions of extra-curricular activities.
3. The academic status of the student will be reviewed by the staff and principal at the end of the next grading period.
4. After being placed on academic probation, a student who receives no F's and or a combination of three (3) D's the next grading period will be removed from academic probation. Extra-curricular activities may be resumed.
5. After being placed on academic probation, if a student receives two (2) or more "F's" and/or a combination of three (3) D's on the report card the following grading period, the Principal will determine whether the student will be allowed to remain in school.
6. Following removal or withdrawal from the school for academic reason, a student may apply to be re-enrolled on academic probation if the two following conditions are met:
  - a. The student has attended another school for one full semester.
  - b. The student received no grade lower than a "C" in any subject.

## Non-Academic Probation

Non-academic probation may be imposed when the School believes a student has a behavior issue. It provides the student an opportunity to correct the behavior. It may also be used in enrolling a new student who has had problems in the past, but is seeking a new start at ECS. The School should attempt to meet with the student and parent if the student is placed on probation. If the student does not show progress or improve to a level the School believes is satisfactory, the student must withdraw or be expelled from school.

Non-academic probation may be recommended for a variety of reasons including, but not limited to, non-participation in class, rebellion, negative or disrespectful attitude, negative influence on other students, deliberate disobedience, a serious or repeated breach of conduct (as determined at the School's sole and absolute discretion), and the failure of the parents and/or student to partner with disciplinary procedures or rules of the School.

## Suspension

The Principal may suspend a student in its sole and absolute discretion. Suspension may include in-school and out-of-school placement or Saturday suspension. "Suspension" shall mean denial of the right of attendance at any single subject or class, any full schedule of subjects or classes, or any school event for a stated period of time. An out-of-school suspension shall require a student to be on probation upon their return from the suspension, which includes a Behavior Contract. Any student suspended may not participate in any school event the day or night of their suspension.

The Principal may suspend a student for a variety of misconduct including, but not limited to, non-participation in class, rebellion, negative or disrespectful attitude, negative influence on other students, deliberate disobedience, a serious or repeated breach of conduct (as determined in the School's sole and absolute discretion), and failure of the parents and/or student to comply with disciplinary procedures or rules of the School.

The School may also impose an "emergency suspension" which is the immediate denial of the right of school attendance and events for a student as the School deems appropriate including, but not limited to, circumstances when the School believes the student presents a danger to themselves, other students, or school personnel, or a threat of substantial disruption of the educational process. Such emergency suspension shall continue until the student is reinstated by the School.

## Expulsion

"Expulsion" shall mean the denial of the right of attendance at any single subject or class or any full schedule of subjects and events for an indefinite time period. An expulsion also may include denial of admission to Evergreen Christian School.

Attendance at ECS is a privilege. The School may expel a student for any reason without advance notice. Generally, expulsion may be recommended for any misconduct mentioned under the School's Suspension Policy above. However, conduct that threatens or presents a danger to the students, staff members or the public; demonstrates a continued pattern of misconduct; or violates Scriptural principles or federal or state law will most often result in expulsion. The School reserves the right to expel a student at any time in its sole and absolute discretion.

Reinstatement of an expelled student may be considered after the student has completed one full year at another school and the student produces documentation of having completed the year successfully. Reinstatement is not guaranteed and subject to the School's discretion.

## Appeals Process

In the event that a student has been suspended/expelled and/or that a parent does not agree with the action, an appeal process is available. All appeal requests will go through the ECS Principal and the school advisory board. The student will remain on a suspension status until the appeal has been acted on.

### CONSEQUENCES:

If a preliminary meeting between the parent, student, and Principal cannot resolve the problem, the following procedures will be implemented:

### PROCEDURES:

The parents will:

1. Notify the Principal of their desire to appeal the decision in writing.
2. Make an appointment with the Principal to begin the appeal process.
3. Notify the Principal who will set up a meeting with the ECS Advisory board if they wish to continue the appeal process but only after meeting with the Principal.

The Principal will:

1. Check with the ECS Advisory Board Chairperson for a time and date of meeting.
2. Verify to the parent and student in writing, the date and time they may present their case.

The ECS Advisory Board will:

1. Meet with parent, student, Principal and other parties involved.
2. Discuss the results of the hearing and determine whether to reconsider their previous action.
3. Make a final decision.
4. Notify the parents and student, in writing, the decision of the ECS Advisory Board.

## Dress Code

### Purpose of Dress Code

Our lives should be a testimony of our belief in Christ, and the way we dress is a part of that witness.

The ECS dress code comes out of desire to:

1. Reflect modesty
2. Represent Christ
3. Refrain from being a stumbling block to other Christians

### General Overview

Students' appearance should be neat, clean, modest, and conducive to a positive, consistent.

### Christian Witness

Clothing and hair styles should be neat and natural, with the emphasis on cleanliness and modesty, without attracting undue attention, or being in any way disruptive to peers, teachers, or school routine.

### Dress Code Specifics

1. Clothing must fit properly; it must not be too tight or too revealing.
2. No midriff should show. Tops must be long enough to cover the stomach when both arms are stretched straight over the head.
3. No halter tops, no shirts with spaghetti straps, and no see-through tops can be worn. Sleeveless shirts may be worn. No undergarments may be showing.
4. Shirts/tops must have a modest neckline and no low-cut necklines.
5. Pants must be worn at or above the hip bones, no sagging or dragging. No undergarments may be showing.

6. Shorts may be worn and must be no shorter than 4 inches above the floor when kneeling. No spandex shorts are allowed.
7. Athletic pants are acceptable. No pants of any kind may be worn that have elastic around the ankles.
8. No spandex or spandex-type pants may be worn.
9. Shoes are mandatory. No “wheelies” – the shoes that have pop-out wheels in the soles.
10. There shall be no hats of any kind worn in the buildings.
11. Messages on clothing or accessories should not be suggestive or create a negative attitude that conflicts with the school’s mission.
12. Questionable clothing must be avoided. If it is questionable, don’t wear it.
13. If a school-sponsored activity requires students to wear a swimsuit, only modest, one-piece swimsuits will be allowed for girls.
14. Boys: Hair is to be neat, clean, out of the eyes, and not touching the shoulder. Hair is to be a natural color, with no extreme styles. No body piercing of any kind.
15. Girls: Clothing must not be form-fitting. When wearing a skirt or dress even over tights and leggings, no part of it is to be more than 4” above the floor when kneeling. Hair is to be a natural color, with no extreme styles. The only body piercing allowed for girls is ear piercing.

### **P.E. Clothing and School Athletics**

Parents, please see that your child comes to school each day in compliance with the ECS standards of dress. Our policy will be strictly enforced. School staff and administration will decide what is appropriate or inappropriate according to the stated guidelines. Students inappropriately dressed will be either sent home to change, made to wait in the office until parents bring them proper clothing, or placed on in-school suspension. Repeated dress code violations will result in a conference with parents and possible suspension from school.

Athletic shoes and socks are required: no street shoes, flip flops, sandals, or boots. For Junior High PE and athletics, athletic shorts and t-shirts must meet dress code policy; spandex may be worn under shorts. Sweats may be worn over the above during cooler weather.

## **Financial Policy**

Parents agree to complete and return the Parental Agreement (with the appropriate payment of fees). The School is an integral part and a ministry of ECC. ECC has the right to use church funds for school expenses or purposes. Additionally, the School reserves the right to use the school finances in any way or manner it deems necessary, including using school funds for church expenses or purposes. Further, any designations of funds are merely suggestions and are not binding on the School.

## **Health and Safety Issues**

### **General Information**

The purpose of our Health and Safety Guidelines is completely for the safety of the children at ECS. It is our goal to meet the needs of the students at ECS with care and love.

### **Health Procedures**

It is the parents’ responsibility to ensure that your child/children are healthy and prepared to participate and learn at school. If a student appears to be ill and has symptoms indicating that they are ill, parents will be notified as soon as possible so the child can recover at home. Students who become ill or injured at school are cared for **temporarily** in the school office or nurse’s office by the office staff or the school nurse, if she is present. If it is determined that the student should go home, parents or emergency contacts will be notified. For this reason, it is important that the office has current emergency contact information on file. **Please update emergency information whenever changes occur.**

If the student has a life-threatening (or potentially life-threatening) illness or chronic condition, a health plan must be on file at school prior to the student's first day of attendance. The plan must indicate what medications the child is on, if any, what emergency medications should be given and what treatments the child might require in the course of a day.

### **Immunizations**

Washington law requires that all students attending schools must provide proof of immunization or present a medical exemption signed by a physician or a personal/religious exemption signed by a parent or guardian **on or before entering school**. The most current immunization schedule is sent out in the registration packets in the winter for students expected to return in the fall. It shows what immunizations are required for the various grades. A blank immunization form can be obtained on-line on the ECS website, but is also sent out in the registration materials prior to the next school year and is available in the school office. Blank exemption forms are also available in the school office. Immunization forms must be completed in their entirety, including the date/month/year of all mandatory immunizations given, and the form must be signed by a parent/guardian.

Exemption forms must indicate in detail, which immunizations the student is exempt from receiving and the form should likewise be signed by a parent/guardian. **Failure to comply with the immunization requirements will result in exclusion from school by order of the State Board of Health.**

### **Medications**

State law and school policy govern the administration of medications to students at school. For students to receive medications at school, a Medication Administration Form must be completed and signed by the health care provider (M.D., Nurse Practitioner, Physician's Assistant or dentist), indicating what medication is to be administered, the dosage of the medication to be administered, the frequency of administration and the duration of time that it is necessary that the child receive the medication at school. The medication law addresses only oral medications. Therefore, eye drops, ear drops and creams may not be administered at school by unlicensed personnel. A copy of this form can be found in the appendix of this handbook, can be obtained at the school office, accessed on-line at the ECS website or originate from the medical practitioner's office. It is not the responsibility of the school staff to obtain the completed form. The medication must be brought to the school by an adult accompanied by the completed form. No medication is allowed to be carried to school by a student **except in the case of students authorized by their medical care provider to carry inhalers and/or Epi-pens.**

- If the dosage changes for a medication the child has been receiving at school, a new form must be completed.
- A new medication administration form must be completed every school year and is required for over-the-counter medications and well as prescription medications.
- The medication must be provided in the original container with medication and dosage clearly indicated.
- Medications will be kept in a locked cabinet in the school office.
- No medications, including over the counter drugs, may be kept in the student's possession in the classroom, unless it is an inhaler or Epi-pen, as previously noted.

It is the parent's responsibility to inform the school staff of the need and schedule for medication and the parent/guardian must sign the Medication Administration Form agreeing to the statement that the school staff might not be able to administer the medication if school duties interfere, although every effort will be made by the staff to do so. If the parent/ guardian does not agree to this condition, it might be necessary for the parent to come in to school to administer the medication. At the end of the school year, medications that have not been picked up by a parent, will be destroyed and will not be available for administration the following school year.

### **Lice Policy**

Upon discovery that a student has head lice, the parents will be notified immediately to pick up the child from school so treatment can begin. The heads of siblings and classmates will be examined as well. The child must be kept at home until all signs of head lice are resolved, to include the presence of nits (eggs). Information materials are kept in the school office to assist the parent/guardian in the treatment of head lice.

### **Concussions**

ECS follows the state law regarding exclusion of athlete's from play if the student suffers a concussion or a suspected concussion at school or during school-sponsored athletic activities. The student will be required to have an authorization to play by a medical provider before he/she will be permitted to resume playing. Please inform the coach if your child has suffered a concussion in any sport outside of school in the past. Second or later concussions can be very serious and cause permanent brain damage. Information regarding concussions is available in the school nurses' office, on the Olympia School District website and through the U.S. Department of Health and Human Services centers for disease control and prevention website. [www.cdc.gov/ConcussionInYouthSports](http://www.cdc.gov/ConcussionInYouthSports). An acknowledgement form must be signed by the parent that the materials regarding concussion have been read and understood prior to the child being permitted to play sports at ECS.

### **Returning to School After an Illness**

A child **should not** return to school after an illness unless he/she is well enough to go outside at recess time. Only on rare occasions, an exception to this policy may be granted. In these cases, **a note must be sent by the health care provider** and permission must be received from the office because the student will come to the office during the recess periods. In no case will the child be unsupervised. If your child has been running a fever, please keep the child home until the temperature has been normal (100 degrees or less) for 24 hours without the use of medications to reduce fever. If the child is found to have a temperature 100 degrees or above, the parent/guardian will be called to take the child home. At ECS we take temperatures with Temp-a-Dot single use thermometers and/or Exergen temporal artery thermometers. If the child's temperature is found to be a borderline fever, it will be verified by both thermometers.

### **School Nurse**

The registered nurse employed by ECS works 6–8 hours weekly. During the year, she conducts vision, hearing and height/weight screenings. She keeps each student's cumulative health record up-to-date and documents compliance with immunization laws. She is available for health conferences and health education for staff and students. She provides skilled, short-term emergency care, safe administration of medications and case management planning with parents for short-term and/or complex health problems.

### **Students with Special Needs**

ECS has been able to offer limited services to students with special needs. ECS is limited in its ability to provide special support. Testing for individual education plans are referred to a student's local school district or can be obtained privately. Evaluation for special needs accommodation will be determined on an individual basis.

### **Child Abuse/Neglect Reporting**

There is a mandatory reporting of suspected child abuse and neglect within 48 hours. School personnel, by law, are required to report suspected child abuse either to Child Protective Services or the Olympia Police Department.

This means that if any adult, volunteer or paid, who is responsible for children at ECS hears or observes or suspects that a child is a victim of child abuse, that adult is required by law to report the suspected abuse.

Abuse or neglect means sexual abuse, sexual exploitation, or injury of a child by any person under circumstances which cause harm to the child's health, welfare, or safety, excluding conduct permitted under RCW 9A.16.100; or the negligent treatment or maltreatment of a child by a person responsible for or providing care to the child.

### **Emergency Preparedness**

Each student is provided with emergency supplies in case of an emergency.

A small comfort item which will fit into the baggie (e.g. a family picture, a small square cut from a favorite blanket, a letter of reassurance from you to your child, a favorite Scripture, etc.) may also be sent.

If your child is taking any medications that are necessary to sustain life, they must have a three-day supply with them at school at all times. Bring them in a pharmacy container with your child's name and the current dosage needs clearly labeled, accompanied by the appropriate medication forms signed by your physician.

### **Safety**

Students are urged to observe every safety precaution while at school. Students must report any accident to their own teacher, to the recess supervisor on duty, or to the office personnel. Students who persist in unsafe behavior will be disciplined.

As further safety procedures, the school periodically holds fire, earthquake, and lockdown safety drills. It is important to keep the fire lanes clear and observe the parking regulations.

### **Wellness Statement**

Evergreen Christian School is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity.

- **Goals for Nutrition and Physical Activity:**

Nutrition education is integrated into the core curriculum.

Students are given opportunities for physical activity during the day through Physical Education classes, recess periods, and athletics.

- **Nutrition Guidelines:**

ECS sets guidelines for foods and beverages that are to be brought to school for snacks, lunches, and special activities.

- **Maintaining Student Wellness:**

The administration will develop and implement procedures consistent with this wellness statement and will monitor the extent to which this policy is being implemented.

- **Community Involvement:**

Parents and students will be informed of the goals and guidelines of this statement. Fitness measures will be reported on report cards for parent and student awareness.

## Opportunities for Parent Involvement

### Getting Involved / Volunteering

Evergreen Christian School has a Family Stewardship Program that helps you get involved with our community. You are able to record your hours online, please visit [www.ecsonline.cc](http://www.ecsonline.cc) for details.

There is an expectation that all parents want to support ECS in whatever ways God has gifted them to do so. The following list included a few of the ways that parents and family members may fulfill their family stewardship hours.

- Serve within the Parent-Teacher Ministry (PTM)
- Volunteer to help with ECS activities
- Volunteer in the classroom, library or office
- Help with fundraisers
- Assist with the Visions Auction
- Tutor Students
- Fieldtrip assistance
- Special projects

## Parent-Teacher Ministry (PTM)

The PTM Mission Statement is:

"To support Evergreen Christian School, its students, staff and families in raising up the next generation for the future through faithful service to God through our community."

The Parent-Teacher ministry (PTM) is organized to nurture the relationship between ECS families and the school.

The main functions of the PTM are to support the teachers, support the overall school community, provide opportunities to raise funds to enhance the education of ECS students, and support the mission and vision of ECS. There are many opportunities to get involved with this ministry. For more information, please contact the school office.

## Fundraising

Because of our desire to continue to offer an excellent Christian education while keeping tuition costs as low as possible, fundraising is critical to the ongoing upgrades and improvements to the school (such as what a bond or levy may provide in the public schools). We love ECS, so in partnering with our students, parents, and constituency, we raise funds together to support the ongoing vision of ECS: "Integrating excellent education with devotion to Jesus Christ."

ECS sponsors two major PTM fundraisers during the school year: One in the Fall and one in the Spring. Throughout the school year, there may be additional opportunities to support our students for special events or celebrations.

Evergreen Christian School holds two auctions each year. The first auction is held along with the Family Fall Festival and the second is held in the Spring. The purpose of the two auctions is to raise funds for the school and individual classrooms. It is important to have teacher, parent, and volunteer support in order for these auctions to be successful.

## Parent Responsibilities

Parents are asked to model good problem-solving skills for our students. ECS parents, staff, and students are responsible to determine facts and then address those facts for the child's welfare. Parents need to confer first with the classroom teacher and, if necessary, work with the Principal, should a question or concern persist. Respect and reverence for the Lord Jesus is especially apparent as we address one another in honoring ways. If this should not occur, we ask parents to confer with the Principal and work toward resolution, for the sake of the school's mission and purpose.

We also expect that parents will not negatively gossip or complain about Evergreen Christian School, any member of the staff, or the policies and procedures established, either in the presence of their children or with other parents. This can only breed strife, which affects the entire school. Remember, children learn by example. If we, as adults, handle each situation in a godly, loving, and respectful manner, our children will learn to do the same, and ECS will continue to be a strong, positive environment.

## Parent/School Communication

The School requires parent involvement in the educational process. Communication between the School and parents is critical. The School may communicate with parents through a variety of methods including, but not limited to, notes and memos, the school website, emails, bulk texting, phone calls, and additional parent/teacher conferences when necessary. Parents with concerns regarding their child should contact the teacher or Principal.

## General Information

### Campus Map

For the safety of our students, please follow the traffic flow and parking zones as indicated by the Campus Map located in the Appendix.

### Visitors

Evergreen Christian School has a campus-wide policy requiring all visitors entering the campus while school is in session to sign in at the office to obtain a visitor's badge. The procedure of having all visitors and volunteers sign in serves two functions. In the event of an emergency, the school office will know exactly who is on campus. A more important function is that by having visitors sign in at the office and issuing badges, the school staff is instantly able to identify a parent on campus with school business as opposed to an unauthorized visitor. Any visitor on campus without a badge will be asked to return to the office, sign in and retrieve a badge.

1. Classroom Visitors (students): Student visitors must complete a "Guidelines for Student Visitors" form that is obtainable in the office. The form must be returned to the office before the proposed visit. While on campus, the visitor is responsible to follow all school rules, procedures, and instructions.
2. Parent Visitors: Parents are welcome to visit their student's classroom. Classroom visits are to be arranged through the school office. All visitors are to sign in and out at the school office and will be given badges that are to be visible at all times.

We appreciate your cooperation in helping us maintain a safe learning environment for all of our students by signing in at the office every time you come on campus while school is in session.

### Change of Address, Contact Phone Numbers and Emails

When families move during the course of a school year, it is critical that they notify the school office of this change so the school can maintain necessary and appropriate contact with the family. For your child's safety and wellbeing, if you move during the course of the year, or change your contact information, please provide your updated information to the school office.

### **Classroom Placement**

Student Classroom placement is determined in late August to account for enrollment changes occurring throughout the spring and summer. Class lists are visually posted on the school office windows the week prior to the first day of school. All questions and concerns regarding classroom placement should be directed to the Principal, not the classroom teachers. The School reserves the right to make all final decisions regarding classroom placement.

The following criteria will be used with regard to classroom placement:

- Prayer
- Girl/boy ratio
- Student personality matched with teacher strength
- Blended academic abilities (high, medium, low, etc.)
- Student needs
- Behavioral issues
- Social patterns or concerns
- Spiritual development
- Teacher and Administrative input
- Parent concern related to their child's learning needs

### **Extended Care Program**

ECS operates a state-licensed school care center, known as Extended Care, before and after school. Our license allows us to care for children ages 5-12. If you would like further information, contact the school office for an Extended Care Packet.

### **Inspection of Property**

Enrollment in the School constitutes consent by the parent/guardian to allow the child and his or her personal belongings to be "searched and seized."

The School expressly reserves the right to search any property brought on the School campus. This includes, but is not limited to, a search of automobiles, backpacks, purses, pockets, lockers, desks and persons as it determines is necessary. The School expressly reserves the right to examine the electronic content contained in a cellular phone, pager, laptop computer, or other device confiscated at the School.

The School reserves the right to grant an exception under this policy on a case-by-case basis for any reason and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent, or guardian whose child attends the School.

### **Insurance**

Students are not automatically covered by medical or accident insurance. In compliance with school policy, however, the school carries liability insurance to protect both the school and the child.

### **Lost and Found Items**

Each year students lose many possessions. Parents are asked to mark their children's belongings clearly and visibly with the child's name. The school office has a "lost and found" department. Every 30 days "lost and found" will be donated to Community Care. Parents and students are encouraged to check it regularly for lost items.

### **Newsletters from Teachers**

Kindergarten-6th grade teachers email a weekly newsletter and will post it on their classroom web pages to keep you informed of upcoming dates and other information.

### **Parking Lot**

**PLEASE FOLLOW THE PARKING GUIDELINES SPECIFIED ON THE  
PARKING MAP INCLUDED IN THE APPLENDIX**

### **School Closure Information**

School closures or early dismissal due to snow, ice or other emergencies will be broadcast over local radio stations beginning around 6:30 AM and continuing at frequent intervals. Closures and early dismissals will also be posted on the school's website under "Parent Information". Click on "Breaking News" to access current closure or emergency information. If there is no announcement, schools are open and operating on normal schedules. Please do not call the radio station. Checking our website can be the quickest and easiest method to accessing ECS specific closure, early dismissal information, or emergency information.

Radio and TV stations participating in the School Announcement Network are:

KGY . . . 1240 AM      KING TV . . . Channel 5

MIXX . . . 96.1 FM      KIRO TV . . . Channel 7

Parents have the right to decide when their children should be kept at home, based on the hazard and conditions in their immediate area. In such cases, absences will be excused.

### **Reminder:**

If the school closes early due to bad weather or other emergencies, students should know where their parents want them to go if no one is home. In case of an earthquake or other emergency in which parents might not be able to get to school, your child will have emergency supplies that will be kept in the classroom. Please be sure to keep your emergency contact information current in the front office.

### **Solicitation**

Parents and/or students should not bring candy, food, cards, magazine subscriptions, etc. to school to sell for their own profit or other organizations. This activity is difficult to monitor and may conflict with school fund-raisers.

### **Student Milk and Lunches**

One half-pint of milk is available each day for students who have purchased them. Milk tickets can only be purchased in the school office. Teachers may not accept any milk money from students. A milk costs 30¢, or a ticket good for 20 may be purchased for \$6.00 in the school office. The classroom teacher holds the cards for the student.

Students must bring a lunch each day. Microwaves are available for use in some classrooms. Please limit cooking times to two minutes.

### **Yearbook**

ECS produces a yearbook for Preschool through 8th grade. Students may purchase yearbooks in the fall for June dispersal. Check online for details.

### **Asbestos Hazard Emergency Response Act**

It is the intention of Evergreen Christian School to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in the school office if you so desire. We have a designated person who is our designed asbestos program coordinator and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him.