

EVANGEL CHRISTIAN SCHOOL

Student/Parent Handbook

2009–2010

INTRODUCTION

Evangel Christian School is a private, non-denominational school committed to the education of the whole person. Founded in 1985, it serves students who strive for academic, moral and spiritual excellence. These goals must be supported and encouraged by the home working closely with the school.

Evangel Christian School is a ministry of Evangel Church. In addition, it is a member of the Association of Christian Schools International.

The Evangel Christian School was chartered by the University of the State of New York in May 1987, and received its permanent charter on November 14, 1997. Evangel Christian High School began in September, 2000 and as of July 2003, is permanently chartered and registered by the Regents of the University of the State of New York.

As we set out to provide your children with the best education possible, we also seek your help in a number of areas. If Evangel Christian High School is going to grow under the blessings of God, it will be because of the faithful and earnest prayers of God's people. You have in your possession a monthly prayer calendar. Use it faithfully as it names the specific needs of the school. In turn, we will systematically pray for each family throughout the year.

We have no greater joy than to see young people learn and grow in the things of the Lord. We are ready to serve you in any way possible. We are grateful to God for His blessings and look forward to what He has in store for us in the future.

This handbook is available on our website: ecsnyc.org.

PHILOSOPHY OF EDUCATION

WE BELIEVE

....that God is the source of all life and truth.

....that the school is committed to supporting the parents in teaching and training the student "to think God's thoughts after Him," and to "bring every thought captive to the obedience of Christ."

....that it is essential to recognize the worth of each individual and the way he learns.

....that the school should encourage and help each child develop to the highest degree he is capable of attaining.

....that it is the responsibility of the school in, cooperation with the home and other agencies, to capitalize on the child's diverse interests, background, talents and abilities.

....that since the child lives in a democratic society, it behooves the school to develop in the child an understanding of our society through experiences and situations appropriate to his learning level.

....that to live in a democratic society a child must be guided to accept his responsibilities to himself and his peers, so that ultimately upon reaching adulthood, he will be an active contributor and discerning member of society.

....that the school should provide for the learning of basic skills and knowledge to include not only **reading, writing and mathematics** but also the principles of the Bible and all other subjects needed for thought, study and moral decision in today's world.

....that the school should provide opportunities for self-expression along with a vast number of experiences that will help each child discover his particular talents, nurture his creative thinking, develop his character, learn self-discipline, appreciate beauty, and strengthen sound mental, emotional and spiritual well-being.

....that the school should maintain and strengthen our American heritage and develop in the child a love and appreciation for the rights, privileges and responsibilities guaranteed by our form of government.

....that the school should help pupils become critical thinkers - acquire factual knowledge, develop the ability to analyze facts, weigh evidence, resist destructive propaganda and form intelligent opinions - **a mastery of the necessary skills needed to apply his knowledge in service to both God and man.**

....that the school should foster attitudes that would encourage children of all races and colors to live in harmony, appreciation and understanding of one another.

....that teaching should be a process of helping, assisting, and encouraging children in a Christian atmosphere. **They are taught to respond Biblically in their actions and interactions with others. The student is taught to be obedient to the two greatest commandments as set forth by Christ, namely:**

YOU SHALL LOVE THE LORD YOUR GOD WITH ALL YOUR HEART, AND WITH ALL YOUR SOUL, AND WITH ALL YOUR MIND....YOU SHALL LOVE YOUR NEIGHBOR AS YOURSELF. (Matthew 22:37,39 NASV)

BIBLICAL PHILOSOPHY

God has placed the responsibility for educating children on the parents. Educating children without the cooperation of the home is unscriptural and endangers the mental, spiritual and social well-being of those most precious to us - our children.

Proverbs declares that "the fear of the Lord is the beginning of wisdom..." Without reverence for God there is no foundation for true wisdom and thus, the whole person is not educated. Many Old Testament Scriptures shed light on training, teaching and educating our children (Deut. 6:7; 11:19; Psalm 111:10). Children should be educated where scriptural principles are in evidence -- as a lifestyle. What is taught in the Christian school must be reinforced at breakfast, at bedtime, at social activities, in athletic competition - in church and in Sunday School. Stated more precisely, Christian education should be experienced in all things, at every place and at all times.

God has called Evangel Christian School to fill a gap in our children's education. This school will serve as your partner in the Christian education of your children. Attendance at this school is a privilege and not a right. The goal of the school is not to reform, but to carefully educate children in the highest principles of character, Christian leadership, self discipline, individual responsibility, personal integrity and good citizenship.

As the faculty and staff of Evangel Christian School, we **are committed to leading each student into a vital personal relationship with Jesus Christ as Lord and Savior and to training the student to serve Christ in every area of life.** We pledge ourselves to academic and moral excellence in a Christ-centered atmosphere. It is our prayer and purpose to do all things to the honor and glory of our Lord Jesus Christ!

STATEMENT OF FAITH

1. We believe the Old and New Testaments are the divinely inspired revelation of God and His purposes for all mankind.
2. We believe in the Triune God, revealed in the Bible and creation as Creator and Ruler of the universe. He has always existed and always will.
3. We believe Jesus Christ the eternal Son of God became man in order that God's great plan of redemption would atone for humanity and that He died and rose from the dead.
4. We believe man was created good and upright, in the image of God. By choosing to disobey God's command, man was separated from fellowship with the Creator. Suffering and death entered the world because of sin.
5. We believe man's only hope for fulfillment, satisfaction and restoration to God is the forgiveness which God has provided through the death of Jesus Christ.
6. We believe in a Triune Godhead which Christ expressed in specific terms as Father, Son and Holy Spirit.
7. We believe the Holy Spirit working within man brings salvation when he comes to God in faith. In addition, all Christians may experience an infilling of the Holy Spirit, following salvation, called the "Baptism in the Holy Spirit."
8. We believe healing is an integral part of the good news God has for the world and that God heals sickness today, as in Bible times.
9. We believe God will intervene in human affairs by the return of Jesus Christ to the earth. This will bring history to a climax and usher in a "new heaven and a new earth."

ADMISSION POLICY

PREAMBLE: Christian education involves the growth of the whole man: Therefore, it is imperative that those elements which focus on the child's education be consistent both at home and at school. For this reason it is necessary that parents are in accord with the philosophy and teaching of the school.

The following policies and standards of admission will provide consistent training and a quality education for your child.

1. The Christian school complements the Christian home; therefore, we primarily enroll Christian families. (An exception may be made if parents agree not to oppose the Biblical teaching of the school).
2. Parents must state in writing that they have read our philosophy and statement of faith, and commit themselves to co-educate their child according to Biblical principles.
3. Parents must agree in writing that:
 - (a) parents and students will abide by the disciplinary guidelines of the School;
 - (b) the school has full discretion for the grade placement of children;
 - (c) they will promptly meet all tuition and other financial obligations;
 - (d) they agree to willingly support the school in prayer and in lending practical help as required by the school.
4. Parents must be interviewed by the School Representative. Students in grades 6-12 will also be interviewed.
5. Preference in enrollment will be given to our members of Evangel Church first, then to others on a first come first serve basis.
6. All families are encouraged to attend a Bible-believing church.
7. Upon confirmation by the Administration, your child will be enrolled or placed on a waiting list.
8. Acceptance or rejection of applicants will be by written notification. The Testing Fee must be paid before testing and is nonrefundable if the child is not admitted, or if the child withdraws.
9. The Administration may refuse to admit a student with severe disciplinary, psychological or learning disability problems.
10. The school does not discriminate on the basis of race, color, national origin or ethnicity in the administration of its admission policies.
11. Parents are expected to work with the teachers and staff, as a team. This includes being a Godly Christian example. Parents are expected to conduct themselves in a respectful manner, towards other students, staff members and teachers. Failure to comply in this manner may result in the removal of your child from school.
12. Students who do not desire to attend Evangel Christian School will not be allowed to attend or remain in school.

APPLICATION AND REGISTRATION PROCEDURES

PREK – 8th GRADE APPLICATION AND REGISTRATION PROCEDURES

1. The Student Application must be completed in every aspect and forwarded to the school office along with the application fee and testing fee:
2. The following must be provided for each student that applies:
 - (a) A completed Student Application form and Annual Parent Questionnaire
 - (b) A photocopy of the birth certificate (not the original).
 - (c) Immunization record
 - (d) The student's most recent report card (unless in Kindergarten).
3. Each student must complete entrance placement tests. The school will notify parents of prospective students of testing dates after applications are completed.
4. After completing Part I of the Pastor's Recommendation Form, give the form to your Pastor. The form is to be submitted directly to the school by your Pastor.
5. Parents of applicants must be interviewed by the School Representative. The presence of both parents is requested.
6. **Upon acceptance of K-12 students, the Registration Fee must be paid for the student to be enrolled.**
7. If parents desire one of the transportation options, the Transportation form (green) must be completed and submitted to the school office.

TUITION PAYMENT POLICY

1. Payment booklet with monthly coupons for each child will be mailed to each family in July. **Parents pay directly to Evangel Christian School by check or money order send in by mail or deposited in the fee slot in the main hall. Your cancelled check or money order is your receipt. No cash will be accepted.**
2. **THE ANNUAL BOOK AND SUPPLY FEE is due in July. If you have two children, the book fee can be paid in two equal installments, one in July and one in August.**
3. **Tuition may be paid in 10 or 11 payments and is due on the first of each month beginning August 1st. The last payment is due May 1st or June 1st depending on number of payments.**
4. There will be no service charge on accounts paid before the 10th of the month. **If payment has not been received by the 11th of each month a late payment fee of \$20 per family will be levied on each family's account.** There is a fee for bounced checks.
5. A statement of the student account is sent after the 10th of each month. Families must not get more than one month behind and remain in school. A letter is sent after the 20th indicating the amount that must be paid by the end of the month in order for the student to continue in school. **If this minimum payment is not received, the student will not be allowed to attend school until payment is made.**
6. Withdrawals: (a) If a family withdraws from the school because of transfer or moving out of the city, there is a responsibility for paying the tuition through the 15th of the month, and for the entire month if withdrawing between the 16th and the end of the month. (b) If a family leaves school for any other reason, payment must be made for the month that the student(s) leaves the school. (c) If a student leaves before the year is over due to vacation, etc., and plans on returning in September, the school year must be paid in full.
7. **Issuing of grades, SAT Test results, diplomas and transfer of records will be held until account is paid in full.** The only exception to the above will be made by prior arrangements with the School Administration subject to approval by the School Board and verified in writing. If an account remains delinquent for two consecutive months, the Board will consider not allowing the student to return.

High School Application and Registration Procedures

1. The Student Application must be completed in every aspect and forwarded to the school office along with the application fee and testing fee:
2. The following must be provided for each student that applies:
 - (a) A completed Student Application form and Annual Parent Questionnaire
 - (b) A photocopy of the birth certificate (not the original).
 - (c) Immunization record
 - (d) The student's most recent report card and Transcript
3. Each student must complete entrance placement tests. The school will notify parents of prospective students of testing dates after applications are completed.
4. After completing the top part of the Pastor's Recommendation Form, Teacher's Recommendation Form, and the Administrator Form, give them to the appropriate persons. These forms are to be submitted directly to the school by those people.
5. Parents of applicants must be interviewed by the School Representative. The presence of both parents is requested.
6. **Upon acceptance of students, the Registration Fee must be paid for the student to be enrolled.**
7. If parents desire one of the transportation options, the Transportation form must be completed and submitted to the school office.

TUITION PAYMENT POLICY

8. **Parents pay directly to Evangel Christian School by check or money order sent in by mail or deposited in the fee slot in the main hall. Your cancelled check or money order is your receipt. No cash will be accepted.**
9. **THE ANNUAL BOOK FEE is due in July. If you have two children, the book fee can be paid in two equal installments, one in July and one in August.**
10. **Tuition may be paid in 10 or 11 payments and is due on the first of each month beginning August 1st. The last payment is due May 1st or June 1st depending on number of payments.**
11. There will be no service charge on accounts paid before the 10th of the month. **If payment has not been received by the 11th of each month a late payment fee of \$20 per family will be levied on each family's account.** The fee for bounced checks.
12. A statement of the student account is sent after the 10th of each month. Families must not get more than one month behind and remain in school. A letter is sent after the 20th indicating the amount that must be paid by the end of the month in order for the student to continue in school. **If this minimum payment is not received, the student will not be allowed to attend school until payment is made.**
13. Withdrawals: (a) If a family withdraws from the school because of transfer or moving out of the city, there is a responsibility for paying the tuition through the 15th of the month, and for the entire month if withdrawing between the 16th and the end of the month. (b) If a family leaves school for any other reason, payment must be made for the month that the student(s) leaves the school. (c) If a student leaves before the year is over due to vacation, etc., and plans on returning in September, the school year must be paid in full.
14. **Issuing of grades, Regents, PSAT, SAT, and CLEP Test results, diplomas, transcripts and transfer of records will be held until account is paid in full.** The only exceptions to the above will be made by prior arrangements with the School Administration subject to approval by the School Board and verified in writing. If an account remains delinquent for two consecutive months, the Board will consider not allowing the student to return.

CURRICULUM

Curriculum

The New York State curriculum is the guide in all subject areas. All subjects are taught with Christian interpretation and understanding.

New York State curriculum is adhered to by each teacher as the basis of information to be learned to keep our students abreast of New York City requirements. At times, the curriculum will be modified by including other areas of emphasis. Evangel Christian School recognizes it is not sufficient to study the principles of God's Word in isolation. Therefore, all curricula are presented in the light of God's Word, the Bible. "The fear of the Lord is the beginning of knowledge." Proverbs 1:7

HIGH SCHOOL REQUIREMENTS

High School Students will be given all required Regents to gain their NYS High School Diploma.

High School Graduation/Diploma Requirements

English – Students are required to take four years of English

Science – Students are required to take three years of Science, along with lab periods

History – Students are required to take four years of History

Math – Students are required to take three years of Math

Spanish – Students are required to take three years of Spanish for Advanced Regents Diploma

Bible – Students are required to take four years of Biblical Instruction

Computer Tech – Students are required to take four years

Phys. Ed. – Students are required to take four years

Electives – Students are required to take one each year

High School Diplomas Offered and Requirements

Local Diploma – Along with passing all of the above courses the student must receive a 55% - 64% on the Global, US History, English, Math A and one science Regents (Biology or Earth) OR receive a 65% or higher on the Global, US History, English, Math and Science RCT's.

Regents Diploma – Along with passing all of the above courses the students must receive a 65% or higher on the Global, US History, English, Math A and one science Regents (Biology or Earth.)

Regents Diploma with Distinction - The same as the Regents Diploma, but all scores on Regents must average 90% or higher.

Advanced Regents Diploma - Along with passing all of the above courses the student must receive a 65% or above on the Global, US History, English, Math A, Math B, Spanish, and two science Regents (Biology and Earth.)

Advanced Regents Diploma with Distinction – The same as the Advanced Diploma, but all scores on Regents must average 90% or higher.

Academic Policies and Procedures

Since Evangel seeks to develop the whole students, attitude, work habit and effort marks are important. They are a measure of the attitude and effort the student is putting forth. They show an aspect of the student that is crucial to his/her success in life and spiritual maturity.

Middle School and High School Mid-term and final exams together constitute 10% of the semester average. Any student who maintains a **overall average** of 96% or above will be given the option not to take the exam. If the students so desires, an exam grade equivalent to the semester average will be awarded.

FAILURES

High School

A final grade of 64 or below in any course constitutes a failing grade and is not recognized for credit. Failed Courses must be made up in a summer program: a) in a summer school provided by your local public school district, b) in a summer school at a private/parochial school, c) in a tutorial program conducted by a professionally certified instructor, d) online course approved by principal. When the requirements have been met, credit will be granted and the grade changed to 65%. Failure to do so will result in the student not being allowed to return to E.C.H.S the following year.

Middle School

In June, a student who received a failing grade in two academic subjects will be required to attend summer school program: a) in a summer school provided by your local public school district, b) in a summer school at a private/parochial school, c) in a tutorial program conducted by a professionally certified instructor, d) online course approved by principal and to pass the subjects before he can be promoted to the next grade. If that student is in eighth grade, the same requirement must be met for the student to receive his diploma.

If a student fails three or more of the academic subjects, the school will review the student's record in detail to determine if that student should be allowed to remain at Evangel. It may be recommended that he be retained or that he attend another school. He will be given the opportunity of attending summer school, but that will not guarantee his remaining at Evangel or his promotion to the next grade.

Elementary Promotion Requirements

Kindergarten –

Students must have developed readiness for the skills required in First Grade for reading and math.

Grades 1 through 5 –

Students who do not pass the following may be required to be part of a summer remedial program, be retained in their present grade or be transferred to another school:

1. Report Card grades in Reading, Language Arts and Math
2. Stanford Achievement Tests in Reading and Math

REPORT CARDS/MID QUARTER GRADES

All parents are required to meet with their child's teacher(s) at the end of the first marking period: the report card will be explained and the pupil's progress, conduct and achievement discussed. However, if a student is having difficulty meeting requirements for his grade at any time during the school year, a meeting will be arranged to discuss the child's progress and ways to assist the child. Testing/Summer School/Retention may be mentioned as a possibility if a student continues to have difficulty. We encourage you to bring any problems or concerns to the teacher. It is our desire that parents and teachers work together in educating the child. Certain minimum academic and behavioral standards must be maintained for a student to continue at Evangel. The school reserves the right to promote, place on probation, suspend, expel or not accept the return of any student who does not meet the standards.

Report Cards are issued 4 times per year – two times per semester. Mid Quarter grades are sent home at the mid-point of each report period only if your child is failing one or more subjects. Please be aware of these reports and assist your child accordingly.

We are also connected to the internet via Edline. Please remember to check your child's homework and test scores weekly.

All new students enrolling at Evangel for the first time will undergo a ten-week probationary period. The main focus of this period will be the manner in which the student adjusts to the academic program and the type of behavior/conduct demonstrated. A conference will be scheduled with parents when there is a question regarding the ability of the student to meet either of these expectations.

Grading System for Pre-Kindergarten 3 and 4:

- √+ Mastered Skill
- √ In Process of Learning
- √- Further Instruction
- NI Not Introduced Yet

Grading System for Kindergarten through Grade 2:

- A - Excellent C – Satisfactory F - Unsatisfactory
- B - Good D - Needs Improvement

Grading System Grade 3-12

<u>3RD-5TH</u>	<u>6TH-12TH</u>
A+	98-100
A	95-97
A-	92-94
B+	88-91
B	85-87
B-	82-84
C+	78-81
C	75-77
C-	72-74
D+	68-71
D	65-67
F	64 and below

Honor Roll

Students who achieve an average of 96 or better with no grades less than a 90 will be eligible for Principal's List.

Students who achieve an average of 93 or better with no grades less than an 85 will be eligible for High Honors.

Students who achieve an average of 85 or better with no grade lower than 80 will be eligible for Honor Roll.

Students who receive an average of 85 with no grade lower than a 65 will be eligible for Honorable Mention.

National Elementary Honor Society

Guidelines for Admission

Guidelines for National Honor Society (NHS)

- ✓ Open to 9th through 12th grade students.
- ✓ Students must maintain a cumulative average each year of 85% with no failing grades.
- ✓ Students must be in good behavioral standing (no excessive detentions or discipline problems).
- ✓ Students must demonstrate outstanding performance in areas of scholarship, service, leadership and character.
- ✓ Students will meet 4 times a year with their advisor and conduct one service project of their choice.
- ✓ Inductees will be charged for their membership card and pin. 12th grade inductees will be additionally charged for an Honor Stole that will be worn at the Induction Ceremony (usually in May) and at their graduation.
- ✓ Inductees can purchase additional merchandise from the catalog on their own.
- ✓ Students must be in attendance at Evangel for at least 3 consecutive quarters or be in good standing with their former school.
- ✓ Students must not have excessive latenesses or absences unless they are excused.

Guidelines for National Junior Honor Society (NJHS)

- ✓ Open to 6th through 8th grade students.
- ✓ Same academic and discipline standards as NHS.
- ✓ 8th grade inductees will be additionally charged for an Honor Stole that will be worn at the Induction Ceremony (usually in May) and at their graduation.

Guidelines for National Junior Honor Society (NEHS)

- ✓ Open to 4th through 5th grade students.
- ✓ Same academic and discipline standards as NHS

To Remain on NHS, NJHS, NEHS

The student must maintain an average of 85% , must remain in good behavioral standing and must participate in all NHS, NJHS or NEHS activities and meetings.

HOMEWORK POLICY

Homework is a method of instruction, which emphasizes individual responsibility and personal initiative. All homework assignments must be done neatly and must contain the correct heading and assignment information.

The parents are responsible for making sure their children complete all assigned work. The work must be completed and returned to the teacher to be checked.

Kindergarten and First Grade – Parents must sign each homework

2nd Grade through 5th Grade – Parents must sign homework pad

Parents must help and encourage their children with homework assignments because they are partners with the school in educating their children. Parents can encourage a higher quality of homework by providing a quiet place to study, privacy, freedom from worries and competing interest, no distracting radio and television programs, sympathetic help when needed, and a regular time period for study each day. Generally it is important for the child to work independent of the parent.

Each day students are expected to arrive at their classroom on time and have all school texts, notebooks, folders and other required supplies. Textbooks should be kept covered in grades K-8. Preparing their book bag for the next day is part of the student's homework. A book bag should contain all needed school materials.

Incomplete Work

Grades 3-5

Students in grades 3 through 5 will complete their homework during their lunch period in the library.

Grades 6-8

Students in grades 6 through 8 attend Homework Club during their lunch period where they will complete their missing assignments. Additional Homework Club will be held after school each day between 3pm and 3:30pm in every teacher's classroom.

Grade 9-12

Students in grades 9 through 12 must attend Homework Club, the same day, from 3-4pm to complete missing assignments. Students will continue attending Homework Club until all assignments are made up. Each day our teachers will be available between 3pm and 3:30pm in every classroom in order to provide assistance to struggling students, give make-up tests or supply extra worksheets or copies to their students with missing work.

Absence work

It is the responsibility of the student/parent to obtain and to promptly do classwork, tests, quizzes and homework missed during absence. Students who are absent are requested to check Edline or call a classmate to receive homework assignments.

If, in an emergency, the student cannot complete his assignment on any given night, the parent should send a note stating the reasons. The work will be due the next day. Long-term projects/reports must be turned in on the due date. **Absence is not an acceptable excuse to not complete an assignment. Parents please help your child meet deadlines. Middle School will attend Homework Club during lunch or after school until their work is made up. High School students will attend Homework Club until their absent work is made up.**

While the school supports family members spending time together, it does not look with favor on families taking vacations when school is in session. However, if a vacation must be taken while school is in session, it is required by the state that the teacher be notified in writing.

ATTENDANCE POLICY K-12

The classroom is the center of activity and learning. Regular and punctual attendance is essential for character development. Because of this it is requested that students not be taken out of school unless absolutely necessary. No student can experience maximum growth without the benefit of all instruction, discussion, and assignments. State law requires regular school attendance. Colleges and prospective employers are interested in the attendance records of their prospects. It is understood that occasionally a student may be absent. The following is a list of absences that are categorized as legal by New York State:

Middle School/ High School

If your child is going to be absent it is the Parents responsibility to CALL the school between 7:30am to 9:30am and notify the office. If you call before school opens please leave a message at ext. 1401. Failure to do so will result in a call from the administration. Frequent failure to call the school will result in a meeting with the administration.

Elementary School

Calling the school to inform us of your child's absence at ext. 1134 is preferred, however it is not a requirement. You may send a note along with your child the next day they return to school.

Legal Absences

- | | |
|------------------------------|-------------------------------|
| 1. personal sickness | 5. quarantine |
| 2. death in family | 6. religious observance |
| 3. impassable roads, weather | 7. requirement to be in court |
| 4. school closings | |

Excused Absences

Excused absences include legitimate illness, driver's test, limited prospective college visits, doctor and dentist appointments which cannot be scheduled outside of school hours, family emergencies, etc.

Upon returning to school following any absence, students are required to submit a note to their homeroom teacher from their parents, which contains the date of the absence, the reason for the absence, and the signature of one parent. If the note does not contain the specific reason for the absence or if a note is not submitted to the homeroom teacher by the third day after returning to school, the absence will be considered unexcused. In cases of unexcused absences, exams will not be made up.

Students are to take full responsibility for making up all work for any legal/excused absence and may expect full cooperation from their teachers. It is the responsibility of the student to obtain and to do promptly,

classwork, tests and quizzes and homework missed during absence. Tests assigned in advance and missed through an absence will be taken by the student the day he returns to school. Students who are absent are requested to call classmates/ check ed-line to receive homework assignments as well as to make arrangements to pick up textbooks.

Excessive absences are detrimental to a student's overall learning experience. Therefore, **ten absences during a quarter** may result in a failing grade for the quarter. A prolonged illness with consecutive absences may result in an "incomplete", "I" and may require summer school. All work needed to clear an incomplete is to be submitted to the teacher no later than five days into the next quarter or the incomplete may result in a failure for the quarter.

There will be absolutely no tolerance for "Cutting" of classes. Cutting will be treated very seriously and will warrant an instant suspension and meeting with the parents. Cutting is defined as missing a class without authorization from the Dean, Principal or Vice Principal. If there is another instance of cutting it will be discussed with the school administration and will either lead to an extended suspension or expulsion. Attendance will be taken each period including homeroom for Middle School and High School.

LATENESS POLICY

It is very important for students to be on time because they will miss valuable teaching time. Also, their first class is interactive and cannot be postponed.

KINDERGARTEN THROUGH FIFTH GRADE

Students arriving after 8:10 will be marked late. Students are picked up from the classroom at 8:15 and school begins promptly at 8:30. Each student should be ready to begin at that time. Those who enter late miss the first instructions for the school day and disrupt the class that is already in session. Each student will receive 6 excused latenesses per quarter. There will be a meeting scheduled with the Dean with those parents whose child has 10 latenesses in one quarter. If latenesses continue, it will be up to the discretion of the Administration as to whether or not that child will be allowed to remain at Evangel and/or return the next school year.

FOR GRADES 6-8

Students arriving at school after 8:00 will be marked late. Middle School will be given 3 unexcused latenesses per quarter. A typical unexcused lateness is heavy traffic, overslept, etc. When a student receives a fourth unexcused absence he/she will be assigned a lunch detention. The fourth Lunch Detention will equal one Afterschool Detention that will count as Behavioral Detention. Every lateness thereafter for the quarter will result in a Lunch Detention. Every fourth Lunch Detention will result in an Afterschool Detention, which will count as one Behavioral Detention.

FOR GRADES 9-12

High School Students that have received permission from their parents to leave the school for lunch – MUST return at 11:55 to be in their classroom by 12:00, or their "leaving the premises privilege" will be revoked. This is a privilege that has been granted to high schoolers and they must act responsibly and adhere to the 11:55 rule. **No exceptions or excuses will be accepted. Each High School student is allowed one free lateness from lunch for the entire year. The second time they are late they are not allowed to leave for one week. The third time they are late they are not allowed to leave the building for one month. The fourth time they are late from lunch their privileges are revoked for the remainder of the school year.**

Students arriving at school after 8:00 will be marked late. High School students will be given 3 unexcused latenesses per quarter. A typical unexcused lateness is heavy traffic, overslept, etc. When a student receives a fourth unexcused absence he/she will be assigned a 30 minute Afterschool detention. The fourth Afterschool Detention will equal one Afterschool Detention that will count as Behavioral Detention. Every lateness thereafter for the quarter will result in a 30 minute Afterschool Detention. Every fourth Afterschool Detention will count as one Behavioral Detention.

FOR GRADES 6-12

Middle School and High School students arriving to class after the bell has rung will be considered late. There will be one-minute warning bell that will sound and students are expected to be in class by the next bell, which signifies class has begun. Any child in the hall after the bell must have a late pass. A student arriving to class without a late pass will receive a demerit.

ARRIVAL/EARLY DEPARTURE/DISMISSAL

Arrival

Pupils should arrive at school no earlier than 7:15 a.m. as doors do not open until that time. All students arriving before 8:00 am will report to the cafeteria. After 7:30 am Pre K will report to their classrooms. Kindergarten through 5th grade will be picked up from the cafeteria by their teacher between 8:10 and 8:15 am. MS will be picked up from the cafeteria at 8:00am. High School will go directly to their homeroom at 8:00 am.

Parents are not permitted to accompany their children to their classes on the second, third and fourth floors. Parents who do accompany younger students to classrooms on the first floor must sign in and take a Parent Pass to be returned to Security when they leave the building.

Early Dismissal

Pupils may be excused from school ONLY BY WRITTEN REQUEST from parent or guardian and approval by the principal. Please place the child's phone number on the excuse note. In addition, your name must appear on the letter. In an emergency parent may call the school.

Other than at regular dismissal times WE DO NOT ALLOW A CHILD TO LEAVE THE BUILDING without the signed permission of **(Note: Even though a child has a signed note, he is not to be dismissed on his own. Parents or guardians must come to the school office where they will pick up their child. For older students , parents must give their permission for the child to leave the building on their own.**

High School students may not leave the school building during the day except for lunch (if permission slip filled out by parent has been submitted to the High School Office). However, those desiring to leave early for justifiable reasons may bring a note from their parent, or have their parent call the office.

In case of illness or emergency, the student will be sent to the office and the office staff/nurse will call the parent to arrange transportation.

Students will not be excused from scheduled classes for work commitments. No arrangements will be made for the regular dismissal of students.

Internet Policy

Use of the Internet provides great educational benefits to students. We have our own filtering server, which uses artificial intelligence, provided through Integrity On Line, a Christian filtering service. All sites are blocked at the Service Provider. Access to the Internet is given as a privilege to students who agree to act in a responsible manner. We require that students, and parents or guardians, read, accept, and sign the following rules for acceptable on-line behavior.

1. Students are responsible for good behavior on the Internet, just as they are in the school building. It is their responsibility to use the Internet wisely.
2. All usage shall be purposeful and appropriate to the Mission Statement of Evangel Christian School.
3. **The following are not permitted :**
 - Accessing inappropriate material
 - Use of inappropriate language
 - Plagiarism
 - Trespassing in another's folders, work, or files
 - Employing the network for commercial purposes
 - Damaging computers, computer systems, or computer networks
 - Using another's password
 - Receiving or sending E-mail
 - Chatting in chat rooms
 - Instant messaging
 - Posting information of any kind
 - Going to sites other than those directed by the teacher
 - Violating copyright laws
 - Downloading and installing programs, applications, files, or information without permission.
 - Use of the Internet without a faculty member present
 - Not respecting copyright laws and licensing agreements pertaining to material obtained via the Internet.
 - Using the network for personal profit or gain, commercial activities, product advertisement, and political lobbying is prohibited.

4. The use of computers at Evangel Christian School is a privilege, not a right. Inappropriate use will result in cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or disciplinary action. The school reserves the right to seek financial restitution for any damage caused by inappropriate use. The Administration will deem what is inappropriate use and their decision is final.
5. The Administration has the right and capability to monitor and review any material and files on our school computers and servers. These files should not be treated as personal and confidential.
6. Violation of the Internet Use Policy by students will be considered a serious breach of Evangel Christian School disciplinary code and will subject the student to appropriate disciplinary action.

SPIRITUAL LIFE

Evangel Christian School is committed to the proposition that the primary relationship a human being may have is with the person of Jesus Christ. Therefore, the school actively pursues with students their personal commitment to Jesus Christ.

Formally, Christian instruction takes place in each homeroom at the beginning of the day through devotions and prayer, in each class through the integration of faith and learning, and specifically in the Bible classes and in the weekly chapel program. Outside speakers, films, faculty, parent and student speakers and pastors all contribute to the leadership and enrichment of this worship time. An offering is taken to be used to help those in need on the mission field and in our own community. At present, Evangel sends money to help in various orphanages, assists in programs for the homeless in New York City and gives an offering to missionaries and ministers who speak at our chapel services.

Evangel School is also very active in, and committed to, outreach and missions. Through outreach, we believe that students can develop the God given talents He has blessed them with. Outreach also causes one to realize that God can use a willing heart no matter what the age.

Christian Service Programs for Middle School and High School

The Christian Service Program for students will be integrated throughout the curricula and emphasizes helping and serving in the life of a Christian. Through this program we hope to instill in our students the following qualities:

- 1) a greater awareness and acceptance of their relationship to serve God and their fellow man
- 2) an increased knowledge of the opportunities for service
- 3) an increasing sensitivity to the needs of others
- 4) an increasing manifestation of those attributes of God such as love, mercy, sympathy, justice, and joy in their own lives, and the ability to effectively direct these traits through service to others.
- 5) a measure of growth that will produce a more Christ-like young person better able to be salt to the human condition.

Middle School students must complete 50 hours of Ministry by graduation day. High School students must complete 100 hours of Ministry Hours by graduation day.

Students complete a Christian Service form for each type of service he or she performs. The type of service requires approval by the principal before service is performed. Upon completion, service forms are submitted to the principal. Service may be in the form of local church ministries, community service, tutoring, assisting in afterschool, school maintenance projects or other school/community outreaches.

DISCIPLINE POLICIES OF EVANGEL SCHOOL

We believe in discipline. The school is best able to provide an enriching, enjoyable and constructive educational experience for each student by maintaining a positive and disciplined learning environment where consideration is given to each person's needs. It is our goal to provide the proper learning environment for students. It is the student's responsibility to make a commitment to live within the rules and regulations that are necessary for us to function together each school day in a God-honoring manner. It is the parents' responsibility to support and encourage their children and staff in the meeting of this goal. Discipline can be defined as training for self-control. A child should sense the responsibility to control himself as a mandate from God.

We believe in respect. At all times when associating with teachers, staff and peers, students should practice respect, courtesy, and consideration. The student should respect the authority of teachers, administrators and staff members and respond to them obediently and respectfully as unto the Lord. The teacher and staff must have respect for the child.

We believe in the teacher. The teacher is the authority figure that sets the positive and constructive tone for self-discipline and control in the classroom. The teacher should instill ideas of good conduct in the minds of the pupils.

GENERAL STANDARDS OF STUDENT CONDUCT

Evangel Christian School is committed to helping its students to develop Christian character and believes that the daily study of the Word of God is essential in order for this development to take place. The Bible expresses the basic principles of conduct in the Ten Commandments and through the Word of God. Among these are honesty, respect for one another, for property and authority, a sense of community, stewardship of time, money and talents, self-control and creativity. As all staff members are expected to display values consistent with a Christian life style, students are expected to show traits of Christian character such as integrity, sincerity and concern for others. Each student is considered responsible for his or her own behavior. In acting responsibly, the student will observe all of the school rules and respect the rights of others.

We believe there is behavior, which is morally wrong. The obligation to avoid participation in this behavior has its origin in God. We believe that what we say and do not only affects each of us personally, but also those around another.

Biblical-Morality Policy

Evangel Christian School's Biblical role is to work in conjunction with the home to mold students to be Christ-like. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the Biblical lifestyle the school teaches. This includes, but is not limited to, participating in, supporting, giving the impression of, or condoning sexual immorality, homosexual activity, or bisexual activity; promoting such practices; or being unable to support the moral principles of the school. (See Leviticus 20:13 and Romans 1:27)

****Evangel expects students to honor Christ in all behavior and activities twenty-four hours a day; seven days a week; three hundred and sixty-five days a year.***

All school rules apply on all field trips and on all school-sponsored events on the school campus and away from it."

Therefore, adherence to the following principles is required:

1. Students must tell the truth at all times and never deceive anyone.
2. Students must always respect the emotional, spiritual and physical integrity of themselves and others.
3. Students must refrain from verbally provoking another, verbal abuse, including profanity, obscenity, vulgarity, or carping (unreasonable fault finding) and physical abuse (fighting).
4. Students must never hit, push, punch, slap, or touch another student in a way that could potentially hurt them, i.e. birthday punches, play fighting, wrestling, etc.
5. Students must never *steal, misuse* or *vandalize* school property or the property of others.
6. Students must complete all tests and assignments honestly (no cheating) and never plagiarize or cheat.
7. Students must not drink or have in their possession alcoholic beverages or any tobacco substance enroot to school, while in school or while participating in or attending any school functions. Students must abstain from all smoking and drinking on or off school premises.
8. Students must never consume prescribed or non-prescribed drugs without parental and/or physician's authorization, which must be on file with the school office. Students must never be in possession of drug paraphernalia. If there is reasonable doubt that a student has violated our drug policies they will be required to submit to a drug test.
9. Students must not have any weapons of any kind in their possession while enroot to school, while in school or while participating or attending any school function.
10. Students must not create a web page or web site that contains objectionable material. Objectionable material consists of, but is not limited to: sexual content, material that consists of profanity, cultic/occult material, gang related content, material that threatens another., material that is damaging to another's character/reputation and/or puts another in a "bad light". Objectionable material is anything or anyone that goes against God's Word or promotes an anti-Christian lifestyle.
11. Students must not use Evangel Christian School's name in conjunction with any web site or web page that contains objectionable material. (see above)
12. Students cannot be involved in gangs or gang related activity/incidents.
13. Students must not engage in any form of sexual misconduct.
14. Students who engage in premarital sex will be dismissed from the school.
15. Students are not to take part in, or be involved in, homosexual and/or lesbian and/or bi-sexual and/or trans-sexual relationships.
16. Students that have been arrested/apprehended, or put on parole/probation by the Justice System **before** applying to Evangel or **during** the school year, or between school years, will not be allowed to attend Evangel This will be up to the discretion of the School Board.

Students must never do or say anything that makes it appear that they are involved in or have been involved in, or have done and/or are doing any of the above.

******These obligations apply to all students and failure to comply with any of the above will result in disciplinary action and may be cause for suspension or immediate dismissal.***

***Evangel generally follows its discipline procedures contained herein. However, there are circumstances in which the school administration and/or board may determine, in their sole discretion, that it is appropriate not to follow progressive discipline steps. In cases in which a student has engaged in egregious, immoral, or other unacceptable behavior, the school reserves the right to suspend or expel the student immediately.**

POLICY FOR VERBAL/PHYSICAL HARRASSMENT

ECS is firmly committed to providing an environment, in which all students, regardless of gender, race, religious beliefs or family background, can work, study and play without fear of harassment. Among the behaviors that are strictly prohibited are:

1. obscene or suggestive remarks, jokes, gestures, pictures or drawings
2. threats, bullying or any other forms of intimidation
3. demeaning comments with respect to race, religion, ethnic origin, gender, etc...
4. behavior of a sexual nature that makes a student feel uncomfortable
5. Touching another student in any way that makes them feel uncomfortable
6. Play fighting, or any form of hitting

Any student who feels he/she is being harassed should:

Immediately tell the offender to stop the behavior. Speak firmly, and do not be apologetic. Report the incident to a staff member as soon as possible.

Please Note: All incidents will be treated in the strictest confidence. In determining whether the alleged conduct constitutes a violation of the harassment policy, the administration will evaluate the totality of the circumstances surrounding the conduct. The following facts should be considered: the ages of the parties involved; the nature, severity and scope of the behavior; the frequency and duration of the behavior and the context in which the conduct occurred. Harassment will be treated very seriously and severely. Harassment will not be tolerated. It will be up to the discretion of the Administration as to the punishment; considering all the factors suspension and/or expulsion will be possibilities.

Physical Abuse/ Verbal Abuse/Harassment will not be tolerated.

CLASSROOM STANDARDS OF STUDENT CONDUCT

Students are expected to show respect for authority and for one another. At Evangel, this includes faculty, staff and peers. A student is expected to show concern and respect for the person, rights and possessions of others. A student is expected to arrive at homeroom on time with the appropriate textbooks and required materials. In the classroom, **students are to demonstrate self-control, compliance with the teacher's directions and avoidance of anything that will disrupt the teaching-learning process.**

Therefore, the following behaviors are unacceptable:

1. Talking in class without permission
2. Not sitting properly for instruction
3. Passing notes
4. Throwing objects
5. Harassing fellow students
6. Unacceptable noises and/or gestures and distractive activity
7. Impertinence or defiance to a teacher or another adult
8. Leaving seat or classroom without permission
9. Coming to class after the late bell has rung without a late pass.
10. Disruptive Behavior
11. Explosive/Angry Behavior

School Rules include but are not limited to the following:

1. Gum chewing is not permitted in the school.
2. Audio equipment such as PSP's, Video Games, Walkmans, Minidisc Players, iPOD's, Game Boys, are not to be seen or heard in the school. These items must be placed into book bags before entry into the school. If they are seen or heard they will be confiscated and searched. They will receive a detention after school for having the audio equipment out. No secular Tapes/CD's/Music/Digital Music or Video Files are to be brought into the school by students. **There is to be no objectionable material downloaded on the student's audio**

equipment: including, but not limited to: pictures, music, etc. (For objectionable material see #10 on page 14.)

3. Comic books and literature of a non-instructional nature should not be brought to school.

4. Students are not to have in their possession material that is sexually explicit.

5. Hats and coats are not to be worn indoors.

6. Students are responsible for classroom and hallway orderliness.

7. High School and Middle School **Cell phones** are to be placed in the student's lockers during homeroom. They are allowed to take them out and use them during lunch. They must be put back in their locker after lunch before their next period. They can be taken out after school has ended. Any student that is found with a cell phone in their possession will receive a detention and the cell phone will be confiscated and searched. Cell phones are not allowed to be stored in students: book bags, purses, jackets, coats, pants pockets, etc. If the student is found with their cell phone in their possession again during an inappropriate time they will receive a detention and their phone will be confiscated and searched until their parent can come and pick it up. If this happens again the administration will discuss a suspensions and/or other disciplinary actions. The school is not responsible for lost or stolen cell phones. Cell phones are to remain in student's lockers except during lunch. Elementary Cell Phones are to be turned off and either stored in their book bags or in their pockets. Students caught using cell phones will have their phones confiscated and searched. **There is to be no objectionable material downloaded on the student's cell phone: including, but not limited to: pictures, music, etc. (For objectionable material see #10 on page 14.)**

8. Students are responsible for keeping classrooms clean and orderly.

No books or other items are to be found on the floor.

9. No student can be out of the classroom without permission and a pass or note.

11. Students should have no physical contact with the opposite sex. Public Displays of affection are not allowed.

12. Students should not be involved in negative physical contact such as pushing, shoving, hitting or play fighting.

13. Negative paraphernalia of any type adorning book bags, books, clothing, such as patches, stickers etc. will not be allowed in the school. This includes any gang related paraphernalia. Negative paraphernalia encompasses anything or anyone that promotes an anti-Christian lifestyle, and/or anything that goes against God's Word. Only positive paraphernalia will be allowed. It will be up to the discretion of the Administration to decide what is allowed.

14. Students are not to publish, circulate or distribute any written material to the student body, staff, and/or parents without the permission of the Administration. The school administration has the right, in its sole discretion, to control what is published, circulated, or otherwise distributed to students or staff.

15. The school phone is only to be used in case of an emergency. It is not to be used for ordering lunch.

16. Stickers, Tape, and permanent items are not to be placed in lockers. Any pictures are to be put up with Fun-Tak.

17. Gambling is not permitted.

18. Fireworks, of any kind, should never be brought to the school.

MS/HS Lockers

Student lockers are the property of Evangel Christian School and are provided as a service for students to secure their belongings. Any locker may be opened and its contents may be searched or examined by school authorities without the permission of the students at any time when, at the sole discretion of the school authorities, they deem it necessary to do so. Students must understand clearly the following guidelines:

Locker Guidelines

1. Students should not switch lockers with another students. If a students uses a locker, it must be the one to which that student was assigned. Students who violate this rule will be subject to disciplinary action.
2. Students must not share their own locker combination with any other student. This combination is given to them in confidence. What they do with it is their responsibility. Allowing others – even friends – to know a locker combination is the greatest cause for loss of personal items from lockers.
3. Lockers may be inspected and searched at any time by the administration.
4. Lockers must be kept clean inside and out.
 - a) Stickers are not allowed on any part of the lockers.
 - b) Students must not place anything on the lockers that they cannot easily remove without affecting the surface of the locker.
 - c) Student must not post any objectionable material inside or outside their locker.
including, but not limited to: pictures, music, etc. (For objectionable material see #10 on page 14.)
5. Students should not enter anyone else's locker without permission from the student who is assigned to that locker. A staff member with a locker key must be present to open the locker.
6. Students are responsible to pay for any locker damage they do in violation of the above rules.
7. Violation of any of the above rules can result in temporary or permanent suspension of locker privileges. and disciplinary action.
8. Any problems with a locker should be reported to the office or to a designated staff member.
9. The school is not responsible for lost or stolen, or damaged goods belonging to students.

DISCIPLINARY PROCEDURE FOR CONDUCT

PreK – 2nd grade

Use the Dot System. The child begins each day with a Green Dot. If the child is misbehaving his dot will be changed to Yellow. This is only a warning and lets the student know that he/she needs to change his/her behavior. If the child changes his/her behavior and obeys the teacher, his/her dot will be changed back to Green. If the behavior continues their dot will be changed to Red. This means that the child will receive a period of "time out" to allow them some time to change their behavior. If their behavior is rectified after the "time out" their dot will be changed back to Green. If the behavior continues after the "time out" they will receive a Purple Dot and will be taken to the Dean's Office. There the Dean will contact the parent and he will decide whether or not the parent must come and pick up the child.

Pre-school

At the 4th Purple Dot a meeting will be arranged with the Parent's and the Dean to discuss the child's behavior and possibilities for rectification. At the 8th Purple Dot another meeting will be arranged with the Dean to determine whether or not the student will be allowed to remain at Evangel.

Pre-school is not mandatory by law and not all children are ready to attend school at 3 and/or 4 years old.

Kindergarten through 2nd Grade

At the 4th Purple Dot a meeting will be arranged with the Parent's and the Dean to discuss the child's behavior and possibilities for rectification. At the 8th Purple Dot another meeting will be arranged with the Dean and a possibility of Behavioral Contract drawn up. At the 12th Purple Dot or breach of Behavioral Contract the child will be a suspended or expelled from the school.

Third through Fifth Grade

Uses the Mark System. The issuing of a demerit is a corrective step to bring about change. Along with the actual assignment of the detention slip, a counseling time follows between teacher and student. This time must conclude with the student's understanding of the wrongdoing and his/her assurance that there's no intention of repeating the offense. The student may be asked to get a parent's signature on the MARK slip and return it to the teacher the following day. This enables the parents to get involved in the corrective process immediately. A student who fails to return the signed slip on time will be penalized with an additional demerit thus giving him/her a detention.

If the student is exhibiting negative behavior the student will be warned by having their name written on the board. If they continue and do not stop they will receive a mark next to their name this will result in them receiving a Recess Detention. If the student receives 2 marks in a five day period they will receive an afterschool detention. For a serious offense instant detentions, suspensions, expulsions may occur. Please see page 18 for serious offenses.

There are 3 levels of evaluating a misbehavior: 1st - Mark 2nd - Detention 3rd - Suspension

1st detention – Lunch Detention

2nd detention – Lunch Detention

3rd detention – Lunch Detention

4th detention – 1 hour after school

5th detention – 1 hour after school

6th detention – 1 day suspension

7th detention – 1 hour after school

8th detention – 1 hour after school

9th detention – 1 hour after school

10th detention - 2 day suspension

11th detention - 1 hour after school

12th detention - 3 day suspension or expulsion

Middle School and High School

Use the Demerit System. **If a student receives two demerits from one teacher within a 30 day period, he/she will serve a one-hour behavior detention after school from 3:00pm to 4:00pm the day of for High School; for Middle School the detention needs to be served by the next day.** A detention form is filled out by the issuing teacher noting behavior as the reason for the detention.

The issuing of a demerit is a corrective step to bring about change. Along with the actual assignment of the demerit slip, a counseling time follows between teacher and student. This time must conclude with the student's understanding of the wrongdoing and his/her assurance that there's no intention of repeating the offense. The student may be asked to get a parent's signature on the demerit slip and return it to the teacher the following day. This enables the parents to get involved in the corrective process immediately. A student who fails to return the signed slip on time will be penalized with an additional demerit thus giving him/her a detention.

There are 3 levels of evaluating a misbehavior: 1st - Demerit 2nd - Detention 3rd - Suspension

***Demerits will be given for the following infractions, but are not limited to the following:**

- Late to Class without Late Pass
- Chewing Gum
- Making Noises or Calling Out during class
- Talking at inappropriate times during class
- Passing Notes
- Throwing Objects
- Anything that the teacher has warned the student to stop doing and the student continues to do

***Instant detentions or suspensions will be given for the following infractions, but are not limited to the following:**

- Cutting Class
- Use of Profanity
- Misconduct in Chapel
- Misuse or Altering of Passes
- Cheating on Homework or Tests
- Leaving Class Without Permission
- Leaving School Property Without Permission
- Dress Code Violations that are blatant and/or involve immodesty
- Disrespect
- Lying
- Disobeying School Rules
- Receiving Two Demerits from one teacher
- Any of the previously listed offenses that continue after receiving a detention for them

***A suspension or immediate dismissal (disenrollment) will be assigned for the following list of infractions, but are not limited to the following:**

- Harassment
- Threatening another student
- Truancy
- Stealing
- Immorality
- Destroying or Defacing School Property
- Destroying or Defacing Other's Property
- Possession or Use of Narcotics
- Possession or Use of Tobacco Products
- Possession or Use of Alcoholic Beverages
- Possession of Guns, Knives or Weapons of any kind
- Possession of Drug Paraphernalia
- Irreverence for the Things of the Lord
- Defying a Teacher
- Fighting
- Assaulting someone

Putting material on-line that is Questionable: Objectionable material consists of, but is not limited to: Material that includes sexual content, material that consists of profanity, cultic/occult material, gang related content, material that threatens another, material that is damaging to another's character or puts another in a "bad light" .

Objectionable material is anything or anyone that goes against God's Word or promotes an anti- Christian lifestyle

- harmful to another's reputation/character and/or puts the student in a negative light
- Possession of any Questionable Material, Printed or Electronic
Objectionable material consists of, but is not limited to: Material that includes sexual content, material that consists of profanity, cultic/occult material, gang related content, material that threatens another, material that is damaging to another's character or puts another in a "bad light" . Objectionable material is anything or anyone that goes against God's Word or promotes an anti- Christian lifestyle.
- Being arrested/apprehended or put on probation/parole by the Justice System for any offense
- Attending dance clubs/ bars

MS/HS Detentions

1st detention – 1 hour after school

2nd detention – 1 hour after school

3rd detention – 1 hour after school

4th detention – 1 day suspension

5th detention – 1 hour after school

6th detention – 1 hour after school

7th detention – 1 hour after school

8th detention – 2 day suspension

9th detention – 1 hour after school

10th detention - 1 hour after school

11th detention - 1 hour after school

12th detention - 3 day suspension or expulsion

The Dean of Students is responsible for all issues concerning behavior. The Teachers are the authority in the classroom and will report all Purple Dots, Marks, demerits and detentions to the Dean.

If need be, the Dean will contact parents of students with behavioral issues. Any repetitive behavior resulting in suspension or expulsion will be brought to the attention of the Discipline Committee. The Discipline Committee consists of the Principal, Assistant Principal, Associate Pastor and the Dean of Students and/or the School Board.

3rd through 12th grade - Readmission

At the end of the suspension period or at the time of readmission the student is automatically placed on 4 weeks of probation beginning at the time of readmission. *The policies regarding probation then apply.

Probation

Behavioral Probation remains in effect for one year. During this time the student will be evaluated every four weeks to ensure that the student is meeting all requirements for attending Evangel Christian School.

Probation gives the student the opportunity to correct his/her problem. If he/she does not improve to a satisfactory level, he/she will be expelled or asked to withdraw from the

DRESS CODE

DRESS CODE for Grades 1 through 5

The school colors are navy and gold. Following is the standard uniform policy:

Shoes: Navy or black shoes or black sneakers.

Jumpers: Plaid with a plaid tie. Jumpers no shorter than knee length.

Shirts: Yellow or white. Shirts may be long sleeved or short sleeved.

Slacks: Navy blue.

Ties for Boys: Navy blue or plaid.

Socks: Navy blue or white

Sweaters: All sweaters need to be navy blue. Any trim should be in gold or yellow.

* Yellow school polo – long or short sleeved with the school insignia

*Gym Shorts: Bright Blue

*Gym Shirts: Bright yellow with Evangel Inscription

*Hoodies: Bright blue with Evangel Inscription

The above items **may be purchased from Evangel, the Ideal Uniform Company or Cookies.**

*These items purchased through the school office.

NOTE: Wearing of the school uniform is not mandatory for Pre-Kindergarten or Kindergarten. IT IS REQUIRED THAT ALL SCHOOL CLOTHING BE LABELED WITH THE STUDENT'S NAME.

Elementary School - Parents are responsible to make sure that their children come to school in proper uniform. If the student comes to school numerous times out of uniform a meeting will be arranged with the Dean to discuss consequences.

CLASS UNIFORM Middle School/High School

High School - Each student will be given one grace per quarter for being out of uniform. At the second offense the student will receive a 30 minute afterschool detention. The fourth 30 minute afterschool detention will equal one behavioral detention.

Middle School - Each student will be given one grace per quarter for being out of uniform. At the second offense the student will receive a Lunch detention. The fourth Lunch detention will equal one behavioral detention.

MS/HS Proper uniform must be worn at **all** times. The School ID is part of the school uniform. A girl that is caught rolling up her skirt more than three times will be asked to wear pants for the remainder of the year.

High School

*Knee length grey and blue plaid kilt, grey skirt or grey pants

*Navy polo short sleeved/long sleeved with ECHS embroidery

*Navy pullover vest with ECHS embroidery

White shirt with button down collar (short or long sleeved)

Navy, grey stockings

Navy or grey opaque tights (worn in cold weather) (No fish-net stockings allowed)

Navy or grey socks – knee-high or ankle-high (optional) Socks must show above shoes.

Dark shoes—*no more than a 2" heel*

Navy Hoodie with Evangel Inscription

BOYS

*Grey pants

*Navy polo short sleeved/long sleeved with ECHS embroidery

*Navy pullover vest with ECHS embroidery

White shirt with button down collar (short or long sleeved)

*Navy tie

Black or grey belt

Dark shoes

Navy Hoodie with Evangel Inscription

*****Starred items must be purchased from Evangel. Ideal or Cookies. No exceptions made.

High School Students must **wear** their school ID at **all** times. ID's are not to be defaced in any way, including, but not limited to, cutting, drawing on, stickers, etc....

Middle School

- **Knee length* maroon and grey plaid kilt, grey skirt or grey pants
- *Maroon polo short sleeved/long sleeved with ECMS embroidery
- *Maroon pullover vest with ECHS embroidery
- White shirt with button down collar (short or long sleeved)
- Grey, Maroon stockings
- Maroon or grey opaque tights (worn in cold weather) (No fish-net stockings allowed)
- Maroon or grey socks – knee-high or ankle-high (optional) Socks must show above shoes.
- Dark shoes—*no more than a 2" heel*
- Maroon Hoodie with Evangel Inscription

BOYS

- *Grey pants
- *Maroon polo short sleeved/long sleeved with ECHS embroidery
- *Maroon pullover vest with ECHS embroidery
- White shirt with button down collar (short or long sleeved)
- Maroon tie
- Black or grey belt
- Dark shoes
- Maroon Hoodie with Evangel Inscription

*****Starred items must be purchased from Evangel. Ideal or Cookies. No exceptions made.

Middle School Students must **wear** their school ID at **all** times. ID's are not to be defaced in any way, including, but not limited to, cutting, drawing on, stickers, etc....

GYM UNIFORM

Gym uniform must be purchased in the school office. PreK through 5th grade will wear their gym uniform to school on the day that they have gym. Middle School and High School students will not wear their gym uniform to school. They will change in the locker rooms and after gym you will change into your uniform again. Please come prepared for gym on the appropriate days.

Prek through 5th grade

Gym uniforms are to be purchased in the school office.

Royal Blue sweatpants with yellow logo

Yellow T-shirt with school logo

Royal Blue shorts with yellow T-shirt

Royal Blue sweatshirt with yellow logo

Middle School

Maroon sweatpants with grey logo

Grey T-shirt with maroon logo

Maroon sweatpants with grey logo

Grey/Maroon sweatshirt with maroon logo

High School

Gym uniforms are purchased in the school office.

Grey/Navy Sweatpants with navy school logo

Grey Sweatshirt with navy school logo

Navy/Grey T-shirt with silver school logo

Navy long-sleeved T-shirt with silver school logo

Silver/Navy shorts with navy stripe on side with navy school logo

ECS DRESS Code

The following Grooming and Dress Code reflects the conviction of Evangel Christian School that a Christian's appearance is an important part of his/her testimony. The collective appearance of the students is also an important part of the school's corporate testimony. Modesty, appropriateness, Biblical guidelines, neatness and moderation are the basis of the formulation and interpretation of the Dress Code. The following is a result of years of definition, regular evaluation, and prayerful consideration.

1. Parents are expected to ensure that their child(ren) are dressed properly (in accordance with the school's dress code) and clean and neat looking when the student leaves for school or participating in a school activity. When students are not in uniform, they must have a signed note to explain any emergency circumstances.

2. All students who wish to wear a sweater in school must wear the appropriate ECS sweater with embroidery

It may be a crewneck, V-neck or cardigan. It may not be a fleece or sweatshirt type. Sweatshirts may be worn only on gym days. Sweatshirts may not be worn with the regular school uniform. No outdoor jackets and/or hats may be worn in school.

3. On gym days the class uniform is to be worn to school and students will change in the locker room into their proper gym uniform proper (see above).

4. **Shoes are to be dark – navy, black, etc. They are not to have any light colored markings or material on them.**

5. Girls are not permitted to wear large, dangling earrings that hang below the jaw and **on gym days, only small and not hoop or hanging earrings are to be worn. A student with hanging or hoop earrings will not be allowed to take part in the gym activities and will be marked unprepared.** Only 2 earrings on the earlobe will be permitted. No ear cuffs or earrings any other place than the earlobe will be allowed.

6. In colder weather, the girls may wear PreK-5th navy, MS maroon or grey tights, HS grey or navy and the same color socks. **No other color leggings or socks will be allowed.**

7. All necklaces must be worn inside shirt or blouse.

8. For purposes of modesty (I Timothy 2:9) uniform skirt lengths must be knee length. The skirt length standard will apply regardless of growth experienced during the year.

9. The wearing of work shoes, beach footwear and work boots is prohibited. Shoes must be kept clean and in good repair. Shoelaces must be tied.

10. Students are to remain in proper school dress while they are in the building.

11. Tattoos, and body modifications, of any kind, are not allowed

12. Students are not allowed to write on themselves or anyone else with markers – permanent or washable..

13. Boys are not permitted to wear any earrings or ear cuffs. They are not allowed to wear nail polish or make-up of any kind.

14. Jewelry (bracelets, collars, etc.) that contains metal spikes is not allowed. Large jewelry, of any type, is not permitted.

15. Girls are allowed to wear navy, grey stockings, nude stockings are not allowed with their skirt. If they wish to wear knee-highs they must be navy or grey. If they wish to wear anklets they must come up to the ankle and be navy or grey.

16. Students must come to school in uniform. Students are not allowed to come to school in street clothing and change in the bathroom. At the end of the school day, they must leave the school building in school uniform, unless they are participating in an after school activity, with permission from the teacher.

Students need to be in full uniform within a 5-block radius of the school.

17. Sunglasses and unusual contacts that will give an appearance other than the normal eye are not allowed.

18. Belts must be worn with pants and must be blue, black or grey with no adornment other than a plain belt buckle.

19. Attention should be given to apparel neatness. All apparel should be clean, neat and whole.

20. Bodily grooming should be exhibited by general cleanliness and neatly cut, trimmed and combed hair. Extreme hairstyles (as determined by the administration) are prohibited.

20. Boys must keep their hair trimmed and neat. Excessively long hair, sideburns, locks, ponytails, shaved heads, hair sculpting by shaving, braiding, dying or streaking/highlighting hair extreme or unnatural colors, large/long spikes are not permitted. Sideburns must not extend below the base of the ear. Hair must be off the collar and out of eyes. Hair cannot completely cover the ears. Boys must be cleanly shaven or have a trim

beard. Boys cannot shave their eyebrows in a pattern. Mohawks are not allowed. Afro's cannot be longer than 2 inches. Boys eyebrows must be naturally shaped. Girls are not allowed to highlight or dye their hair unnatural or extreme colors.

21. Girls are permitted to wear moderate amounts of make-up (lip gloss, mascara and light blush). No make-up is permitted which draws attention to itself or which is not natural in appearance.

22. Body piercing of any kind will not be permitted (nose, tongue, eyebrow, belly button, etc.)

23. Body jewelry of any kind is not permitted.

24. Sunglasses and unusual contacts that will give an appearance other than the normal eye are not allowed.

25. The spraying of perfume or cologne is not permitted in the school; it must be done at home before coming to school. The use of deodorant is permitted in the gym locker rooms only.

26. MS/HS students must wear their ID's at all times. They must not deface their ID in any way or manner, Their name and picture must be visible at all times.

27. Jeans are not allowed to be worn underneath clothing.

While uniforms are not required at recreational activities, students are required to dress appropriately, modestly, and in a manner which is compatible with the testimony and standards of the school. The following are examples of apparel which are NOT permitted for student participants or observers at any school functions

Short skirts, short shorts, tight fitting apparel, cut-off shirts or apparel which bares the midriff, immodest apparel of any type, jeans, apparel with inappropriate advertising.

SCHOOL INSURANCE POLICY

The school insurance policy is a SECONDARY policy. All claims must first be filed with the family's insurance company. Then the school insurance policy will take care of any uncovered expenses.

EMERGENCY SCHOOL CLOSING

If it is necessary to close the school due to inclement weather or other emergency, an announcement will be made on radio station WFME 94.7 FM and on WOR 710 AM. There will also be a message on the school answering machine. Whenever city schools are closed due to an emergency, Evangel Christian School will be closed. Any parent is welcome to remove a child from class early if weather conditions are such that the safety of the child traveling home at dismissal time is in question. For younger students, please put in writing who your child may leave school with should it become necessary to close early.

MS/HS SCHOOL STORE

The school store is stocked with notebooks, pens, pencils, erasers, folders, lined paper and white-out, markers, calculator batteries, etc. Purchases must be made during assigned hours.

HEALTH

Physical exams are required for all new students and those students going into 1st, 3rd, 5th 7th and 11th. All students should have a dental exam once a year.

Required Immunization for School Admission: Diphtheria, Poliomyelitis, Measles, Rubella, Mumps, HIB

For all newly admitted children at any level, the principal must require that **one** of the following conditions be met in relation to diphtheria, poliomyelitis, measles, mumps and rubella before admission:

1. A certificate or written statement by a physician or parent that the child is adequately immunized or is in the process of receiving immunization (or, in the case of measles), setting forth the dates and type of vaccine administered insofar as the information is available; or

2. A written statement by a physician that immunization is medically contraindicated or a statement by the parent that he objects to the immunization of his child on religious grounds.
3. A complete packet listing all health requirements is available for every parent.

Communicable Disease

If your child acquires a communicable disease, please call the office immediately. We must know the health condition of the school children in order to send warning notices to parents advising close watch of each child for possible symptoms. Check your children daily for symptoms until the contagion is over. Children **MUST** have a written note from their physician to be readmitted to school after having any of the following diseases:

Hepatitis, Plantar's Warts, Ringworm of skin or scalp, Strep Throat or Infection, Mononucleosis, Rash of unknown origin, Scarlet Fever, Tuberculosis

Schedule of Readmittance to School Following Communicable Disease Incident

Measles - excluded for 5 days after appearance of rash

German Measles - excluded until rash has disappeared

Chicken Pox - 7 days after appearance of rash

Mumps - until all swelling of affected glands has disappeared

Whooping Cough - 14 days after whoop begins

Poliomyelitis - until febrile stage has passed

Meningococcal Meningitis - until febrile stage has passed

Streptococcal Sore Throat including Scarlet Fever - until febrile stage has passed

Infectious Hepatitis - until febrile stage has passed

After any of these illnesses, the child may return to school only after the exclusion period has passed with a note from a treatment agency.

Infectious Mononucleosis - This is not a "reportable disease" at present, and there is no legally set period of exclusion from school. It is recommended however, that the child remain at home until the febrile stage of the disease has passed.

Scabies, Impetigo, Acute Conjunctivitis (pinkeye), Ringworm of Face, Trunk or Extremities - The child may return to school as soon as signs of the infection are no longer present.

Ringworm of Scalp - The child may attend school with ringworm of the scalp provided he is under medical care. No special precautions or restrictions need be used.

Pediculosis or Head Lice - Students are checked the first day of school and the day they return from each school holiday. If lice or nits (eggs) are found, the parent will be called to pick up the child. After treatment and all lice and nits are removed from the hair, student must go to doctor and receive permission to return to school.

Entering/Exiting the Facility

Pre-K through 8th grade will enter on the Crescent Street side of the building. High School will enter on the 27th street side. Pre-k through 2nd grade will exit through the front door on Crescent Street. 3rd through 5th grade will exit through the North Gate on Crescent Street. Middle School will exit through the South Gate on Crescent Street. High School will exit through the 27th Street lobby.

Medication

If your child needs to take prescription medicine during the school day, kindly send a note from your doctor to the school nurse and she will contact you. Department of Health has advised us not to supervise the administration of any medication. This is for our mutual protection.

Illness in School

When a child has a fever of 100 degrees or more, has diarrhea or throws up in school, the parent will be called and the child must be picked up by the parent or an adult sent by the parent within an hour. The child will not be allowed to stay at school that day.

Returning to School after Absence

When a student is absent 3 days or more for illness, the parent must come with the child when he/she returns to school or the child must have a doctor's note, indicating that he can return to school.

Pupils Wearing Casts and/or Using Crutches

Pupils wearing casts and/or using crutches should report to the school office before going to class. He or she may attend school if approval in writing by the family physician and parents indicate to the satisfaction of the principal that the wearing of said cast does not interfere with the child's normal school routine except for gymnasium or playground activities. The note from the family physician should state the diagnosis and extent of activity participation.

Elevator

Students are not allowed to use the elevator without an elevator pass.

Lunch

Each student may bring his own lunch that is eaten in the lunchroom. Students may order by the month a lunch provided by the City. Students that qualify may receive free or reduced lunch rates. Students may purchase lunch from the café.

High School students will be permitted to leave for lunch only if consent slip has been signed by parents at beginning of year.

Snack Time - Students in Pre-K through the Fifth Grade should bring a nutritious snack for the morning break. Each day Elementary classes will have a 15 minute snack break. Please send healthy snacks for your child to eat and drink. If your child does not have a snack the school will provide one. You will receive a note or a call to let you know that your child did not have a snack. If your child continues to not have snack you will be notified and the school will bill you 25 cents for each snack provided

Parties – Arrangements for an in school birthday party must be made with the teacher in advance. Themes, decorations and party gifts should be consistent with School Philosophy. Designs depicting violent characters, scenes or symbols of movie, video or cartoon characters that emphasize anti-social behavior and non-Christian principles should not be used. This includes decorations or themes involving movie, music or TV personalities who don't exhibit a Christian lifestyle.

Lost Books – A replacement of a lost textbook or workbook will be ordered and parents assessed the cost.

Lost and Found – Any article found in corridors, chapel, gym, cafeteria and play yards will be brought to the school office.

Pupils Wearing Casts and/or Using Crutches - Pupils wearing casts may attend school if approval in writing by the family physician and parents indicate to the satisfaction of the principal that the wearing of said cast does not interfere with the child's normal school routine except for gymnasium or playground activities. The note from the family physician should state the diagnosis and extent of activity participation.

Library – Students in all grades are scheduled for a weekly library visit. Students in grades 1 through 8 are allowed to take out books. Books may be taken out for one week and brought back the following week to be renewed or returned. If a library book is lost or damaged, the fine is \$10 per book.

Regulations Regarding School Supplies

Evangel Christian School is committed to Christian principles and values. This task is made more difficult by the media. Most of the TV, advertising, videos, movies and music has a negative impact on our children. To maintain a positive standard, we must ask that all parents cooperate with us by **NOT SENDING TO SCHOOL** -- supplies (such as book bags, lunch boxes, knapsacks, folders, pencils, erasers, etc.) which have pictures or designs depicting violent characters, scenes or symbols of movie, video or cartoon characters that emphasize anti-social behavior and non-Christian principles. This includes movie, music and TV personalities who don't exhibit a Christian lifestyle; for example, **Power Rangers, X-Men, Batman, Goosebumps, Harry Potter, WWF, Zodiac Symbols, Pokemon and similar characters, and secular entertainers, etc.**

Visitors

All visitors, parental, or otherwise, must obtain written permission from the school office before going to any part of the school. All interested students who wish to visit the school for a day, must request permission from the school principal. All visitors must report to the office and sign in with security. Students may not have visitors sit in on classes with them. Students who wish to have a friend visit school during chapel or lunch must have prior approval from the principal.

Parents and other visitors shall be in the building during the school day for one of the following reasons:

Previously scheduled conference; Previously P. T. F. arranged activities and assignments; Previously scheduled appointments for classroom visitation; Involvement in school activities by request of a teacher or the administration; Dropping something off in the office for your child.

Handbook Policies may be added, changed, or modified, anytime, at the discretion of the Administration.

Evangel Christian School Student/Parent Handbook 2009-2010

I have read this handbook and I understand and am aware of all ECS Rules and Regulations, and I concur with the rules and policies as stated. I pledge myself to carefully observe and follow these policies at all times.

Parent Name(Print) _____

Parent Signature _____ Date _____

All Students Grades 3 – 12 MUST sign below.

Student Name(Print) _____

Student Class _____

Student Signature _____ Date _____

.....
2009-2010 School year

➔ I have read the rules for acceptable online behavior, understand the rules, and agree to comply with the rules stated above. I know it is my responsibility to act responsibly while accessing the Internet. I agree not to hold Evangel Christian School nor any of its employees responsible for the performance of the system or the content of any material accessed through it.

Grades 3-12 : Student Signature _____

Date _____

➔ As the parent or legal guardian of the above-mentioned student, I have read the Internet Use policy. I understand that school access is designed for educational purposes only. In addition, I recognize that although there is a filtering system on the computer it is impossible to filter all objectionable material. I will not hold ECS responsible for information, which students may access by accident. If my child should cause disruption to ECS due to personal usage of the Internet, I understand they may face school discipline.

Parent/Guardian Signature _____

Name _____ Date _____

.....
I have read the school's Biblical-Morality Policy, and I agree to abide by it. (Page 15)

2009-2010 school year

Student Signature Grades 6-12 _____

Date _____

Parent's Signature _____

Date _____

This form must be signed and returned to your homeroom teacher within the week you begin at Evangel.

Evangel Christian School, 39-21 Crescent Street, Long Island City, New York 11101