



**EVERGREEN**  
CHRISTIAN PRIVATE SCHOOL  
FAITH • EXCELLENCE IN EDUCATION • GROWTH

# PARENT STUDENT HANDBOOK

UPDATED IN 2026

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" TRAIN UP A CHILD IN THE WAY HE SHOULD GO, AND WHEN HE IS OLD HE WILL NOT DEPART FROM IT." PROVERBS 22:6

# EVERGREEN CHRISTIAN PRIVATE SCHOOL STATEMENTS

## MISSION STATEMENT

Our mission is to provide a superior, quality education from a Biblical perspective. We are committed to enabling our students to thrive and succeed academically, spiritually, and socially.

## PHILOSOPHY

The fear of the Lord is the beginning of wisdom and knowledge of the Holy One is understanding (Proverbs 9:10)." We believe that this scripture demands diligence, integrity, and the pursuit of excellence. We strive to apply this philosophy in all facets of our school, fostering the growth of wise, God fearing individuals, who are of strong Christian spirit and character.

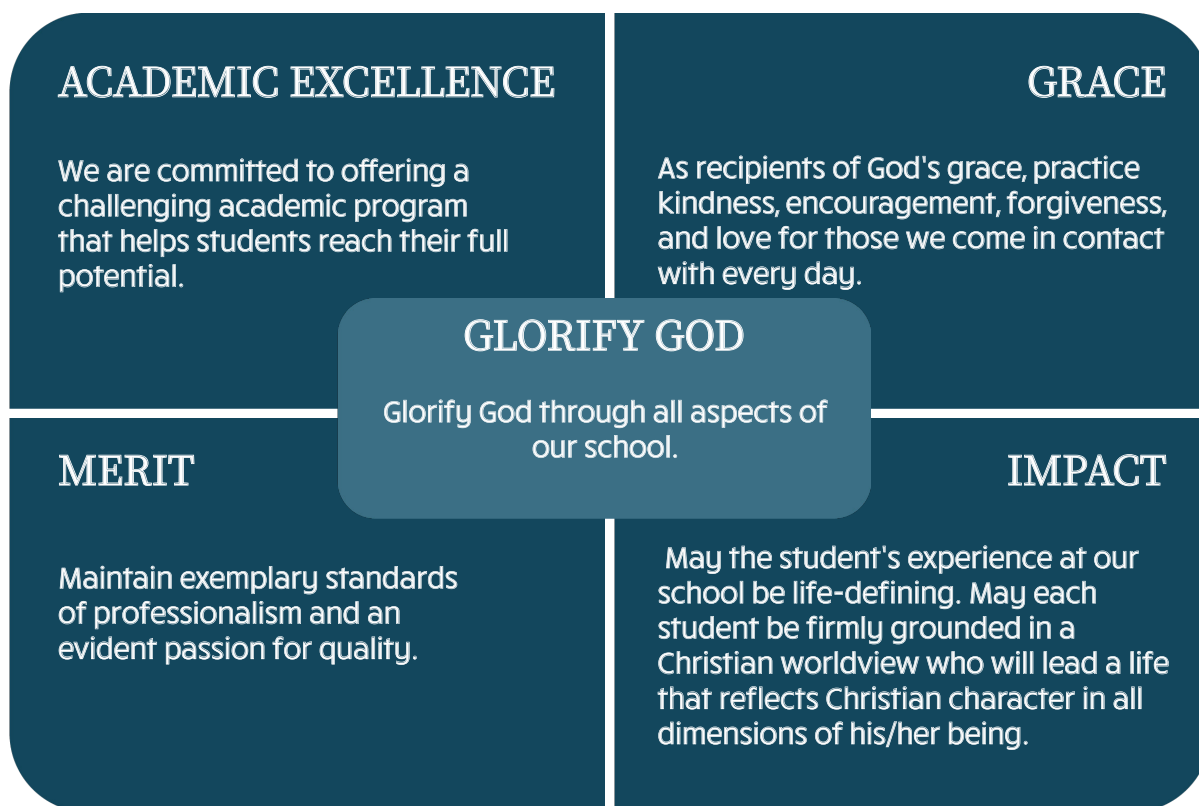
## VISION

We believe a Biblically based education influences the child's mind, body, heart, and worldview. Our vision is to train both the heart and mind of students in the development of Godly wisdom so they may reflect the character of Jesus Christ in everything they do.

## SCHOOL-WIDE EXPECTED STUDENT OUTCOMES

In accordance with our vision, our goal is to graduate students whose mind, body, heart, and worldview is grounded in strong Christian character. Our goal is for our students to be recognizably different, a light, as written in Matthew 5:16, and ultimately, inheritors of His kingdom.

## CORE VALUES



## STATEMENT OF FAITH

**Scripture:** We believe the Scriptures in their entirety, both Old and New Testaments, to be the verbally inspired Word of God, and that they are infallibly and uniquely authoritative and free from error of any sort in all matters with which they deal, including moral and theological as well as scientific and historical. (2 Timothy 3:16, 1 Corinthians 2:13, 2 Peter 1:21, Matthew 5:18)

**Creation:** We believe that the account of origins presented in Genesis is a simple but factual presentation of actual events of the origin and history of life, mankind, the Earth and the universe. All things in the universe were created and made by God in the six literal days of the Creation Week described in Genesis 1:1-2:3, and confirmed in Exodus 20:8-11. The creation record is factual; thus, all theories of origins or development that involve evolution in any form are false. The various original life forms, including mankind, were made by direct creative acts of God.

**The Trinity:** We believe in the Eternal Godhead who has revealed Himself as one God existing in three persons: Father, Son, and Holy Spirit; distinguishable but indivisible (Deuteronomy 6:4, Matthew 28:19; 2 Corinthians 13:14)

**Jesus Christ:** We believe in the Lord Jesus Christ, the Savior of men, conceived of the Holy Spirit, born of the Virgin Mary, very God and very man (Luke 1:26-35; John 1:18; Isaiah 7:14; 9:16). We believe Christ died for our sins, was buried and rose again the third day, and personally appeared to His disciples (1 Corinthians 15:14; Romans 4:25). We believe in the bodily ascension of Jesus to heaven, His exaltation, and His personal, literal, and bodily coming again the second time for the Church (John 14:2-3; 1 Thessalonians 4:13-18).

**Salvation by Grace through Faith:** We believe in the salvation of sinners by grace, through repentance and faith in the perfect and sufficient work of the cross of Calvary by which we obtain remission of sins (Ephesians 2:8-9; Hebrews 9:12, 22; Romans 5:11).

**Water Baptism:** We believe in the necessity of water baptism by immersion in the name of the Eternal Godhead in order to fulfill the command of Christ (Matthew 28:19; Acts 2:37-39; 19:1-6).

**The Baptism of the Holy Spirit:** We believe in the baptism of the Holy Spirit as an experience subsequent to salvation (Acts 2:1-4; 8:14-17; 10:44-46; Galatians 3:14-15).

**The Gifts of the Spirit :**We believe in the operation of the gifts of the Spirit as enumerated in 1 Corinthians 12-14 and as manifested in the Early Church.

**Regeneration:** We believe in the Spirit-filled life, a life of separation from the world, perfecting holiness in the fear of God as an expression of Christian faith (Ephesians 5:18; 1 Corinthians 6:14; 7:1).

**Communion:** We believe in the Table of the Lord, commonly called Communion or the Lord's Supper, for believers (1 Corinthians 11:28-32).

**The Family:** We believe in the sanctity of marriage as established by the Holy Scriptures, that God created marriage, and that the only legitimate marriage is the joining of one man and one woman for a lifetime. We believe that children are a blessing from God, and their lives should be treated with inherent value and dignity from the moment of conception. (Genesis 2:24; Romans 7:2-3; 1 Corinthians 7:10-11; Ephesians 5:22-33).

**Human Life:** We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Psalms 139.)

**Eternal Life:** We believe in eternal life for believers and eternal punishment for unbelievers. We believe in a literal Heaven and Hell. The Bible teaches that Heaven is a definite place reserved for the saved who will spend eternity with Jesus Christ in Heaven. Heaven is where God's immediate presence is manifested, where the angels are, and where the redeemed shall ultimately be, from where Christ descended and ascended again, where He makes intercession for the saints, and from where He shall come to judge. Hell is an eternal reality for those who die in their sin. The Bible describes Hell as a place of fire and torment for the unsaved, the place of eternal punishment. (Mark 9:43-58; 2 Thessalonians 1:9; John 5:24, 3:16, 14:1-3; Acts 1:10-11; Revelation 21:1-2; Matthew 5:22; 29-30; 23:33; 25:41; Revelation 19:20; 20:10-15; 21:1-8; Luke 13:27-28; 16:19-31; II Corinthians 5:1, 12:2-4; I Peter 1:3-5)

## STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.)

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

We believe that in order to preserve the function and integrity of ECPS as the local Body of Christ, and to provide a biblical role model to the ECPS members and the community, it is imperative that all persons employed by Evergreen Christian Private School in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thessalonians 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of ECPS.

## STATEMENT ON CREATION

The following tenets are affirmed regarding Genesis 1-11: The Scriptures and hence Genesis 1-11 are the inerrant and infallible Word of God. The text in Genesis 1-11 is to be taken as authoritative, historical, chronological and narrative, and not to be interpreted as myth or allegory. (II Timothy 3:16-17; II Peter 1:20-21; Exodus 20:8-11; Hebrews 4:3-4; Mark 10:5-9)

The Bible teaches that creation was supernaturally and intimately brought into being without any evolutionary process needed or implied. (Genesis 1:1,3,16,21,25,27, 2:3; Hebrews 11:3; Psalm 33:6-9; 148:1-6; Mark 10:5-9)

The idea of adaptation within species is consistent with Biblical context, but the Bible clearly excludes macro evolution. (Genesis 1:11,12, 21-25)

Adam and Eve were specially created by God in His image as actual human beings, the parents of all humanity; hence they are not products of lower forms of life i.e., hominids, ape. (Genesis 1:26-31)

An actual, historical fall of Adam and Eve brought all humanity and the world into a state of sin, misery, and subjection to pain and suffering. (Genesis 3)

God promises in His Word the provision of a Redeemer. (Genesis 3:15)

The following framework sets the parameters for teaching the Biblical principles found in Genesis 1-11: Creationism is the stated view of the school regarding the origin of the universe. Other theories about the origins of the universe may be presented in a way that students understand, and which will enable them to articulate how the theories impact their worldview. In addition, it must also be noted that several critical beliefs are found in Genesis 1-11 which are foundational to Christianity regardless of denomination.

- Existence of the Triune Godhead (Genesis 1:26)
- Creation of all (excluding God) (Genesis 1:1-2:3)
- Establishment of Marriage and Family (Genesis 2:18-24)
- Sin and Death (Genesis 3)
- Salvation through the coming Redeemer (Genesis 3:15)
- Society and Law • Flood (Genesis 6-9:17)
- Nations and Languages (Genesis 11)
- Uniqueness of man in God's image

## STATEMENT ON SEXUAL LIFESTYLE AND IDENTITY

ECPS' sincerely held religious belief is that God wonderfully and immutably creates each person as either male or female, and that these two distinct, complementary sexes together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's sex is a rejection of the image of God within that person.

ECPS expects employees to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, promiscuity, homosexual behavior and/or sexual orientation, bisexuality, polygamy, transgender identity, or any other violation of the unique roles of male and female. (Exodus 20:14; Leviticus 18:7-23; 20:10-21; Deuteronomy 5:18; Matthew 5:27-28; 15:19; Romans 1:21-27; 1 Corinthians 6:9-20).

ECPS recognizes there may be instances where members of the ECPS community experience disparity between their sex and their feelings about their sex. This disparity can motivate them to behave in ways contrary to God's Word and His plan for their lives. ECPS encourages members of its community who are struggling with their sexual identity to seek help from their pastor and other trained professionals who might best assist them in clarifying and defining their sexual identity in accordance with God's Word.

ECPS will at all times interact with members of the ECPS community according to their sex. A member of the school community who wishes to express a gender other than his or her sex is understood to be rejecting the truth and the image of God within that person. Biblical Christianity requires the body of Christ to compassionately dwell in the truth and assist those we love in doing the same (Ephesians 4:15).

A member of the ECPS community who openly and unrepentantly rejects their sex, either in or out of school, is rejecting the image of God within that person—behavior that dishonors the Holy Trinity and the Word of God. Such behavior constitutes a person's failure to adhere to his/her commitment to abide by the behavioral standards established by ECPS which is cause for terminating his/her privilege of membership in the ECPS community.

To preserve the function and integrity of ECPS and to provide a biblical role model to members of the ECPS community and the community-at-large, it is imperative that all members of the ECPS community agree to and abide by this policy.

## FINAL AUTHORITY FOR MATTERS OF BELIEF AND CONDUCT

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

## NON-DISCRIMINATORY STATEMENT

Evergreen Christian Private School admits students of any race, color, national or ethnic origin to all the rights privileges, programs, and activities generally accorded or made available to students at the school. ECPS does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarships, athletics, or other school-administered programs.

## SCHOOL ADMINISTRATION

Staff Member	Position	Email Address
Carina Kashubskiy	Head Administrator	ckashubskiy@evergreenchristianps.org
Luke Krumwiede	Director of Student Life	lkrumwiede@evergreenchristianps.org
Yana Tymchuk	Administrator	ytymchuk@evergreenchristianps.org
Victoria Radchuk	Administrative Assistant	vradchuk@evergreenchristianps.org

## SCHOOL BOARD

Board Member	Profile
Carina Kashubskiy	ECPS Head of Administration
Jason Kashubskiy	SGC Youth Accountant
Tim Mironyuk	ECPS Parent, ECPS Treasurer
Slava Dunaychuk	ECPS Parent Alumni, ECPS Secretary
Alex Borishkevich	ECPS Parent, SGC Deacon
Jennifer Grechanny	ECPS Parent
Yuriy Momotyuk	SGC Administrator

## GENERAL INFORMATION

### CONTACT INFORMATION

Physical/Mailing Address: 3405 S 336th St. Federal Way, WA 98001

School Website: [www.evergreenchristianps.org](http://www.evergreenchristianps.org)

General Email: [info@evergreenchristianps.org](mailto:info@evergreenchristianps.org)

ParentsWeb: <https://logins2.renweb.com/logins/ParentsWeb-Login.aspx> (District code: SG-WA)

Phone: (253) 880-1021

### OFFICE HOURS

Monday-Friday: 8:00AM-4:00PM

The school office is opened Monday-Friday during the calendar school year, with the exception of holidays and other school closure days.

## SCHOOL HOURS AND SCHEDULE

School Start time: 8:40AM

End time: 3:00PM

- No child supervision is available prior to 8:30AM and after 3:30PM.
- Evergreen Christian Private School will not be held liable for any incidents/injuries that occur to students before 8:30am, and after 3:30pm.
- Students who have not been picked up by 3:15PM are led to the office to wait. Parents must come to the office to sign them out.

### LATE PICK-UP FEE

Students will wait with their teacher until 3:15pm at the designated pick-up area. At 3:15pm, students who have not been picked up will be taken to the office. A late pick-up fee of \$15, for every 15 minutes, is applied to the family account once a student has been checked into the late pick-up waiting area. Fees will be added to the financial accounts per term. E.g. 3:15pm (\$15), 3:30pm (\$15), 3:45pm (\$15), etc First occurrence is waived.

### STUDENT DROP OFF/PICK-UP

#### **Student Drop-Off:**

Mondays: Student drop-off is in front of the main/youth sanctuary buildings.

Tuesdays-Fridays: Student drop-off is either in front of the main/youth building OR around the playground, in the area parallel to the classrooms. On Tuesdays-Fridays, students will line up near their classrooms until the bell rings at 8:40AM.

#### **Morning Drop-Off:**

Either line may be used for morning drop-off

The earliest drop-off time is 8:30 AM. There is no supervision before this time.

Students arriving to class at 8:41 AM or later will be marked tardy and must obtain a late slip before entering the classroom.

Late slips will be given out by the front office.

Tardies may be excused if communicated to teachers and office staff.

#### **Student Pick-Up:**

Grades K-3: The pick-up area is the back side of the campus near the playground and parallel to classrooms 4 and 5 OR parked on the main parking lot.

Grades 4-8: The pick-up area is parallel to the reception hall. (3-8 students who have younger siblings may pick up the younger sibling from their class and then go back to the 3-8 pick-up area.)

## **General Reminders:**

All traffic must flow counter-clockwise in the pick-up area.

Parking in the pick-up line is not permitted. If your child is not outside, please park in the designated lot or re-enter the line.

Students may not play on the field after school unless first picked up by a parent or guardian.

Parents are responsible for supervising siblings of students who stay for after-school tutoring.

Any student not picked up by 3:15 PM will be taken to the office for late pick-up. Parents must sign their child out from the office.

For consistency and safety, please use the same pick-up and drop-off line daily.

## **Not allowed:**

Picking up near the main gates or in an area that is not in the immediate proximity of a main building, is not allowed.

## PLAYING ON THE FIELD AND PLAYGROUND BEFORE/AFTER SCHOOL

Students playing on the field or playground before school is not allowed, unless with parent supervision. Students playing on the playground after school is not allowed unless with parent supervision, or if the parent has already checked out their child from the teacher/class line. At that point, the parent takes full responsibility for the child's safety.

Students playing on the field after school is not allowed until 3:15pm.

## CHECKING IN/OUT

Parents are encouraged to walk their children to the office when arriving late and sign them in. If a student needs to be picked up early, parents should give advance notice by sending a note to school, emailing, or calling the office. Their teacher will make an effort to have the student packed up and in the office by the requested pick-up time.

Parents must come to the office to sign their child out from school.

## VISITORS

All visitors must check in with the school office and wear a school badge on a lanyard to be acknowledged as a permitted visitor. Anyone who is seen in the surrounding school areas without a badge will be reported to the office.

## ATTIRE/APPEARANCE OF VISITORS AND VOLUNTEERS

The attire and appearance of visitors must be gender-appropriate and appropriate to modest Christian standards. Our students are required to wear modest uniforms and we expect a modest appearance from all of our visitors and volunteers. Examples of clothing that would not be acceptable, include: ripped jeans, shorts higher than their fingertips, clothes that reveal parts of their body (e.g. midriff shirts), etc.

## LOST & FOUND

Lost items will be placed in a large bin in the entrance of the school office. Clothing will be donated at the end of each academic term. Please have your children check lost and found periodically for their belongings. Any valuables such as watches, jewelry, electronics, or money will be kept in the office for a reasonable amount of time.

## WALKING HOME

Students who live in close proximity of the school may walk home upon the completion and submission of the "Walkers Permission Form."

## TRANSPORTATION

Transportation is not provided by ECPS. If a student is going home with someone other than a custodial member, students must bring in a note from a parent/guardian stating whom they will be going home with and the driver's phone number. Parents may also call in or email the school office letting office staff know of a different pick-up arrangement.

## EMERGENCY PROCEDURES

### SAFETY DRILLS

Emergency drills will be held periodically during the school year and include fire, earthquake, and lock down drills. These drills will be held so students and staff become familiar with what to do in case of an emergency at school. We will make every effort to provide for the safety of the students.

## COMMUNICATION

### PARENTS WEB

Website: <https://logins2.renweb.com/logins/ParentsWeb-Login.aspx>

District Code: SG-WA

Upon enrollment into ECPS, parents are required to set up a ParentsWeb account. This web program allows parents to view the school calendar, lunch calendar, announcements, their student's classes and grades, and more.

### PARENT ALERT

Parent Alert is a messaging service that will send text alerts to parents' cell phones. Text messages will come from a short-code telephone number and the message will begin with "Parent Alert." Here are some examples of the notifications/reminders that you may be sent out from Parent Alert:

- No-School Day/Half Day
- Emergency /School Closure
- Payment reminders
- Special events/activities
- Volunteer Requests

## EMAILS

Please check your email inbox daily. ECPS sends various notifications via email.

## COMMUNICATION SENT HOME

Please check your student's folders and backpacks daily. We frequently send home various announcements and information via flyers, letters, etc. and it is very important for parents to be aware of what is happening at our school. Information/flyers that are sent home per family will go to the youngest enrolled student in the family.

## PARENTAL INVOLVEMENT

### CONFERENCES

Parents are required to attend scheduled parent-teacher conferences in the fall. Spring conference appointments may be optional; the decision will be communicated by the student's lead teacher.

### HOMEWORK

ECPS has a school-wide homework requirement. The amount of homework assigned is at the discretion of the teacher. Parents must encourage their children to be consistent with their studies, and monitor that homework is submitted in a timely manner. Students will be required to complete their assigned homework by the due dates. Certain grade levels may require mandatory reading at home. Parents are encouraged to read with their student and/or monitor their reading logs.

### PARENT-TEACHER-FELLOWSHIP (PTF)

Parents are encouraged to be actively involved in the Parent-Teacher Fellowship (PTF). PTF helps plan various events for the students, organize fundraising opportunities, and are the voice for parent concerns and ideas. Examples of activities led by the PTF:

- Special Speakers/Presenters
- Fun events for students (E.g. Field Day, Field Trips)
- Fundraising Events (E.g. Bake sale, Parent-Night Out) Time requirement: A PTF group usually meets once a month to discuss/plan events for the school, plus the time required for organizing the events.

### VISITING THE CLASSROOM

A parent may observe his/her child's classroom while it is in session, but such visits must be approved by administration or the teacher. An advance notice of one week is required. We ask parents to call the school office and set up an appointment before coming for such a visit. Observations/visits to the classroom cannot be disruptive to the educational process. Teachers are instructed to continue teaching when visiting adults enter the classroom in order to maintain the flow of the lesson as much as possible.

## SERVICE HOURS

### PURPOSE OF THE SERVICE HOURS REQUIREMENT

1. Involve parents in their child(ren)'s school life
2. Provide support from parents for the school, to avoid additional staff hours.

### HOURS REQUIRED AND PENALTY

- 35 Hours per family, per year
- Fee for Uncompleted Hours: \$20/hour.
- The annual draw for the service hours balance will take place at the end of June.

### QUALIFICATIONS/LIMITATIONS

- The volunteer must be at least 15 years old, 18 years old for field trips.
- Hours must be logged in within 3 days of volunteering or they become void.
- Hours must be entered truthfully, from the start of the work period to the end of the work period.
- Families who have completed more than the requirement may transfer their extra hours to another family or to the next school year for their own family.
- Additional chaperones (not needed by the school) for field trips will not receive volunteer hours.
- ECPS may specify the maximum number of hours that will be counted for a specific volunteer need.
- ECPS may adjust hours at their discretion if the hours recorded by a parent seem to be exaggerated or untruthful.

### ACCEPTABLE HOURS FOR SPECIAL VOLUNTEER NEEDS

- Day-time Field Trip: 7 Hours
- Maximum hours for a dessert for a fundraiser or event: 2.5 hours (or actual time if less than 2.5)
- Overnight Retreats: 12 hours for each full day. The last day is counted from 7AM until arrival time to the school campus or until on student-duty.

## ECPS SPECIAL EVENTS AND ACTIVITIES

Our desire is that our students not only grow academically and spiritually, but socially as well. To support this aspect of our mission, we create opportunities for student enjoyment and bonding, as well as community-building between our parents. Examples of these activities may include:

- Icecream Social
- Open House
- Field Trips
- Classroom Parties
- Choir Performances
- Middle School Retreat
- Holiday & End of Year Activities

## CHOIR PERFORMANCES

Student attendance at choir performances are mandatory. Due to the length of time and effort devoted to song learning, and the finale aspect of the performance, it is important that all students participate in the performance. Absence from the performance will result in a \$75 penalty (per family) billed to the family account of the student(s) absent if proper two week notice is not given. The purpose of the fee is to discourage absences from performances.

## BIRTHDAY RECOGNITIONS

Each teacher has created a system for recognizing a student's birthday. This information will be communicated to the parents of each class.

## FIELD TRIPS

Each class will go on an average of one to two field trips per year. A parent/custodial-signed permission slip is required for a student to go on the trip. A student who does not go on the field trip for other reasons than a sickness or a pre-planned absence will be marked as "unexcused-absent" from school. Field trips are non-refundable.

Teachers may create their own chaperone policy, such as a first-come-first-serve for chaperone signups, or limiting the number of chaperones that will go on the field trip. If a parent/guardian chooses to attend the field trip, but is not a teacher-approved chaperone for that particular field trip, those hours will not count towards the service hour requirement.

## FUNDRAISERS

Schools often do various fundraisers to raise money for different needs/goals of the school. Smaller-scale fundraisers generally fund the PTF account which funds student/family activities. Larger-scale fundraisers fund the needs of the school budget to be able to help our school grow and operate successfully.

## FRIDAY-FUN-SALES

Friday-Fun-Sales are a simple popcorn/candy sale that happens outside during lunch recess on Fridays. Older students may help run the sale. Students are allowed to spend a maximum of \$5.

## CLASSROOM PARTIES

Typical recognitions for classroom parties are Christmas, Valentine's Day, and End of the Year, and a reward for accomplishing a special goal. The length of classroom parties and activities are limited by the administration to a maximum of two hours.

## RATINGS OF PRE-RECORDED AND PUBLISHED MATERIALS

DVD's, VHS tapes, musical recordings, computer or digital media etc. should have an educational connection with classroom instruction. All materials should have an appropriate educational or G-rating for grades PK-2 and a PG rating for grades 3 and up.

Parent permission slips will be sent for films outside of these criteria explaining the educational purpose of the film, giving the opportunity for student participation or excusal.

## MEAL TIMES

### LUNCH PROGRAM

Lunch orders are placed weekly through your FACTS/ParentsWeb account and must be submitted by Friday for the following week.

Monthly lunch calendars will be sent home and posted on ParentsWeb to show menu options.

All lunch orders and payments must be made online through FACTS.

All lunch pre-orders are non-refundable. If your child is unexpectedly absent, a lunch credit may be issued to your FACTS account only for excused absences. Unexcused absences will not be reimbursed.

To place lunch orders, log into your ParentsWeb account and follow the steps below:

Click on STUDENT, then select LUNCH.

Click CREATE WEB ORDER.

Select the student name from whom you wish to place an order.

Click the date to place an order and select one lunch per child.

Click to Submit Order.

### SNACKS

Students will have the opportunity to eat a snack during their morning recess. Snacks are not provided by the school and must be brought from home. Teachers and/or administration may prohibit snacks for a period of time if it causes any kind of negative outcomes such as trash not picked up, etc.

## STUDENT HEALTH

### BASIC FIRST AID

Basic first aid procedures will be in accordance with the level of training of the individual administering first aid. First Aid treatment will be administered to stop bleeding, cleanse the wound to prevent infection, and apply bandaging.

### STAYING INDOORS (RECESS & PE)

If the parent/guardian has a special request for the student to be indoors during recess time or PE class, they **MUST** send a note or call/email the office with the request and explanation. Requests should only be made for health-related reasons.

## PERMISSION FOR MEDICATION

If a student must take medication on school premises, an "Authorization for Medication" form must be completed, signed, and turned in with the medication to the office. Forms are available in the school office.

- o Medication administered shall be properly identified. Written instructions from a Doctor- and/or the original product container - must be provided with the medication along with a "Medication Authorization Form".
- o Medications will be placed in a secure place to assure safety.
- o Any medication given to a student at school will be entered in a medical log via the school SIS.
- o For medications to be administered as needed or for 15 days or longer, a Physician's Authorization must be on file.
- o Our school does not have trained personnel to administer routine medication. If a student requires medication during school hours, it must be administered by the parent or guardian. School staff will only administer medication in life-threatening situations, such as severe allergic reactions, asthma attacks, or other emergencies.
- o School personnel administering medication in accordance with this policy shall be immune from liability under provisions RCW 28A.210.270.
- o No student may "self-medicate" or have any form of medication OTC (over-the-counter) or otherwise in their possession other than as directed by a physician for emergency care (i.e. asthma inhalers).

## IMMUNIZATIONS

Washington State law requires that all students be immunized against polio, diphtheria, whooping cough, tetanus, measles, and rubella. Parents must submit a signed Certificate of Immunization Status form identifying the month, day, and year of each dose of vaccine. If a student's immunizations are not complete, the parent(s)/guardian(s) must notify the school of their plan to complete or submit a Certificate of Exemption form. Exemptions may be obtained for medical, religious, or personal reasons, depending on the vaccine. Effective July 2019, the personal exemption no longer qualifies for the MMR. Documentation (Certificate of Immunization or Certificate of Exemption) is required as soon as possible and PRIOR to the first day of the school year. Exclusion will be required by law for immunization noncompliance if documentation is not submitted.

## ALLERGY POLICY

Parents must alert office of all allergies, life-threatening and non-life threatening as well as symptoms of each allergy. If a child requires an Epi-pen, the school must have 2. The first Epi -pen will stay in the office. The second Epi -pen will be located in the student's classroom in a safe place. If a child is allowed to carry their own Epi - pen and self-medicate, the school and teacher must have written doctor consent.

## SICK POLICY

Our sick policy requires students to stay home if they have a fever of 38°C (100°F) or higher and to remain home until they have been fever-free for at least 24 hours without the use of fever-reducing medication. Students should also stay home if they are experiencing persistent coughs, sore throats, consistently runny noses, eye infections, or new rashes, and may return only once these symptoms have fully resolved.

Students are must to be home from school for 48 hours after their last symptoms from the stomach virus. Symptoms include vomiting, diarrhea, nausea, and fever.

## PLAYGROUND, RECESS, AND OUTDOOR ACTIVITIES POLICY

Evergreen Christian Private School provides opportunities for students to participate in playground, recess, and outdoor activities as part of their educational experience. These activities may include, but are not limited to, the use of playground equipment such as swings, climbing structures, slides, bars, balls, hula hoops, jump ropes, and other age-appropriate equipment.

### **Student Expectations and Safety**

All students are expected to follow established playground rules, safety guidelines, and staff instructions at all times. Failure to comply with these rules may increase the risk of injury. Parents and guardians acknowledge responsibility for injuries that may result from unsafe or non-compliant behavior.

### **Assumption of Risk**

Participation in playground, recess, and outdoor activities involves inherent risks, including the possibility of injury. While the school takes reasonable precautions and provides supervision, accidents and injuries may still occur.

### **Release of Liability**

By enrolling a child at Evergreen Christian Private School, parents and guardians grant permission for participation in all playground, recess, and outdoor activities and agree to release, waive, and hold harmless Evergreen Christian Private School, its employees, staff members, volunteers, administrators, and representatives of ECPS and/or Slavic Gospel Church (SGC) from any and all claims, liabilities, demands, costs, legal fees, or causes of action arising from injury, illness, or damages sustained during such activities, except in cases of gross negligence or willful misconduct.

## ATTENDANCE POLICY

Laws of the State of Washington specify that parents/guardians have the primary responsibility for ensuring the attendance of their children at school. Students must be regular and punctual in attendance, keeping absences to a minimum. Missing school for any reason impacts learning, achievement and grades.

It is expected that students will attend class on every school day, all day. Illness, injury, doctor appointments, and family emergencies are legitimate excused absences. All other activities should be scheduled outside of school hours or during normal holiday and vacation times.

A parent/guardian should call or email the office before 8:40AM on the day their student is absent from school without prearrangement. An email notification is sent to all parents/guardians whose student is marked "absent unexcused" through our electronic system.

## EXCUSED ABSENCES

The following list, although not totally inclusive, details valid reasons for student absences.

1. Personal Illness of Student – Student absenteeism for personal illness is considered excused. The illness, of course, must be valid. The administration reserves the right to make a final determination in any questionable cases. That is, if we suspect based on previous absences that a student is not actually sick, the absence will be marked "unexcused." If a student develops a habit of being absent because they are "sick," or if the staff have any reason to believe the student may not actually be sick, a doctor's note may be required.

- o If the student is sick for more than 3 consecutive days, a doctor's note is required.
- o If a student is "sick" for more than 7 days per term, a doctor's note is required.

2. Professional Appointments – Professional appointments (i.e., appointments with doctors, dentists, etc.) provide reasons for legitimate student absenteeism. Student absences for purposes of doctor visits require documentation from the doctor's office verifying the visit prior to readmission to school. Whenever possible, professional appointments should be made after school hours.

3. Death Within Family – A death within a student's immediate or extended family will be considered an excused absence. The length of such absence may vary from case to case. Therefore, the administration reserves the right to make individual judgments regarding total days excused.

4. Family Emergencies – This category refers to cases of family illness, hardships, and unexpected circumstances. (The birth of a new baby is excused ONLY if the baby is within the immediate family. Aunts, cousins, and other relatives that have a baby do not make an absence excused.) Because of the nature of these cases, the administration reserves the right to make individual judgments concerning the validity of the requests and the actual number of days excused.

5. Family Vacations - Requires a written advance notice of two weeks. Since the school calendar allows ample time for vacations in and around holiday seasons, parents should make every effort to arrange their vacations to coincide with school vacations. However, whenever parents believe additional family vacation days are needed, such days (not to exceed seven (7) total days per school year) may be taken without penalty.

## UNEXCUSED ABSENCES

All student absences not declared as Excused Absences (AE) will be recorded as Unexcused Absences (AU). Examples of Unexcused Absences include, but are not limited to, the following:

- o Not providing proper prior notice of absence.
- o Leaving the school campus without signing out with proper school personnel.
- o Absenteeism (whole day or partial) not deemed acceptable by the appropriate administration.
- o Skipping a field trip because the student does not want to go.
- o Any absence related to a school suspension will be marked as unexcused.

NOTE: If a student does not want to go on a field trip, they are still required to come to school. They will spend their day in the office doing school work.

## EXCESSIVE ABSENCES

It is important that you understand our school policies and procedures, as well as Washington State Law, to ensure your child is successful in school. State law for mandatory attendance, called the Becca Bill, requires children from age 8 to 18 to attend a public school, private school, or a district-approved home school program. Children that are 6- or 7-years-old are not required to be enrolled in school. However, if parents enroll their 6- or 7-year-old, the student must attend full-time.

## ECPS TRUANCY POLICY (EXCESSIVE ABSENTEEISM)

### **Attendance and Truancy**

Regular school attendance is essential for student success. In accordance with Washington State law (RCW 28A.225), parents/guardians will be notified after one unexcused absence in a month. A conference will be scheduled after three unexcused absences in a month to develop a plan to improve attendance. If a student accumulates seven unexcused absences in a month or fifteen unexcused absences in a school year, the school is required to file a petition with Juvenile Court for violation of compulsory attendance laws. A conference may not be required if a doctor's note is provided or an absence is pre-arranged in writing and an academic plan is in place. Students with twenty-five total absences, excused and unexcused, may be placed on probationary enrollment for the following school year.

### **Attendance Expectations and Academic Impact**

Any student who accumulates more than ten (10) unexcused absences in a school term will receive a five percent (5%) grade reduction in every class for that term, as regular attendance is required for class participation and learning. A doctor's note is required if a student is absent due to illness for more than three (3) consecutive days or for five (5) or more days within a single month. With a minimum of two (2) weeks' advance written notice, students may take up to seven (7) family vacation days per school year without academic penalty.

## LATE ARRIVAL (TARDIES)

**Tardy Arrival:** Arriving at 8:41am or later. Students are to report to the OFFICE for all tardies, whether excused or unexcused. Any student who cannot be in the teacher-designated location when the bell rings to begin school is considered tardy. Students are to report to the OFFICE to obtain a LATE SLIP. Those students who are tardy for emergency or medically-related reasons will be assigned an excused tardy if an acceptable verbal or written explanation for such tardiness is provided by the parent or guardian.

**Classroom Tardiness:** A student who arrives at any class after the bell or teacher-designated time is considered tardy. If a Tardy Pass is presented from an authorized faculty or staff member, and such faculty or staff member declares that the reason for tardiness is acceptable, the tardiness will be declared as Excused Tardiness (TE).

Students who are tardy to class for reasons other than unusual weather, exceptionally bad traffic, or other emergencies will receive an Unexcused Tardy (TU) in their attendance record. When such lateness occurs, they will be given an Unexcused Tardy (TU). An excessive number of tardies affects a student's academic performance. It also causes the teacher, upon arrival of the tardy student, to interrupt classroom instruction.

## UNEXCUSED TARDIES

3RD UNEXCUSED TARDY PER TERM: Letter notification emailed to parents. After the 3rd UNEXCUSED tardy in a term parents are assigned one tardy fee for each occurring tardy.

6+ UNEXCUSED TARDIES: Letter notification to parent scheduling a conference with Administration

One tardy fee is charged per family after the third unexcused tardy in a school term. If there is more than one student, than the higher number is counted. (E.g. Bob: 7 late arrivals Jane: 5 late arrivals. The family is assessed 4 additional hours.) Each term the unexcused tardies restart.

## ACADEMICS

### ACADEMIC TERMS AND GRADE REPORTS

- o The ECPS school year is divided into three terms grades PK-8.
- o A report card is issued following the conclusion of each term.
- o Report cards for the third term are handed out on the last day of school.
- o Students receive report cards in sealed envelopes to take home to their parents. An alert is sent out to parents notifying them that report cards have been sent home. Teachers may request a signed copy to be returned to them.
- o Progress reports are sent home at mid-term.

### ACADEMIC GRADING SCALE

A+	99-100%	A	92-98%	A-	90-91%
B+	89%	B	82-88%	B-	80-81%
C+	79%	C	72-78%	C-	70-71%
D+	69%	D	62-68%	D-	60-61%
F	59% and Lower				

### PERFORMANCE SCALE FOR SUBJECT AREAS

4 - Displays strong performance (does work of high quality; has knowledge and understanding of subject)

3 - Demonstrates appropriate development (does what is required; has a developing knowledge of the subject)

2 - Has a beginning knowledge (needs support, practice and time)

1 - Does not meet grade level expectations

U- Unsatisfactory

N/A - Not Assessed at this time

## STANDARD OF ASSIGNMENTS

### **Heading Policy**

ECPS will follow a standard, school-wide heading policy. With the exception of assignment sheets that have a designated name/date line, all other assignments must follow this standard, on the right side of the paper:

- o Name
- o Date
- o Subject
- o Assignment

### **Acceptable Work Policy**

Teachers must expect neat, clean work from students. Teachers should not accept work that is:

- o Wrinkled
- o Ripped
- o Not legible handwriting/sloppy handwriting
- o Has evidence of spills

## STANDARDIZED TESTING

ECPS utilizes the IOWA Assessments test. The Iowa Assessments is a group-administered achievement test for grades K-12 which measures a student's knowledge in subject areas that students have learned in school –reading, language arts, mathematics, science and social studies. With administration time, the Iowa Assessments exam takes between 3-3½ hours to complete. Testing is administered during the spring, over the course of a week.

The Iowa Assessments exam has 10 core sections – reading, writing, mathematics, science, social studies, vocabulary, spelling, capitalization, punctuation, and computation. At the 3rd grade level and below, two additional subtests are given in word analysis and listening.

Scores on the Iowa Assessment can be compared with scores earned by a nationally representative sample of students who took the test (the norm group). The Iowa Assessment score that reflects this comparison is called a national percentile rank (NPR). If a student's national percentile rank in Reading is 62, then the student scored as well as or higher on this subtest than 62% of his/her same-grade peers in the national norm group. The percentile ranks range from 1 to 99. The national average in all subtests is 50%. Score reports generally contain a narrative that helps with understanding and/or interpreting the score results.

## LATE ASSIGNMENTS

All assignments must be completed by the due date specified by the teacher, unless there are extenuating circumstances approved by the teacher. All assigned work (except in cases of an excused absence) is due on the due date, no matter how minor or major the assignment. Students handing in assignments after the due date will receive a lower grade, including a "zero" grade, as determined by the teacher. Teachers will consider extreme circumstances beyond the student's control on an individual basis.

## MAKE-UP WORK

Each classroom/teacher will develop their own policies regarding late or missed class work, homework, or tests due to absences. Teachers will send out their policy at the beginning of the school year.

Teachers are not required to give make up work for unexcused absences or vacations.

Special assignments (e.g., term paper) due during the unexcused absence must be turned-in the day the student returns to school.

There will be a 10% reduction for each day of unexcused absence for special assignments due during the unexcused absence. Furthermore, if the special assignment is not turned-in on the day the student returns, there will be an additional 5% grade reduction for each additional day the assignment is late.

### **School Wide-Retake Test:**

Students missing a test due to an absence will be REQUIRED to make up their test for it to count in the gradebook. Teachers reserve the right to schedule these at any time, including after school if class schedule prevents conducting during school hours.

## STUDY TABLES

A student whose grade in any subject falls below 70% is considered at risk of failing. In such cases, additional academic support measures will be implemented to promote student success.

Students in grades 4 through 8 who have a grade below 70% in any subject are required to attend Study Tables. Study Tables are held after school. Days and hours vary each academic year and will be communicated to families. Study Tables typically begin toward the end of Term 1 or the beginning of Term 2 and focus on preparation for upcoming quizzes and tests, as well as strengthening academic skills. Attendance at Study Tables is mandatory until the student's grade(s) rise to 70% or above. Once a student no longer has a grade below 70%, they will be released from Study Tables. Students are expected to maintain satisfactory academic progress. If a grade falls below 70% again at any point during the term, the student will be required to resume attendance at Study Tables.

For students in grades Kindergarten through 3, academic concerns will be addressed through in-school tutoring and support services, rather than after-school Study Tables.

This policy is designed to provide timely intervention and ensure all students receive the support necessary for academic success.

## ACADEMIC DISHONESTY

Honesty is a character trait we expect from all our students. Several specific types of academic dishonesty include, but are not limited to possession or use of Teacher Edition textbooks, cheating in any form, forgery, and plagiarism, which will result in disciplinary action.

## ACADEMIC DISHONESTY POLICY

First Offense	Second Offense	Third Offense
Student will receive a zero on homework, quiz, paper, test or project with make-up permitted, but 15% will automatically be deducted from final grade.	Student will receive a zero on homework quiz, paper, test or project with no make-up permitted.	Student will receive a zero on homework quiz, paper, test or project with no make-up permitted
Teacher will fill out "Academic Dishonesty" form. One copy goes to the parent, one copy goes to the teacher, and one copy will be put in the student's file in the office. Teacher will mark the "First Offense" box on the form.	Teacher will fill out "Academic Dishonesty" form. One copy goes to the parent, one copy goes to the teacher, and one copy will be put in the student's file in the office. Teacher will mark the "First Offense" box on the form.	Teacher will fill out "Academic Dishonesty" form. One copy goes to the parent, one copy goes to the teacher, and one copy will be put in the student's file in the office. Teacher will mark the "First Offense" box on the form.
Student may have one or more recesses taken away or an afternoon detention, at teacher discretion.	Parent and student conference with teacher and Administration. This conference will be planned by Administration.	Parent and student conference with school Administration.
	Disciplinary action may include a one-day in-office suspension.	Student will be suspended pending consideration for dismissal from the school.

## GRADE LEVEL RETENTION

Students may be required to repeat the year if they earn multiple F's (59% or below) for the year in major subjects (Bible, English, Spelling, Reading, Math, Science, and Social Studies). A student who fails multiple courses is required to attend summer school and/or receive tutoring to strengthen skills prior to the next school year.

We believe that in certain cases retention is an appropriate educational strategy in the development of a child. In some cases, retention is necessary for mastery of material or for other valid educational reasons. It is recognized that this is a serious action with potentially long-range impact on children and their families. The prayer of our school would be that through the retention experience the student would meet with success in the classroom and develop age-appropriate social and emotional behaviors.

The general policy regarding retention is that a child may not be retained more than one time while enrolled at ECPS. If a second retention seems to be necessary, it will be suggested that the student be removed from ECPS, and enrolled at a school more in line with his/her capabilities.

## Grade Level Retention Procedures

o If, after careful observation during the first trimester/quarter, a teacher feels retention is a possibility, he/she will consult with the administration. The teacher will then schedule a parent conference to discuss the child's academic and developmental progress. At this conference the possibility of retention will be suggested as well as specific plans for remediation.

o Depending on the child's progress, a recommendation for retention will be made to the parents by the classroom teacher with the administration's approval. This conference will be scheduled at the earliest time possible during the second term.

o In some cases, in spite of appropriate intervention, retention will still be necessary. The teacher and administration will make this final recommendation. If the parents do not agree with this recommendation, a conference will be scheduled with the parents, classroom teacher, and an administrator. The desired result of this conference is to have parental consent for retention. We recognize this is a vital component for the retention to be effective.

## GRADE LEVEL ACCELERATION

Grade level acceleration may be considered upon the request of the parent(s)/guardian(s) of a student. Grade level acceleration decisions are made on a case-by-case basis. Evergreen Christian Private School (ECPS) will evaluate the student's academic ability and maturity to handle the increased academic workload and social pressures of the higher grade. The goal of this evaluation is to determine if the student has the academic skills and maturity to succeed at the higher grade.

To help ensure a successful experience for a student's grade acceleration, Evergreen Christian Private School considers the following guidelines:

- o The student must have attended Evergreen Christian Private School for at least one term before they will be considered for skipping a grade.
- o The student should have an "A" grade in all classes, for the previous full academic year.
- o The student should have an "A" grade in all classes at the completion of the current academic term.
- o The student may skip only one grade at a time
- o The student's teacher should be supportive of the move
- o The student's parent(s)/guardian(s) should be supportive and prepared to provide assistance with the adjustment.

Evergreen Christian Private School requires the following information to be provided as consideration and evaluation for a student's grade acceleration. Alongside each item is the standard that must normally be met by the student before ECPS will agree to allow a student to skip a grade.

- o Completed request for Grade Acceleration application by parent(s)/guardian(s)
- o Standardized test scores from the previous school year (must be >90 percentile)
- o Report card from the full previous academic year (GPA>3.5 or all "A" grades)
- o Previous teacher recommendation

### Probation Period:

The student will be on a probation period for one academic term to evaluate their success in the higher grade. At the conclusion of the 1st academic term in the higher grade level, the school reserves the right to move the student back to the original grade if the student does not prove to be successful, by passing all classes. Social aspects and maturity will also be considered. The student must pass all academic classes throughout the school year, in order for ECPS to progress the student to the next grade level, should the student's parent(s)/guardian(s) desire to re-enroll for the next school year at ECPS. ECPS reserves the right to not offer progression to the following grade level, for the following school year if the transition did not prove to be successful.

## ECPS UNIFORM PROGRAM

### UNIFORM CODE

At ECPS, our goal is to follow the biblical principal of modesty in our apparel. It also creates a clean and uniform appearance in the classroom. During the school day, we would like our students to be mentally geared towards academic excellence. The uniform policy will be strictly enforced.

The uniform policy applies to all apparel that is worn during school hours including sweaters, with the exception of PE class (if applicable) and FREE-DRESS-DAYS. It is highly recommended to label all uniform clothing.

Boys	Item	Colors
Tops	Long Sleeve V-Neck Sweater with ECPS Icon Long Sleeve Full Zip Sweater with ECPS Icon Crewneck with ECPS Icon Short/Long Sleeve Polo	Navy Blue Navy Blue Hunter Green White/Navy Blue
Bottoms	Flat-Front Pants Flat-Front Shorts	Khaki/Navy Blue Khaki/Navy Blue
P.E Uniform	Hooded Sweatshirt with ECPS Mascot Full Zip Polar Fleece Jacket with ECPS Icon T-Shirt with ECPS Mascot Sweat Pants Mesh Shorts	Navy Blue Navy Blue Grey Heather Navy Blue Navy Blue

Girls	Item	Colors
Tops	Button-Up Cardigan with ECPS Icon Crewneck with ECPS Icon Short/Long Sleeve Polo	Navy Blue Hunter Green White/Navy Blue
Bottoms	Jumper Skirt / Skort	Evergreen Medium Blue Evergreen Medium Blue
P.E Uniform	Hooded Sweatshirt with ECPS Mascot Full Zip Polar Fleece Jacket with ECPS Icon T-Shirt with ECPS Mascot Sweat Pants Mesh Shorts	Navy Blue Navy Blue Grey Heather Navy Blue Navy Blue

## UNIFORM IMPLEMENTATION POLICY

1st Incident: Verbal warning

2nd Incident: Verbal warning/Student will be required to change. Parents will be notified and asked to bring a change of clothes. Teachers will send students to office.

3rd Incident: Verbal warning/Student will be required to change. Parents will be notified and asked to bring a change of clothes/Charged service hour fee. (\$20)

4th+ Incident: Charged service hour fee for each recurrence.

Incident	Consequence
Not wearing uniform	Uniform Implementation Policy Applies
Wearing partial uniform	Ex: Someone is wearing the appropriate shirt and top, but the wrong pants. Uniform Implementation Policy Applies
Hair an unnatural color such as green, blue, purple, pink, etc.	Student will be sent home until color is out of student's hair. This will be counted as one infraction. All absences caused by this infraction will be counted as unexcused.
Changing out of uniform at school.	Students are to arrive at school in uniform, and students are to leave school in uniform. This will be counted as one infraction.
Wearing an excessive amount of jewelry.	Student will be asked to put the jewelry in their backpacks.
No P.E. Uniform	First incident, OK. Any further incidents: Student will not participate in P.E. that day. The student's grade will be an F or a 0 for that day, and it will be counted as one infraction.

### HAIR AND MAKE-UP

Hair should be neat, clean and out of the eyes. Natural looking highlights and coloring is acceptable. Unnatural hair colors (pink, blue, etc., are not acceptable.) Make-up is acceptable but should be modest. Nail colors should be natural or feminine. E.g. Colors such as black, blue, or green are not acceptable. Males are not allowed to wear any type of make-up or nail color.

### FREE-DRESS-DAYS

Students will not be required to wear uniforms on the first school Friday of the month, and on special occasions, if formally communicated to students/parents. Apparel must still be modest and in conformity to a Christian school.

### FIELD TRIP ATTIRE

For the purposes of easily identifying our students, students will be required to wear their P.E. top. Bottoms will be free-dress, for comfort, but must still follow modest clothing standards.

## STUDENT BEHAVIOR

Discipline is training in processes – procedures, preparations, and habits that help students develop a successful academic career. To be disciplined is to be corrected in patterns of behavior and actions. It is a three-way communication process between students, parents, and school personnel. In the Christian environment, it is training in righteousness that leads one to be more Christ-like in every way.

Students must know and follow all rules in the student handbook in addition to classroom rules mandated by the teacher.

## STUDENT GOALS

ECPS has specific goals or objectives for the school to accomplish to be successful in God's eyes. God has given the home the responsibility to "train up a child in the way he should go." ECPS exists to assist in the fulfillment of that challenge, at the same time equipping the child with the mental, physical, and spiritual tools to meet the challenges of life. Heaven is our goal, God is our Father, Jesus is our Savior, the Holy Spirit is the guide, and the Bible is the standard. The moral code, physical laws, social rules, health habits, logical reasoning, love for others, self-concept, good citizenship, faithful stewardship, hard work, and love for God should permeate each life.

- o To instill conviction that the Bible is the inspired, infallible, authoritative Word of God which requires our love and respect (II Tim. 3:15-17; II Pet. 1:20-21).

- o To lead students to Jesus by teaching and setting a Godly example.

- o To provide opportunities for students to learn Godly character qualities and to demonstrate their applications (I Sam. 16:7; Gal. 5:22, 23).

- o To adhere to God's moral code, challenging students to cleave to that which is good, and abhor the evil (Rom. 12:9).

- o To challenge the students to accept responsibility and develop self-discipline (I Tim. 4:1; I Cor. 9:24-27).

- o To nurture Biblical respect and submission to both earthly and heavenly authority (Rom. 13:1-7; Heb. 13:17; Eph. 6:1-3).

- o To develop in students an understanding of the importance of the demonstration of responsibility to God, self, and others.

- o To teach students how to study God's Word and to hide it in their hearts through memorization and application (Ps. 119:11; Ps. 1:1-3).

- o To coach the students in physical fitness, good health habits, and the stewardship of the body as God's human temple (I Cor. 6: 19).

- o To equip each student with the proficiency to organize properly, communicate clearly, think logically, and perceive effectively in reading, writing, speaking, and listening (II Cor. 5:20).

- o To explore the order and symmetry present in God's creation as observed in math and natural law.

- o To school students in how to conduct a research report and to reason logically, using a Biblical perspective (Heb. 5:14; Rom. 12:2).
- o To tutor students in good study habits and skills (II Tim. 2:3-7).
- o To encourage individual curiosity and inspire creativity (II Tim. 3: 14-17).
- o To view the geographical, governmental, cultural, historical, social, and religious background of our free enterprise system.
- o To implant a sense of patriotism and good citizenship by understanding and appreciation of the American and Christian heritage, using current affairs to enlighten students in their relationship to God's plan for man (I Cor.10:11; Rom. 13: 1-7).
- o To explore the wonders of God's creation of the universe, natural laws, ecology, and the animals, plants, insects, fish, and amphibians over which man has been given dominion as we cohabit our planet.
- o To strengthen students' belief in the wisdom and power of God the creator through the study of science; to inspire loyalty, obedience, and honor for God, country, law, leaders, school, parents, and self.
- o To secure mastery of the fundamentals of phonics, spelling, diction, grammar, and syntax of the English language, for both communication skills, orally and written, as a foundation for future studies.
- o To produce literacy forms such as poems, essays, themes, summaries, reports, and outlines.

## EXPECTATIONS

- o Each ECPS student must display a sincere desire to attend ECPS and agree honestly and wholeheartedly to apply themselves according to 2 Timothy 2:15: "Study to show yourself approved to God, a workman that need not to be ashamed, rightly dividing the word of truth."
- o Students must be able to meet the academic requirements of ECPS, and be willing to submit to the discipline required to perform successfully.
- o Enrollment is considered probationary for all students.
- o The school reserves the right to dismiss students at any time for any reason it deems necessary.

## RESPONSIBILITIES

- o Be in your assigned seat and prepared to work when the final bell rings.
- o Follow directions the first time given.
- o No arguing in class. Concerns and/ or appeals must be discussed with teacher privately before/ after class or submitted to the teacher in writing after class.
- o Raise your hand and wait to be recognized before speaking.

- o Abstain from eating, drinking, chewing and grooming in our classroom.
  - o Respect the rights and property of others.
  - o Be courteous to your teacher and your classmates at all times
  - o At the end of the period, remain in your seat until you are dismissed.
  - o Enter and exit through the main entry door.
  - o Heads must remain off the desks at all times.
  - o Do not write on the classroom desks or any other school property.
  - o No use of electronics is permitted during school hours.
  - o Toys/crafts from home are not allowed during class unless permitted by teacher.
  - o Refrain from a romantic relationship with other ECPS students.
- Severely disruptive behavior such as repeated disruptions, fighting, cursing, physical assault, or verbal abuse of the teacher will result in immediate referral to the principal/school director.

Students are required to follow the rules for the following areas:

Growing in Christian Character	Lunch Rules	Playground Rules
<ul style="list-style-type: none"> <li>o Taking care of one's school</li> <li>o Obeying and respecting all school &amp; church personnel</li> <li>o Being responsible for one's actions</li> <li>o Respecting other's rights, feelings, and property</li> <li>o Walking safely and acting orderly in the building, and staying in supervised areas</li> <li>o Making a determined effort to learn</li> <li>o Attending all classes; being on time and ready to work with the necessary learning materials</li> <li>o Identifying oneself by name if asked by a school or church staff member</li> <li>o Dressing appropriately</li> <li>o Knowing and obeying the rules of Evergreen Christian Private School.</li> <li>o Refraining from a romantic relationship with another ECPS student</li> </ul>	<ul style="list-style-type: none"> <li>o Enter the lunchroom (classroom) in a single line, quietly and orderly</li> <li>o Walk, do not run</li> <li>o Remain seated until excused</li> <li>o Use good table manners</li> <li>o Leave your individual eating area neat and clean (clean up after yourself)</li> <li>o Touch and handle your own food only</li> <li>o No food throwing, etc.</li> <li>o Do not leave the lunchroom without adult permission</li> <li>o Take all personal belongings daily from the lunchroom when you are finished</li> </ul>	<ul style="list-style-type: none"> <li>o Do not go on the roof for any reason</li> <li>o Stay on the field, the playground, or the basketball courts</li> <li>o An adult must accompany children at all times during recess</li> <li>o If an adult cannot see you, you are not in the right area</li> <li>o No walking up the slide</li> <li>o No throwing/kicking bark</li> <li>o Swing properly. One student at a time</li> <li>o Do not climb over the fence. Walk through the gate</li> <li>o If you brought a snack, throw your trash in a trash can</li> <li>o No climbing on nets/soccer goals</li> <li>o No horseplay of any kind</li> <li>o Respect equipment and playground property</li> <li>o No Running on Cemete/Concrete areas</li> </ul>

Offenses resulting in discipline include, but are not limited to the following.

### Preschool-2nd Grade Behavior Procedures

Level One	Offenses
<ul style="list-style-type: none"> <li>• Bad Language</li> <li>• Bad Attitude</li> <li>• Being Obnoxious</li> <li>• Disobedience</li> <li>• Disruptive Behavior</li> <li>• Playground Rules</li> <li>• Class Vandalism</li> </ul>	<p><b>1st Offense</b></p> <ul style="list-style-type: none"> <li>• Verbal warning</li> <li>• Student is expected to change their behavior immediately and with a good attitude.</li> </ul> <p><b>2nd Offense</b></p> <ul style="list-style-type: none"> <li>• Miss 5 minutes of morning recess</li> </ul> <p><b>3rd Offense</b></p> <ul style="list-style-type: none"> <li>• Miss 10 minutes of recess</li> <li>• Sent to office to fill out reflection form</li> </ul> <p><b>4th Offense</b></p> <ul style="list-style-type: none"> <li>• Parent Notification</li> </ul>
Level Two	Offenses
<ul style="list-style-type: none"> <li>• Non-Permeant Vandalism to Playground/Building/Plants</li> <li>• Lying</li> <li>• Disrespect to any adults</li> <li>• Cheating</li> <li>• Interrupting another class while you are at recess.</li> <li>• Repeated Level 1 Behaviors</li> <li>• Using phone during school hours</li> <li>• Theft of school supplies</li> </ul>	<p><b>1st Offense</b></p> <ul style="list-style-type: none"> <li>• Reflection form</li> <li>• (K-2) Put head down entire time</li> <li>• Parent Notification</li> </ul> <p><b>2nd Offense</b></p> <ul style="list-style-type: none"> <li>• Missed Recess or Lunch</li> <li>• Reflection Form</li> <li>• Parent Notification</li> </ul> <p><b>3rd Offense</b></p> <ul style="list-style-type: none"> <li>• Conference with parents</li> </ul> <p><b>4th Offense</b></p> <ul style="list-style-type: none"> <li>• In school suspension</li> </ul>
Level Three	Offenses
<ul style="list-style-type: none"> <li>• Verbal or Physical Bullying</li> <li>• Physical fighting</li> <li>• Unwanted physical contact</li> <li>• Permanent Vandalism</li> <li>• Theft of Personal Property</li> <li>• Harassment and threats</li> <li>• Inappropriate hand gestures geared towards another student.</li> </ul>	<p><b>1st Offense</b></p> <ul style="list-style-type: none"> <li>• Recess or Lunch Detention</li> <li>• Parent Notification</li> </ul> <p><b>2nd Offense</b></p> <ul style="list-style-type: none"> <li>• Conference with parents</li> <li>• In-school suspension</li> </ul> <p><b>3rd Offense</b></p> <ul style="list-style-type: none"> <li>• One-Three day suspension</li> </ul> <p><b>4th Offense</b></p> <ul style="list-style-type: none"> <li>• Expulsion</li> </ul>

Level Four	Offenses
<ul style="list-style-type: none"> <li>• Bringing a weapon of any kind to school, real or simulated.</li> <li>• Drugs/Alcohol/Tobacco/Nicotine</li> <li>• Skipping school/class</li> <li>• Theft of high monetary value</li> <li>• Inappropriate Images/Content</li> <li>• Inappropriate activity or behavior in bathroom with another student</li> <li>• Kissing or other physical intimacy with another student</li> </ul>	<p><b>1st Offense</b></p> <ul style="list-style-type: none"> <li>• Suspension: One-Three Days</li> <li>• Enrollment is set to probationary</li> </ul> <p><b>2nd Offense</b></p> <ul style="list-style-type: none"> <li>• Expulsion</li> </ul>

### 3rd-5th Grade Behavior Procedures

Level One	Offenses
<ul style="list-style-type: none"> <li>• Bad Attitude</li> <li>• Being Obnoxious</li> <li>• Disobedience</li> <li>• Disruptive Behavior</li> <li>• Playground Rules</li> <li>• Class Vandalism</li> </ul>	<p><b>1st Offense</b></p> <ul style="list-style-type: none"> <li>• Verbal warning</li> <li>• Student is expected to change their behavior immediately and with a good attitude.</li> </ul> <p><b>2nd Offense</b></p> <ul style="list-style-type: none"> <li>• Miss 5 minutes of morning recess</li> <li>• Reflection Form</li> </ul> <p><b>3rd Offense</b></p> <ul style="list-style-type: none"> <li>• Miss 10 minutes of recess</li> <li>• Reflection Form</li> </ul> <p><b>4th Offense</b></p> <ul style="list-style-type: none"> <li>• Lunch Detention</li> <li>• Parent Notification</li> <li>• 5th Offense</li> <li>• Parent Conference</li> <li>• After-school detention</li> </ul>
Level Two	Offenses
<ul style="list-style-type: none"> <li>• Non-Permeant Vandalism to Playground/Building/Plants</li> <li>• Lying</li> <li>• Disrespect to any adults</li> <li>• Cheating</li> <li>• Interrupting another class while you are at recess.</li> <li>• Repeated Level 1 Behaviors</li> <li>• Using phone during school hours</li> <li>• Theft of school supplies</li> <li>• Bad Language / Racial Slurs</li> </ul>	<p><b>1st Offense</b></p> <ul style="list-style-type: none"> <li>• Miss one recess and reflection form</li> <li>• Parent Notification</li> </ul> <p><b>2nd Offense</b></p> <ul style="list-style-type: none"> <li>• Lunch Detention</li> <li>• Reflection Form</li> <li>• Parent Notification</li> </ul> <p><b>3rd Offense</b></p> <ul style="list-style-type: none"> <li>• Conference with parents</li> <li>• After-school detention</li> </ul> <p><b>4th Offense</b></p> <ul style="list-style-type: none"> <li>• In school suspension</li> </ul>

Level Three	Offenses
<ul style="list-style-type: none"> <li>• Verbal or Physical Bullying</li> <li>• Physical fighting</li> <li>• Unwanted physical contact</li> <li>• Permanent Vandalism</li> <li>• Theft of Personal Property</li> <li>• Harassment and threats</li> <li>• Inappropriate hand gestures geared towards another student.</li> </ul>	<p><b>1st Offense</b></p> <ul style="list-style-type: none"> <li>• Lunch Detention</li> <li>• Parent Notification</li> </ul> <p><b>2nd Offense</b></p> <ul style="list-style-type: none"> <li>• Conference with parents</li> <li>• After-school detention</li> </ul> <p><b>3rd Offense</b></p> <ul style="list-style-type: none"> <li>• In-school suspension</li> </ul> <p><b>4th Offense</b></p> <ul style="list-style-type: none"> <li>• One-Three day suspension</li> </ul>
Level Four	Offenses
<ul style="list-style-type: none"> <li>• Bringing a weapon of any kind to school, real or simulated.</li> <li>• Drugs/Alcohol/Tobacco/Nicotine</li> <li>• Skipping school/class</li> <li>• Theft of high monetary value</li> <li>• Inappropriate Images/Content</li> <li>• Inappropriate activity or behavior in bathroom with another student</li> <li>• Kissing or other physical intimacy with another student</li> </ul>	<p><b>1st Offense</b></p> <ul style="list-style-type: none"> <li>• Suspension: Three Days</li> <li>• Enrollment is set to probationary</li> </ul> <p><b>2nd Offense</b></p> <ul style="list-style-type: none"> <li>• Expulsion</li> </ul>

### 6th-8th Grade Behavior Procedures

Level One	Offenses
<ul style="list-style-type: none"> <li>• Bad Attitude</li> <li>• Being Obnoxious</li> <li>• Disobedience</li> <li>• Disruptive Behavior</li> <li>• Playground Rules</li> <li>• Class Vandalism</li> </ul>	<p><b>1st Offense</b></p> <ul style="list-style-type: none"> <li>• Verbal warning</li> <li>• Student is expected to change their behavior immediately and with a good attitude.</li> </ul> <p><b>2nd Offense</b></p> <ul style="list-style-type: none"> <li>• Miss Lunch Recess</li> <li>• Reflection Form</li> </ul> <p><b>3rd Offense</b></p> <ul style="list-style-type: none"> <li>• Recess or Lunch Detention</li> <li>• Parent Notification</li> </ul> <p><b>4th Offense</b></p> <ul style="list-style-type: none"> <li>• Conference with parents</li> <li>• After-school detention</li> </ul>

Level Two	Offenses
<ul style="list-style-type: none"> <li>• Non-Permeant Vandalism to Playground/Building/Plants</li> <li>• Lying</li> <li>• Disrespect to any adults</li> <li>• Cheating</li> <li>• Interrupting another class while you are at recess.</li> <li>• Repeated Level 1 Behaviors</li> <li>• Using phone during school hours</li> <li>• Theft of school supplies</li> <li>• Bad Language / Racial Slurs</li> </ul>	<p><b>1st Offense</b></p> <ul style="list-style-type: none"> <li>• Miss one recess and Reflection form</li> <li>• Parent Notification</li> </ul> <p><b>2nd Offense</b></p> <ul style="list-style-type: none"> <li>• Recess or Lunch Detention</li> <li>• Parent Notification</li> </ul> <p><b>3rd Offense</b></p> <ul style="list-style-type: none"> <li>• Conference with parents</li> <li>• After-school detention</li> </ul> <p><b>4th Offense</b></p> <ul style="list-style-type: none"> <li>• In school suspension</li> </ul>
Level Three	Offenses
<ul style="list-style-type: none"> <li>• Verbal or Physical Bullying</li> <li>• Physical fighting</li> <li>• Unwanted physical contact</li> <li>• Permanent Vandalism</li> <li>• Theft of Personal Property</li> <li>• Harassment and threats</li> <li>• Inappropriate hand gestures geared towards another student.</li> </ul>	<p><b>1st Offense</b></p> <ul style="list-style-type: none"> <li>• Recess or Lunch Detention</li> <li>• Parent Notification</li> </ul> <p><b>2nd Offense</b></p> <ul style="list-style-type: none"> <li>• Conference with parents</li> <li>• After-school detention</li> </ul> <p><b>3rd Offense</b></p> <ul style="list-style-type: none"> <li>• In-school suspension</li> </ul> <p><b>4th Offense</b></p> <ul style="list-style-type: none"> <li>• One-Three day suspension</li> </ul>
Level Four	Offenses
<ul style="list-style-type: none"> <li>• Bringing a weapon of any kind to school, real or simulated.</li> <li>• Drugs/Alcohol/Tobacco/Nicotine</li> <li>• Skipping school/class</li> <li>• Theft of high monetary value</li> <li>• Inappropriate Images/Content</li> <li>• Inappropriate activity or behavior in bathroom with another student</li> <li>• Kissing or other physical intimacy with another student</li> </ul>	<p><b>1st Offense</b></p> <ul style="list-style-type: none"> <li>• Suspension: One-Three Days</li> <li>• Enrollment is set to probationary</li> </ul> <p><b>2nd Offense</b></p> <ul style="list-style-type: none"> <li>• Expulsion</li> </ul>

The teacher/school administration may opt to utilize the Student Gives Back discipline program as a consequence.

The school reserves the right to move immediately to detention/suspension/expulsion for more severe violations

## Chapel Expectations Statement:

At our school, chapel is a vital part of student life, a time for students to grow in their knowledge of Scripture and deepen their relationship with Christ. Because of the spiritual importance of this time, we consider chapel one of the most meaningful activities our students participate in during their school experience. With that in mind, we hold students to higher standards of behavior during chapel. When students choose to misbehave, the consequences are more serious, as such actions show a lack of respect.

We ask students to refrain from any unnecessary bathroom use. We ask all students to approach chapel with reverence, attentiveness, and a heart ready to learn and grow.

Failure to follow chapel expectations may result in disciplinary action, including but not limited to:

Behavior	Offenses
<ul style="list-style-type: none"><li>• Causing a distraction to other students</li><li>• Throwing objects</li><li>• Sitting inappropriately</li><li>• Refusing to participate (e.g., not standing, not singing when expected)</li><li>• Using electronic devices</li><li>• Ignoring teacher or chapel leader instructions</li><li>• Arriving late or leaving without permission</li><li>• Disruptive whispering or side conversations</li><li>• Making noises or sound effects to get attention</li><li>• Horseplay or roughhousing</li><li>• Sleeping or pretending to sleep</li><li>• Disrespectful comments or gestures</li><li>• Being loud/obnoxious before Chapel starting or after Chapel ending.</li></ul>	<p><b>1st Offense</b></p> <ul style="list-style-type: none"><li>• Verbal warning</li><li>• Student is expected to change their behavior immediately and with a good attitude.</li></ul> <p><b>2nd Offense</b></p> <ul style="list-style-type: none"><li>• Sent to Office for the remainder of Chapel</li><li>• Reflection Form</li><li>• Parent Notification</li></ul> <p><b>3rd Offense</b></p> <ul style="list-style-type: none"><li>• Designated spot for Chapel</li><li>• Recess or Lunch Detention</li></ul>

## ELECTRONICS

All electronic devices such as cell phones, laptops, tablets and any gaming systems are not permitted during school hours, and families are asked to keep these devices at home. This will better serve our students by keeping them engaged during school lessons as well as ensuring no inappropriate content is being viewed on our school campus. Students who bring their cellphones to school **MUST** keep them hidden in their backpacks during school hours. (8:40AM-3:00PM) If a student is caught with a cell phone during school hours these are the following consequences.

**1st Offense** - Teacher will take the cell phone to the office and the student may pick it up at the end of the school day.

**2nd Offense** - Teacher will take the cell phone to the office and a parent/guardian may pick it up at the end of the school day. A fee of \$25 will be charged.

**3rd Offense** - The teacher will take the cell phone to the office, a parent/guardian may pick it up at the end of the school day, and the student is no longer allowed to bring the cell phone to school.

If the student brings their phone after the 3rd offense a fee of \$100 will be charged for each occurrence.

## SEARCH AND SEIZURE POLICY

ECPS reserves the right that any member of staff may search inside any student's desk or backpack for any reason at any given time. ECPS may seize any item that is inappropriate for school and turn it in to the office. The parents will be notified and appropriate disciplinary action will be given.

## DAMAGE TO ECPS CAMPUS PROPERTY

It will be the parent's/guardian's financial responsibility to repair/replace or bring to prior condition property that was lost, stolen, damaged or vandalized by a student.

## BULLYING AND HARASSMENT

Bullying and Harassment are not tolerated at ECPS.

Definition of bullying: Written, verbal, or physical conduct that affects the ability of students to thrive in school by causing physical, mental, or emotional harm. Such conduct also includes cyber-bullying (bullying done on online chatrooms, Facebook, text, or any other electronic device.)

Definition of harassment: Written, verbal, or physical conduct that affects the ability of students to thrive in school because the conduct is so severe, persistent or pervasive.

All allegations of bullying or harassment shall be reported to the teacher and/or school Administration. Once reported, any allegation or harassment will promptly be investigated. Proper disciplinary action will be taken immediately following the conclusion of the investigation.

Disciplinary actions for bullying and harassment may include, but are not limited to: warnings; loss of opportunity to participate in extracurricular activities, loss of recess(es), school social events or graduation exercises; in-school suspension; short term suspension; or expulsion.

Other rules regarding bullying and harassment:

- o Students who file false reports of bullying or harassment will be subject to disciplinary action.
- o Reports alleging bullying or harassment may be filed with the student's teacher or the director by parents and school volunteers.
- o Any student who observes an act of bullying or harassment should report the bullying or harassment to their teacher or the director, and will remain anonymous.
- o All staff members will take reasonable measures to prevent bullying and harassment and are obligated to report any such acts that come to their attention.

## SUSPENSION

The administration has at all times the authority to suspend a student. The length of the suspension will be between one to three days, and served either at school, in the office, or at home (to be decided by the school Administrator). The student may not return to class without a conference of the parent(s), teacher(s), and administration. The reasons that would give cause for suspension are but not limited to:

- o Continued deliberate disobedience/disrespect displayed.
- o Repetitive or continual class disruptions.
- o A rebellious spirit that is unchanged after much effort by the school staff.
- o A continued negative attitude and bad influence upon other students.
- o Failure of the student to comply with the disciplinary actions of the school.
- o Willfully leaving campus without permission.
- o Skipping of classes
- o Fighting (verbal and physical)
- o Excessive bullying
- o Possession of weapons or illegal substances
- o Possession of a sexual object
- o Intimate interactions
- o Theft

## EXPULSION

Every effort shall be made to ensure every student's success at ECPS; however, sometimes these efforts fail. Following proper and adequate documentation of teacher/staff/administration directives, staff/administrative interventions, meetings/communication with the student and parent, and approval from the school administration, a student may be expelled from school for a serious breach of conduct, and/or repeated problems with behavior or academic performance.

## EXCEPTION TO DISCIPLINE POLICY/UNAPPROVED ENROLLMENT

ECPS reserves the right to grant an exception under this policy on a case-by-case basis for any reason. An exception granted to one individual applies only to that individual and does not apply to any other individual, parent, or guardian whose child/ward attends ECPS. We may choose to move directly to suspension or expulsion in the event we determine the behavior or actions warrant such an immediate decision. A student's enrollment may get unapproved if a student immediately (or within or short time after enrolling) displays:

o Frequent negative behavior and/or

o Consistent lack of discipline and/or

o Academic struggles to the extent that the school does not have the necessary resources to provide the necessary support for the academic success of the student

o A safety threat to students/staff

## ECPS DISCIPLINE PROGRAM: STUDENT GIVES BACK

A student who acts disruptively, rudely, misbehaves, or breaks any of the school rules is taking away from their teacher and classmates their quality time of teaching and learning. When a student reaches the level of "detention" due to behavior violations, they will be assigned to an after-school detention, for one hour, and will be required to do service for their school as a way of "giving back" to their school.

A service card will be assigned to the student who has reached the level of after school detention. A ticket (from the card) will be assigned to the student to describe their job(s) assigned for the detention period.

Following three after-school detentions, the student is assigned to a full day of in school suspension, where they will also be required to do service. After that, a student is penalized with a full day of in-school suspension after two detentions.

The jobs must be completed, and of quality work. The student will not be allowed to leave until their teacher signs off on the jobs.

Service cards or in-school suspension cards must be signed off by the student's teacher or Administrator and both parents.

More than one ticket may be assigned, per the teacher's discretion.

### **Service cards jobs may include, but are not limited to:**

Job 1: Vacuum classrooms and/or youth sanctuary. Student may stop vacuuming 5 minutes prior to their one hour to wrap up the vacuum cord and return it to the storage room.

Job 2: Help prepare lunch by assisting lunch attendants in any way needed.

Job 3: Vacuum the youth sanctuary

Job 4: Clean student desks and work tables.

Job 5: Clean white boards and take out the trash from all classrooms. New bags need to be put into all garbage cans.

Job 6: Office work (Job will be assigned by office staff.)

Job 7: Clean toilets in every classroom.

Job 8: Wash all of the sports balls.

## EMPLOYEE ETHICS AND CONDUCT

Those who accept staff responsibilities at Evergreen Christian Private School must strive each day to prayerfully teach the Word of God, glorify our Lord Jesus, and share the Christian faith in a clear and practical way. Staff should exemplify Christian character and personality.

### GOALS CONCERNING STAFF

- o To challenge every teacher and staff member to mature as a Christian and a model, clearly exemplifying God's love and truth.
- o To produce a classroom environment that is educationally sound and pleasant for both teachers and students.
- o To pursue continuous formal and informal spiritual and professional development.
- o To develop a close bond between faculty for unity in service to students and the home. To ensure the ongoing evaluation and development of the spiritual, academic, social, and physical programs of the school.

### SPIRITUAL QUALIFICATIONS FOR EMPLOYMENT

All employees of ECPS shall:

- o Be born-again Christians and should demonstrate a deep and total devotion to the Lord Jesus Christ.
- o Faithfully attend and be active members of a church with doctrines and practices which are based on the Christian faith and the Holy Bible.
- o Be a student of the Bible's teachings, thoroughly prepared to teach others.
- o Be emotionally and spiritually mature, thereby being able to exercise self-control in stressful situations.
- o Stand as a Christian example in appearance and conduct.
- o Subscribe to and agree with the Statement of Faith of ECPS.

### PERSONAL QUALIFICATIONS FOR EMPLOYMENT

All employees of ECPS shall:

- o Agree with the stated purpose of the school as described in this document. In addition, teachers must be in agreement with terms of the contract and the student-parent handbook.
- o Be a Christian role model in attitude, speech, and actions.

- o Possess spiritual maturity, academic ability and personal leadership qualities.
- o Recognize the role of parents/guardians as primarily responsible for their children's education and be prepared to assist them in such a task.
- o Demonstrate enthusiasm, courtesy, flexibility, integrity, kindness, self-control, perseverance, and punctuality.
- o Maintain a personal appearance that is a Christian role model of modesty and professionalism.
- o Show commitment to the total development of each student.
- o Display consistency in obeying and maintaining school policies and procedures.
- o Give evidence of adequate physical and mental health as requested. The board reserves the right to require a health examination if it deems this to be in the best interests of the employee, children, or the staff. In such cases, the expense for such examination will be paid by the school.
- o Give evidence of good moral character by signing the ECPS Statement of Faith, and agreement to the following:
  - o Abstinence in the use of illicit drugs and profane language at all times.
  - o I Corinthians 8 talks about not participating in activities that cause others to stumble, even when you personally do not consider them to be sin. James 3:1 discusses how teachers will be held to a higher standard. In light of these Biblical principles, ECPS employees agree to abstain from public consumption of alcohol and all use of tobacco, marijuana, or other drugs. Matthew 18:6 says, "If anyone causes one of these little ones—those who believe in me—to stumble, it would be better for them to have a large millstone hung around their neck and to be drowned in the depths of the sea."
  - o Employees also understand the importance of being sexually pure. I Corinthians 6:18-20 and I Thessalonians 4:3 explicitly state that we are to abstain from sexual immorality if we desire to glorify God and accomplish His will.
  - o Employees agree that the unique roles of the male and female are clearly defined in I Corinthians 11:3. Romans 1:24-32 states that God recognizes homosexuals and other deviates as perverted, and because of this willful condition, such cannot be an employee of Evergreen Christian Private School.

## PROFESSIONAL RESPONSIBILITIES

- o Maintain the highest level of honesty, integrity, and professionalism in their dealings with students, parents, their co-workers, and the public.
- o Ensure that all standard safety rules and guidelines are followed, whether in the classroom, on a field trip, or at any school-related event.

- o Cooperate with the board and administration in implementing all policies, procedures, and directives governing the operation of the school.
- o Support in public, in private, and in practice any decision arrived at by the faculty, Administrative Team, or School Board, despite your personal objections.
- o Administer classes as assigned, following the prescribed scope and sequence.
- o Assist in developing curriculum guides.
- o Integrate Biblical principles and Christian Philosophy of education throughout curriculum.
- o Model, train and encourage our students to be honest and display strong moral principles.
- o Maintain proper discipline in the classroom and on the school premises.
- o Maintain a clean, attractive classroom.
- o Employ a variety of instructional aides, methods and materials which provide for creative teaching to reach the whole child.
- o Plan through approved channels field trips, guest speakers, and other media.
- o Assess students' academic progress on a regular basis, providing progress reports as required.
- o Maintain accurate attendance, lunch, and grade records.
- o Become familiar with student handbook and emergency procedures.
- o Maintain certification and current credentials for the content area and courses taught.
- o ECPS supports and encourages a culture of communication related to abuse or suspected abuse of children. If you see or suspect inappropriate interaction with or between children, it is your responsibility to report the inappropriate interaction to school administration. This includes partial or inconclusive information concerning behavior, which may or may not be blameless.

## STUDENT SUPERVISION

ECPS staff members and faculty are expected to provide adequate supervision for children in their care while at school. Adult supervision is provided throughout the entire school day, including worship, recess, lunch, chapels, specialist classes, extra recess, and other school activities.

Monitoring aides assist with supervision during drop-off and pick-up times. Teachers are responsible for supervising students from 8:40 a.m. until 3:15 p.m.

## VERBAL INTERACTIONS

Verbal interactions between staff members or faculty and students should be positive and uplifting. ECPS staff members and faculty should strive to keep verbal interactions encouraging, constructive, and be ever mindful of their mission of aiding parents in the educating children. Staff members and faculty are expected to refrain from swearing overall, especially in the presence of students.

## CONFIDENTIALITY OF STUDENT INFORMATION

Employees shall not share with persons who do not have a legitimate need to know information regarding the personal lives of students and their parents. This includes information relating to a student's disability, impairment, medical condition, medications, grades, and disciplinary actions; or a parent's financial condition, marital problems, etc.

Students should have the assurance that their personal grades will not be openly discussed in the classroom. Anything that is graded is confidential and should be displayed only with the consent of the student.

## OVERVIEW OF THE STUDENT SAFETY SYSTEM

ECPS policies and procedures require that faculty and staff members avoid abusive behavior/harassment of any kind. ECPS has a zero tolerance for abuse/harassment (physical, emotional, or sexual) in school programs and activities. It is the responsibility of every faculty and staff member at ECPS to act in the best interest of each child in every school program. Faculty and staff members are required to complete Harassment Awareness training, and report any policy violations to the Director or Head-of-School.

## BEHAVIOR STANDARDS

- o Employees should avoid situations that require them to be in isolation with any one student (classroom, vehicle, room or any other area), and follow the "Rule of Three."
- o If counseling, tutoring, or other activity is to be conducted in a classroom or office with one student, the door must remain open and an attempt should be made to remain in eye/ear contact with another adult.
- o No computer at or related to ECPS is to be used by staff members, faculty or students to engage in computer chat room discussions or visit pornographic or sexually inappropriate websites.
- o Staff members and faculty are prohibited from the use, possession, or being under the influence of alcohol or any illegal drugs while in the facility, during a school activity, or while working with students at ECPS.
- o ECPS is a drug-free and tobacco-free facility. ECPS requires staff members and faculty to refrain from the use or possession of drugs and/or tobacco products in the facility, and while in the presence of children and students or their parents. ECPS staff members and faculty are prohibited from providing drugs and/or tobacco products to students.
- o Telling inappropriate/obscene jokes, whether amongst staff or students.

## PROHIBITED BEHAVIOR BETWEEN STAFF MEMBER AND STUDENT

Inappropriate conduct of a staff member towards a student includes the following, but is not limited to:

- o Sending emails or written notes to students of a personal nature.
- o Giving students rides, except in emergency situations when approved by parent/guardian and administrator.
- o Engaging students to complete personal errands for you.
- o Discussing the personal affairs of other students or your colleagues.
- o Speaking with innuendo to suggest a relationship or sexual subjects.
- o Flirting with a student.
- o Visiting students to "hang out" in their hotel rooms when on school trips.
- o Swearing, making inappropriate sexual, racial/or ethnic comments.
- o Yelling
- o Making abusive actions toward a student.
- o Dating or engaging in consensual relationships with students.
- o Calling/texting students at home for non-school related matters; When communicating to students, it is always best to email, or text several students at once, or include parents in the e-mail or the text.
- o Allowing students to call you by an inappropriate nickname.
- o Altering a student's appearance in any form.
- o Touching students or their clothing in non-professional ways or inappropriate places, or touching a student with aggression, in frustration, or when you are highly emotional.
- o Sharing your phone number or asking for other students' phone numbers for use in situations other than for legitimate school reasons.
- o Threatening a student with words or objects.
- o Providing energy drinks, alcohol or illegal drugs to students.

This list is not all-inclusive and other, similar activities should also be avoided. Any similar behavior that creates even the appearance of impropriety must be avoided and must be promptly reported.

## REPORT OF INAPPROPRIATE CONDUCT

If an employee should witness, learn of, or hear information that raises the possibility that a fellow employee has engaged in inappropriate behavior or misconduct that might affect the health, safety, or welfare of a student, including child abuse, they must notify the school administrator immediately. Failure to report inappropriate behavior or misconduct that may affect the health, safety, or welfare of a child may result in discipline, up to and including termination. An employee making the report will not be retaliated against or disciplined in any way for making a good faith report of misconduct. If the employee believes that they have been retaliated against for such good faith report, the administrator must be notified immediately.

## DISCIPLINE FOR INAPPROPRIATE BEHAVIOR

ECPS will discipline any individual found to have engaged in inappropriate behavior or misconduct that may affect the health, safety, or welfare of students. In addition, ECPS will discipline any person whom it determines was aware of the circumstances and failed to report it.

## FINANCIAL CONTRACT

The parent/guardian(s) of a student(s) who has been enrolled for education through Evergreen Christian Private School (ECPS) accept a financial commitment with Evergreen Christian Private School covering the period of schooling from the August prior to/starting of the school year, until June of the following year. All costs associated with the education of the student at ECPS are the responsibility of the family/parent/guardian or other individual who has claimed financial responsibility of the enrolled student through the application/enrollment to the school. All tuition and book payments are processed through the FACTS tuition system. Annual tuition rates do not include uniforms, fees, personal classroom supplies, lunches or snacks, or any other individual items that may be added as part of the school program.

The financial commitment entails the understanding and acceptance of the following costs:

- o Tuition, Registration Fee, and Book Fee
- o Lunch Payments
- o Service Hour Fee
- o Activities and Other School Purchases (E.g. Field trips, school-branded items, etc.)
- o Fees (As stated in the handbook or through future notification)
  - o Tardy Fee
  - o Late Pick-Up Fee
  - o Uniform Fee
  - o Electronic Violation Fee
  - o Choir Fee

## **Tuition Payment Options:**

- o Full payment of the Annual Tuition Cost
- o Two equal payments of the Annual Tuition Cost (1st payment due by August 5th, 2nd payment due on January 5)
- o Month-to-month payment plan.

## **ECPS FINANCIAL CONTRACT TERMS**

- o Registration fees are non-refundable. Book fees are non-refundable.
- o The first payment for the school year is due on August 5th, or on the first day which FACTS can process the payment, or the first date of the student attending school, if the student is enrolled after the school start-date. If payments are not received by the deadlines, the school reserves the right to immediately withdraw the offer for enrollment and release the space to a student on our waiting list.
- o Tuition payments are processed by an authorized 3rd party tuition/fees company, FACTS.
- o There is no reduction in tuition and fees for holidays, vacations, illnesses or absences or emergency closures. Tuition payment does not fluctuate with holiday seasons, student absenteeism, or emergency school closures.
- o ECPS reserves the right to grant an exception to these financial policies on a case-by-case basis and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent or guardian whose child(ren) enrolls and/or attends ECPS
- o Accounts that are delinquent more than 90 days will be submitted for collection assistance and the student(s) may not be allowed to return to school unless and until the delinquent account has been satisfied. Any fees incurred for collection of delinquent accounts, including attorney fees, shall be the financial responsibility of the parent/guardian who has been marked as financially responsible upon enrollment to the school. A \$150 collections fee is billed to accounts if turned over to a collection's agency.

## **Payment Responsibility Policy**

Families are required to maintain two (2) valid forms of payment on their FACTS financial account at all times. These payment methods may be used in the event of declined or invalid payments, or to satisfy any remaining unpaid balances.

Failure to maintain two valid forms of payment, or failure to complete scheduled payments according to the selected payment plan, will result in an unpaid balance interest fee of \$10 plus 7% per month for each month the balance remains unpaid.

If a balance continues to remain unpaid, the student may be restricted from attending school until all outstanding balances are paid in full and all payment issues are resolved.

# ECPS WITHDRAWAL PROCEDURE AND PENALTY

## **Withdrawal Procedure**

A completed written Withdrawal Form is required and must be signed by the Administrator, Lead Teacher, and Parent(s)/Guardian(s). Verbal notice is not accepted.

Written notice must be submitted via email. Upon receipt of written notice, withdrawal is effective immediately, and the student may no longer attend. The School may release the student's space to another student at its discretion. Releasing the space does not reduce, offset, waive, or eliminate the family's financial obligations.

## **Withdrawal Penalty**

A withdrawal penalty equal to 20% of the full annual tuition, and additionally all associated fees, including uncompleted service hours, will be assessed. This penalty applies to all withdrawals, including voluntary withdrawal, administrative withdrawal, and expulsion, regardless of the reason for withdrawal.

To avoid the withdrawal penalty, written notice must be submitted at least one full academic term (10 weeks) prior to the intended withdrawal date. Written notice must be provided directly to the school office and should clearly include the student's name and the requested withdrawal date.

All tuition balances, fees, charges, and withdrawal-related fees will be billed through the family's FACTS account. Families remain financially responsible for any outstanding tuition and fees until all balances are paid in full.

Student records, including report cards, transcripts, diplomas, and school-issued materials, will be released only after all financial obligations have been satisfied in full and all school materials have been returned. This includes withdrawal or non-enrollment for the upcoming school year.

## ECPS HANDBOOK ACKNOWLEDGMENT

By enrolling a student at Evergreen Christian Private School, parents and guardians acknowledge that they have received and reviewed the school handbook, which outlines the school's requirements, standards, fees, policies, and procedures.

Parents and guardians are responsible for understanding and supporting the policies and guidelines in the handbook. If there are any questions, concerns, or disagreements regarding any aspect of the handbook, parents and guardians are expected to bring the matter directly to the school's attention for discussion or clarification.

The school reserves the right to interpret and implement all policies as outlined in this handbook.