

ECCS GRAMMAR SCHOOL PARENT-STUDENT HANDBOOK 2016-2017





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I. THE VISION OF EVANGEL CLASSICAL CHRISTIAN SCHOOL

Our vision is to continue to grow as the Lord provides, using our gifts and talents to serve as many students in our area that desire a classical Christian education.

Vision for our School **Framework**: We seek to continue to employ the classical Christian model, systematically reviewing, refining and improving both our academic offerings and co-curricular activities.

Vision for our School **Families**: We seek to serve families by partnering with them to train their children to think clearly and listen carefully, to be socially graceful and spiritually gracious, to embody humility and gratitude to God, and to know and love the Lord Jesus. We seek to graduate students who will evaluate their entire range of experience in the light of the Scriptures and to do so with eagerness and joyful submission to God.

Vision for our School **Faculty**: We seek to recruit and retain highly qualified, professional faculty who are gifted in teaching, who love their students and subjects, and who continually growing in their knowledge of and love for the Lord Jesus Christ. We seek faculty who themselves are lifelong learners, and we desire to provide opportunities for our faculty to be refreshed and renewed.

Vision for our School **Finances**: We seek to provide an affordable classical Christian education to our families, to provide a fair wage for the laborers who provide it, and to be above reproach in our financial dealings.

Vision for our School **Facility**: We seek to maintain our current facility that God has blessed us with in a manner that honors the Lord and the sacrifice His people have made to provide it for us. Further, we seek to carefully plan for improvement to our facility, including needed additions, to facilitate and/or grow our current program.

II. ECCS AT A GLANCE

A. MISSION STATEMENT

Evangel Classical Christian School (ECCS) seeks to glorify God by bringing covenant children to spiritual maturity through a classical Christian education and biblical training and teaching using a Christian world-view as a foundation for all learning with a commitment to prayer and the Reformed Faith.

B. GRADES

K-5 through 12th grade

C. SCHOOL DAY

The school opens at 7:00 a.m. with Before Hours Care from 7:00-7:40 a.m. The bell will ring at 7:40 to dismiss all students to their classrooms. Students are more prepared for the day and tend to work better when they arrive between 7:40 and 7:50 am. Morning activities begin at 7:40 a.m. and classes begin immediately at 8:00 a.m. The Grammar school (Kindergarten through 5th grades) day ends at 1:00 p.m.

D. ORGANIZATIONAL STRUCTURE

ECCS is a ministry of Evangel Church P.C.A. and is governed directly by a school board all of whom will be appointed by the Session of Evangel Church. The Board's authority will be delegated to it by the church Session, which retains the right to dissolve the Board upon a two-thirds vote, thus directly asserting its authority over ECCS.

E. ADMINISTRATION

ECCS Administration consists of the Grammar Principal who administers and manages the Grammar School, After-Hours Care, and the Grammar Co-curricular Enrichment Program and the Logic & Rhetoric Principal, who administers and manages the Logic & Rhetoric School and the L&R CO-curricular Enrichment Program. Other administrative personnel include the Assistants to the Principals, Admissions Director, Guidance Counselor, MDO Director, L&R Office Manager, Grammar Office Manager, Bookkeeper, and Before/After-Hours Director.

F. CURRICULUM

The curriculum will be established by the Principals, and Board Curriculum Committee, which will draw from established classical school curricula, including but not limited to Logos Classical School and Hillsdale Academy. The NASB is the preferred translation of the Bible for most class and memory work.

G. FINANCES

ECCS is financially self-supporting. Tuition, fundraising and donations from those favoring classical and Christian education are the primary sources of income.

H. INSURANCE

ECCS provides Accident Insurance coverage for all students while they are on school grounds and while attending fieldtrips and other school sponsored activities.

I. AFFILIATIONS

Evangel Classical Christian School is an accredited member of the Association of Classical and Christian Schools (ACCS). Because our goals and philosophies are inherently different from government schools, ECCS will not pursue state accreditation. ECCS does not accept any state or federal funding. ACCS accreditation does not require teachers to be state certified. ECCS requires all teachers to have a minimum of a Bachelor's degree. ECCS will actively recruit teachers with classical experience, graduate degrees, and degrees that most reflect the subjects to be taught.

J. PTF MISSION STATEMENT

The Evangel Classical Christian School (ECCS) Parent Teacher Fellowship (PTF) supports the mission of ECCS through prayer, communication, service and fellowship. We seek to build community by encouraging and promoting parent participation in school activities and events. All parents are invited to join and participate in all PTF meetings and events.

K. NON-DISCRIMINATION POLICY

Evangel Classical Christian School admits students of any race, color, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made

available to students of the school. Evangel Classical Christian School does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies or admission and hiring practices.

L. SPECIAL NEEDS

ECCS is neither staffed nor qualified to diagnose or meet special needs of students with certain specific disabilities. Some learning disabilities categorized as mild may allow for certain classroom accommodations to be made, but all diagnosed disabilities must be stated on the student application or documented in the student's file upon diagnoses if the child is already accepted. All requested accommodations must be discussed and agreed upon by school officials prior to student's final acceptance and/or placement into a class.

III. THE BOARD

A. GOVERNANCE

ECCS shall be governed by the Board.

B. AUTHORITY OF THE BOARD

The Board shall be vested with its governing authority by the church Session. Unless otherwise noted, all decisions of the Board shall be subject to the authority of the Session as stated in "Organizational Structure" above.

C. APPOINTED BOARD MEMBERS

The Board shall consist of individuals approved and appointed by the Session and will always include at least one active member of the Session.

D. BOARD MEETINGS

The Board shall hold at least one meeting each calendar quarter. While the Board meetings will be held in closed session, teachers or parents of an ECCS student may request to address the Board at a scheduled meeting by written request at least one week prior to a regularly scheduled meeting.

IV. STATEMENT OF FAITH AND SECONDARY DOCTRINES (FROM ECCS BY-LAWS)

This statement of faith contains the essential biblical doctrines that guide the ministry of Evangel Classical Christian School. Evangel Classical Christian School is a ministry of Evangel Presbyterian Church (EPC), with whose “Statement on Matters of Faith, Belief, Conduct, and Use of Facilities” we agree and operate in accordance. The aforementioned EPC document amplifies Item C in the ECCS Statement of Faith below. The primary doctrines below define the perspective from which all classes will be taught and are one of the tools that will be used in the hiring of faculty and administration. Issues not mentioned in this in this statement of faith or specifically addressed in the EPC “Statement on Matters of Faith, Belief, Conduct, and Use of Facilities” are to be considered secondary doctrines and will not be emphasized in the teaching of the school. These secondary doctrine issues are important, and they may arise upon occasion within the curriculum; Evangel Classical Christian School recognizes that Christians are at liberty to reach different conclusions regarding them. The school’s recognition that Christians disagree on these topics, however, should not be interpreted to mean that the school believes that there is no right answer to questions about these issues. With this caveat in mind and so that doctrinal disputes do not cause irreparable division within the school, classroom discussion of secondary doctrines will clearly delineate the Reformed view of the Presbyterian Church of America while encouraging students to respectfully investigate and articulate alternate views held by other Christian traditions. ECCS teachers will model respectful dialogue and encourage students to follow the example of the Bereans who “ . . . *received the word with great eagerness, and examined the Scriptures daily to see whether if what Paul said was true.*” (Acts 17:11, NIV). Students will also be encouraged to follow up any questions they have regarding classroom discussion with their parents and pastor.

A. SOVEREIGNTY OF GOD

God’s sovereignty controls all that occurs in His world and in His church. His plans and purposes always prevail; nothing can thwart them.

B. INERRANCY OF SCRIPTURE

God's written Word, the Bible, is free from error and is completely trustworthy. It is His truth and is the final authority in all matters.

C. GOD’S CREATION OF THE WORLD, MANKIND, AND MARRIAGE

The Triune God (Father, Son, and Holy Spirit) alone has existed from eternity past and in His wisdom decided to create the universe from nothing. God spoke and it came into existence. Humanity did not evolve from lower life forms but was created by God. Mankind was created with dignity in that he was made in God's image and was created in humility; our purpose is to glorify God and to enjoy Him forever. See also EPC “Statement on Matters of Faith, Belief, Conduct, and Use of Facilities” Item B: “Statement on the Sanctity of Human Life.”

God purposefully created both male and female, and He created each gender to be distinct from the other, though equal in their reflection of His image. Rejection of one’s original anatomical sex is a rejection of the image of God within that person.

God established holy marriage between one man and one woman to reflect the relationship of Christ with His Church and to be the basic unit of human society. We believe that the word “marriage” has only one meaning: the uniting of one man and one woman in an exclusive union, as determined in the Scriptures. For this reason, it is only in a marriage between one man and one woman that God sanctions sexual relationships. See also EPC “Statement on Matters of Faith, Belief, Conduct, and Use of Facilities” Item C: “Statement on Marriage, Gender, and Sexuality.”

D. FALL OF MANKIND

All mankind participated in Adam's fall from his original sinless state and are thus totally depraved and lost in sin.

E. JESUS, SAVIOR OF SINNERS

Jesus Christ is the unique Son of God and the only Savior of the world. Fully God and fully man, He was born of a virgin and lived a sinless life. He alone secured our salvation by His substitutionary atonement on the cross and by His righteous life imputed to us. Jesus rose bodily from the dead, ascended to the right hand of the Father, and will come again in power and glory.

F. JUSTIFICATION BY FAITH ALONE

Sinners are justified by faith alone and do not deserve nor can they earn, salvation. Justification is granted only by God's grace through faith in Jesus Christ.

G. EMPOWERING HOLY SPIRIT

Every true believer in Jesus Christ is in-dwelt and empowered by the Holy Spirit, who enables believers to live a godly life and to perform good works.

H. BODY OF CHRIST

All believers are spiritually united in the Lord Jesus Christ, the Head of the Church, and every believer is a member of the body of Christ.

I. FINAL JUDGMENT AND RESURRECTION

At the second coming of Christ, the saved and the lost will be bodily resurrected and judged. The saved will be resurrected to eternal life, and the lost will be resurrected to eternal condemnation.

V. ADMISSION PROCEDURES

A. ADMISSIONS CRITERIA

1. All applicant forms must be completed, signed, and submitted to ECCS.
2. \$425.00 new student fee must accompany the application.
3. Students must demonstrate during the admissions testing process that they are academically prepared to begin study at ECCS. A grade level competence/entrance exam in mathematics, reading comprehension, and writing skills is required.
4. Student must score 70% or above on the required entrance exam.
5. ECCS is not staffed to serve students with significant social, mental, or behavioral problems. Student must exhibit appropriate levels of behavior and maturity and parents must disclose any previous record of significant social, behavioral, or mental problems. If evidence of nondisclosure occurs after acceptance the student could become subject to dismissal.
6. Parent/Guardians' interview must have a satisfactory conclusion as determined by the interviewer.
7. ECCS is a covenant school requiring that at least one parent or legal guardian be a professing Christian in good standing in a local church based on Hebrews 10:25.

B. WAITING LIST AND APPLICATION PROCEDURE

1. ECCS shall maintain a Priority waiting list and a Non-Priority waiting list for all classes. Currently enrolled Evangel MDO K4 students will have first priority over all other K5 applications provided that their names are on the waiting list by January 15th. Children of teachers, siblings of currently enrolled students, Evangel Presbyterian Church (EPC) minister's children, and children of EPC members who have their names placed on the Priority waiting list by January 15th will have priority status in that order (hereafter referred to as "Priority Applicants"). All others shall only have access to the Non-Priority waiting list (hereafter referred to as "Non-Priority Applicants").
2. Only a child's parent or legal guardian may place the child's name on the ECCS waiting list. A one-time, non-refundable \$50.00 fee must accompany each waiting list form submitted. The \$50.00 payment will be credited toward the \$425.00 new student fee.
3. All those on the waiting list will receive notification when ECCS online application is scheduled to open for them. ECCS will set a Priority List Application deadline for the upcoming school year. Priority List Applicants must submit their applications to ECCS prior to the deadline or forfeit their priority list status. After such deadline, the Priority List will be closed and all students will maintain non-priority status.
4. The Admissions Director shall evaluate the applicants on the Priority Waiting List in the order listed above in B1 until either all class openings have been filled or there are no more Priority Applicants to evaluate. If class openings remain, the Non-Priority applicants will then be evaluated for the remaining openings. It is our desire to maintain a 1:16 teacher/student ratio in Kindergarten and a 1:18 teacher/student ratio in 1st-12th grades.

C. AGE DEADLINES

All students entering Kindergarten must be 5 years old before September 1st. All students entering 1st grade must be 6 years old before September 1st. Exceptions will be considered for a child whose birthday is September 1st – 15th, contingent on meeting all other admission criteria.

D. IMMUNIZATION REQUIREMENTS

Each student must have a valid Alabama Certificate of Immunization (also referred to as a “blue card”) on file on or before the first day of the school year. Students may not attend classes until this “blue card” is on file at ECCS. Blue cards may be obtained from the child’s doctor, clinic or health department. A varicella (chicken pox) vaccine documentation is also required for each student. For students who are moving to Alabama, out-of-state vaccination records must be transferred to the Alabama Certificate of Immunization prior to school entry. A medical exemption (supplied by an Alabama physician) or a Certificate of Religious Exemption (obtained from the local county health department) must be on file prior to the student entering class at ECCS in order to satisfy any variances from the immunization requirements as stated above.

VI. TUITION AND FEES

A. TUITION PHILOSOPHY

ECCS is committed to maintaining tuition at a level that is both affordable for ECCS families and financially responsible for the school.

ECCS is financial responsible by assuring that tuition and fundraising receipts cover 100% of the school’s annual expenses.

ECCS seeks to keep tuition affordable for ECCS families by committing (1) to seek outside sponsors and donations and (2) to spend tuition dollars only on expenses that the ECCS Board considers to be essential to the provision of an excellent classical and Christian education. Expenses that are not essential to but may supplement our core educational mission will be funded only through ECCS donations and fundraisers.

B. FAMILY COMMITMENT

Once a family has committed student(s) to attend ECCS, tuition and fees are required, even if the student withdraws from the school, unless the family moves out of Shelby and Jefferson counties. The tuition is non-refundable and must be paid in full per the payment schedule as outlined and despite a student’s withdrawal or

expulsion from ECCS. However, upon written request, the Board will consider extenuating circumstances.

C. FEES

1. ACTIVITY FEE

\$200.00 / year. For K5 – 5th Grades this fee covers student field trips, student classroom supplies, ECCS tee shirt, technology fee, and student yearbook.

2. NEW STUDENT FEE

\$425.00 one-time fee. One time payment for each new student with a family lifetime limit of \$1,000.00.

3. FACTS FEE

This \$41 annual fee is set by FACTS and paid by families using FACTS monthly payments.

D. OPTIONS FOR PAYMENT OF TUITION AND FEES

1. PAY IN FULL

A \$150 discount is granted on all tuitions paid in full on or before June 30th.

2. AUTOMATIC BANK DRAFT

All fees and tuition are paid in equal payments over a 12 month period from June – May by an automatic check draft through the FACTS program. Information regarding enrolling in FACTS is available online at www.evangelclassical.org.

E. PAYMENT

1. WHERE / HOW TO MAKE PAYMENTS

All monies due other than FACTS-related payments should be mailed to the school address or may be dropped into the payment boxes located in the school lobbies. This would include fund-raiser payments, donations, or any other monies that need to go to bookkeeping. These payment boxes will be checked on a regular basis and payments due will be documented during the school business hours received.

BHC/AHC, Tardy Charges, and other fees that are invoiced may be paid via PayNow on Renweb. Click the “Family Information” link on the sidebar, and you will see the

“Family Billing” box to the right which shows any balances due, and click “PayNow” to pay those charges. A \$.85 convenience fee is assessed by Renweb for this service.

2. ACCOUNTING BUSINESS HOURS

All accounting business should be conducted during school hours. The bookkeeper will maintain on-site office hours each Tuesday and Thursday from 8:00 am until 1:00 pm. but may be contacted any day during business hours only. Email is recommended at kmarvin@evangelclassical.org.

3. LATE AND NSF FEES

- a. A late fee of \$25.00 per child will be assessed for late payment received by FACTS after the 10th of the month.
- b. A \$25.00 charge will be assessed for all checks returned due to non-payment. If drafted funds are not available on your FACTS pay date, parents will be charged for NSF and FACTS will resubmit the request for payment on the subsequent 5th or 20th. No post-dated checks will be received.
- c. All families will be required to pay in full or enroll in the FACTS Automatic Bank Draft program before their child may attend class.

4. SETTLING ACCOUNTS

- a. End of the year report cards will not be issued until all accounts are settled.
- b. All previous year’s accounts must be paid in full before June 1 to remain registered for the upcoming year and all accounts must be current by April 30th to be qualified to receive financial aid.
- c. School records will not be forwarded to other educational facilities until all accounts are settled including the return of school texts and other school-owned items.
- d. Families who withdraw from ECCS may not transfer to ECS if finances are in arrears and vice versa.

F. FINANCIAL AID AVAILABLE

1. ASSESSING FINANCIAL NEED

- a. ECCS employs the services of FACTS to assess the financial needs of families seeking financial aid. Existing ECCS families seeking financial aid must make application between January 1st and April 1st.

- b. Application may be made online at www.factsmgt.com.

2. SCHOLARSHIP DISTRIBUTION

- a. Scholarship amounts will be determined in the month of April.
- b. Scholarships will be issued by the Board based on availability of funds and on family needs as determined by FACTS Grant and Aid assessments.
- c. All school financial accounts must be cleared by March 30th to be eligible for re-enrollment and scholarship offers. Scholarships will be distributed only to families whose accounts are current.

VII. PARENT – TEACHER COMMUNICATION

A. PHILOSOPHY

ECCS considers the parents an integral part of the educational process. We seek to partner with parents as they follow the Biblical mandate to raise their children in the nurture and admonition of the Lord. As partners, we believe that frequent, honest, and respectful communication between parents and teachers is essential to the success of the students.

B. PARENT VOLUNTEERISM IN CLASSROOMS

ECCS recognizes that the expertise and knowledge of parents in various fields can be of invaluable worth in our classrooms. We encourage any parents who feel that their skills or knowledge may be useful to the teacher, whether on an on-going or on a one-time basis to communicate that with the teacher to see if and how assistance may be given.

C. FUND RAISING

In order to have successful fundraising efforts and ensure affordability of tuition, it is essential that ECCS parents volunteer time in various academic, fundraising, and other school activities throughout the year. All fundraisers must be pre-approved by the Administration and Board.

D. EARLY MORNING VISITS

Parents may walk their child to the classroom the first week of school. After the first week, parents are asked to drop students off in the car line or, if needed, they may walk their child to the office, but not to the classroom. Parents should not make unannounced visits to teachers before classes begin in the mornings as teachers are preparing for the school day. If an early morning message needs to be communicated with the teacher, parents are asked to leave the message with the office and it will be delivered to the teacher.

E. CLASSROOM OBSERVATIONS

Parents are always welcome to visit their children's classes. All visits are to be scheduled in advance with the teacher, or if the parent wishes to sit in on more than one class, with the principal. Parents who visit classes should be in place by the time the tardy bell for that class rings and stay until the dismissal bell rings in order to avoid unnecessary distractions. Parents may visit one class, or they may "shadow" their student throughout a whole or partial day's schedule. When visiting, parents should be considerate of the teacher's time and be aware of how their presence affects the classroom. All visitors, including visiting parents, are required to sign in at the front desk and obtain a visitor's pass before going to a classroom. All visitors must sign out at the front desk upon leaving the school.

F. RENWEB

ECCS utilizes the web-based school management service "Renweb." Parents may access this on-line program by going to www.Renweb.com. Renweb is a service by which parents may check grades, find information concerning individual teacher lesson plans, read teacher newsletters, check discipline status, and send/receive email. While Renweb is a useful tool, it should not be considered the final word in parent/teacher communications, nor should it be considered "real time" as far as academic progress is concerned. There is a grading window, from a few days to a week, from the time that a student turns in an assignment until the grade for that assignment appears in Renweb, depending upon the complexity of the assignment and the time required to grade it. Therefore, any time a parent has an immediate concern or a question about grades or

other information in Renweb, they should contact the teacher for clarification, preferably through email.

G. E-MAIL

Email is a useful, efficient tool with which teachers, students, and parents can communicate information with each other. It can also, however, be quite impersonal and the tone of the author can often be easily misunderstood. Email communicants should carefully weigh their words and tone, and any situation that has potential for becoming emotionally charged should be handled in person rather than through email.

H. PHONE CALLS

Parents may call the main office number to leave messages requesting teachers to return their phone call or may send teacher emails requesting return phone calls after school hours. Some teachers may give parents their personal phone numbers, but parents are asked to limit such calls to emergency situations and to observe reasonable calling times, avoiding meal times and late or lengthy calls. Students should only call teachers who have given them express permission to do so.

I. CONFERENCES

Parent-teacher conferences will be scheduled two times per year but may be scheduled as deemed appropriate by either the teacher or the parents. Both parents are strongly encouraged to attend any and all conferences. To request a special conference with a teacher, parents are encouraged to email the request to the teacher or call the school office to request a phone call from the teacher and to complete a post-conference form, available from the teacher or office.

J. QUESTIONS, CONCERNS, AND COMPLAINTS

1. PHILOSOPHY

Our philosophy of handling questions, concerns, or complaints is based on the principles taught by our Lord found in Matthew 18:15-16: *And if your brother sins go and reprove him in private; if he listens to you, you have won your brother. But if he does not listen to you, take one or two more with you, so that by the mouth of two or three witnesses every fact may be confirmed.* By going first to the person

under suspicion, gossip is avoided. By going first to the appropriate person, both sides of an issue can be heard, and most often it is discovered that at least part of the concern was based on inaccurate or incomplete information, and then the problem can be resolved. The principle underlying the procedure outlined below is clear: Solve each complaint with the person(s) directly involved at the lowest possible level. Move the matter up the chain of authority, only as necessary, to the level where it can be resolved.

2. HANDLING QUESTIONS, CONCERNS, AND COMPLAINTS

Questions, concerns and complaints invariably arise, and it is important that these be handled biblically and promptly. The following steps are an application of the biblical injunction recorded in Matthew 18 for the resolution of a problem between believers. It is desired at ECCS that all problems, from the smallest to the greatest, be handled as outlined below:

- a. The parent and teacher (or two persons concerned) meet privately to seek resolution with a spirit of reconciliation. Both desire the good of the child and are not in an adversarial position.
- b. If unresolved, the two persons concerned meet with a third party, the principal. (Any subsequent meetings would involve the principal.)
- c. If still unresolved, the matter is presented to a special committee of the Board. The committee calls upon the parties involved as seems warranted, all in the spirit of reconciliation.
- d. If still unresolved, the problem is brought before the entire school board. The board calls upon the parties involved as seems warranted, still in the spirit of reconciliation. If reconciliation does not occur, the board makes a judgment and takes appropriate action.
- e. In cases when the Matthew 18 principles have not been adhered to, and actions continue that undermine this ministry, for the benefit of mutual resolution, the school board may take action up to and including expulsion.

K. PARENT CONDUCT STANDARDS

1. EXPECTATIONS

Just as we expect teachers to conduct themselves in a courteous and respectful manner when communicating with parents, likewise parents will be expected to

conduct themselves in a courteous and respectful manner when interacting with ECCS faculty, staff, and administrators, as well as with those who lead extracurricular activities including representatives of Evangel Christian School (ECS) whether in person, through e-mail, or on social media.

2. DEFINITIONS

“Abusive conduct” is defined as rude or unseemly conduct, which is the antithesis of Christian love as described in I Corinthians 13:4-5. “Rude,” as defined by Merriam Webster is *offensive in manner or action* (i.e., discourteous). “Unseemly” is defined by the same resource as that which is not according with established standards of good form or taste (e.g., unseemly bickering) or that which is not suitable for time or place (i.e., inappropriate).

3. PROCESS

Parents who display a pattern of abusive conduct, whether in person or through other forms of communication, including e-mail and social media, may be asked to withdraw their child from the school if efforts to encourage a more constructive approach to problem-solving fail. A student who is withdrawn due to abusive parent conduct cannot apply for readmission for one year following a withdrawal. Should such student desire re-admittance to ECCS the following year, THE BOARD will make a decision based on, but not limited to, the circumstances surrounding the withdrawal and the parent's current attitude as relates to the reason for withdrawal as determined by an interview by a panel of Board members and administrators, and the circumstances at the time of re-application.

VIII. ARRIVAL, DISMISSAL, AND BEFORE/AFTER HOURS CARE

A. MORNING ARRIVAL

1. BEFORE HOURS CARE

Students who participate in Before-Hours Care may arrive at the school between 7:00-7:40 a.m. Parents may drop them at the downstairs entrance. The students will proceed directly to the BHC location, and the BHC charge of \$2.00 will be applied. A child attending Before-Hours Care will be charged a flat fee of \$2.00 regardless of how much or how little time the child was cared for between 7:00 and 7:40 a.m.

Time will be kept by the ECCS office clock and recorded on a daily basis by the BHC teacher.

2. ARRIVAL TIME

Students should arrive for school between 7:40-8:00 a.m. Any student arriving prior to 7:40 will be sent to Before-Hours Care and the BHC charge of \$2.00 will be applied. Any student arriving after 8:00 a.m. will be counted as tardy.

3. DROP-OFF PROCEDURE

- a. K5 through 5th graders should be dropped off at the lower covered entrance.
- b. When dropping off students, parents should follow designated traffic flow instructions, entering the driveway and proceeding along designated lanes in the parking lot to the covered drop-off area. The entrance will then be on the right. Students should be ready to exit the car upon the approach of the farthest cone. This will enable the line to continue moving quickly.
- c. Cars should be placed in “park” when stopped to drop off students.
- d. Parents should always follow the designated traffic flow instructions.

4. PARKING / WALKING CHILDREN INTO BUILDING

- a. Parents who wish to walk their child into the building must park in designated spaces and walk students to the entrance of the building using the designated crosswalk areas only. Parents are asked not to walk students to the classroom beyond the first week of school. Do not park in the handicap spaces without authorized permission.
- b. Parents must not park or leave cars unattended in the drop off area.

5. BICYCLE RIDERS

A bike rack is located at the lower entrance of the building for all bikes. Caution must always be used when approaching school traffic and bike safety laws must be followed. Bikers are asked to use the parking lot and sidewalks instead of the driveway when approaching the school. Any student abusing safety laws will lose the privilege of riding his/her bike to school.

B. AFTERNOON DISMISSAL

1. DISMISSAL TIME

MDO pick-up will occur directly prior to the grammar traffic. K5 through 5th grade pick-up will occur between 1:00-1:10 p.m. only at the lower covered entrance.

2. AFTER-HOURS CARE

Parents arriving late for pick-up will be required to park, enter the building, and proceed to the designated After-Hours Care (AHC) room to sign their child out of AHC. This will incur an AHC charge. An AHC registration and fee will result upon the 3rd such late pick-up.

3. PICKING UP STUDENTS

- a. Each student will receive a color-coded pick-up card from his/her teacher. This will be the child's card throughout this school year.
- b. Parents will be given several copies of the pick-up card to keep in their vehicles or pass to others who have permission to pick up their child. No child will be released to a car line vehicle without this card unless the parent is recognizable to the teacher.
- c. The pick-up card should be kept in the car and be clearly displayed when in the carpool line.
- d. Adults, other than parents, who desire to pick up a child but do not have a pick-up card, will need to park and come inside to the school office. Their name must be on the parent's permission form and they must show proof of identification in order for the child to be released to them. Parents may call the school office during the day to make special pick-up arrangements.
- e. To pick up students in the afternoon car line, parents should proceed to farthest color cone, place the car in park and allow teachers to load the students into the cars. Parents are strongly discouraged from entering the building during pick-up. Parents who choose to walk up for pick-up must quietly wait in the designated undercover area, avoiding loud conversations, and be aware that the car line will begin and their children will be called intermittently with car riders and not as priority. In order to conduct a timely and proficient dismissal, parents who walk up for pick-up are asked, upon receiving their child/ren, to quietly exit and continue conversations with other parents outdoors. All parents and students are required to use the designated crosswalk area when crossing the car line. Parents should not allow children to run ahead. Inside as well as outside, patience and fairness should always be modeled for the students. Parents are

also asked to refrain from entering lengthy conversations with teachers during car line.

- f. Students who are not picked up by 1:10 p.m. will be taken to After-Hours Care and parents will be charged as outlined below.

C. BEFORE HOURS CARE (BHC) AND AFTER HOURS CARE (AHC)

1. AVAILABILITY

- a. Before and After-Hours Care is a service provided to assist working parents who are unable to drop-off or pick-up at regular times. BHC/AHC is dependent on parent need and the availability of adequate staffing. If staffing is unavailable, the program will be discontinued.
- b. Before-Hours Care will be available each school day from 7:00-7:40 a.m. to K5 through 12th grade students.
- c. After-Hours Care will be available each school day from 1:10-6:00 p.m. to K5 through 12th grade students.
- d. The AHC teacher/student ratio is limited to 1/16. AHC staff children and emergency drop-ins are not included in this number.

2. REGISTRATION, COST, AND PAYMENT

- a. For staffing purposes parents requesting this service must register with the school office during the summer. BHC/AHC classes will be filled on a first-come-first-served basis. If an unregistered student requires BHC/AHC during the school year, the parent must submit a written request to the BHC/AHC Director and the Director will notify the parent as to space availability. Space is limited and availability is not guaranteed.
- b. AHC Registration Fee: \$ 25.00 per child and will be incurred on any third AHC drop-in.
- c. AHC Cost: \$ 4.00/hour; BHC Cost: \$2.00/day
- d. AHC Drop-in Rate: (2nd time) \$6.00/hour (3rd time) plus the registration fee of \$25.00
- e. Parents will be billed at the beginning of the month for the previous month's hours and payment will be due ten (10) days following the invoice date. Regular late fees of \$25.00 per month per child apply. If a student is not picked up by 6:00 p.m., the parents will be charged \$5.00 for each 15-minute increment they are late and billed accordingly. Please do not ask for exceptions.

3. AHC SCHEDULE

- a. Regular AHC schedule will be followed as weather and staffing permit: 1:10 p.m. – 1:30 p.m. ~ lunch. 1:30 p.m. – 2:30 p.m. ~ outdoor or organized play. 2:30 p.m. – 3:30 p.m. ~ study hall or quiet play. 3:30 – 4:30 p.m. ~ outdoor or organized play w/study hall option. 4:30 – 6:00 p.m. ~ study hall or quiet play.
- b. Parents should send a lunch for students attending AHC between 1:00 and 3:00 p.m. Students are NOT allowed to use the kitchen. Parents may also send a change of clothing, following the guidelines below, for outdoor play.

4. AHC DRESS / BEHAVIORAL STANDARDS:

- a. AHC Dress Code: AHC students are allowed to change into modest, weather appropriate play clothes and tennis shoes. (No revealing attire, pajamas, short shorts, halters, spaghetti straps, midriff bearing tops, or flip-flops allowed.) Shorts may not be more than 3 inches above the knee. Students who abuse this dress code will lose the privilege of changing into play clothes.
- b. After-Hours students are expected and required to follow regular school behavioral rules as listed within the Discipline and Behavior policies. AHC teachers will follow regular school discipline procedures.

D. UNEXPECTED SCHOOL CLOSING

Unanticipated inclement weather or other events may dictate that ECCS be closed on a scheduled school day. When inclement weather is forecast and a school closing is required, parents will receive an official message from the school office by phone and automatic email through our ECCS Renweb “PARENT ALERT” system. Parents should also check radio and/or television weather reports. ECCS closings will be announced on ABC 33/40, and parents will receive a phone message at all phone numbers on record at the school through the Renweb “PARENT ALERT” system.

IX. ATTENDANCE AND PUNCTUALITY

A. ATTENDANCE / ABSENCES

Regular attendance is essential for the academic success of Grammar School students. Due to generous amounts of holidays within the school calendar, school should be missed only when absolutely necessary.

1. Attendance will be recorded in each classroom at the beginning of the school day.
2. Students are limited to no more than fourteen (14) absences per year, excused or unexcused, in order to promote to the next grade. Exceptions would be made only in cases of extenuating circumstances such as extended illnesses, and will be made on a case-by-case basis by the Board.
3. Students who are absent from their class will be marked “unexcused” until a note of explanation is received by the ECCS Grammar office. Parents are required to send a note of explanation to the ECCS office the day after an absence. Should a note not be received within three (3) school days from the date of the absence, the absence will remain unexcused.
4. Examples of acceptable excuses for absences are illness, family emergencies, school-sanctioned events, and other exceptions pre-approved by the ECCS Board.
5. If a student is to be absent for any *foreseen* reason such as family travel, appointments, etc., parents must contact the Grammar School office *prior* to the expected absence to request a pre-approved absence or the absence will be considered unexcused.
 - a. For family trips, an email must be sent to the Grammar Principal detailing the dates and reason for the foreseen absence *prior* to the absence for approval.
 - b. Once the foreseen absence has been approved by the Grammar Principal, teachers will give the work that will be missed to the student.
 - c. Discretionary absences, such as vacations, may not be pre-approved for students who have already missed enough days that they are on pace to exceed the maximum allowed absences for the school year. For example, if a student has already missed nine (9) days the first semester, a four (4)

day vacation in February would not be excused, as it would put the student at great risk for exceeding the maximum of fourteen (14) days absent.

6. Make-up work will not be given for any day missed due to an unexcused absence. Any graded work, including homework collected or tests/quizzes administered during a class from which the student has an unexcused absence will be recorded as zero in the grade book.
7. Parents will receive notification from the office after two unexcused absences within a semester. Following five unexcused absences, a conference is required between the parents and the principal.
8. If an absence due to an illness is four or more consecutive days, a doctor's excuse must be provided for the absences to be excused.
9. If regular absences occur for simple illness such as a headache or stomachache, a doctor's excuse will be required after the third such absences.
10. Any time a student misses school due to appointments, such as doctor, dentist, or orthodontic appointments, an excuse from the doctor's office should be returned to the school. Students who miss school for such appointments should attend school until they must leave for the appointment and should return to school after the appointment concludes if possible.
11. If a student is absent from school or checks out of school due to illness, the student will not be allowed to return to school at the end of the school day to participate in co-curricular activities, After Hours Care, and/or after school tutoring.

B. TARDINESS

Classrooms open at 7:40 a.m. and classes begin at 8:00 a.m. It is the parents' responsibility to get students to school by 8:00 a.m. Tardiness causes a stressful start to the child's day and penalizes the child by resulting in loss of classroom preparation time, instruction time, and social interaction with peers. A student is tardy if arriving in the classroom after 8:00 a.m. The tardy will be excused if a student has a note from his/her parent that gives a legitimate reason for the tardiness or if a valid reason is determined from circumstances as determined by the office and/or principal. Otherwise, the tardy will be unexcused. Following a third unexcused tardy, the parents will be charged a \$5.00 tardy fee per child per semester. This fee will automatically be charged to the

parents' account. . Note: After 8:30 a.m. the student must be signed in at the office by the student's parent or another adult authorized in writing to ECCS by the student's parent stating the reason for the tardy. This tardy will be excused or unexcused as decided by the office or principal.

ECCS acknowledges that excusing tardies and absences can be subjective and therefore reserves the right to deal with students and contact parents on a case-by-case basis.

Sign-in / Sign-out Procedures

Students arriving at school later than 8:30 must be signed in at the respective office by the student's parent or an authorized adult. Students must be signed out by the student's parent or authorized adult in order to be allowed to leave the school grounds prior to regular dismissal. Students must be in class ½ day (i.e. 2.5 hours in the grammar school) to be considered present for that day.

C. MAKE-UP WORK

Make-up work for excused absences must be completed to the satisfaction of the teacher within a period of time equivalent to no more than one school day for each day absent. Exceptions for extenuating circumstances will be addressed on an individual basis. Make-up work will not be given for any day missed due to a suspension or unexcused absence. The student will receive a grade of zero for any work missed due to a suspension and for work missed during an unexcused absence. Parents may request work prior to a planned absence only after pre-approval from the principal has been received, but due to the nature of change within lesson plans and work load, the teacher's prerogative and schedule will dictate the availability of such work. Students may do work ahead of a planned absence if it is been pre-approved by the principal and is available from the teacher or the work is automatically due upon the day of return.

D. APPOINTMENTS

Appointments with doctors, dentists, and such should be made outside of school hours. Parents are asked to specifically avoid school hour appointments during SAT week.

X. ACADEMICS

ECCS operates on the classical model, incorporating elements of grammar, logic, and rhetoric across every course and grade level. While incorporating all elements of the Trivium, grammar teachers will focus primarily on the methodologies of the grammar stage, i.e., songs, chants, repetition, and jingles. ECCS students are expected to strive for academic excellence. While recognizing that all children learn differently, students will be encouraged to develop self-discipline in their work and study habits. Our goal is to lead children to love God with all their heart, strength, soul and mind.

The following subjects are taught using the classical model:

A. Grammar Curriculum

1. BIBLE

- a. Kindergarten: Basic Bible Stories and the Ten Commandments
- b. 1st Grade: Basic Bible Stories from the Old and New Testaments
- c. 2nd Grade: Lessons Learned: “Egyptian History / Bible”
- d. 3rd Grade: Lessons Learned: “Roman and Greek / History Bible”
- e. 4th Grade: Veritas Press: “Chronicles through Malachi and Job Series”
- f. 5th Grade: Veritas Press: “The Gospels Series”
- g. All Classes will memorize children’s versions of the *Westminster Catechism* and Bible verses.

2. HISTORY

- a. Kindergarten: Special Units in Social Studies, such as Community Helpers, Children Around the World, and America.
- b. 1st Grade: Alabama State History and US Geography
- c. 2nd Grade: Lessons Learned: “Egyptian History / Bible”
- d. 3rd Grade: Lessons Learned: “Roman and Greek History / Bible”
- e. 4th Grade: Vertas Press: “Middle Ages, Renaissance, & Reformation
- f. 5th Grade: Vertas Press: “Explorers to 1815 Series”

3. READING/ WRITING /LITERATURE

- a. Kindergarten: Riggs Phonics, Nursery Rhymes, & First Readers

- b. 1st Grade: Riggs Phonics, Abeka readers, and classic children’s literature
 - c. 2nd Grade: Riggs Phonics, *Toby Digz: Land of Pharaohs, The Courage of Sarah Noble, Tut’s Mummy, Helen Keller, 100 Dresses, Sarah Plain and Tall*
 - d. 3rd Grade: Riggs Phonics, *Detectives in Togas, Greek Myths, Misty of Chincoteague, Pompeii Buried Alive, Ancient Greece, Little Pilgrim’s Progress, The Horse and His Boy, Cricket in Times Square, The Trojan Horse.*
 - e. 4th Grade: *Ink on His Fingers, Favorite Medieval Tales, From the Mixed up Files of Mrs. Basil E. Frankweiler, Thunderstorm In the Church, Beowulf, Door in the Wall, Robin Hood, Beorn the Proud, Adam of the Road, Prince Caspian*
 - f. 5th Grade: *The Bronze Bow, The Witch of Blackbird Pond, Johnny Tremain, A Christmas Carol, Robinson Crusoe, The Voyage of the Dawn Treader, The Silver Chair, The Tempest, The Sign of the Beaver, Treasure Island,, Pedro’s Journal*
4. GRAMMAR / COMPOSITION
- a. 1st Grade: *Shurley Grammar* and teacher directed composition
 - b. 2nd Grade: *Shurley Grammar* and teacher directed composition
 - c. 3rd Grade: *Shurley Grammar* and teacher directed composition
 - d. 4th Grade: *Shurley Grammar* and teacher directed composition
 - e. 5th Grade: *Abeka Language B Grammar and Composition*
5. LATIN
- a. 3rd Grade: *Schola Latina I (Chapters 1-12)*
 - b. 4th Grade: *Schola Latina I (Chapters 13-24)*
 - c. 5th Grade: *Schola Latina II (Chapters 1-12)*
6. MATH
- a. Kindergarten: *Saxon Math I*
 - b. 1st Grade: *Saxon Math 2*
 - c. 2nd Grade: *Saxon Math 3*
 - d. 3rd Grade: *Saxon Math 4*

- e. 4th Grade: *Saxon Math Course 1*
- f. 5th Grade: *Saxon Math Course 2*

7. SCIENCE

- a. Kindergarten: Science Units
- b. 1st Grade: *Science for Classical Learners Level 1*
- c. 2nd Grade: *Science for Classical Learners Level 2*
- d. 3rd Grade: *Science for Classical Learners Level 3*
- e. 4th Grade: *Science for Classical Learners Level 4*
- f. 5th Grade: *Science for Classical Learners Level 5*

8. MEMORY TIME

Students in 2nd-4th Grades will meet together two times per week to memorize, recite, sing, and chant selected scripture, poems, geography songs, prayers, and recitations.

9. SPECIAL DAYS

Grammar students enjoy the following opportunities to dress in an appropriate period costume at special events, some field trips, school programs, and/or for a special day of events at school. Parents are asked to supply costumes for these events and are invited and encouraged to check with their child's teacher to see how they may help plan, decorate, and attend these special days/events with their child. Parents are welcome to dress in costume also.

- a. Kindergarten: Costume for assigned Nursery Rhyme and Book Report
- b. 1st Grade: Patriotic Day
- c. 2nd Grade: Egyptian Citizen
- d. 3rd Grade: Roman Citizen with headdress
- e. 4th Grade: Medieval Feast Costume
- f. 5th Grade: Dickens Day, Colonial Day Attire

10. Special Projects

Grammar learning is enhanced by special class projects that require parental assistance at home. These projects improve the learning process and are an enjoyable and enriching experience for the whole family.

- | | |
|---------------------------|---|
| a. Kindergarten: | Nursery Rhyme; Book Report; Animal Report |
| b. 1 st Grade: | AL Animal Report; Book Report; Famous AL Report |
| c. 2 nd Grade: | Egyptian Report; Habitat Poster; Animal Report |
| d. 3 rd Grade: | Roman Project; Volcano |
| e. 4 th Grade: | Viking Ship; Shield |
| f. 5 th Grade: | Bible Map, DC Activities and/or Trip |

B. ECCS GRAMMAR ENRICHMENT ACTIVITIES

The goal of the ECCS Enrichment program is to offer lessons and activities which support and enhance classical education, minister to the whole child—mind, body, and spirit, and nourish the child on Truth, Beauty, and Goodness. ECCS offers a full range of enrichment activities in the performing arts and sports after school hours through faculty and private teachers.

Registration for these activities occurs on a first-come, first-served basis at the school office during the summer months. Registration fees are required at the time of registration along with the signed registration forms.

Monthly fees are the responsibility of the parent. Fees are paid directly to the teacher, not to the school, unless specified by the teacher. If fees are not paid, the student will not be allowed to continue the class.

Class sizes are typically limited to 15, but exceptions may be made when there are two or more teachers. Students must follow ECCS classroom behavioral rules in order to remain in the class.

If a Co-curricular class is not filled by ECCS students, ECS students may participate. ECCS students will have priority status over ECS students until the class is full.

Co-curricular activities are limited to the availability of teachers and all co-curricular activities offered must be both supportive and enhancing to classical education and approved by the Board.

C. GRADES / REPORT CARDS

1. ASSESSMENT

ECCS students are expected to strive for academic excellence, as we believe that we should do all things, including schoolwork, as unto the Lord. While recognizing that students learn differently, all students will be encouraged to develop self-discipline in their work and study habits. In assessing student mastery of material, teachers may use, but are not limited to, the following types of assessment:

- a. Daily Grades--homework, participation grades, and unannounced short comprehension or “pop” quizzes.
- b. Quizzes—unannounced assessments over several days’ work. Quiz grades will count more than daily grades, but less than test grades.
- c. Tests—announced assessments over one or more units of work.
- d. Oral presentations.
- e. Written Compositions
- f. Special Projects

2. RECORDING OF GRADES

All grades will be recorded by teachers on our interactive school management website, RENWEB. All grades should be assessed, entered into RENWEB and returned to the student within five class days. (Example: When a test is given it should be returned to the parent within a week.) This applies to daily work, quizzes, tests, projects, and major reports.

3. REPORT CARDS

Printed report cards are issued every nine weeks and will be sent home in class folders.

4. GRADING SCALE

The Grammar School Grading Scale is as follows for all subjects in which a letter grade is issued:

90-100	A
80-89	B
70-79	C
0-69	F

Grammar students will receive letter grades in all subjects except conduct and handwriting. The grading scale for conduct, handwriting, and for Kindergarten is as follows:

E	Excellent	(89.5 and above)
S	Satisfactory	(79.5-89)
NI	Needs Improvement	(69.5-79)
U	Unsatisfactory	(0-69)

5. HONOR ROLLS

Honor rolls for the year will be determined by the student's year-end average in each class on the final Report Cards.

6. PROMOTION POLICY

The following minimal criteria are guidelines for grammar student promotion:

- Score of C or above in all core subjects (Bible, History, Math, Latin, Science, Reading/Literature, and Grammar).
- Teacher's recommendation based upon projected success at next grade level.
- Conduct rating of "S" unless otherwise approved by principal recommendation.

Failure of any core subject (Bible, History, Math, Latin, Science, Reading/Literature, and Grammar) is a serious impediment to promotion. Should a student fail any core subject, remediation of the subject to the school's satisfaction will be required as demonstrated by a score of 70% accuracy on a re-entry test. Failure to remediate required course will result in the student having to repeat the grade.

Failure of any two core subjects will result in failure of the grade.

If all criteria are met, the student will be promoted to the next grade. If some, but not all are met, the principal will review the case, with the input of the teacher and parents, and determine whether the student may be promoted. Parents may appeal this decision to the Board.

D. SUMMER READING

A summer reading program is required at ECCS. High quality books are to be read independently at all grade levels as designated by their teachers. Students are encouraged to select and read many more books of their choice throughout the summer. Teachers may assess student comprehension of each book. Parents are encouraged to read classic books aloud to students and to listen as students read aloud. This method encourages reading classic literature with a language above the child's reading ability and full comprehension. This also nurtures the love of language, literary classics, poetry, and ennobled characterizations. The sounds, lyrical rhythms, and imagery conveyed through oral reading also enhance a child's vocabulary and writing ability.

1. ENTERING K-5 THROUGH 2ND GRADE

Students may select books of their choice according to their reading ability. Entering first graders may count picture books. Entering 2nd graders are encouraged to begin short chapter series.

Entering 1st graders will read a minimum of 12 books that total at least 200 pages. (16 pages each).

Entering 2nd graders will read a minimum of 10 books that total at least 300 pages. (20 pages each).

2. ENTERING 3RD GRADE

Homer Price by Robert McCloskey and *Mr. Popper's Penguins* by Richard Atwater;
Optional: *The Long Winter* by Laura Ingalls Wilder

3. ENTERING 4TH GRADE

Tales of King Arthur retold by Felicity Brooks (Usborne Classics Retold, ISBN 978-0-7945-1483-9) and *Old Yeller* by Fred Gipson

4. ENTERING 5TH GRADE

The Bronze Bow by Elizabeth George Speare and *Swiss Family Robinson* by Johann David Wyss (Aladdin or Puffin Classics—Translated by Kingston, ISBN 978-0-141-32530-9)

E. HOMEWORK GUIDELINES

In certain subjects (i.e. math, Latin, reading), there is not enough time in the allotted school day to complete as much practice as necessary to ensure mastery of the subject/concept. Therefore, after reasonable, in-class time is spent on the subject material, the teacher may assign homework to allow for the necessary practice for mastery.

Due to the partnership between school and home, parents are expected to support and assist in homework assignments.

1. Time necessary to complete Grammar level homework will vary from grade level to grade level as well as from student to student.
2. Since ECCS recognizes that parental involvement is critical to a child's education, homework can be used as an opportunity for parents to actively assist their child in his/her studies. This will also keep parents informed as to the current topics of study in the class.
3. As homework is an important component to an academic program, Grammar School homework will be used to practice concepts, skills, and facts.
4. Repeated, short periods of practice or study are often a more effective way to learn than one long study period.
5. Homework may be assigned to students who have been given adequate time in class to complete an assignment yet did not use their time wisely. In this event, parents are asked to help reinforce the importance of using our time wisely while completing classwork.
6. Grammar teachers will assign no more than four projects per school year with only one of these projects assigned per quarter. These projects are to be

- completed at home by the student unless the teacher's instructions indicate minimal parental assistance. Specific instructions will be given by the teacher with ample time to complete each project.
7. It is not our desire to unduly burden students with excessive homework. Please communicate with the teacher(s) and/or principal if your student begins to struggle with homework completion.
 8. Official ECCS Evening Functions: No homework will be due or tests/quizzes will be administered on the day after a weeknight, evening, school-wide function to which the school has asked the Grammar students to attend. (i.e. Grammar Christmas Program).
 9. Wednesday night homework will be limited to math and studying for up to one test.
 10. No homework should be given over the major school breaks of Fall Break, Thanksgiving, Christmas, Spring Break, and Easter. No written work, projects, or tests/quizzes will be due the day students return to school from these breaks.
 11. Parents may monitor general homework and project assignments by accessing the ECCS school management system RENWEB at www.renweb.com. Login information is available through the school office and at the ECCS web site located at www.evangelclassical.org.
 12. While homework is posted on RenWeb, students and parents should not rely primarily on RenWeb to keep up with the work due. Changes may be made in the classroom that are not immediately reflected in RenWeb. Therefore, all students in first through fifth grades will be issued an assignment notebook. It is the students' responsibility to keep a written list of daily assigned homework in this assignment notebook. This homework assignment notebook will supersede any homework listed on RenWeb.

F. FIELD TRIPS

1. Classes may travel off campus for approximately three paid fieldtrips. Other free or on-site fieldtrips may be scheduled by the teacher. Field trips are selected by the teachers to supplement and reinforce classroom instruction and therefore should not be considered "optional" by the parents or students.

2. In order for absences on field trip days to be excused, the student must be ill, have a family emergency, etc. Simply not wanting to attend the field trip will result in an unexcused absence. Any grades assigned during field trips will be recorded as zero for students who have unexcused absences for the field trip.
3. For liability reasons, no siblings are allowed on fieldtrips.
4. In most cases, parents will be asked to drive students to field trip locations. All drivers must have a valid driver's license and auto insurance.
5. Drivers must observe all speed limits.
6. Cost of gasoline will be considered a donation by the driver. Only parents who wish to make this donation should volunteer to drive on field trips. Other parents who ride with drivers are encouraged to contribute to the cost of gasoline.
7. Parents and/or other adults serving as chaperones on overnight field trips must submit a completed background check application form that ECCS will supply. The background checks, when completed, must be "clean," with no previous criminal record in order for the chaperone to attend the field trip.
8. The same standards of behavior that apply in school will apply to field trips. Student behavior during a fieldtrip should mirror classroom expectations. Children should show respect and honor to classmates, to the audience, to performers, and to drivers/ chaperones. ECCS students are expected to act courteously and with dignity, doing what would be pleasing to God.
9. No electronic equipment, e.g., I Pods, Walkm[e]n, Gameboys, cell phones, etc., is allowed on field trips except for extended, overnight trips, and then it is at the discretion of the teacher. Sacred, classical, or children's music or no music is encouraged in vehicles.
10. Parents are discouraged from showing DVD's and movies during the drive to and from fieldtrips. If shown at all, they should be restricted to only those that are rated G.
11. Drivers should not allow students to purchase energy drinks (Red Bull, etc.) during fieldtrips.
12. Drivers are expected to follow the route (going and returning) designated by the teacher, and are NOT to make stops not on the agenda for the entire class.
13. When students have returned to campus, drivers/chaperones are to remain with them until the teacher in charge has arrived and taken full responsibility for the class.

G. CHAPEL

Our Grammar students will have a monthly chapel in which they will be worshipping together as a Grammar School as well as learning about our monthly character trait. We will also have several chapel services held jointly with the Logic and Rhetoric School. Through this joint activity we seek to allow all our students to experience worship together as a community of Christians, thus providing our younger students with positive Christian role models and allowing the older students to lead in worship and give testimony of the goodness of Christ. A chapel planning team, consisting of a faculty sponsor and L&R students, will plan and conduct all joint chapel activities, including scheduling of special speakers.

XI. STANDARDS FOR STUDENT CONDUCT

A. PHILOSOPHY OF DISCIPLINE

The words "discipline" and "disciple" derive from the Latin word "discipulus", meaning pupil, learner, or disciple. The administration and faculty at ECCS desire to complement the parents' role in disciplining their children to live God-honoring lives.

Webster defines discipline as "to train or develop by instruction and exercise especially in self-control" and as "training that corrects, molds, or perfects the mental faculties or moral character." We believe that it is possible, right, and essential to define and teach what acceptable and unacceptable behavior is in practical ways that govern and affect our daily lives.

Jesus' words in Matthew 22:37-40 provide a foundation for discipline at ECCS. He summed up the Ten Commandments in two commandments: "You shall love the Lord your God with all your heart, with all your soul, and with all your mind. . . And. . . You shall love your neighbor as yourself. On these two commandments hang all the Law and the Prophets." We believe that the love of which Jesus speaks, calls us as individuals, and as a school to teach children to love and honor God and to love and honor all of His creation.

Our goal at ECCS is to teach children to discern right from wrong and to practice self-control in ways that honor God. The entire curriculum will strive to reveal our holy,

righteous, and gracious God in ways that endear the children to their heavenly Father so that they will accept His correction just as children who love and honor their earthly father accept his correction. Teaching self-control will include, though not be limited to, encouraging children to learn biblical ways to talk to one another, to play with one another, to support and encourage one another, to handle disagreements, to receive correction, and to express emotions. Additionally, we are eager for children to learn responsibility regarding their own and others' possessions and toward nature as they fulfill God's creation mandate to subdue and have dominion over the earth.

We believe all that occurs at ECCS is a form of discipline/training, and we desire to encourage and affirm the children in their progress in developing godly character. Love, forgiveness, firmness and fairness will be integral to student discipline. Sections 2 and 3 detail the necessary consequences of inappropriate behavior and describe expected behavior, an important part of training for godliness.

B. STUDENT BEHAVIOR

ECCS students are expected to treat others with due respect, to address their elders and peers with courtesy and seek to be helpful whenever possible.

Students should:

1. Follow all classroom rules.
2. Stand when answering.
3. Walk calmly and quietly in the school building.
4. Greet visitors and make them feel welcome.
5. Open doors for others and use appropriate etiquette.
6. Take care of their belongings and those of the school.
7. Stand when adults enter the room.
8. Use "Sir" and "Ma'am" when addressing teachers and all adults.
9. Respond when greeted.
10. Shake hands and exhibit appropriate eye contact.
11. Demonstrate a respectful attitude towards adults and classmates.
12. Boys are to open doors and offer their chairs to girls and ladies.
13. Logic and Rhetoric students are to refrain from any display of romantic affection and maintain an appropriate distance from the opposite sex.

14. Avoid making loud noises in hallways and on sidewalks.
15. Avoid running and roughhousing in the school building.
16. Play only on designated playgrounds.

C. DISCIPLINE POLICY

1. PROBLEM BEHAVIOR

Response to a student's problem behavior, in kind and amount, will be determined by his/her teacher and, if necessary, the principal. These applications of discipline will be based on biblical principles, e.g. restitution, apologies (public and private), swift chastisement, restoration of fellowship and dealing with inappropriate lingering attitudes. The vast majority of these problems will be dealt with at the classroom level. To maintain consistency, teachers will meet regularly to discuss biblical standards and school policy concerning these aspects of discipline.

2. OFFICE VISITS

There are five basic behaviors that will automatically necessitate attention from the principal:

- a. Disrespect shown to any staff member as determined by the staff member.
- b. Dishonesty in any situation while at school, including lying, cheating, and stealing.
- c. Rebellion - outright disobedience in response to instructions.
- d. Fighting - striking in anger with the intent to harm another.
- e. Obscene, vulgar, or profane language.

The principal may require restitution, janitorial work, parental attendance during the school day with their child, spanking, or other appropriate measures. If corporal punishment is deemed necessary, the principal will call the parents into the office to administer the punishment to their child. However, the principal reserves the right to administer corporal punishment without the parent's attendance.

Within either semester of the school year, if a student receives discipline from the principal for any reason, the following accounting will be observed:

- a. The first two times a student is sent to the principal for discipline his/her parents will be contacted and appraised of the details of the visit. The principal will seek the parents' assistance and support in averting further problems.
 - b. A meeting of the student's parents, teachers, and the principal will follow the third office visit and the Board will be notified.
 - c. Should the student require a fourth office visit the student will be suspended for two days and the Board will be notified.
 - d. If a fifth office visit is required the Board will be apprised and the student will be expelled.
3. EXPULSION
- The ECCS Board realizes that expelling a student is a very serious matter and should always be carefully considered on a case-by-case basis. Forgiveness and restoration are fundamental to our overall discipline policy. However, should a student and his parents be unable to eliminate behavior problems before a fifth office visit is required, the student will be expelled. Expulsion does not release a family from their financial responsibilities and the remaining annual tuition will remain due upon expulsion.
4. RE-ADMITTANCE
- An expelled student cannot apply for readmission for one year following an expulsion. Should the expelled student desire re-admittance to ECCS the following year, THE BOARD will make a decision based on, but not limited to, the circumstances surrounding the expulsion, the student's current attitude as it relates to the reason for expulsion as determined by an interview by a panel of Board members and administrators, and the circumstances at the time of re-application.
5. SERIOUS MISCONDUCT
- Should a student commit an act with serious consequences the principal may bypass the office-visit procedure and suspend or expel the student immediately. Examples of such serious misconduct include, but are not limited to, acts of endangering the lives of students or staff members, gross violence, vandalism to school facilities, or violations of civil or criminal law. Students may be subject to school discipline for serious misconduct that occurs outside school hours and suspected violations of the law will be reported to the authorities.

6. FOOD, CHEWING GUM, AND DRINKS

Students are not allowed to chew gum on campus. Food and drink may be consumed only at an appropriate snack time and as designated by the teacher. Parents should follow the ECCS “Approved Snack List.” Grammar students may NOT use microwaves or any kitchen appliances. After-Hours Care and Extra-Curricular parents are encouraged to send foods that do not require heating or refrigeration.

7. ELECTRONIC DEVICES / INAPPROPRIATE ITEMS / WEAPONS

Grammar students may not bring personal toys, radios, music devices, video games, cellular phones, laser pointers, pagers, or any other similar devices to school. Any of these items as well as other items deemed inappropriate or contrary to ECCS principles or Christian values by a teacher and/or the principal will be confiscated. No electronic equipment, e.g., I Pods, I Pads, Gameboys, etc., is allowed on field trips except for extended, overnight trips, and then it is at the discretion of the teacher. Students may not bring movies, CD’s, or DVD’s to school unless the teacher makes a specific request directly to the parent. No weapons or items deemed dangerous are allowed on ECCS grounds. Ornamental weapons must be pre-approved by the principal.

8. In accordance with ECCS policies proper conduct is expected of all students during the school day and school-sponsored field trips or events.

XII. OFFICE POLICIES

OFFICE ETIQUETTE

Since teachers are not expected to personally accompany each student to the office, certain guidelines are to be followed to ensure that the students use the office correctly:

1. Students are not allowed behind office counters at any time.
2. Phone use: Students may ask permission to use the school phone for emergencies. Students will not be allowed to call home for missed or forgotten work. Calls should be limited to critical needs as determined by the office manager.
3. Copier use: Students may not use the copier.

4. General: Students are not allowed in the office or storage areas during school hours without a note from the teacher. Students should never remove items from the office.

EXPENDITURE REIMBURSEMENT

Donations of supplies and equipment are gratefully appreciated. Parents who desire to be reimbursed for expenses must obtain written approval prior to expending the funds. Expenses incurred without prior written approval will be considered donations.

SICKNESS / FIRST AID

1. A child should not be brought to school if he/she has had vomiting, diarrhea, an undiagnosed rash, pinkeye, or fever within the previous 24 hours.
2. If a child becomes ill during school hours, develops a fever of or greater than 100.5 degrees, experiences vomiting or has an apparent communicable disease, the parent will be notified and asked to come immediately to pick up the child.
3. The child must not return to school until 24 hours after they are symptom free or have written permission from their physician.
4. First aid: Teachers will administer simple first aid, i.e., Band-Aids. Should a student require additional first aid, the office staff will administer additional first aid.

MEDICATION

1. Parents should bring any medicines to be administered during school hours to the school office in the original containers and complete all Medical Authorization forms as described below.
2. All medications, whether Prescription or Over-the-Counter, must be turned into the school office by the student's parent/guardian or other responsible adult. The exceptions are: Epi-pens and inhalers. (However, a School Medication Physician/Prescriber /Parent Authorization Form must be on file along with an appropriate Emergency Action Plan (EAP) for those students requiring Epi-pens for allergic reactions and inhalers for asthma.
3. No student will be permitted to carry or possess any type of medications, whether Prescription or Over-the Counter, on his/her person at any time – including fieldtrips or during after-care (except emergency medications and approved medications prescribed by a physician for self administration).

4. The parent/guardian must sign a School Medication Physician/Prescriber /Parent Authorization Form before any medication, Prescription or Over-the-Counter, can be administered at school. The School Medication Physician/Provider Authorization Form is accessible on the school website. ECCS will also accept the School Medication Physician/Prescriber/Parent Authorization Form provided by the Alabama Department of Education that is available at most pediatric offices. However, the Alabama Department of Education forms state that the School Nurse or designee will assist the child with taking the medication. ECCS does not have a school nurse. If your physician uses the ADE form, you will also need to sign an additional form insuring you are aware that there is not a school nurse on staff.
5. Prescription medication will require the physician/prescriber signature on the authorization form (as well as the parent/guardian signature).
6. For Prescription medications, a current pharmacy labeled container is required which includes the student's name, physician name, name of medication, strength, dosage, time interval, route and date of drug's discontinuation when appropriate.
7. If the Prescription medication order is changed during the school year, a new authorization form is required. Both physician/prescriber and parent/guardian must sign the new form. Medications that are prescribed with a range of dosage will require written documentation from the parent identifying the dose to be given at school. The staff cannot accept the word of the child regarding the dosage.
8. Over-the-Counter medications to be given for a short term illness such as a cold, pain due to injury, etc. will require the parent/guardian signature *only* on the medication authorization form and require checking the Short Term Over-the-Counter option. This authorization will expire after two weeks, and medications will need to be picked up from the school.
9. Over-the Counter medications for chronic conditions (menstrual cramps and headaches) or to treat allergic reactions (i.e. Benadryl) will require the parent/guardian signature *only* on the medication authorization form and require checking the Long Term Over-the-Counter option on the medication authorization form.
10. Parents must supply all Over-the-Counter medications to the school. The medication should not be expired and must be provided in the original container with all manufacturers' labeling clearly legible. The OTC medication must be age appropriate. The student's name must be written on the container.

11. The school will not supply any medications to students.
12. All unused medications not picked up by parents/guardians by the last day of school will be discarded according to policy guidelines. No medications shall be sent home with the child.
13. If a medication or inhaler is prescribed it must be in the original container with the original prescription label that includes the child's name, dosage and expiration date. Prescription medication may only be given to the intended recipient listed on the container.
14. Epi-pens and inhalers must be labeled with the child's name. If Epi-pens or inhalers are required for allergies or asthma, parents are asked to send two, one to remain in the teacher's care in the classroom and one for the student's backpack.
15. Parents will be notified via RENWEB e-mail of all medical reports from the office.

FUND-RAISING

In order to have successful fundraising efforts it is essential that ECCS parents volunteer time in various academic, fundraising, and other school activities throughout the year. Limited school-wide fundraising is allowed for the purpose of seeking the extra funds needed to support a robust and engaging school culture. In order to remain sensitive and respectful of parents who are already paying for a private education, ECCS has established the following approved school-wide fundraisers for the upcoming school year:

1. PTF Coupon Book Sale (begins in the summer and concludes in early September; all proceeds benefit the PTF, which in turn supply teacher gifts and luncheons).
2. Fall Festival (held in November; proceeds pay the expenses of the event and benefit the school).
3. ECCS Spring Fundraiser (all proceeds benefit the school).
4. Approved snack sales.
5. Senior Fund Raiser
6. One student sale item (i.e., calendars or other items determined annually; proceeds go to the general budget to be used as needed—optional.)
7. Drama Concessions (proceeds will go to the Drama Club.)

All other fundraiser requests/suggestions must be presented to the appropriate principal by July 15th for the upcoming school year. If approved by the principals, the proposal will be submitted to the school Board for final approval. Group fundraisers for trips or groups may be organized by parents and conducted off campus.

XIII. DRESS CODE / UNIFORM / BACKPACK / HAIR

A. UNIFORMS

1. Students at ECCS will wear school uniforms on all school days unless otherwise specified. All articles of clothing must be clean and in good condition. Torn and/or unlaundered clothing is unacceptable and will be considered out of code. Uniforms will be purchased from the Lands' End School Uniform catalog (1-800-469-2222). When ordering uniforms, please give Lands' End our school number, #9000-5632-6, also located on the back of the catalog. (Specific details and photos are given in UNIFORM SECTION of the Parent/Student Handbook.)
2. If a student is required to wear an alternate shoe due to medical reasons, an official statement from the physician will be required and the alternate shoe color must match the uniform shoe color as close as possible (i.e., if the physician prescribes a tennis shoe, the tennis shoe should be brown.)
3. Girls may wear navy sweat pants under their jumpers/skirts to recess only on cold days.

B. OTHER DRESS CODE ISSUES

1. BACKPACKS

Backpacks must not have any character designs. Rolling backpacks are discouraged and only those with rubber wheels will be allowed (i.e., no plastic or hard wheels). All personal items must be kept inside backpack or locker. Personal items should not be left in desks.

2. TATTOOS / BODY PIERCING

Visible tattoos, body piercing (except single pierced lobes for girls only), or makeup is not allowed in the grammar school.

3. HAIR

For all students only natural hair color will be acceptable. No caps, hats, headscarves, scarves, or bandanas will be allowed. No spiked or gelled hairstyles or hairstyles that draw undue attention to one's self will be allowed. Grammar boys' hairstyles must be above the ear, eyebrow and collar. Girls' hairstyles should be styled above the eyebrow and out of the eyes.

4. Spirit Day Attire

Special days are designated during the school year for the students and teachers to show ECCS school spirit. These are referred to as "Spirit Days." On these days ECCS grammar students may wear their current school year ECCS issued tee shirt, tennis shoes, and jeans. Optional clothing is listed below in the "Spirit Day Dress Code."

C. DRESS CODE COMPLIANCE

The administration will determine whether students are complying with this dress code and may ban other items or practices considered generally inconsistent with the intent of this policy. Dress code compliance is important to the consistency and atmosphere of self-discipline and compliance within the school. Dressing out of code will be dealt with on a daily basis:

1. The first time a student is out of code (for any of the above mentioned violations) a Non-Compliance email notification will be sent to the parent.
2. Upon the second infraction a Non-Compliance email notification will be sent home and the parent will be called to bring the correct item of clothing to the school.
3. Upon the third infraction the parent will be called to pick the child up from school, resulting in an unexcused absence.

ECCS Grammar School Parent Student Handbook 2016-2017

D. GRAMMAR SCHOOL UNIFORM SPECIFIC REQUIREMENTS (K5-5TH)

1. BOYS

Lands' End Preferred School #9000-5632-6

Boys Essential Uniform			
	Style	Color	Purchase From
Shirt	Mesh Polo, long or short sleeve	Evergreen	Lands' End only
Pant	The BLENDED Pleated Chino pants are being discontinued by Lands End. They will sell the stock they have. The <i>plain front</i> pants are the only option after that.	Khaki	Lands' End only
Belt		Brown	Your choice
Shoes	All Weather Moc or Oxford (NO lace up)	Mahogany or Spice Brown, black sole	Lands' End
Socks	Crew (no "no-show" socks)	White only with shorts; white or Khaki with pants	Your Choice
Boys Elective Uniform			
Sweater	Drifter Crew (no logo)	Classic Navy	Lands' End only
Sweater Vest	Drifter w/logo #0238475K	Classic Navy	Lands' End only
Fleece Jacket	Polartec	Classic Navy Only	Lands' End Only
Fleece Vest	Polartec	Classic Navy Only	Lands' End Only
Sweat Shirt	Crew w/ logo #0238475K	Classic Navy	Lands' End only
Shorts	BLENDED Pleated Chino	Khaki	Lands' End only
Undershirts	If visible, must only be visible at neckline	White	Your Choice

2. GIRLS

Lands' End Preferred School #9000-5632-6

Girls Essential Uniform			
Jumper and/or	Plaid Jumper (no shorter than 1" above knee) (Note: Not the side pleat jumper.)	Hunter/Classic Plaid	Navy Lands' End only
Skirt and/or	Plaid A-Line Skirt (no shorter than 1" above knee)	Hunter/Classic Plaid	Navy Lands' End only
Skort	Plaid Side Pleat Skort (no shorter than 1" above knee)	Hunter/Classic Plaid	Navy Lands' End only
Shorts	Bike/gym (for modesty)	Navy or Black	Your Choice
Blouse	Peter Pan collar, short or long sleeve (straight sleeve, no lace, no band)	White	Lands' End or Your Choice
Shoes	Mary Jane (buckle or Velcro; no T-strap; single strap only)	Navy (Black, only if navy is not available.)	Your Choice
Socks and/or	Crew and/or knee socks (no "no-show" socks)	White or Navy	Your Choice
Tights	Smooth or Cabled	Classic Navy or White	Your Choice
Girls Elective Uniform			
Sweater	Drifter Zip-front or Button-front Cardigan	Classic Navy (no logo)	Lands' End only
Sweater Vest	Drifter w/logo #0238475K	Classic Navy	Lands' End only
Fleece Jacket	Polartec	Classic Navy Only	Lands' End Only
Fleece vest	Polartec	Classic Navy Only	Lands' End Only
Sweat Shirt	Crew w/logo #0238475K	Classic Navy	Lands' End only

3. BOYS AND GIRLS SPIRIT DAY DRESS CODE

Boys and Girls Spirit Day Dress Code	
Shirt	Current year ECCS-issued tee-shirt
Shoes	Tennis shoes or uniform shoes only. (No flip flops, sandals, Birkenstocks, Crocs, etc.)
Boy Pant	Jeans, jean shorts (no shorter than 1" above knee); khaki pants or shorts; Bermuda shorts
Girl Pant	Jeans, Capri jeans, Capri khakis, khaki pants; knee-length Bermuda shorts