

Evangel Christian School

Parent Handbook

2024–2025 Edition



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General School Information

Motto

“Elevated Education”

As a Christian school, ECS answers to a higher standard. Students should receive an excellent education that prepares them for God’s call in their lives- and for that reason, we are using the motto “Elevate Education” indicating our education is higher- not just in academic standards, which is, naturally, our goal, but in the authority to which we answer.

Mission and Purpose

Using the acronym of Evangel Christian School, we summarize the mission of Evangel Christian School as:

**Excellence in All
Christ Above All
Service to All**

Full mission and purpose statement:

Evangel Christian School exists to prepare its students by impacting the world through Biblical thought and action by providing a quality education where they are able to know God, love God, and serve God.

Nondiscrimination Policy

In keeping with Biblical principles, Evangel Christian School admits students of any race, color, national, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, hiring, admission policies, or in scholarship, athletic or other school administered programs. (Romans 2:11, Galatians 3:28-29).

History

Evangel Christian School was founded in 1969 by Evangel Baptist Church as an outreach of the church ministry to provide the Christian family with an alternative to secular, humanistic education. Through the vision and generosity of the church, Evangel Christian School features a facility and faculty for a preschool, full elementary and a full secondary school capable of instructing over 300 students.

The school’s ministry has expanded over the years to partner with Christian families from many backgrounds in providing an excellent education with a Christian worldview. The school’s curriculum is designed to provide an excellent, Christ-centered education that meets or exceeds state standards while preparing students for whatever God’s call is for their lives.

To establish clear expectations on all sides of the cooperative parent/student/school relationship, Evangel Christian School has developed this handbook to ensure families and students understand and accept our standards. **Attendance at Evangel Christian School is a privilege, not a right, and while it is never the hope of the school to sever a relationship, if it proves that a student would be better served in another learning environment, or the student is preventing others from benefiting from the Evangel Christian School experience, the school may request the withdrawal of any student at any time** that, in the opinion of the administration, continually displays disruptive behavior, or does not fit into the spirit of the school, regardless of whether or not the student conforms to the specific rules.

The provisions of this handbook are not to be regarded as an irrevocable contract between the student and/or the student’s parents and Evangel Christian School. Its purpose is to present accurate information about the school. This does not preclude the possibility of changes taking place during the academic year. When such changes occur, parents will be notified, and the changes will be included in the handbook during the following printing.

Philosophy of Education

Christian Education is a privilege and a partnership between the student, parents, and staff/faculty of the institution. It is a privilege to partner with families in educating their children and sharing the hope and joy of Jesus Christ.

We at Evangel Christian School seek to ground everything we do on the transforming gospel of Jesus Christ. All members of the educational process at Evangel Christian School are personally committed to our Lord and Savior Jesus Christ. Each subject taught at ECS is integrated with Biblical truth.

We believe that a proper relationship between family, church, and school is vital to Christian education. It is the responsibility of the parents to teach and train their children. Evangel Christian School, an extension ministry of Evangel Baptist Church, is committed to assisting the parents in carrying out their responsibility.

We are steadfast in our teaching to lead each student that God has entrusted us with, and their families, to a relationship with God. We strive to graduate students who are not only have academic excellence, but will know God, love God, and serve God.

School Objectives

Evangel Christian School partners with parents, who are responsible for the discipleship and education of their children, to educate and develop Biblical principles and Christian character in each student. ECS builds upon the foundation laid by parents at home to provide an education that allows the student to develop in four key areas:

Spiritually

1. Ensure each student has a saving knowledge of Jesus Christ.
2. Strive to bring children into relationship with Jesus.
3. Develop a love of scripture and the knowledge of how to apply Biblical truth to daily life.

Academically

1. Provide an education where Christ is the foundation in all things.
2. Meet or exceed graduation standards in the Educational Statutes of Virginia.
3. Enable students to master tools of learning and communication so that they can enter the calling God has on their lives with the ability to think clearly, analyze logically, and function independently.

Socially

1. Provide a Biblical worldview and foster iron-sharpening friendships.
2. Promote the ethical and spiritual concepts that constitute Christian character.
3. Develop patriotism and respect for their heritage.
4. Provide students with opportunities to serve both in the school and in the community.

Physically

1. Provide opportunities to develop physical strength, motor skills, and teamwork.
2. Provide opportunities to discover, utilize, and grow skills in athletics.
3. Provide an opportunity for interscholastic competition with other students.

Educational Objectives

The Christian philosophy of education is rooted in truth, and that truth is the person of Jesus Christ. As such, the Christian standard and absolute authority is the Word of God, which is the source of wisdom, knowledge, and therefore education.

To that end, the following educational objectives result from this philosophy as it pertains to how we will deliver a Christian education to our students.

1. Emphasize excellence in teaching and learning. Christian education should be the ultimate version of education, never a lesser option.
2. In addition to the core curriculum (math, science, ELA, history/social studies) we will provide students with opportunities for growth in communication, critical thinking, information literacy, and technology/STEM.
3. We will promote students embracing a Christian worldview in all subjects, so they are able to analyze information no matter where their future academic endeavors take them.
4. We will contribute to a knowledge and understanding of other cultures and of national and international current events as is appropriate for each age group.
5. We will ensure that when our students leave Evangel Christian School they are sources of light in their new schools- students who are noticed for being academically capable, socially confident, and morally grounded.

Statement of Faith

Evangel Christian School began as a ministry of Evangel Baptist Church to serve their unique community, and we honor that history. Evangel has expanded its ministry to partner with Christian families from many church homes who are looking for a Christ-centered educational environment for their students. As such, we welcome all families who have one parent in accordance with our basic Christian statement of faith, regardless of their personal denominational distinctives. These basic statements are taken from the Evangel Baptist Statement of Faith, which can be found on the church website.

1. We believe the Holy Bible, as originally written, is the inspired and error-free word of God. We believe the Bible is the supreme standard of human conduct and creed. (II Timothy 3:16-17, II Peter 1:19-21)
2. We believe there is one true God, and that in the unity of the Godhead there are three persons, the Father, the Son, and the Holy Spirit. (Exodus 20:2-3, I Corinthians 8:6, Revelation 4:11, I John 5:7)
3. We believe in the virgin birth, sinless life, atoning death, and resurrection of Jesus Christ, who gave his life as a ransom for all. (I Thessalonians 4:13-18, I Corinthians 15:15-58, John 1:1-2, Luke 1:26-38)
4. We accept the Genesis account of creation and believe that man came by direct creation of God and not by evolution. (Genesis 1 and 2, Colossians 1:16-17, John 1:3)
5. We believe that all men have sinned and fallen short of the glory of God and are in need of the salvation available through the atonement of Christ Jesus. We believe that Jesus is the only condition of salvation. (Isaiah 53:4-6, John 3:16, Acts 15:11, Acts 16:31)
6. We believe in the biblical definition of marriage between one man and one woman, and in the biological sex of every human. (Genesis 2:24, Romans 7:2, I Corinthians 7:10)

Admissions Information

General Admissions Procedures

Admission to Evangel Christian School is extended based upon:

- The student's application
- The student's entrance test
- Previous school transcripts
- Christian testimony (of the parents/and or student depending on age of the child)
- Parent/student interview.

The procedure for enrollment is as follows:

1. Parents should complete an on-line application:
 - Visit www.ecsdalecity.org
 - Choose the Admissions tab
 - Select "Online Application" and follow the instructions to apply
2. Once the application is received, parents will be called to schedule an evaluation and interview.
 - The evaluation meeting is conducted by the appropriate Head of School, and while we know this can be a daunting procedure, we try to make students (and parents) feel as comfortable as possible.
3. Records from the student's most current school will be requested, if applicable.
4. References will be requested from the pastor and teacher named in the application.
4. Once all records from the current school are received, the application will be reviewed by the Head of School.
 - Admitted students will receive an email providing enrollment procedures
 - Students who are not being accepted will receive an email explaining why.
 - Students may be offered admission at a lower grade level based on testing results or previous school performance.

All new students are accepted on a nine-week probationary period.

Enrollment Information

Current Evangel students and siblings, as well as members of Evangel Baptist Church, enjoy an open enrollment period in conducted in February for the following school year. In March open enrollment begins for new students. Open enrollment continues until classes are full. For classes that are full, waiting lists are established.

Registration Procedures

Birth Certificate

All new students must show a birth certificate before they can be admitted to school per Virginia Law. This must be provided by the fifth (5th) day the student attends.

Immunizations and Physicals

All students must have a current school entrance physical and immunization form on file before school starts. Virginia Law requires every student to be immunized or provide a medical or religious waiver that must be kept on file.

All students should be immunized against the following:

- Diphtheria
- Tetanus
- Whooping cough
- Polio
- Mumps
- Measles and German measles (rubella)
- Three doses of hepatitis B vaccine are required prior to entering the 7th grade

All 6th grade students are also required to have:

- A tetanus, diphtheria, pertussis (Tdap) booster shot
- The first meningococcal vaccine (if at least five years has passed since the last shot)

Physical examinations are required of all students entering school for the first time. This must be completed by the first week of school.

A sports physical is required for all students who will participate in interscholastic sports. Sports physicals must be completed each year **prior to the first scheduled practice** for the individual sport.

Financial Information

Fees and Payments

Evangel Christian School is a non-profit church school ministry of Evangel Baptist Church. The budget is prepared annually by the school administration, approved by the Pastor and deacons, and then submitted to the church for approval.

To meet planned expenses, the school has established the following categories of fees to be charged throughout the school year. Copies of current charges may be obtained from the school.

Payment: Tuition and extended care fees are paid via the FACTS tuition management system. Using this system, tuition and extended care fees are directly deducted from your FACTS.

All students pay the following fees:

- Application Fee:** This fee is a nonrefundable fee charged to apply to enroll at Evangel.
- Enrollment Fee:** This fee is a nonrefundable fee charged annually for each student to enroll at Evangel. It is used to show intent on the part of the parent and to guarantee a place in the school for the student. A student is not considered enrolled until the fee is paid.
- Material Fees:** These fees are a per student fee to cover the costs of books, and other expenses spelled out on the tuition schedule. Material Fees are due on July 1, or at time of enrollment if after July 1, for the upcoming school year.

- Tuition:** This is the annual fee charged for instruction of each student. Tuition reductions are given to families with two or more children in school. Tuition is paid in monthly installments using a 10- or 12-month payment plan through FACTS.
- Sports Fee:** This fee is for those students involved in after-school sports. It is to help defray the cost of coaching, officials, transportation, and building use. The cost is per-student per-sport.
- Field Trips:** Classes may take field trips to areas of historical or educational interest during the year at an additional fee based on entrance and transportation costs. The fee must be paid in advance of the trip. Permission slips are required for field trips.

Delinquency

While Evangel Christian School is a ministry, in order for the ministry to continue and to operate with excellence, tuition and other payments must be made promptly and in full.

- The first missed payment will result in a call from our Business Office Administrator. The missed payment must be made within **five** days of the missed payment date.
- A second missed payment will result with a second call from the Business Office Administrator.
- A third missed payment will result in the disenrollment of all students connected to the delinquent FACTS account. Accounts with any outstanding balances will have a HOLD placed on their student's records.

Fundraising

Evangel Christian School does not use fundraising programs to meet the operational needs of the school. However, for organizations within the school, some in-house fundraising is permitted. The following are guidelines for these organizations should be kept in mind.

1. Only specific classes, the Booster Club, EPIC, and the elementary department are permitted to do in-house fundraising. Individuals and classes such as music, art, etc. are not permitted to do fundraising.
2. Money is for class or club use and not individual use. All fundraisers must be submitted to leadership for approval.
3. Money raised by the Booster Club is used exclusively within the athletic department. Leadership and the athletic director will approve the use of funds raised.

Textbooks

Textbooks belong to the school and are loaned to the students must be replaced if damaged or lost.

A *portion* of the materials fee is used toward the cost of textbooks, however this fee does not cover the total cost of the books used and therefore, does not cover the cost of replacement. Students and parents should use this opportunity to be good stewards of materials that do not belong to them.

Library

The school library is available to all students for reference and reading materials. Books that are borrowed must be returned when due. Fines are administered for lost, damaged, or late books.

Withdrawal Procedures

Should it be necessary to withdraw a student from school during the school year for any reason, parents should notify the office of such intentions at least two weeks in advance.

Tuition is non-refundable after the fifteenth of the month. Any outstanding balance must be paid before records will be released.

The administration will follow a check-out procedure consisting of the following:

- Return of all school-owned library books
- Return of all special materials (where applicable) and textbooks

- Completion of a check-out form for each class
- An exit interview with the Head of School with the parents and/or student (depending on the age of the child)

A fine or replacement cost is required for any school-owned materials or equipment which have been damaged or lost.

Please schedule your parent and student check-out meeting with the administration before your student's final day of school by contacting the front office.

Attendance

Our attendance and tardiness policies are in line with the Code of the Commonwealth of Virginia. For a student to successfully complete a grade level, he or she must attend a specified number of instructional hours. Per the Code, every student must attend school on those days when school is in session during the prescribed hours, and summer school and after hours if so required.

School Hours

Building Opens	6:00 am
Office Hours	7:45 am to 3:45 pm
Instructional Day	8:00 am to 3:00 pm
Building Closes	6:00 pm

Tardiness

It is imperative that parents bring their children to school no less than five minutes before the first class begins. Tardiness hinders academic performance, contributes to poor work habits, disrupts the classroom teacher and the daily routine.

If students arrive late (following the first bell), the driver/parent must sign the student in at the school office and list the reason for the tardiness. The school's receptionist will determine whether a tardy is excused or unexcused. *Please note that regular Northern Virginia traffic conditions are not a reasonable excuse for tardiness.*

If there is a question regarding a tardy, the Head of School will be the final authority as to whether a tardy is excused or unexcused.

Any student who arrives at school after 8:00 AM will be considered tardy.

All students arriving by 11:30 AM or leaving at or after 11:30 AM will be considered present for a half day.

A student must be at school by 9:45 am to be eligible to participate in extra-curricular activities for that day.

5 unexcused tardies will result in a meeting with a member of the leadership team with the parent before the student is able to be dropped off.

10 excused or unexcused tardies will result in a meeting with a member of the leadership team with the parent before the student is able to be dropped off. The student may be required to sit a detention.

15 excused or unexcused tardies will result in a meeting with the Head of School and the student may be issued a suspension. At 20 unexcused tardies, the student may be considered for disenrollment.

For middle school students who switch classes, at 5 tardies they will be required to meet with a member of leadership. At 10 tardies they will sit a lunch detention, and the parent will be called. At 15 tardies, they will serve an after-school detention and the parent will be called. At 20 tardies, the student may be considered for disenrollment.

Absences

To gain the most from an education at ECS, a child must be in regular attendance. He or she is expected to be in class every day that school is in session.

State law requires that parents notify the school office when their child is ill and will not be in school.

Parents will be emailed if their child is absent from school, and the school has not been notified. A note or email from the parent is required for all absences (excused and unexcused). **If a student is absent from classes on a particular day, they are ineligible to participate in sports or other afterschool activities on that day.**

The school office will send out additional notices when a student reaches 5, 10, and 15 absences.

Makeup Work

Work that has been assigned during a student's absence is to be made up. **In the case of an unexcused absence, the teacher will decide if the student is allowed to make up the work for a reduced grade.**

In the case of an excused absence, elementary teachers will assist students in knowing what assignments need to be made up. Middle School students are responsible for asking teachers for assignments upon returning to school.

A student will be given one day for each day absent, up to a total of five days, to make up any work missed while absent. If a student misses only the day on which a test is given, he/she will need to schedule a make-up time with the teacher to take the test.

In the case of a long-term absence (three or more days), a makeup test will be scheduled at the discretion of the teacher. Makeup tests may be scheduled during study halls or after school if necessary.

Excessive Absences

Any ECS student who misses a particular class **15 or more times (excused or unexcused)** for which little or no makeup work is completed in the course during a school year will receive a failing grade.

Planned Absences

We encourage family trips to be scheduled during school holidays and over summer break. Absences for family trips will not be excused unless accompanied by extraordinary circumstances.

Parents must notify the office **at least one week in advance** for approval of pre-arranged absences by the Head of School and to give teachers time to prepare work for the student.

Whether work will be given in advance or upon the student's return is at the discretion of the teachers.

Parents must notify the office as soon as possible regarding absences due to a family emergency.

Release From Classes

Any time a student enters the building after the school day begins or exits the building before the end of the school day, they must be signed in or signed out at the reception desk by a parent or guardian.

Parents should notify the school office if their child will need an early dismissal for a doctor's appointment, an emergency, etc. Please leave ample time for the student to be retrieved from the classroom. Students will not be called down to wait for a parent. The parent must come into the school building to sign the child out at the office at the time of departure.

All early dismissals must be accomplished by 2:40pm.

Any absences for the purpose of attending ECS ball games **as a spectator** will be "unexcused" unless a note from the parent/guardian and permission from the school office has been granted. Such permissions

will only be granted when the parent would be unable to pick up the child from school due to driving a sibling to the sporting event.

School Closings and Delays

Weather

In the case of snowy or icy weather, Evangel Christian will generally follow Prince William County Schools. When they are closed or delayed for weather conditions, we are closed or delayed; however, there are circumstances such as bussing and extended closures that do not apply to ECS. Decisions regarding delayed openings/early closures and cancellations will be made by the leadership team and parents will be informed by text and email messages.

The leadership's primary concern is the safety of our ECS families. If you believe that you will have trouble getting your child safely to school, please make a personal decision and inform the school office. Absences due to safety concerns are excused, however, work will need to be made up by the student following the absence policy.

Extended Care Program

General Policies

As a convenience for parents, Evangel Christian School offers extended care in the mornings from 6:00 am until 7:45 am and in the afternoons from 3:00 pm until 6:00 pm. The regular extended care fee covers these hours only. Families may sign up for morning, evening, or both.

Regular extended care is paid for by the month. Fees for monthly extended care will be paid monthly beginning on September 1st and continue to be due the 1st of the month until June 1st. Parents also have the option of using extended care occasionally, for which the charge will be hourly. Hourly charges will be calculated at the end of each month and will be due by the 10th of the following month.

Participation in Extended Care is a privilege. Exemplary behavior is expected. Leadership will determine if a student is no longer eligible to participate due to repeated behavior violations.

Afternoon Policies

Students in grades 6-8 who are not picked up by 3:10 p.m. must be in Study Hall or an approved school activity until pick up. Parents will be charged for aftercare services.

Students out for sports and who are waiting for practice to begin must either go to Study Hall or be supervised by their coach. Students in grades 6-8 who stay for sports games may attend games without their parents if they stay in the gym.

Students are not allowed to leave school and come back to school during aftercare hours unless there is written permission from their parent or guardian approved by the leadership.

NO STUDENT is to be unsupervised when on school property before 7:45 a.m. or after 3:10 pm unless they are here for a before or after school activity or are accompanied by their parents.

Participation in after school activities is a privilege. Exemplary behavior is expected. Leadership will determine if a student is no longer eligible to participate due to poor behavior.

Cancellation Policy for Extended Care

If extended care is no longer needed during the school year (AM or PM) the school office must be notified 10 school business days in advance. Once the office is notified, charges will be adjusted accordingly.

Penalties/Special Situations

If a family **has not signed up** for extended care and leaves their child at school before 7:45 or does not pick them up by 3:30 pm and has not made prior arrangements, **an hourly fee for extended care will be charged.**

If a child is left before the above times or picked up after the above times more than once in any calendar week and prior arrangements have not been made, the family will be charged the hourly rate. Penalties for any given week shall not exceed the cost of a week's extended care.

Aftercare ends at 6pm. If a family is running late, communication is expected. If a student is present in extended care and is not picked up by 6:00pm, the family will be charged \$15.50 for every 15-minute period or part thereof. Any child left at ECS after 7:00pm will be charged \$18.50 for each 15-minutes or part thereof. Additionally, extended care privileges may be revoked.

Prearranged temporary or short-term situations for extended care during the regular extended care hours may be made under the following provisions:

1. Arrangements must be made prior to the time requested.
2. Fees for each day will be charged at the hourly rate or at a prorated rate of the monthly extended care fee.
3. This service is on a first-come-first-served basis, depending on space and/or supervision available.

PLEASE NOTE: All arrangements for daily drop-in care must be made through the school office to ensure adequate staff-to-student ratios.

Student Code of Conduct

Philosophy

It is a privilege to bear the name of Christ in the world, and as students at Evangel Christian School, we carry the name of Jesus on our building, our uniform, and ourselves. Evangel Christian School takes this label, and the responsibility of representing Jesus well, very seriously. We believe the best life possible is when we live according to the principles of the Bible, but we also know that we all sin and fall short and will sometimes need correction. Our student conduct code is designed to assist our students in applying Biblical truth to how they engage with others in the school environment. This code is also designed to establish clear expectations about how students will be engaged with when they struggle to achieve standards of Christian behavior, or when they have demonstrated a lack of desire to live in Christian community with the teachers, staff, and fellow students at Evangel Christian School.

We have three types of rules for our students:

1. General behavior standards that any person would be expected to follow.
2. Educational standards that are needed for the best possible education to happen.
3. Christian standards to help us live in accordance with the Bible and not sin against God.

Summary

If what you are doing is against God's law, interferes with learning, hurts someone's body or heart, or prevents you from being your best self, you shouldn't be doing it.

Expectations

We expect our students to strive for excellence in the following areas:

Adherence to a Biblical Worldview—taking actions and making decisions that are consistent with God's Word.

Integrity—demonstrating exemplary practices reflective of Christian ethics with accountability to Christ, our school, and the greater community both in actions and academics.

Right Relationship—fostering Christ-like love and fellowship peers, and treating parents, staff, teachers, and fellow students with respect.

Excellence—we do all things as unto Christ.

Service—being the hands and feet of Jesus whenever possible.

We can follow meet this AIRES standard by abiding by the following rules:

1. Respect the authority of the teachers, staff, and administration who your parents have entrusted with your education.
2. Use technology with respect. Students may be denied technology use if they show they are not prepared to use technology in a way that is God-honoring. This includes visiting inappropriate sites, plagiarism, and distractions during learning time.
3. Honor and respect Bible study, prayer times, and Chapel.
4. Academic dishonesty is not tolerated and will result in a grade-deduction consequence. Students may also be required to redo the assignment. This includes:
 - Copying homework from another student
 - Copying answers on a test or quiz
 - Using ChatGPT or other AI tools to generate work

- Plagiarizing work from websites or other sources
5. Remember that every human person is an image-bearer of God and do your best to treat them with the dignity and respect due that honor.
- Absolutely no hitting, biting, kicking, punching, slapping, pinching or unwanted touching is allowed.
 - The academic environment is not a place for romantic relationships, and older students should model appropriate relationships to younger students by not engaging in hand holding, kissing, hugging, etc.
 - Provide encouragement, love, and acceptance to fellow students.
 - There is no bullying allowed in our school. Bullying is defined as unwanted, aggressive behavior that involves a real or perceived power imbalance which is repeated over time. Harassment in the form of speech, actions, or physical harm will not be tolerated.
6. Respect the learning environment of others.
- No loud talk in the hallway
 - No roughhousing
 - No disruptive behavior in class
 - No cell phone use in class
7. Treat other's property with respect. If you damage or destroy property that belongs to others, make restitution by replacing or repaying the value.
- Stealing is not tolerated.
 - Borrowing without permission is stealing.
8. Being a student is your current calling in life. Honor God by working hard at your call.
- Be attentive and participate in class.
 - Complete assignments on time.
 - Follow directions.

Bullying Policy

Bullying is defined as unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both students who are bullied and who bully others may have serious, lasting problems. The Word of God teaches us to be kind one to another and only to use our talk to build each other up and not to tear down. Harassment in the form of speech, actions or physical in nature will not be tolerated. Students who are accused of bullying will receive an initial discussion with the Head of School and will be asked to amend their behavior and seek forgiveness. Students who continually bully other students are not conducive to an educational atmosphere and will be asked to leave Evangel Christian School.

Discipline in the Christian School

The root word of discipline is the same as disciple and at Evangel Christian it is our goal to disciple students into Christ-followers who adhere to high Biblical standards. At the same time, we acknowledge that all people are in a daily process of refinement and sanctification, and as such, it is necessary at times to correct and train. Our goal is always reconciliation and repentance in a way that does not belittle or humiliate the student in question. Age-appropriate discipline may include a meeting with leadership, a time out, detention, loss of privileges, requirement to reimburse for damaged or destroyed property or materials, in or out of school suspension, or disenrollment.

General Discipline Guidelines

The kind and amount of discipline will be determined by the teachers, and if necessary, the School Administrator in line with published standards in the Student/Parent and Staff/Faculty Handbooks. The discipline will be administered in the light of the individual student's problem and attitude.

1. Verbal Warnings- Teachers may issue a verbal warning
2. Hallway Warning- Teachers may take the child from the learning environment to speak to them in the hallway
3. Behavior Notices- Students who do not respond to verbal requests to change their behavior will have an email sent home from the teacher so parents can speak with the student.
4. All school discipline will be based on the biblical principles of confession, restitution, apologies (public and private), and restoration of fellowship. Our focus in discipline is to deal with the attitudes of the heart as we address outward behavior.
5. The vast majority of discipline problems are to be dealt with at the classroom level.
6. Love and forgiveness will be an integral part of the discipline of the student.

Office Visits

There are five basic behaviors that will automatically necessitate discipline from school leadership. The deans act in the same capacity as a principal when it comes to discipline and any available dean may fulfill that role. The Head of School may also be escalated to for discipline if necessary, as the deans are unavailable or because the student has already met with a dean and continued the behavior. Those behaviors are:

- Disrespect shown to any staff member. The staff member will be the judge of whether or not disrespect has been shown.
- Dishonesty in any situation while at school, including lying, cheating (including plagiarism), and stealing.
- Rebellion, i.e. outright disobedience in response to instruction.
- Fighting, i.e. striking in anger with the intention to harm the other student(s).
- Obscene, vulgar, or profane language, as well as taking the name of the Lord in vain.

During the Office Visit, the school leadership will determine the nature of the discipline. The school leadership may require restitution, janitorial work, parental attendance during the school day with their child, suspension, or other measures consistent with biblical guidelines which may be appropriate.

Conduct Referrals

These notices will be issued to students for whom a behavior notice has already been sent home but they have not altered their behavior. It will be sent by a member of school leadership.

School Detentions

When a student accumulates three conduct referrals the student will serve a Wednesday afternoon detention. If a student receives another 3 referrals for a total of 6 referrals, the student will serve another Wednesday afternoon detention.

- First detention- Wednesday after school detention
- Second detention- Wednesday after school detention and parent meeting with school leadership. Student may lose field trip privileges.
- Third Detention- In School Suspension and parent meeting with school leadership. Student may lose sports privileges.
- Fourth Detention- Out of School Suspension and parent meeting with school leadership. Parents will be advised that the next step is disenrollment.

Disenrollment From School

Issuance of behavior notice or conduct referral may be from any ECS faculty or staff member for middle school students.

If a student commits an act with such serious consequences that the Head of School deems it necessary, the described process may be by-passed and suspension or expulsion imposed immediately. Examples of such serious misconduct could include:

- acts endangering the lives of other students or staff members
- gross violence
- vandalism of school property
- violations of civil law
- any act in clear contradiction to scriptural commands

Readmission Procedure

Should an expelled student desire to be re-admitted to Evangel in a subsequent school year, the Head of School will make a decision based on the student's attitude and circumstances at the time of reapplication. Additional character references or proof of counseling may be required.

Detention Specifics

After school detention will be scheduled by the school office and the parents will be notified by email.

After school detention is from 3:05pm-4:05pm. Students more than 5 minutes late or miss a detention must serve an extra detention, which will count towards the number for suspension.

The detention schedule is made by the school. Parents may not alter it due to previous commitments. **There are no exceptions for sports or other activities.** Detention may cause players to miss all or part of home games, or to need to arrange solo transportation to away games.

Parents must pick students up by 4:15pm or they will be sent to extended care and the parents will be billed.

Suspension Specifics

If a student's behavior and/or attitude show a consistent disregard for the policies and Biblical philosophy of Evangel Christian School, then the disciplinary action of suspension will be given. The type and severity of the suspension will be based on the nature of the offense and attitude of the student.

In-School Suspension

These suspensions are served in school for the duration of the school day. In addition to regular school assignments, students will be provided with additional assignments regarding their behavior. Students receiving this type of suspension must be escorted to and from the room where they are assigned to stay and study for the day by a parent (the student may not be dropped off or picked up in the normal manner). A parent must also pick them up from the room at the end of the day. They will not be joined at any point by classmates, including at lunch, PE, music, art, or recess, which they will forfeit for the day. They may not attend extracurricular activities or sports for the day they serve the in-school suspension.

Out of School Suspension

A student receiving an out of school suspension will not be allowed to attend school, extracurricular activities, or be on school property for the period of time the suspension is given. The student may receive zeros on classwork, quizzes, and tests missed during the suspension.

Suspensions are designed to warn the student to take heed to his or her actions or the next step could be disenrollment from ECS. A parent conference with the Head of School will be held explaining the suspension and possibilities of dismissal. The Leadership of Evangel Christian School will issue suspensions. The following list may lead to In-School Suspension, Out-of-School Suspension, or Disenrollment, even as a first offense:

1. Defacing school property (Parents must repair/replace defaced property.)
2. Destroying school property - including gum on desks or other furniture (Parents must replace destroyed property.)
3. Handling or playing with fire alarms or school safety items in classrooms or hallways or opening a door to let anyone in the facility during operating hours.
4. Cheating or aiding cheating
5. Plagiarism, **including use of AI/Chat GPT**
6. Insubordination—open rebellion*
7. Smoking/Vaping
8. Skipping class, school or leaving school without permission
9. Bullying, harassment, being rude, coarse or any type of disrespect to another student
10. Disrespect to a teacher**
11. Lying or swearing
12. Fighting
13. Using a cell phone while at school
14. Inappropriate physical relationships

*This is defined as any overt verbal or physical indication that the student refuses to comply with instructions given by the teacher. Some examples might be as follows:

“I won’t do it!”

“You can’t make me do that!”

Walking away when a teacher is speaking directly to the student

Slamming a door

Throwing down a book.

**Physical gestures, facial expressions, and words are all ways that a student may exhibit disrespect or rudeness.

Continuous misconduct that results in more than one suspension may result in expulsion.

Expulsion Specifics

Disenrollment from Evangel is a serious matter. Situations that bring discredit upon the school or student warrant expulsion. These may include but are not limited to:

1. Threats of violence against the school, teachers, staff and/or other students
2. Intentionally harming others
3. Continuous misconduct resulting in suspensions

4. Any conviction of city, state, or federal law
5. Fighting
6. Possession of a weapon or substance that can be used to harm or injure
7. Stealing
8. Profanity, cursing, swearing, taking the Lord's name in vain, filthy or vulgar language
9. Getting a tattoo/body piercing once enrolled
10. Possession of pornography including explicit books or magazines whether illustrated or not.
11. Inappropriate internet activity or other forms of electronic media
12. Bullying, harassment, or disrespect to another student
13. Inappropriate physical relationships
14. Use of unauthorized drugs or alcohol

Some of the above would apply to conduct out of school as well as in school.

Kindergarten (K3, K4, K5)

Our staff will seek to guide each child in our care with positive and constructive help in shaping character and behavior. We strive to provide positive role models, appropriate boundaries, problem solving skills, and redirection. "Calming Down Times" will be used as a regrouping time for the child to regain composure and break a pattern of negative or unsafe behavior. Parents and caregivers will be notified by note in the daily folder or via e-mail. If a child's behavior becomes extreme a parent or guardian may be called to pick up the child for the remainder of the day. If a child's behavior becomes extreme consistently the parent or guardian may be asked to withdraw the child from Evangel Christian's Kindergarten program.

Our God is a God of mercy and love as well as a God who disciplines us for our behavior. In school, and in life, good behavior is a must for the safety, happiness, and productivity of everyone.

Potty Trained Policy for All Students

All students enrolled at ECS should be fully potty trained, including those in K3 and K4.

The ECS standard for "potty trained" is that the child is consistent in the following:

- Communicates to the teachers that he/she needs to go to the restroom before it becomes an emergency.
- Alerts himself/herself to stop what he/she is doing and goes to the bathroom.
- Removes and replaces clothing without assistance.
- Wipe himself/herself after using the toilet.
- Gets on/off the toilet without assistance.
- Washes and dries hands.
- Awakens during nap time should he/she need to use the bathroom.
- Does NOT wear a pull-up to school.

ECS does recognize that even potty trained children will occasionally have toileting accidents. By definition, "accidents" are unusual incidents and should happen infrequently.

We will allow 2 weeks from the first day of school for your child to demonstrate accomplishment of this skill. A child will not be considered potty trained if the child continues to consistently have potty accidents after the first 2 weeks of school.

Students who have multiple accidents (3 accidents in a one-week period) at school may be asked to stay at home for a period of time, as determined by the leadership, to reinforce potty training. The teacher and/or Head of School will discuss the issue with the parents. ECS reserves the right to suspend attendance of the student due to lack of potty training.

In the event that students are admitted into the ECS Program but are determined by leadership to not be potty trained per the ECS Potty Policy standards parents will be asked to meet with leadership to discuss how to proceed.

If an accident occurs, teachers/staff will bag urine soaked or soiled clothing and return to the parent at the end of the day. Parents will be notified by the school if their child has a potty accident. Your adherence to this policy helps ensure a positive school experience for your child and the other children in their class.

Please Note:

In the event of a severe disruption, (i.e. hurting another child or staff member, using curse words, preventing class from progressing) the leadership team may be notified and have a conference with the child. Parents will be notified.

Grades 1-8

Discipline starts with the student. If a student is struggling with self-control, a verbal request for change or redirection will occur. Students who do not respond to verbal requests to change their behavior will have an email sent home so parents can speak with the student.

If the student does not respond to the verbal request of the teacher or a conversation with his or her parents following parent notification, a conference with the Head of School or other member of the Leadership Team will be held. Parents will be notified.

If a student meets with the Head of School and/or member of the Leadership Team three times, he or she will serve a Wednesday afternoon detention. If a student receives another 3 referrals for a total of 6 referrals, the student will serve another Wednesday afternoon detention. After a student accumulates 9 referrals, the student will receive a one day in school suspension. After the next conduct referral (total of 10), the student will receive a two day out of school suspension. A student will be disenrolled for receiving an additional referral after the out of school suspension. Below is the list of consequences resulting from continually receiving conduct referrals.

- First Detention – Wednesday after school detention
- Second Detention – Wednesday after school detention & parent meeting with Leadership. Students may lose sports or field trip privileges.
- In School Suspension (1 day) and Parent meeting with Leadership. Students may lose sports and/or field trip privileges.
- Out of School Suspension (2 days) and Parent meeting with Leadership.
- Disenrollment from school and Parent meeting with Leadership.

When a student receives a detention, the school office will schedule the detention. A notice will be sent to the parents by email. The detention will normally be served the following Wednesday after the email has been sent to the parents. The Leadership Team - not the student or parents - will determine when detention is to be served.

Threat Assessment Policy

If a teacher, student, or staff member of ECS suspects serious threats to an individual or school property, it will be brought to the attention of Leadership who will immediately speak with the student and promptly notify the parents.

If it is determined that he or she is at risk to themselves or others, the student refuses to talk, is argumentative, responds defensively, or continues to express violent or dangerous thoughts or plans, parents will be advised to make immediate arrangements for removing their child from the school campus. Prior to returning to school, the child may be required to receive an evaluation by a qualified mental health professional who has experience assessing children and adolescents. In an emergency situation, or if the child or family refuses to seek help, it may be necessary for the school to contact local police for assistance. Throughout any part of this process, ECS reserves the right to disenroll the student from the school.

Prohibited Articles

Tobacco products, including vapes, alcoholic beverages, marijuana products including legally obtained products or CBD items, illegal drugs, any narcotics, knives, guns, explosives of any kind, and pornography are not permitted on school property or school vehicles.

Student Property at School

Cell Free Zone

While Christian schools are not obligated to follow legal requirements made to public schools, Governor Youngkin's Executive Order 33 to establish cell phone free school zones is backed by evidence regarding student learning, higher test scores, and even happier and more connected students. As such, cell phones are not permitted to be carried by ANY Evangel student. Students in grades 6-8 may put their cell phone (on silent) in their locker. Students without lockers are not permitted to have their cell phone at school.

Laptop computers and devices such as computer tablets may **only** be used with permission from the classroom teacher. This also applies to headphones and ear buds.

Toys and video games should be left at home, as they are a distraction and are easily lost or stolen. School laptops are not to be removed from the room to which they are assigned.

Smart watches may be used **as watches** during the school day by students in grades 6 and up. They must be silenced and on "do not disturb." The first time a student has a violation regarding watch use, the leadership will be contacted, and the parents will have to pick up the watch. On the second violation, the student will not be able to wear their smart watch for the remainder of the year while at school.

Cell Phone/Smart Watch Violation Referrals

All students in grades 6-8 who wish to keep a cell phone in their locker must SILENCE it at the beginning of the day, and it must be left IN THE LOCKER until dismissal.

Students who do not silence their phone or who carry their phone in their backpack or pocket to class will face the following consequences:

Phones

- **First Offense:** Teacher will take the cell phone. It will be brought to the Head of School, and the parents must pick it up at the end of the day. The student will serve a detention.
- **Second Offense:** Teacher will take the cell phone. It will be brought to the Head of School and the parents must pick it up at the end of the day. The student will serve a detention. The student will no longer be allowed to bring a cell phone to school.
- **Third Offense:** Teacher will take the cell phone and bring it to the principal. The student will serve an In School Suspension for violating their cell phone restriction.

Smart Watches

- **First Offense:** Teacher will tell the student to silence/not use smart watch inappropriately. Leadership will be notified.
- **Second Offense:** Teacher will send the student to the Head of School who will keep the smart watch. Parents will have to come to get it. Student will lose the privilege to wear a smart watch at school.

Lockers

Lockers are provided by Evangel Christian School for use of students in grades 6 through 8. The lockers are property of Evangel Christian School and are subject to search by the administration at any time. This includes cell phones that ring during the day if they were not put on silent mode.

Lockers are for individual student use and should not be shared with another student. If a student's locker is found to contain inappropriate material, the student is responsible and "I told my friend my combination" will not be an excuse. Combination locks are attached to the locker and should be used to secure each student's property. All belongings should be stored in the locker. Any items left on the floor in the hallway will be confiscated.

Students are expected to keep their locker neat and clean. The following are locker-use guidelines:

- No writing or drawing on the inside or outside of the locker is permitted.
- No open beverage containers should be stored in the locker.
- No tape, glue, or stickers should be used on the inside or the outside of the locker.
- Magnets and mounting putty (sticky tack) are acceptable. Adhesive products that are “repositionable” or “removable” are acceptable.
- Pictures and notes in the locker should be of appropriate content.
- Students should not stand in the locker to reach the top shelf.

Failure to follow these guidelines may result in damage fines and/or disciplinary actions.

The directions for opening the lock are:

1. Turn the knob to the right two or more whole turns and stop at the first number of the combination.
2. Turn the knob to the left one whole turn past the first number and stop at the second number.
3. Turn the knob to the right, directly to the third number.
4. Continue turning the knob to the right until it stops. The locker is now unlocked.
5. Lift on the black button to open the door.
6. Turn the dial left to reset the lock.

Lost and Found

The school will not be responsible for the loss of any personal property. Parents are requested to ensure that all articles of clothing and any other personal possessions be labeled with the student’s name. Anyone finding misplaced items is requested to turn them in to the office. Valuable items should be left at home.

At the end of each grading period unclaimed articles will be donated to a benevolent ministry.

Uniform and Dress Guidelines

Friday Flare with Spirit Wear

On Fridays, students may wear jeans (no holes, no tears, well-fitted to the waist, not overly tight) or a jean skirt (to the knee or lower) with an Evangel Spirit Wear shirt. Socks and shoes should follow standard rules.

Preschool (K3 & K4) Dress Guidelines

In order to provide a healthy sense of order and form, while at the same time allowing for modesty, comfort, and safety in active work and play, we have adopted the following dress guidelines.

Children in K3 & K4 participate in an active play environment and should wear comfortable, warm, and appropriately sized clothing without complicated fastenings. They may wear play clothes that are modest and in good repair. Shorts, if worn, should reach the top of the knee, midriffs and shoulders must be covered. Preschool children should not wear jewelry, flip flops or shoes with heels to school. Hairstyles are to follow the same grooming guidelines as our older students.

Uniforms for Grades 1-8

Students in academic grades must be in uniform every school day. Students must wear the uniforms at all school activities unless given permission to wear another type of clothing for special events.

You may view and purchase uniforms through *Lands’ End School Uniforms*. The Evangel “preferred school number” is **900139130**. Lands’ End may be ordered at 1-800-469-2222 or www.landsend.com/uniforms/shop.

Dress Guidelines: Girls Grades K5-5

1. Girls in Grades K5-5 wear green plaid drop-waist jumper or navy or khaki uniform pants. **Please note:** Students in Grades 4-5 should have at least 1 green plaid sewn down knife pleat skirt for special occasions.
2. White short or long-sleeved polo, oxford, or Peter Pan style shirts should be worn, but only plain, white, short-sleeved T-shirts may be worn under the outer shirt.
3. Comfortable closed-toe dress or athletic shoes may be worn.
4. Lands' End green cotton cardigan sweater, green fleece jacket, or ECS hoodie (ordered through 1st Place Spirit Wear) may be worn in cooler weather.
5. Black or navy leggings or modesty shorts should be worn under jumpers.
6. Plain, solid-colored socks (navy, black, or white) should be worn with appropriate shoes.

Dress Guidelines: Boys Grades K5-5

1. Navy or khaki dress pants (pleated or plain front) or navy or khaki uniform shorts. Shorts, if worn, must come to the top of the knee.
2. Solid-color black or brown belt (optional for K5).
3. White short or long-sleeved polo or oxford style shirts may be worn and should be tucked in.
4. Lands' End green zip front sweater, green fleece jacket, or ECS hoodie (ordered through 1st Place Spirit Wear).
5. Comfortable dress or athletic shoes may be worn.
6. Plain, solid-colored socks (navy or black) should be worn with appropriate shoes.

Dress Guidelines: Girls Grades 6-8

1. Lands' End green plaid sewn down knife pleat skirt or 2 specific styles of khaki uniform pants.
2. All skirts must be to the knee. Every female student should have at least one skirt for special occasions like ODACS.
3. All students must wear a hunter green or white polo shirt with school insignia from Lands' End. (No exceptions)
4. Comfortable dress or athletic shoes may be worn.
5. A Lands' End green fleece jacket or ECS hoodie (ordered through school office) may be worn.
6. Black or navy leggings may be worn under skirts.
7. Plain solid-colored socks in navy, black, or white are acceptable.

Dress Guidelines: Boys Grades 6-8

1. Students should wear plain khaki dress pants.
2. Solid-color black or brown belts should be worn.
3. All students should wear a hunter green or white polo shirt with school insignia from Lands' End. (No exceptions). Shirts should be tucked in.
4. Comfortable dress or athletic shoes are permissible.
5. A Lands' End green fleece jacket or ECS hoodie is permissible.
6. Socks should be solid colored in navy, black, or white.

Dress and Grooming Guidelines

For all those associated with Evangel Christian School, personal appearance as well as words and deeds should set a good example. As a Christian school operating on Christian principles (I Cor. 10:31, Romans 12:1, and I Thess. 5:22), we believe that all students, faculty, and staff have a special obligation to ensure that their personal appearance reflects favorably on the Lord and on the school at all times. We respectfully ask that parents assist the school by ensuring conformity to the following guidelines on behalf of their children and of themselves when participating in or attending school activities. These principles of dress have been established in the interest of modesty and are aimed at contributing to a respectful school atmosphere. Good taste, judgment, and discretion should be exercised at all times in all matters of appearance (I Timothy 2:9-10, I Peter 3:3). The Leadership Team will make final decisions regarding dress and grooming.

General Guidelines

These are general guidelines that apply to both boys and girls.

1. Buttons on shirts, except for the top button, must be buttoned.
2. In the interest of modesty, we insist that all students avoid tight fitting, form fitting, or “see-through” material.
3. Hair must be clean and neat and not be an unnatural or extreme color or style. Only such colors as are naturally occurring may be used- this includes blonde, black, brunette, and reds that occur naturally. Pinks, blues, purples, greens, and other colors not naturally occurring are not permitted.
4. No hats are to be worn inside the school.
5. Lands’ End fleeces, sweaters, or ECS hoodies may be worn if needed.
6. Boots are not to be worn in school. (In inclement weather, boots may be worn to school, but the student must change to school approved footwear on arrival.)
7. Tattoos, gauging, and body piercings are not allowed. If a student at ECS acquires tattoos, body piercings, or begins gauging they may be disenrolled.
8. Clothing and dress guidelines for “non-uniform” situations will be communicated case-by-case.

Girls’ Guidelines

1. Hair must be clean and neat and not be an unnatural or extreme color or style. Only such colors as are naturally occurring may be used- this includes blonde, black, brunette, and reds that occur naturally. Pinks, blues, purples, greens, and other colors not naturally occurring are not permitted.
2. Makeup should not be worn in elementary school.
3. Earrings, if worn, are limited to one per ear and must only be in the lobe of the ear.
4. Dresses and skirts should come to the knee.
5. Female students may opt to wear a headband or bow, either from Lands’ End or another provider in the matching Evangel plaid, white, green, black, or grey. Hair accessories may not have any other print or decoration aside from the matching plaid option

Boys’ Guidelines

1. Hair must be clean and neat and not be an unnatural or extreme color or style. Only such colors as are naturally occurring may be used- this includes blonde, black, brunette, and reds that occur naturally. Pinks, blues, purples, greens, and other colors not naturally occurring are not permitted.
2. Earrings, necklaces, bracelets, and make-up are not permitted for boys.

Physical Education Class Dress Guidelines

Elementary School students need to wear athletic shoes to school on the day that their class has PE.

Middle School PE students must wear black or navy-blue athletic style shorts (no more than 4 inches above knee). Spandex/bicycle shorts are not permitted. An ECS spirit t-shirt must be worn on top. If a student has a doctor’s excuse, they must remain in the gymnasium throughout the PE class.

Students who have PE class last period of the day may leave the school in their PE clothes if they are leaving immediately after school. If they are staying for aftercare or activities, they must change back into their school uniform. Athletes involved in sport practices may stay in their PE or practice clothes if they have practice following school and last period PE.

Dress Guidelines for Sporting Events

The coach, with the support of the administration will establish the dress requirements for participants in athletic events. Students, staff members, and other spectators who attend athletic events should keep the following in mind:

Students should meet general guidelines as discussed above. They may wear spirit wear, loose fitting pants, t-shirts/hoodies with no anti-Christian slogans or messages.

Spectators are expected to dress modestly and appropriately when attending school functions.

Changes to the Dress Guidelines

Notification will be sent when changes are made. In all cases of interpretation, the decision of the Head of School is final.

Student Activities

Athletic Program

ECS maintains an active athletic program. All students in grades 6 through 8 are encouraged to participate.

Sports Eligibility

For all activities in which students represent the school, academic eligibility is required.

The first grade check will be at the first progress report period. Grades will be checked every two weeks after this point in time. Any student who is failing a core class (Bible, English, Math, History, Science, or Foreign Language) and/or whose overall average in all subjects is below a C (73%) will be ineligible from games and practice for the two weeks. The athlete will be notified, and the two-week period will begin.

After two weeks (10 school days), grades are checked again. The student must have a C (73%) average and no failing grades in a core class to be eligible for practice, games, and activities again. A student who remains ineligible for more than a four-week period will be ineligible for the remainder of the season.

When a new athletic season begins after fall sports, eligibility will be checked either by a progress report, report card or grade check at that time. If an athlete is failing a core class (Bible, English, Math, History, Foreign Language and Science) and/or whose overall average is below a C, they will be ineligible from games and practice for two weeks. After two weeks when grades are checked again, the student must have a C (73%) average and no failing grades in a core class to be eligible for practice, games, and activities again. A student who remains ineligible for a four-week period will be ineligible for the remainder of the season. Any student with excessive unexcused tardies (6) or excessive absences (10) may be ineligible to play sports.

Evangel Christian school does not "reclassify" athletes.

Music

A variety of opportunities exist at school for students to develop their musical talents. The school provides music instruction as part of the curriculum. Instrumental lessons may be available for an extra fee. Additionally, both elementary and secondary students (grades 4-12) may participate in ODACS' fine arts competition each spring. Students also participate in school-wide musical programs each year. There are several music stores in the local area from which instruments may be purchased or rented. Lessons may be taken during study hall, recess, lunch, or after school.

ODACS Competition

Evangel Christian School is a member of the Old Dominion Association of Church Schools (ODACS) and the American Association of Christian Schools (AACS). ODACS has both regional and state fine arts competitions and AACS has a national fine arts competition. These competitions are designed to provide a challenge toward excellence among the students who attend member schools. This competition will allow young people

to develop disciplined skills in various areas of proficiency so that they might better serve the Lord throughout their lives. There are various areas of competition including, Bible, academics, music, art, and speech. Students in grades 4 and above may participate.

Field Trips

Field trips are an integral part of the academic program. The northern Virginia area abounds in places of special educational interest. Parental approval is required for student participation in field trips. Each trip will be chaperoned by the class teacher and volunteer parents. Exceptions to the student dress code depend on the kind of trip and/or the weather and will be approved by the leadership. Participation by the students is required unless specifically arranged with the leadership for a legitimate reason.

Parent Chaperones

There are times throughout the school year when parents will be asked to serve as chaperones at school-sponsored activities such as sporting events and field trips. Parents are encouraged to volunteer their services.

Curriculum

Bible

The study of the Bible is required for all classes. Students will use the ESV (English Standard Version) for maximum comprehension. Upper school Bible Memorization for ODACS is KJV. The goal of our Bible program is to engage students joyfully in the word of God, teach Biblical principles for life, and enforce Christian worldview, not to detract from the instruction of parents in the home.

Chapel

Chapel is a required part of the curriculum for all students. The administration oversees the chapels; however, members of the faculty, the pastor, missionaries, local pastors, college groups, and visiting guest speakers may conduct the services. The purpose of the chapel program is to promote personal devotion and worship, as well as to develop Christian character, student leadership, and to present the gospel to the unsaved.

Core Academics

The curriculum of ECS is designed to provide a Christian education that meets the educational requirements set forth by Evangel Baptist Church. Requirements meet or exceed the standards contained in the Commonwealth of Virginia Educational Statutes.

Classes are self-contained, administered by a teacher, and have controlled student-teacher ratios. The curriculum currently draws upon quality materials from sources such as ABEKA Books, Bob Jones University, and others.

In some classes, books published by secular textbook companies are used. Evangel Christian School does not subscribe to any position in these textbooks that are in disagreement with a Biblical world view. As Christians, we are to be in the world, not of the world, so students may study books that are not specifically Christian in nature, such as in the English program, or dealing with current events but will be encouraged by teachers to engage with the content from a Christian worldview and to note where the content deviates from the Bible.

The K-3 and K-4 programs are designed to prepare boys and girls spiritually, academically, socially, and emotionally for the elementary school program. The K-3/K-4 student begins many of the basic learning skills such as reading, math basics, and Bible memorization. The K4 reading program is based upon an intensive phonics approach.

The elementary program is designed to develop learning skills in all subjects including English, spelling, reading, math, science, history, Bible, and physical education. Music, poetry, art, creative writing, and handwriting are also an important part of the program.

All students after 5th grade will have a course of study recommended to them by the administration.

Grades and Advancement

Grading Scale and Report Cards

Report cards will be issued at the close of each nine-week period. Parents may request a conference with the teacher to discuss a student's progress. Academic progress reports will be sent home at 4 ½ weeks through RenWeb. The school will use the following grading scale for major subjects:

A	(93-100) =	4.0
A-	(90-92) =	3.7

B+	(87-89) =	3.3
B	(83-86) =	3.0
B-	(80-82) =	2.7
C+	(77-79) =	2.3
C	(73-76) =	2.0
C-	(70-72) =	1.7
D+	(67-69) =	1.3
D	(64-66) =	1.0
F	(below 64) =	0.0

For some Elementary School classes, the following scale is used:

E	Excellent
S+	Very Good
S	Satisfactory
S-	Below Average
U	Unsatisfactory/Needs Work

Honor Roll

An honor roll for the following three categories is compiled after each nine-week grading period. Honor roll certificates will be awarded at the end of the year.

- Academic Honors List
 - All students having a 94% average or above in each of their core academic classes
- Academic Distinction List
 - All students having a 90% average or above in each core academic class
- Academic Achievement List
 - All students with an average of 80% or above in all their core academic classes
- Additional academic and character awards will also be presented.

Standardized Testing

In the spring of each year (usually April), ECS administers standardized testing in line with the curriculum. Information about such tests will be given in the spring. The school office will distribute the testing materials at the time of testing.

Homework

Each teacher may assign homework daily for the purpose of supplementing and reinforcing classroom work. Teachers will make assignments to students as clear as possible. It is the student's responsibility to understand and complete these assignments. An important part of a child's education is learning to complete class assignments, research papers, and homework at the time prescribed. The following has been established as a guide. Elementary school reading may take additional time.

K5 _____	5-10 minutes	Grade 3 _____	20-35 minutes
Grade 1 _____	10-20 minutes	Grade 4 _____	30-45 minutes
Grade 2 _____	15-20 minutes	Grade 5 _____	45-60 minutes
Grades 6-8 _____	60-120 minutes*		

*Middle School students do have time to start their homework in study hall.

If students have more homework than the guidelines listed above, it is generally because they do not use their time wisely at school or have put off doing reports and projects until the last minute. If your child is continually having difficulty with his/her homework, please feel free to notify the teacher.

Promotion, Retention, Probation

Elementary School (K5-5)

Lower school students who do not have a passing average in either math or reading after the second marking period will be placed on academic probation. If at the end of the year they do not have a passing grade in either math or reading, they will be required to complete a summer tutoring program approved by the Head of School of Evangel Christian School.

Middle School (6-8)

Secondary students who fail more than two subjects for any given marking period or whose overall average for the marking period is below C- (70%) will be on academic probation for the next marking period. Their academic progress will be re-evaluated at the end of that marking period. If their overall average is not above C- (70%) or if they are failing in two subjects at the re-evaluation time, they may be dismissed from school or remain on academic probation at the discretion of administration. A student in 6th through 8th grade placed on academic probation is ineligible from all extra-curricular activities. Students in Grades 6-8 must pass math to be eligible for the next math level.

Grade Promotion

Current Evangel Students must meet the following criteria in order to move to the next grade level in succession:

Elementary Students

1. Currently enrolled students at ECS must pass each core academic subject with at least a 70% average in each subject over the course of the academic school year for promotion to the next successive grade. Bible is considered a core academic subject at ECS.
2. In addition, when considering promotion of students currently enrolled, special emphasis should be given to the appropriate level of mastery of the curriculum, as well as of the following skills/subjects in the grade noted:
 - a. Kindergarten to First Grade: Behavioral maturity and reading readiness for First Grade.
 - b. First Grade to Second Grade: Able to read silently and orally with adequate speed, correct use of phonetic skills, and fundamental comprehension. Able to write neat, complete sentences. Able to add and subtract single digit numbers with at least 70% proficiency.
 - c. Second Grade to Third Grade: Cumulative mastery of above requirements, plus: Able to read fluently and independently, using books of a second-grade level. Able to write neatly and correctly identify the basic parts of a sentence. Able to spell correctly with at least 70% proficiency. Able to add and subtract two-digit numbers with at least 70% proficiency.
 - d. Third Grade to Fourth Grade: Cumulative mastery of the above requirements, plus: Satisfactory (70%) proficiency of curriculum objective for this grade level.
 - e. Fourth Grade to Fifth Grade: Cumulative mastery of the above requirements, plus: Satisfactory (70%) proficiency of curriculum objective for this grade level.
 - f. Fourth Grade to Fifth Grade: Cumulative mastery of the above requirements, plus: Satisfactory (70%) proficiency of curriculum objective for this grade level.
 - g. Fifth Grade to Sixth Grade: Cumulative mastery of the above requirements, plus: Satisfactory (70%) proficiency of curriculum objective for this grade level. In addition, cumulative, comprehensive mastery tests may be administered to assess the student's readiness for entering the Middle School program.

Middle School Students

In Sixth Grade and Up, students must have a grade of C or better in all core academic classes to proceed to the next grade level.

Remediation Requirements

If a student is deficient in only one content area, the Dean of Student and Teacher Engagement or the Head of School may prescribe a course of summer tutoring before testing the student to see if they are able to move to the next grade level. This is also an option for students who are close to the 70% cutoff.

Completion of a tutoring program selected and paid for by the parents and successful completion of the entrance exam for the next grade level is required or the student will be retained.

Maturity and Social Development Requirements

If a student is unwilling or unable to cooperate with the teacher, follow directions, complete assignments without unreasonable supervision, turn in work in a timely fashion, interact well with peers, remain attentive during lecture, or follow basic behavior standards, a meeting with the teacher and a member of the leadership team may be held and an educational psychological evaluation may be required before the child is able to move to the next grade, based on the recommendations of the evaluator. This is done at the parent's expense and the evaluating practice must be approved by the Head of School prior to the evaluation or the results will not be accepted for consideration.

Extra Help

Teachers are generally available for occasional extra help after school if students have difficulty in understanding certain aspects of a given subject. If the difficulties continue or if the teacher refers the student for regular extra help, the parents need to seek the services of a tutor.

Communication

It is our desire to have open communication with our school families. We want you to know about the academic and conduct progress of your child as well as the various activities and functions throughout the year.

RenWeb

Parents are able to access information on their student(s) through Renweb regarding the following:

- Class syllabus
- Assignments
- Calendar information
- Discipline issues
- Poor grades
- Missed assignments

Mid-quarter progress reports will also be available for parents to review. Teachers will strive to post regular information that will keep parents involved and aware of student progress. Renweb is a tool designed to help everyone involved with Evangel. Even though it is the main source of information for our school, we will still communicate through other means because nothing can replace personal contact and face-to-face communication.

Eagle's Nest News

The Newsletter will be emailed home at the beginning of each month. This informational letter will keep parents informed of school functions and activities throughout the year. Please read this information carefully and respond to those areas where response is needed.

Yearbook

A school yearbook is published each year. A copy of this publication may be purchased. Additional copies may be purchased when the yearbook arrives if there are any extras.

Conferences with Teachers

Two parent-teacher conference days are scheduled, one in early November and one in March of each year to allow parents to meet with each of their child's teachers. Parents should schedule a time slot with each teacher. School will be closed on this day, and conferences will run from 8:00 a.m. to 1:00 p.m. However, teachers or parents may request conferences at any time by a note, phone call, or email.

Phone Calls with Students

Students are not permitted to make outgoing calls from the school telephone unless permission has been granted by the office for its use. Parents are requested to give routine instructions to their child prior to school. Students are not permitted to leave a subject class to make a call. Teachers are not permitted to leave the classroom to speak with parents on the telephone; however, they will be notified to return calls.

Class Visits

Evangel Christian School has an open-door policy. This means that parents are welcome to visit any classroom any time within the following guidelines:

1. Please make an appointment through the school office at least twenty-four hours in advance.
2. Please sign in at the office and receive a visitor's pass before going to the classroom.
3. Please remember the teacher is the authority figure of the classroom, and even if a parent is present, the student must obey the teacher's directions and guidance.
4. Regular volunteers need to complete an application and background check for the safety of our students.

Dealing with Conflict

Matthew 18

Occasionally during the year, misunderstandings or problems arise between the teacher and a student, or the teacher and a parent. This is often the result of a lack of communication between those involved. When these situations arise, please use the following procedure.

- In keeping with the exhortation to believers in Matthew 18 to "go first to the brother who offended you" any questions, problems, or complaints should be brought to the teacher *first* before anyone else is involved.
- If the situation is not cleared up at this level through direct contact, it should then be brought to one of the Deans.
- Any unresolved matters then may be brought to the Head of School.
- As a last resort, matters may be escalated to the Pastor of Evangel Baptist Church.

Health Information

General Procedures and Medication

It is recommended that students receive a yearly physical, eye, and dental examination.

All medication must be checked in to the front office and administered by a member of staff. Administration Assistants are MAT certified and approved for administering physician approved medications as well as aspirin, decongestants, antacids, cough medicine, antibiotic ointments, etc. This includes over the counter medications such as Midol, Tylenol, Benadryl, etc. Students may not be in possession of **ANY** medication other than a personally prescribed inhaler or EpiPen (doctor's note required).

For over-the-counter medications, a note of permission stating the type of medication, dosage, time of administration, and length of time the student is to be on the medication must be included and the medication must be in the original package. (See Additional Forms at the end of this document)

For prescription medications, a note of permission from the attending physician and parent must accompany the medication stating the type of medication, dosage, time of administration, and length of time the student is to be on the medication. (See Additional Forms at the end of this document).

Injuries and Emergencies

The school is equipped for and allowed to give basic emergency first aid. In the event a student is injured, parents or their designated emergency contact will be notified to provide transportation. If the condition is considered serious or life threatening by the school staff, the student will be taken by ambulance to a local hospital and parents will be notified to meet their child at the hospital. A hospital emergency room cannot provide care for your child unless it has parental permission to do so.

The school must have on file for each child a medical authorization form (see Additional Forms at the end of this document) that will permit medical personnel to attend to your child.

Illness Policy

Students with the following conditions will not be permitted to remain at school, and should be kept home if they show these symptoms prior to the school day starting. If a student misses school due to illness a note should be sent explaining the absence when the student is healthy enough to return to school.

1. Fever of 100.4°F and over - exclude until the student has been fever-free for at least 24 hours.
2. Conjunctivitis (pink eye), strep infections, ringworm, and impetigo are all infections and must be treated with medication for a minimum of 24 hours before returning to school. Please do not allow affected students back before this time so that other students are not infected unnecessarily.
3. Rash of unknown origin (especially if accompanied by a fever).
4. Head injury.
5. Severe coughing or difficulty breathing.
6. Thick or constant nasal discharge.
7. Diarrhea. Exclude until student has been symptom free for at least 24 hours.
8. Vomiting.
9. Abdominal pain that continues for more than two hours or intermittent abdominal pain associated with fever or other signs or symptoms.
10. Stiff neck associated with a fever and/or a recent injury.
11. Inadequate immunizations with known disease outbreak in school.

Food Policies and Services

Snack Break

Elementary School students are given a snack break as a part of morning recess each day. Parents are to send a snack with their child to be eaten at that time. Middle School teachers MAY offer a snack break, but are not required.

Water Bottles

All students should have a water bottle for school each day. Water bottles should be selected that will not “sweat” onto student work or materials and that have a way to close so students do not spill. Please make sure the water bottle is marked with the student’s name. Other liquids (soda, juice, sports drinks) should **not** be packed in water bottles for during the school day but may be enjoyed at lunch.

Hot Lunch Program

Students may pack a lunch each day or may purchase a lunch in advance. The school offers some lunch purchase options through My Hot Lunchbox several days a week. Parents may pre-order and pay online for this service. Lunches are delivered directly to school.

Missing Lunches

Students must eat lunch during their scheduled lunch time. Students who did not pack a lunch or order from My Hot Lunchbox will be provided with a Lunchable, and parents will be billed \$6. UberEats, DoorDash, etc. **will not be accepted to the school.** If parents need to drop off a lunch, it must be done **prior** to the start of the student’s lunch period and left with the front desk. Students will not be called out of class to pick up a lunch from a parent.

Parents at Lunch

Parents are welcome to join their child for lunch for special occasions like birthdays, etc., but the student’s lunch period will not extend to be longer due to the parent visiting.

Peanut Free Rule

ECS has implemented a NO PEANUT policy asking parents to refrain from sending products containing peanuts to school. Additionally, Evangel will not sell or distribute foods containing peanuts.

Please keep in mind, Evangel Christian School cannot guarantee a totally nut free environment for students nor an allergen free area at our school, so students with severe allergies should still exercise extreme caution.

Required Documents and Understanding

All enrollment at Evangel Christian School is for the entire school year. For enrollment to be complete, the following must be provided to the school office.

- | | |
|--|--|
| <input type="checkbox"/> A signed statement of cooperation and permission | <input type="checkbox"/> A copy of the student’s birth certificate |
| <input type="checkbox"/> Permission to contact current and previous schools (to obtain information to support/confirm the student’s application) | <input type="checkbox"/> Non-refundable registration fee |
| <input type="checkbox"/> A current physical | <input type="checkbox"/> Non-refundable Material and Activity Fee |
| <input type="checkbox"/> A current immunization record | <input type="checkbox"/> Permission to treat and general release |
| | <input type="checkbox"/> Medication forms (if applicable) |

Statement of Cooperation & Permission

- We understand that attendance at Evangel Christian School (ECS) is a privilege, and we pledge to abide by all the policies and rules set forth by the school and summarized in the student handbook.
- We agree to support the Statement of Faith of Evangel Christian School and will continue to instruct our children in faith and love of God in our home.
- We agree to support ECS financially beyond our tuition as God leads and enables and by volunteering our time.
- We agree to support ECS through prayer.
- We agree to cooperate with school personnel in a positive and supportive manner concerning the operation of the school ministry and the implementation of the educational programs. Should conflict arise, we agree to communicate with the persons involved as opposed to general discussions or gossip with other parents or teachers who are not directly involved in the matter.
- We understand that we will pay tuition for the amount stated in the Tuition and Fees document. All monthly tuition and Extended Care fees are to be made using the FACTS Tuition Management program.
- We understand that report cards, transcripts and school records will not be released if an account has an outstanding balance.**
- We understand initial enrollment is on a trial basis and that ECS reserves the right to dismiss any student who does not cooperate with the educational process. If a student is dismissed for any reason the tuition will be prorated as of the date of dismissal.
- We agree that our child(ren) will abide by the dress code as established in the Student Handbook, and that ECS administration has the right to interpret the standards and principles given in the Student Handbook

Student Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

General Release & Permission to Treat

Name of Parent/Guardian One:

Phone:

Name of Parent/Guardian Two:

Phone:

I/We the parent(s)/guardian(s) of the student listed below absolve Evangel Christian School (ECS) from any liability to me or my child because of injury to my child while at ECS or during any ECS activity.

We hereby authorize and appoint Evangel Christian School of 14836 Ashdale Avenue Dale City, VA 22193 as our agent in case of emergency during the 2024/2025 school year.

Name of Child:

Current Medications:

Medical Concerns:

Allergies:

Our family doctor may be contacted at:

Name:

Address:

Phone:

If the child becomes ill or injured, the agent (Evangel Christian School) will first try to contact the parents/guardians. Should they not be able to be reached, the agent should contact the following:

Name:

Phone:

Name:

Phone:

In the event that neither the parent/guardian or emergency contacts can be reached, or if the situation is life-threatening, I/we authorize Evangel Christian School to provide first aid, seek medical treatment and/or transportation, and authorize life saving and stabilizing care until the parent/guardian or emergency contact can be reached.

Signed:

Parent/Guardian One:

Print:

Parent/Guardian Two:

Print:

Please a copy of the student's medical insurance card (if applicable)

Name of Medication: _____

Diagnosis/Condition for which medication is prescribed:

Dosage:

Route:

Time:

Length of time:

School Year

Other: _____

Possible Side Effects:

None expected

Other: _____

Health Care Provider Signature: _____

Provider Printed Name or Stamp:

Provider Phone Number: _____

Provider Address: _____

Parent/Guardian Authorization:

My signature gives permission for the head of school's designee to administer prescribed/over the counter medication and gives the head of school's designee permission to contact the health care provider if necessary. I also agree to pick up any unused medication at the end of the school year by the last day of school. I understand that any medications NOT picked up by the last day of school will be discarded. I have read the procedures and assume responsibility as required.

Parent/Guardian Signature: _____

Parent Name (Print): _____

Parent Phone Number: _____

OFFICE STAFF USE ONLY:

Medication received (amount/description)

Medication received on (date):

By (staff member):

Medication picked up by (name):

On (date)

Signature of parent/guardian who picked up the medication:

Printed Name: _____

AUTHORIZATION FOR OVER THE COUNTER (OTC) MEDICATION ADMINISTRATION

Please fill out one copy of this form for EACH medication.

Student Name: _____ DOB: _____

Has the student had this medication before?

- Yes
- No

IF NO- the first dose of medication MUST be administered at home to decrease the risk of adverse reaction at school.

Name of Medication: _____

Dosage: _____ Route: _____ Time: _____

Length of time:

- School Year
- Other: _____

Possible Side Effects:

- None expected
- Other: _____

Parent/Guardian Authorization:

My signature gives permission for the head of school's designee to administer prescribed/over the counter medication and gives the head of school's designee permission to contact the health care provider if necessary. I also agree to pick up any unused medication at the end of the school year by the last day of school. I understand that any medications NOT picked up by the last day of school will be discarded. I have read the procedures and assume responsibility as required.

Parent/Guardian Signature: _____

Parent Name (Print): _____

Parent Phone Number: _____

OFFICE STAFF USE ONLY:

Medication received (amount/description)

Medication received on (date):

Medication picked up by (name):

By (staff member):

On (date)

Signature of parent/guardian who picked up the medication: _____

Printed Name: _____