

MIDDLE SCHOOL HANDBOOK
EVANGELICAL CHRISTIAN SCHOOL

2018-2019



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GENERAL INFORMATION

MISSION STATEMENT

The mission of Evangelical Christian School is to provide the Christian family a Christ-centered, biblically-directed education that challenges students to know the Lord Jesus Christ and to develop the vision and practice of excellence in academics, character, leadership, and service to others.

CORE VALUES

Evangelical Christian School expects that each member of its community will

- Exhibit unconditional love while maintaining uncompromising truth.
- Exercise responsible stewardship.
- Demonstrate personal integrity.
- Exercise authority with grace and submit to authority with respect.
- Build a climate of trust.

GUIDING DOCUMENTS AND VALUES

The ultimate authority for ECS comes from the whole counsel of God as found in the Old and New Testaments of scripture. This whole counsel was committed by Paul to the elders in Ephesus (Acts 20:27). Further, Paul states to Timothy that scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness so that the man of God may be thoroughly equipped for every good work (I. Tim 3:16). Also, Jesus commanded that we be “sanctified in the truth, thy word is truth” (Jn. 17:17). He also stated that “...not the smallest letter, nor the least stroke of the pen, will by any means disappear from the Law until everything is accomplished” (Matt. 5:18). In conclusion, Jesus revealed to John in Revelation that no one should add to this book or take away from the book. (Rev. 22:18)

Additionally, ECS follows the interpretation and application of scripture to all areas of life as broadly held by the Evangelical community on a local, national and international basis. The beliefs and widely held positions are supported by the Westminster Confession of Faith, Baptist Faith and Message, the Lausanne documents and the Evangelical Council for Financial Accountability.

More specifically, ECS is guided by our doctrinal statement, organizational mission statement specific to our discipleship model of Christian education, our core values statement and our three-fold cord philosophy outlining the role of home, school, and church. The doctrinal statement is supported both by scripture and specific application of scripture to the mission of ECS as supported by the Evangelical community. The discipleship model of ECS is rooted in the scriptural principal that a student will become like his teacher when fully trained (Lk. 6:40). Also, there is great responsibility of a teacher not to do anything that would cause a “little one to stumble” (Mk. 9:42).

We believe that the whole counsel of God as found in the Old and New Testaments of Scripture provides the framework of God’s intent for relationships. In that full context, human sexuality is a gift from God to be celebrated and culminated exclusively within marital parameters between males and females made in His image. Outside these boundaries, sexuality becomes distorted as people choose to exalt self rather than entering into a covenant which should reflect the inner workings of the Trinity and the relationship between Christ and His Church.

Because human sexuality involves the whole person – physically, mentally, emotionally, and spiritually – ECS has concern about sexual and relational behavior among its students. We believe that the sexual behavior and relationships of our students will flourish only when aligned with biblical Truth. Deviation from biblical Truth will create uniquely harmful effects upon students, their relationships with God, and within the ECS school community.

God designed humans uniquely as male and female with distinct roles and purposes; therefore, we ascribe equal dignity and worth to both. We regard confusion and blurring between maleness and femaleness as manifestations of the brokenness of our fallen condition rather than reflections of God’s creational intent.

Finally, the three-fold cord approach is centered in the scriptural principles of teaching children when they rise up and as they walk in the way (Deut. 6:7), train up a child in the way they should go (Prov. 22:6) and finally the strength that comes from a well woven three-fold cord (Eccl. 4:12).

PURPOSES AND DOCTRINAL STATEMENT

The purposes of Evangelical Christian School are stated in its Charter, Article V:

1. To establish, own, maintain and conduct a school (or schools) for the daily instruction of children directed toward the end that these children may occupy their places worthily in society, church and state; and the educational program shall be based upon the following educational principles:
 - a) Christian education has its formation in the Creator-creature relationship taught in the Scriptures. It is understood as a process wherein a child's personality is formed by instruction in the truth of God and human knowledge permeated with that truth.
 - b) The responsibility for education rests upon the parents (Deut. 6:6-9, Eph. 6:1-4). They may delegate a part of this responsibility to an institution which is able to carry forward their God-given task. The authority of the teacher in discipline and character training is derived from the fact that he stands *in loco parentis* and the teacher derives authority in subject matter from faithfulness to the laws of God in special and general revelation.
 - c) The child is regarded first of all as a spiritual—physical creature, created in the image of God, capable of learning, knowing, and obeying the truth of God's Word and the laws of His creation. He is also regarded as a social creature standing in relation to his fellow man, having moral, intellectual, and social needs.
 - d) The curriculum of the Christian school is the medium through which the child is oriented to a life in Christ and to the culture of this world to the end that the child might have fellowship with and serve God in this life and the life to come.
2. To act as a religious corporation to propagate, through schools and otherwise, the evangelical Christian faith, as expressed in the following doctrinal statement.

The basis of Evangelical Christian School is the whole counsel of the infallible Word of God as contained in the Scriptures of the Old and New Testament, as widely held and interpreted in the major evangelical confessions, doctrinal statements and documents. In accordance with these confessions, we hold unreservedly to the sovereignty of God, revealed in the Lordship of Jesus Christ, over the world and thus over every department of human activity, and submit unconditionally to the authority of Holy Scriptures, thereby recognizing these scriptures as the supreme and final standard for Christian education and all matters of faith and life. On this basis we subscribe to the following articles of belief:

- We believe in the Scriptures of the Old and New Testaments as verbally inspired by God, and inerrant in the original writings, and that they are supreme and final authority in faith and life;
- We believe in one God, eternally existing in three Persons: Father, Son and Holy Spirit;
- We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man;
- We believe that man was created by an immediate and direct act of God, in the image of God, that he sinned, and thereby incurred not only physical death, but also that spiritual death which is separation from God; and that all human beings are born of a sinful nature, and are sinners in thought, word and deed;
- We believe that the Lord Jesus died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice; and that all who believe in Him are justified on the ground of His shed blood;
- We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit, and thereby become children of God;
- We believe that the whole counsel of God as found in the Old and New Testaments of Scripture provides the framework of God's intent for relationships. In that full context, human sexuality is a gift from God to be celebrated and culminated within marital parameters exclusively between a male and a female made in His image;
- We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven, His present life there for us as High Priest and Advocate, and that He will personally return and set up His Kingdom wherein He will rule and reign in righteousness;
- We believe in the bodily resurrection of the just and the unjust, the eternal blessedness of the saved, and the eternal retribution of the lost.

We, therefore, believe in:

- The Deity, Virgin Birth, Vicarious Death, Physical Resurrection, Ascension, and personal return in Glory of the Lord Jesus.
 - The Personality, Deity and Work of the Holy Spirit.
 - The Personality, work and limited role of Satan.
 - The Great Scriptural Doctrines of Sin, Salvation by Grace, Redemption, Regeneration, Justification by Faith, Prayer, Physical Resurrection, the Reward of Believers and Retribution of Unbelievers.
 - God's design of humans as uniquely male and female with distinct roles and purposes, with equal dignity and worth to both.
3. To do all things necessary and proper for the carrying out of the above purposes; and to that end, this corporation shall have and exercise all powers granted to nonprofit corporations under Tennessee law.

SCHOOL GOVERNANCE AND MANAGEMENT

Evangelical Christian School is governed by a Board of Trustees. The Board currently consists of 13 men who are school parents, former parents, or school grandparents. The primary functions of the Board are to act as the guardian of the mission of Evangelical Christian School, to develop the major institutional policies and the long-range plan, to hire the president, and to be responsible for the financial viability and stability of the school. The day-to-day operation of the school rests with the headmaster, the administrative staff, and the faculty. Under the leadership of the president, they are responsible for developing and implementing operational policies and procedures and for managing the various school programs.

MIDDLE SCHOOL ADMINISTRATION AND STAFF

Middle School Principal—Ben Burgess

bburgess@ecseagles.com

Administrative Assistant—Tonya Box

tbox@ecseagles.com

Academic Dean—Jenny Shorten

jshorten@ecseagles.com

Athletic Director—Daniel Holmes

dholmes@ecseagles.com

Director of Enrichment and Electives—Jenny Shorten

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Academic Counselor--Dona Welch

dwelch@ecseagles.com

Director of Support Services—Jennifer McGillivray

jmcgillivray@ecseagles.com

ADMISSION

Evangelical Christian School is a co-educational institution for unmarried students from Christian homes in grades PK-12. Students must live with their parent(s) or legal guardian(s) at all times while a student at ECS. No student (male or female) may attend ECS while a parent of either unborn or previously conceived children.

STATEMENT OF NON-DISCRIMINATION

Evangelical Christian School admits students of any race, color, and national or ethnic origin to all the 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, and national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

ECS ALMA MATER

Hail to you, our Alma Mater,
Heart of ECS --
Striving in our Father's graces
To meet life's hardest task.

For the ones who seek to learn
The wonders of God's world,
Send their minds in praise and honor --
Forward ECS.

School Song May the Mind of Christ

School Motto "Pursuit of Excellence for the Glory of God"

School Verse "But they that wait upon the Lord shall renew their strength; they shall mount up with wings like eagles; they shall run, and not be weary; and they shall walk, and not faint." Isaiah 40:31

School Colors Cardinal and White

Mascot Eagle

FIGHT SONG

Stand up and fight for ECS.
Stand up and give a cheer.
Our team is always Number 1
Through each and every year.

Win, lose, or draw, we'll play the game.
To honor Christ who lives.
Our Eagle flies toward victory
For dear old ECS.

STUDENT INFORMATION

SCHOOL HOURS are from 7:40 a.m. until 2:40 p.m.

STUDENT ABSENCE POLICY

Absence at school usually results in reduced learning. Extensive absence can make it difficult for a student to stay current at ECS and may put a student in a position where academic success becomes virtually impossible.

Absences

- Call the middle school office at 754-7217 ext. 1300 or send an email to tbox@ecseagles.com if your student is or will be absent.
- Students who are absent should email their teachers, check teacher's webpages or contact a classmate for assignments.
- All students must sign in or out in the school office through the middle school administrative assistant when leaving or returning to campus.
- Bring a note from home. Any time a student comes to school late or after an absence, a note or a phone call from a parent is required.
- ECS strongly encourages parents to submit a note prior to any planned absence.

Though we understand and appreciate the value of family vacations and mission trips, we strongly recommend that such trips not be taken during school. Research indicates that if a student misses 7 days a year, his academic work suffers. There is also an impact on the community of learners as well as the teacher. However, if extenuating circumstances do not allow you to plan such trips when school is not in session, send a written note to obtain administrative approval in advance and to arrange for make-up work.

Stay home if you are sick. If a student is ill, he/she will not be allowed to come in to take a test or to turn in an assignment. If a student is too ill to come to school, everyone will stay healthier if he/she keeps their distance before returning to school. If a student is absent for a total of 3 or more days, the school will be happy to collect written assignments from his/her teachers. Call the office by 10:00 the morning of the third day out. If absent less than 3 days, the student should call a friend or classmate or check the website for his/her assignments.

Student absences from class or school for all or part of a day fall into two categories: excused or unexcused. Examples of EXCUSED absences include, but are not limited to personal illness, a serious illness in the family, a death in the family, a school-sponsored trip, a medical appointment, a court appearance, a family or church-related activity, or an absence due to providential hindrance.

Examples of UNEXCUSED absences include, but are not limited to, in-school suspensions, out-of-school suspensions, sleeping in, and staying home to "study for a test" or "catch up on work." Unexcused absences are subject to academic penalties at the discretion of the principal. For each in-school suspension, out-of-school suspension or truancy, two (2) points will be deducted.

Whether an absence is excused or unexcused, the student is expected to make up missed work in a timely manner. Work not made up in a timely manner may receive a reduced score or a zero.

****You may need to enlist a tutor apart from your classroom teacher for days missed due to personal trips.**

Excessive absences may require a parent conference.

TARDIES TO SCHOOL

Students are expected to be on time to school. They should plan on leaving early enough that under normal circumstances they would arrive ten or fifteen minutes early. This will allow for a "cushion" to allow for minor traffic delays or carpool delays, etc.

However, there are times when there are excusable reasons for tardiness. These tardies are for unavoidable reasons where circumstances are out of the students control, such things as your vehicle not starting, being involved in an accident, extensive traffic or weather-related delays (as reported by numerous students), your car pool driver is late, etc.

- A student arriving after 7:40 a.m. and before 8:00 a.m. is counted as tardy to school. **During this time, students should report to homeroom upon their arrival with a note from a parent or doctor**

stating the reason for the Tardy. If they do not have a note, it will be counted as an Unexcused Tardy.

- **Unexcused tardies** are for circumstances that are under the student's control. To put it in a word, they are avoidable. It is not for such things as sleeping in after play practice or athletic contests, typing a research paper assigned weeks in advance, not arranging for a ride when a vehicle has been in the shop for two days, etc.
- **After 8:00, the student must check in through the office with a note;** if the student has no note, a parent should accompany the student to sign them in. A note from a parent must be brought to the student's homeroom teacher within two days or it will be counted as an unexcused tardy.
- **The following are the procedures applied for unexcused tardies:** For each nine week marking period the student is permitted 2 unexcused tardies without disciplinary penalty. The third and following offenses will result in the student serving detention halls. A parent conference may be required at this time. The purpose of such a meeting would be to discuss the difficulties the student is having in relation to this issue, to discuss strategies for improvement, and to make sure there is a clear understanding of the consequences of continued difficulties.

EARLY DISMISSALS

If a student has a request for early dismissal, he/she should bring the request to the Middle School office before the start of school. In most instances, the student will be given an early dismissal slip. If there is a question or concern about the reason for an early dismissal, the student will need to see the Principal for her approval. **Classes missed due to a reason deemed unexcused will result in one point being deducted from the nine-week average for each academic class missed.**

If a student forgets or is unable to do this during the designated time, he/she should come to the office as early in the day as possible. The Middle School administrative assistant will process the request for early dismissal and if approved will provide the student with an early dismissal slip. **Failure to repeatedly follow the established procedure will result in a denial of the early dismissal request.**

Students should turn in assignments for classes that will be missed before leaving campus. Whenever possible, any missed tests or quizzes should be rescheduled before leaving campus. Failure to do this may result in zeroes for missed work.

Dismissals will be scheduled between classes. The adult who is picking the student up must come to the Middle School office to sign the student out at the time designated on the early dismissal slip.

MAKE-UP WORK

After one day absences, students should be prepared to make up scheduled tests or assignments the day of their return to class. However, students with an excused absence from school for two or more days are generally allowed three days to make up the work they missed. Make-up tests may be scheduled after school or during a time that is convenient to the teacher. Students should make satisfactory arrangements with their teachers as soon as possible following any absence.

If a student misses a class due to a curricular activity (e.g. field trip) or a co-curricular activity (e.g. baseball game) they are not allowed extra time, as a general rule, to make up the work. For example, if he/she plays basketball and misses a math class on Tuesday, the student should turn in their work for Tuesday's class prior to leaving for the game and be ready for class on Wednesday. **Requests for make-up work or assignments to the office or the teacher should not be made unless a student is absent for more than two days.** All requests should be made to the office on the morning of the third day before 10:00 a.m. Requests after 10:00 may not be able to be accommodated until the next day.

Some exceptions to these general rules may be allowed. These guidelines should always be understood:

- **When a student misses class, he is responsible for making up the work missed within the specified time frame.
- **It is the student's responsibility, not the teacher's, to initiate the make-up work plan.
- **The student should seek assistance regarding work missed first from classmates, and then if there are further questions, seek out teacher assistance at an appropriate time.
- **Zeros may be given for work not made up within the agreed time frame.

ANTI-BULLYING POLICY

Philosophy

Bullying will not be tolerated at ECS. Students are entitled to have an educational environment that is free from humiliation, oppression and abuse. Every person who is a part of ECS has the responsibility to support and care for each other and to behave in a pleasant and non-threatening fashion.

Definition

Bullying is any persistent, willful and deliberate action done by an individual or a group to hurt, distress, upset, frighten or threaten another person or persons. It is not an *isolated* incident of argument or aggression between students. Bullying can be

- Physical: pushing, kicking, hitting, pinching or any use of violence
- Verbal: written or oral name calling, sarcasm, spreading rumors, malicious gossip or teasing
- Emotional: deliberate excluding, tormenting (hiding books, threatening gestures, extorting money), racial taunts, graffiti
- Sexual: unwanted physical contact or abusive and/or suggestive comments
- **Cyberbullying**: willful and repeated harm inflicted through the use of computers, cell phones and other electronic devices

Aims of the Policy

1. To ensure that all students, staff and parents know what is meant by bullying, and to know that it is unacceptable behavior
2. To create an atmosphere where bullying is not accepted
3. To empower victims of bullying to seek appropriate help
4. To ensure that faculty respond consistently and appropriately to bullying
5. To develop procedures for reporting, investigating and dealing swiftly with bullying behavior when it occurs
6. To develop a program of support for those affected by bullying behavior and for those involved in such behavior

Guidelines

As a school community, we expect all incidences of bullying to be reported. This requires students to

- Refuse to be involved in any bullying situation.
- Take some form of intervening action if present when bullying occurs.
- Report the incident or suspected incident to a teacher to help break down the code of secrecy.

The school recommends that parents

- Watch for signs of unusual behavior or distress in their child, such as not wishing to attend school, missing equipment, requests for extra money, damaged clothes or bruising.
- Advise their child to tell a staff member about any incidents of bullying. If possible, parents should allow the student to report and deal with the problem. If the child will not report the incident, parents should inform the school.
- Keep a written record of the bullying (who, what, when, where, why, how).
- Discourage their child from retaliating.
- Attend interviews at school if their child is involved in any bullying incident, either as the offender or the recipient.
- Inform the principal of suspected bullying even if their child is not directly affected.

The faculty and staff will

- Be role models at all times.
- Watch vigilantly for any incidences of bullying.
- Minimize opportunities for bullying by closely supervising areas where such behavior is likely to occur.
- Help victims without placing them at further risk.
- Act on suspected incidents promptly and in the appropriate manner.
- Teach students appropriate ways to respond when they are witnesses to incidences of bullying.

Implementation

1. Faculty will make it clear in the classroom that bullying behavior is unacceptable and that consequences will be imposed to ensure that perpetrators change their behavior.
2. All reports of bullying, no matter how trivial, will be investigated and dealt with fairly and positively by classroom teachers. In this way, students will gain confidence that reporting of incidents will not be ignored.

3. If the incidents of bullying are serious and persistent, the classroom teacher will report immediately to the principal. The principal must ensure that the incident is dealt with effectively and promptly. Priority will be given to providing support for the victim.
4. The principal will find out all the facts surrounding serious incidents of bullying by talking to all the parties involved, including any witnesses. All the evidence and all views will be taken into account. If possible, all parties should be asked to give a written account.
5. A record will be kept of all serious and/or repeated offenses and a copy kept in the student's file. All staff in contact with the students will be informed by the principal or the dean of students and required to monitor closely the students involved.
6. Parents of both perpetrators and victims of any serious incidents or repeated offenses will be informed as soon as possible and asked to come to the school for a discussion of the problem and its resolution.
7. For those individuals or groups found guilty of bullying, the principal or the dean of students will use any of the available methods of punishment or sanction that will reflect the seriousness of the offense, such as restrictions, detention, suspension, and could include a requirement that parents seek professional help for their child.
8. Sanctions will be implemented as quickly as possible to reinforce the message that bullying behavior is not acceptable at ECS.
9. The principal or the guidance counselor will discuss with the guilty person or persons the implications and effects of their actions on the on the victim.
10. The student guilty of bullying will apologize to the victim and the students should be reconciled whenever possible.

Continuing strategies

The identification of bullying behavior will be highlighted at one staff meeting at the beginning of each school year.

1. Classroom practice will be used positively as a vehicle for raising awareness and understanding of the concept of bullying.
2. Classroom teachers will use opportunities to discuss with their students appropriate ways to behave toward their peers, emphasizing that bystanders who witness bullying behavior and do nothing are also guilty. They will encourage students who feel threatened to discuss the situation with them.
3. Parents will receive copies and explanations of the anti-bullying policy in handbooks.
4. A school counselor will be available for counseling both victims and perpetrators.
5. The school will review the anti-bullying policy annually for any needed revision.

CELL PHONES

Students may not use cell phones during the school day from 7:40 a.m. – 2:40 p.m. (Students may not use their cell phones after they enter the academic building at the beginning of the day, and not until they exit the academic building at the end of the school day.) A designated phone for students' use is available and accessible in the middle school office before, during, and after school hours.

CHANGE OF ADDRESS

Please inform the school of all changes of address. All address changes should be submitted through the Parent Portal Profile on the ECS website. If a parent is unable to log in, he/she should call the main number (901.754.7217) to report the change of address. If ECS does not have accurate addresses, mailings containing important information may be substantially delayed and may lead to communication problems between home and school.

CLASSROOM BEHAVIOR

It is imperative that the classroom environment be conducive to learning. Teachers have a discipline plan to produce this environment. They use discipline methods that draw on their own strengths for effective results. In the vast majority of cases, these methods achieve their intended purpose. However, there are students who, despite the best efforts of the teacher, continue to be disruptive. Students who continue to disrupt the learning environment will experience escalating consequences.

CO-CURRICULAR REQUIREMENT

The purpose of the co-curricular programs at ECS is to foster physical, intellectual, and spiritual development while teaching the value of personal discipline, commitment, and the subordination of self-interest to the higher goal of team and group achievement.

All middle school students are **encouraged** to actively participate in some type of organized activity at the school for the year, a specific season, or for the duration of an approved activity. While it is not the intent of the school to dictate each sport or activity in which a student engages, the school staff, through its expertise, seeks to provide guidance and encouragement to students in selecting the area that best fulfills the individual's God-given talents. The GOALS for student participation are:

- To challenge each student to the point where the student learns what it means to do one's best.
- To teach self-discipline and humility—qualities that come from learning to function effectively within the framework of the rules *and* that benefit the group or team, the school, and, most importantly, the individual.
- To teach the meaning and value of personal commitment, a trait ECS strives to develop in every student. Success in life nearly always involves teamwork and self-sacrifice.

COMPUTER USE

The use of ECS computers must be in support of education and research and must be consistent with academic expectations of Evangelical Christian School. The policy is simple and broad: 1) do not cause damage to or change any settings on the computer; 2) use the computer for school-related work only; and 3) do not seek to access any areas that would embarrass the school or dishonor the Lord. Network storage areas will be treated like school lockers. To insure the integrity of the electronic media, network and/or school administrators and teachers may review files, bookmarks, and communications under the same standards set for school lockers. Privacy is not guaranteed for files stored on school servers. Files will not be maintained indefinitely. The use of the school's electronic networks and the internet is a privilege, not a right, and inappropriate use may result in cancellation of privileges and possible disciplinary action. Access entails responsibility. School administrators will determine what is inappropriate use, and their decision is final. Abuse of these procedures may result in the revocation of student access to or use of school computers.

CONFLICT RESOLUTION

Belief Statement

ECS is a Christian school, and the Word of God governs all of its affairs. As members of a Christian community, we enjoy the privilege of relating to one another not merely as parents and educators, but as brothers and sisters in Christ. Therefore, the school board, administration, faculty, staff, parents and students are expected to maintain a decorum that is honoring to the name of Christ. However, in spite of the best efforts of students, parents, and the school, conflicts will inevitably arise. When they do, it is important that they be handled in a biblical manner (based on Matthew 18:15-20) and in a way that leads to an effective resolution. The proper protocol for dealing with conflicts follows several steps.

Policy Statement

The **first step** involves the teacher and the student. Many of the problems that arise at this level are matters of miscommunication, misunderstanding, or misbehavior. Most can be resolved simply by direct communication between the teacher and the student without parental or administrative involvement. Sometimes a problem of perception will occur, and students will feel that a teacher does not like them or is being unjust to them. In situations of that nature, it is particularly important that students go directly to the teachers for the issue to be addressed. Such a confrontation may feel awkward and uncomfortable, but this step should not be avoided. Parents should encourage their children to go to the teacher with whom they are in conflict and to discuss the matter one-on-one. Parents may be, and in some cases should be present, but the primary communication needs to be between the student and the teacher, with parents acting as a supporter not only of their children, but also of the process for correctly resolving problems in a Christian manner.

If a conflict cannot be settled between the teacher and the student, then the **next step** is for the parents to go to the teacher. Keeping in mind that parents and teachers share a common value (to honor Christ) and a common goal (the well-being of the child), the parties involved should labor to accurately understand one another's concerns and to develop a plan for the problems to be remedied. Again, it may be appropriate for a third party, such as an administrator, to be present, but the primary communication needs to be between the parents and teachers.

If, after diligent effort, the matter remains unresolved, parents then go to the **principal** of the school in which their child is enrolled. The principal will not, under normal circumstances, meet with parents on a particular issue unless the parents have previously met with the teacher. If further action is needed, then the parents are to request a meeting with the **head of school**.

School board members do not deal directly with operational issues of the school and, therefore, are not directly involved in most of the conflicts that arise. The task of the board as outlined under the School Governance section is limited in scope and generally should not involve matters that are delegated to the administration and faculty of the school. Therefore, parents should not personally contact school board members to voice complaints or to seek their influence in individual matters or conflicts.

Parents and students are expected to follow the process outlined above as the appropriate means to settle conflicts. Examples of inappropriate responses to conflicts include involving individuals who are not directly a part of the problem in a discussion of the matter, soliciting public support for a private matter, initiating or signing petitions, gossiping or demeaning others, or attempting to circumvent proper protocol by attempting to go directly to a "higher" authority.

Occasionally, conflicts between students and families will occur outside of the school but be brought into the school environment. Under such circumstances, the school cannot be expected to solve the problems. Such conflicts need to be handled between the students and the families. Many problems are exacerbated simply by a failure to deal with them directly and forthrightly. Following **Matthew 18**, Christian parents who meet with one another concerning their children can successfully address concerns, clarify expectations, agree on strategies, and establish a high level of accountability for future behaviors. ECS can provide an atmosphere where standards of appropriate conduct are established and encouraged; it cannot, however, insure that those standards are practiced outside of the school.

ECS will adhere to the steps outlined above as the appropriate means of resolving conflicts.

1. Parents will receive copies and explanations of the anti-bullying policy in handbooks.
2. A school counselor will be available for counseling both victims and perpetrators.
3. The school will review the anti-bullying policy annually for any needed revision.

CONTACTING FACULTY AND ADMINISTRATORS

Faculty and administrators are willing and available to assist students and parents with their needs and concerns and will make time in their schedule to accommodate them. Such requests should be made during normal school hours. After or before school hours, a message can be left on the school voicemail or the teacher's email. Every effort will be made to respond within 24 hours of the message. Only in cases of *actual* emergencies should faculty or administrators be called at home or outside school hours.

COUNSELING

ECS is concerned about the whole person. This includes the emotional, psychological, and spiritual well-being as well as the academic development of each student. The guidance staff and principal can provide sensitive and confidential counsel upon your request. If appropriate, referrals are made to persons or agencies not employed by ECS.

DISCIPLINE

Like any community or organization, ECS must have a basic set of rules for behavior that promote self-control, character and an environment where learning can take place. Students are expected to behave in a manner that demonstrates a respect for self and others and a recognition of the responsibilities of being part of a Christian educational community.

Disciplinary Options

Disciplinary options include but are not limited to

- **Warning**
- **Write-offs**
- **Conduct Slip (Silent Lunch and/or Silent Activity)**
- **Referral to Principal**
- **Detention Hall**
- **Behavior Probation**
- **Conferences**
- **Removal from Class**
- **In-School Suspension (ISS)**
- **Out-of-School Suspension (OSS)**
- **Expulsion**
- **Voluntary Withdraw from School**

EMERGENCY CLOSING OF SCHOOL

In case of bad weather, ECS will announce an emergency closing of school through the **Power Announcement Alert System**. ECS will not necessarily follow other private schools, the Municipal Schools or the Shelby County Schools regarding closings. Unless the announcement is made that ECS is closed, parents and students will assume school is open. Grades PK-12 on all campuses will be included in such an announcement. When a decision concerning a closing is made, an announcement will be issued via email, voicemail, and/or text. An announcement will also be posted on the ECS website and through local television newscasts.

FIELD TRIPS

Field trips are an important part of the educational process. Written permission must be given by a parent or guardian for students to participate. Cooperation and responsibility are crucial to the success of a field trip. Students are expected to behave in a manner that reflects positively on ECS. Students must make arrangements with their teachers in advance about deadlines for completing assignments missed due to the field trip.

GUIDELINES FOR STUDENT BEHAVIOR

The primary task of an ECS student is to receive a Christian education. When each student is admitted, he becomes identified with the school, and his conduct should reflect favorably on them and the school. Guidelines provide boundaries for security and freedom, and each student is expected to follow them in both attitude and behavior. While ECS anticipates cooperation and a great year, the administration reserves the right to discipline, suspend or expel a student who is guilty of serious misconduct occurring on or off the school campus. Listed below are serious offenses that will not be tolerated. Any one of these could lead to immediate expulsion.

Abusive or Obscene Language

Curse words, swear words, racial slurs, and suggestive language are inappropriate for the spiritual and academic environment of our school, whether printed, spoken or recorded.

Alcohol and Drugs

Possession or use of alcohol or un-prescribed drugs of any kind are not allowed on campus or at school-sponsored activities. This includes entering the campus or attending school-sponsored activities under the influence of drugs or alcohol. Students who violate this policy will be expelled from school. Prescription drugs should be used only under the direct supervision and knowledge of school personnel. Sale or transfer by any means of prescription drugs to another student or individual is strictly prohibited.

Cheating

Cheating is defined as any act of deception or fraud that results in representing someone else's work as one's own or in affecting one's grades or any act that aids another student in such a deception. It is a violation of the Honor Code. Students who cheat will receive a zero on the assignment, meet with the principal, and be placed probation. The student's parents will also be contacted. Multiple cheating offenses will result in academic penalties and ISS and may result in expulsion.

NOTE: **Plagiarism** is a form of cheating. It is the use, intentional or not, of someone else's words, ideas, or images without correctly acknowledging the source of the work, ideas, or images. Plagiarism is serious academic misconduct and a violation of the Honor Code.

Drug Policy

The possession, use, delivery, transfer, or sale of alcoholic or other controlled substances by students while in school or at school-sponsored events is expressly forbidden. Because the heart of the Mission Statement of Evangelical Christian School is to partner with the Christian family, the following policy is set forth:

A zero tolerance drug and alcohol intervention program with rehabilitation as its primary goal will operate within the following parameters:

- A drug and alcohol testing procedure will be used to determine substance use or abuse if deemed necessary.
- In the event that drug use or abuse can be verified or supported without testing, the student is subject to disciplinary action, including dismissal.
- This testing is based on reasonable suspicion, which may include but is not limited to the following: intoxicating behavior, aberrant discipline problems, marked deviation in academic progress, unaccounted absences, and reliable substantiated information indicating such abuse.
- The onsite-testing will be administered by a school representative or designee who has been trained in such testing.
- Parents of the student being tested will be notified of the test being performed or as soon thereafter as practical.
- If initial test results indicate substance abuse, a rehabilitation program must then be determined and agreed upon by the school and parents in order for the student to complete the school year.
- A student upon testing positive for drug or alcohol use may be ineligible for all extra-curricular or co-curricular activities for a period up to one year.
- A student who has tested positive and accepts rehabilitative treatment aimed at overcoming this abuse will still be required to submit to intermittent periodic testing while a student at ECS. All such testing will be at parent's expense.
- Results of all tests will be a matter of school record only and will not normally be forwarded to law enforcement unless required by law.
- Self-referral is encouraged and will result in a coordinated effort between the school and parents to achieve satisfactory rehabilitative treatment.
- Failure to comply with the drug testing and substance abuse counseling guidelines will result in further disciplinary action up to and including dismissal.

Drug Testing

The unlawful use of marijuana, alcohol, and other illegal drugs constitutes a serious threat to the school environment as well as to the academic and social achievement of ECS students. In concert with our Mission Statement of serving the Christian family, ECS wishes to increase its efforts at prevention, detection, and intervention. In order to combat the pervasive threat that drug use poses to our youth, and ensure a drug free campus for our students, ECS *may* test students to determine illegal or harmful use. The focus of this testing program is preemptive and rehabilitative. Visible and open testing programs that have focused on the rehabilitation of drug users have proven to be a strong disincentive to casual use.

In accordance with this policy all students enrolled at ECS are expected to submit to voluntary drug testing when requested. Such requests will be at the direction of the school administration. This policy will be in force while the student is on campus or present at any school activity off campus. Methods used for detection will be, but are not limited to, breath scan type alcohol detectors, blood testing, hair collection and testing, and urinalysis. Positive test results will not necessarily dictate expulsion if parents or guardians and the student agree to immediate professional counseling designed to end such use, **unless accompanied by**; (1) behavior indicating that the student is “under the influence” of drugs or alcohol; or (2) evidence which supports such behavior. Follow-up testing may be required at parents’/guardians’ expense. Further confirmed positive tests will result in expulsion.

Disrespect

Students are expected to submit to the authority of their teachers and administrators in all situations and under all circumstances, showing proper respect in both attitude and actions. Students will be treated with respect by their teachers and administrators. Students should always respect the personal property and space of their teachers as they carry out the responsibilities of their job. Students should never enter a locked office or classroom without specific permission.

Internet Postings and other Electronic Communications

The following may constitute a material and substantial disruption to the school mission, social climate, and/or the spiritual, intellectual, and emotional well-being of school constituents:

- Statements or images posted by students anywhere on the internet including, but not limited to, on social networking sites such as Facebook, Twitter, Instagram, YouTube, or other media sites or blogs.
- Communications by students via email, instant messaging, text messaging and other electronic means.

Students who post or communicate disruptive content or contribute to the same may be subject to school discipline and/or criminal or civil legal action as required for reasons which include but are not limited to

1. A threat toward a student, teacher, coach, administrator, or other school employee.
2. A call for the violation of laws or school rules.
3. A false statement or rumor about a student that could damage his/her reputation or defame his/her character.
4. Ridicule of faculty, administrators, or staff or disrespect for their authority, their position, or their reputation as an employee in the ECS school community.
5. A use as an instrument of any crime, including but not limited to stalking, distributing pornography, or threatening injury, loss of life or property.
6. Harassing language or images that might cause a student or staff member emotional or psychological distress, thereby disrupting a class, a school sponsored event, or otherwise disrupting the school environment.

Because students should always keep a clear line separating faculty relationships from peer relationships, students are not to ask teachers or school staff to become social network “friends.”

In addition, unless such activity is school-sponsored or authorized, students may not post to or view internet sites or use any forms of electronic communication, either during the school day or using any school resource at any time, unless they have permission from a teacher to do so for a specific academic purpose.

Leaving Campus without Permission, Truancy, Cutting Class

It is each student's responsibility to be in class and on time each day. Once school has started for the day, a student must have specific administrative approval to leave campus. Leaving campus without proper parent/school permission is considered truancy, which is an unexcused absence for disciplinary purposes. Students who leave campus or who are absent from class unexcused and without school/parental permission are truant and are subject to suspension and/or academic penalties. See Absences and Attendance policy.

Stealing

Stealing is the taking or borrowing of another's property (including, but not limited to, textbooks, backpacks, uniforms, equipment, or personal items) without express permission on each occasion. Students who steal on/off campus are subject to major discipline, including expulsion.

Tobacco

Use or possession of tobacco in any form is not allowed. Students who use tobacco on/off campus are subject to major discipline, including expulsion.

Vandalism

A destructive act against the school facility or equipment is an act against all ECS students, faculty, parents, and friends who strive diligently to provide a clean, decent environment that honors God. At minimum, the students will be required to pay compensation for all damages. Students who vandalize are subject to major discipline, including expulsion.

Violence or Threats of Violence

If ECS determines that a threat of violence is credible and specific, the student making such a threat is subject to major discipline, including expulsion. For purposes of this policy, *credible* means a reasonable belief or suspicion, determined by the school administration, that the threat was or might be genuine, or that the student was or might be capable of carrying out the threat. In those circumstances in which the school determines the threat is likely not credible, the school may suspend the student pending a parent meeting. These include cases in which the student apparently was “just joking.” The school may require students in these circumstances to obtain counseling at the family’s expense from a Christian counselor or other professional agreeable to the school. Students will likely not be permitted to continue enrollment in the school until the counselor has advised the school that the student, in the counselor’s assessment, does not present a threat of danger to himself or to others.

Weapons

ECS takes its responsibility to protect all of our students very seriously. Students who bring a weapon to school, or to a school function, or have a weapon on his/her person, are subject to expulsion. Possession includes, but is not limited to, having a weapon in a locker, book-bag, backpack, gym bag, purse, or vehicle.

HEALTH ISSUES

First Aid - Minor Injuries

Students sustaining minor injuries should report to the school office. If appropriate, treatment will be given by a staff member. If the injury is more serious and requires professional assessment and care, a parent or emergency friend (someone who is available and easily contacted by ECS) will be called so the student can be taken to a medical facility.

First Aid - Major Injuries/Serious Illnesses

In the event of a serious injury or illness, ECS reserves the right to call emergency personnel to assist in the care of the individual. Every attempt will be made to contact the parent before doing so.

Medications

Parents must complete the Medication Release form (available online) in order for their student to be able to take over-the-counter medication (e.g., acetaminophen, ibuprofen) at school. Parents must notify the office in writing regarding student use of any prescription medications on campus. These medications must be in our office with the exception of inhalers.

Illnesses during School Hours

Students who become ill during the school day should report to the office. The attendance administrative assistant will call a parent to come for the student as necessary. Parents should come to the office to check their child out. Parents may send an emergency contact (friend or relative) to sign out the sick student.

HONOR SYSTEM

The Code of Conduct

“I will not lie, steal or cheat’ nor tolerate a classmate who does. I will resolve to do my best to live honorably, so help me God.”

As a student of the Middle School at Evangelical Christian School, I personally pledge my support in upholding the following precepts:

1. Since misrepresentation is dishonorable and unworthy of a Middle School student, I pledge to refrain from all deliberate distortions of the truth to my fellow students, to faculty members, and to all in authority.
2. Since cheating is not only dishonorable but also harmful to myself and my fellow student, I pledge to refrain from the following:
 - a. Giving and/or receiving aid on a quiz or test or giving the appearance thereof.
 - b. Giving or receiving unauthorized aid on homework assignments (copying, or allowing someone to copy, claiming others’ work as your own).

- c. Providing information about a test to students who have not yet taken the test.
3. Since stealing (or “borrowing without permission”) is a direct violation of all moral and legal codes, I pledge to refrain from taking the property of others. This includes plagiarism.
 4. Since the Middle School of ECS is a community, I will show respect for others. I pledge to uphold the following:
 - a. Resolve my conflicts with others in a peaceful manner.
 - b. Never intentionally be hurtful to others, either physically or verbally. My words and deeds will show respect to all members of our school community, students, teachers, administrators and parents alike. I understand fighting is prohibited.
 - c. Include others, not exclude others; build others up, not tear others down.
 5. In that the property of the school is paid for by the families and friends of ECS, I pledge to respect all property of the school and never intentionally damage or destroy school property.
 6. Since the computer is a useful educational tool, I pledge to use it only as directed by a teacher.

The Honor Pledge

The following Honor Pledge will be affixed to work submitted for a grade which states, "On my honor, I have not given or received any help." Your signature indicates that your work is entirely your own. However, the absence of the pledge does not relieve the student of his responsibility.

INAPPROPRIATE STUDENT BEHAVIOR OFF CAMPUS

As a Christian school and because of the ECS mission to Christian families, the faculty, staff and students are the Body of Christ at school. Therefore:

- Sinful behavior among school members is the school’s concern regardless of when or where the behavior occurs.
- ECS students should rightfully expect us to be concerned for their nurture and admonition regardless of where they are.
- ECS students represent the school, whether they wish to or not.
- Behavior guidelines, rules, and school consequences for the behavior of students when not at school are not inherently outside the concern of the school.

Parents, not the school, are responsible for the rearing of children. Therefore:

- What parents do with their children or permit their children to do in private is not normally a matter over which the school ought to seek to exercise control.
- While most of a school’s authority derives from the parental delegation of authority to the school to act *in loco parentis*, the school also has legitimate intrinsic areas of authority in which it may set academic standards and behavioral standards as requirements for membership in the school community.

The school has a legitimate interest in protecting its reputation in the community. Therefore:

- Public student behavior is of interest to the school.
- Public behavior is any behavior that occurs at school, away from school, or in the home when more than the family is present.
- The school’s interest in a student’s public behavior may conflict with the authority and responsibility of the parent, but while the school may not act to supersede the role and authority of the parent, it may nevertheless rightfully enforce criteria for membership within the school community.
- The school has a legitimate right to enforce standards against any student behavior that is illegal.
- The school has a legitimate right to enforce standards against any student behavior which is legal but which clearly violates moral or ethical standards accepted by the Christian community across broad denominational lines.

Examples:

Underage drinking is illegal.

Shoplifting is illegal.

Abortion is legal but prohibited by Christians across broad denominational lines.

Swearing and cursing is legal but prohibited by Christians across broad denominational lines.

Dancing is neither illegal nor prohibited across broad denominational lines.

The school enforces discipline on campus and at school events both to maintain a smooth running organization and to teach character. Therefore:

- Discipline for off campus activity should enhance the smooth running of the school.

- Discipline for off campus activity may also be designed to assure parents and other students that our campus is safe and well managed.
- Discipline for off campus activity should convey that the school's concern for student behavior is not merely driven by convenience.
- Because one goal of discipline is to provide a smooth running campus, discipline for off campus behavior may take a different form than for on campus behavior, even though the behavior in question may be similar.

With these thoughts in mind, the following principle applies generally to off campus discipline:

Regardless of when or where committed and regardless of the status of legal prosecution, ECS will treat, as if the offense took place on campus, any illegal student behavior or any behavior which, though legal, is clearly against the established moral and ethical principles of the broad Christian community. This principle helps maintain the safety and peace of the ECS campus. ECS will deal with all other inappropriate student behavior that occurs off campus in a manner adjusted to the circumstance but not necessarily as if the behavior had occurred on campus.

LEAVING CAMPUS DURING SCHOOL HOURS

Students are not permitted to leave campus during the normal school hours of 7:40 am – 2:40 pm without parental/principal permission. If personal items, textbooks or homework are left at home or elsewhere, arrangements should be made for the delivery of these items to the school office. If a student is requested or needed to run an errand for official school business, the student must have advance written permission from a parent or legal guardian. Students leaving campus without school permission will be considered truant.

LIBRARY SERVICES

The Library provides a place where students, faculty, and parents can access information and materials. It is a place where students can study, enjoy leisure reading and receive help in finding answers to their questions. Although quiet conversation is allowed, an atmosphere conducive to study and reading is essential. Each student is responsible for helping to maintain an academic environment.

1. All materials taken from the Library must first be checked out at the circulation desk. Students who remove materials from the Library without checking them out are subject to disciplinary action.
2. A copy machine is available for students in the Library. There is a fee for its use.
3. Computer workstations are available for student use. The computers are for school use only. Students should not attempt to use the computers for anything other than their intended use. Any attempt to alter settings will result in severe discipline. Students may not use school computers for email because of the possibility of opening a virus and infecting all the computers on campus. Students have access to Microsoft Word, Access, Excel, PowerPoint, the Internet, and on-line magazine database, and the library catalog on computer. Students may access the online magazine database when off campus by logging on to the ECS website.
4. There is a fee for using the library printer.
5. Circulation policies
 - a) General Circulation Books are checked out for 2 weeks. Books may be rechecked if not on reserve for another student.
 - b) Reference books are checked out overnight only with the librarian's permission. They are to be returned before homeroom the following school day. There is a substantial fine for late returns. *
 - c) Magazines and newspapers are available for use in the Library only.
 - d) Reserve books are for use in the Library and overnight checkout.

*Late fees and fines are routinely levied on overdue books and are payable immediately. Allowing fines to accumulate will subject students to discipline and/or removal of library privileges. For more information about the library, visit the ECS website.

LOST AND FOUND

All lost items, except books found in classrooms, will be taken to the school office. Unclaimed clothing and shoes will be given to charity/non-profit organizations several times a year. Valuables such as watches, jewelry and glasses will be stored by the administrative assistant.

LUNCH PROGRAM

During lunch periods, hot meals, hot and cold sandwiches, pizza, salads, and other items may be purchased from Piccadilly Services in the cafeteria. Students may also bring lunch from home. Each student will have a **MyKidsSpending** account in which parents view and fund the student's cafeteria account. From this website (www.mykidsspending.com/ECS.aspx) you will be able to fund your student's debit account and see your student's balance as well as what is being purchased. Students are not allowed to maintain negative balances in their accounts, and they may not "charge" food purchases. There will NOT be a CASH line in the cafeteria so each student must have an

account funded via the **MyKidsSpending** account in order to purchase lunch. Information concerning the food service is mailed during the summer.

Lunches, drinks or snacks must be consumed only in the cafeteria. No eating or drinking should occur in classrooms or hallways without specific permission. Students are not allowed to order food in or have food delivered to the campus during the school day without permission from the administration.

PERSONAL PROPERTY

Students should use discretion regarding the personal property they bring to school. Students should also avoid keeping large sums of money in their backpacks, purses, wallets or unlocked lockers. Broken, lost or stolen property will not be repaired or replaced by the school. Stolen property should be immediately reported to the office.

PERSONAL TECHNOLOGY

Belief Statement

ECS is committed to an educational program aligned with 21st century learning objectives, including the appropriate use of technology to develop critical thinking, communication, collaboration, creativity and character. We believe technology is given by God as a tool to enhance communication and learning. The use of technology is both about what we see and what we share. Scripture speaks to our use of sight by describing the eye as the lamp of the body and if your eye is healthy then your whole body will be full of light but if your eye is bad then your whole body will be full of darkness. Scripture also speaks to the power of what we share when we are warned about the power of the tongue and the problems which result when we use it to both bless and curse (Ja. 3:10).

REENROLLMENT POLICY

ECS believes that a positive and constructive working relationship between the school, student, and the student's parents/guardians is essential to accomplish the school's educational mission. The school accordingly reserves the right to terminate or not renew a student's enrollment contract if the school reasonably concludes that the actions of the student and/or the student's parents/guardians make such a positive and constructive relationship impossible, or otherwise seriously interfere with the school's accomplishment of its educational purposes.

The admission process is usually sufficient to ensure that students who are admitted have the ability to succeed in the academic work required at ECS; however, re-enrollment is not automatic. Students must earn their place in the school each year. When a student continues to have academic or disciplinary difficulty, it may become apparent that ECS is unable to serve his or her best interests and, as a result, the student may be denied re-enrollment.

The decision not to offer re-enrollment to a student is made by the administration only after a full discussion with the student's teachers. Written comments, grades, progress reports, and conferences should supply early warning to both the student and parents when persistent problems become evident.

RESIDENCY REQUIREMENT

All students are expected to live with their parent or legal guardian. If, for any reason, a student no longer lives with either of the aforementioned parties, they are required to inform the school administration immediately. No student (regardless of age) will be permitted to attend classes or participate in school activities until clear and final resolution of an unacceptable situation has been resolved by the parents/guardians and the administration.

SEXUALITY

Belief Statement

We believe that the whole counsel of God as found in the Old and New Testaments of Scripture provides the framework of God's intent for relationships. In that full context, human sexuality is a gift from God to be celebrated and culminated exclusively within marital parameters between males and females made in His image. Outside these boundaries, sexuality becomes distorted as people choose to exalt self rather than entering into a covenant which should reflect the inner workings of the Trinity and the relationship between Christ and His Church.

Because human sexuality involves the whole person: physical, mental, emotional, and spiritual, ECS has concern about sexual and relational behavior among its students. We believe that the sexual behavior and relationships of our students will flourish only when aligned with biblical Truth. Deviation from biblical Truth will create uniquely harmful effects upon students, their relationships with God, and within the ECS school community.

God designed humans uniquely as male and female with distinct roles and purposes; therefore, we ascribe equal dignity and worth to both. We regard confusion and blurring between maleness and femaleness as manifestations of the brokenness of our fallen condition rather than reflections of God's creational intent.

ECS strives to enhance and strengthen a biblical sexual identity in its students. The school endorses positive interaction and friendship between males and females. However, conduct with persons of the opposite sex should reflect respect for oneself, for the other person, and for the rest of the community. Therefore, caution must be taken so that the public display of affection does not cause others to be uncomfortable, reflect an inability to use good judgment or dishonor the student or the Lord. The Bible is clear on its limitations of sexual activity outside the bounds of marriage. As a result, students are to use extreme discretion in their physical relationships.

Sexual Harassment

Sexual harassment will not be tolerated. Of particular concern are lewd or sexually suggestive comments, behavior, and uninvited physical contact. Students who harass other students are subject to major discipline, including expulsion.

STUDENT LOCKERS

ECS provides each student with a locker and a lock. Since the lockers belong to the school, ECS retains the right to search lockers at any time. Students are required to lock their lockers only with combination locks obtained through the school.

TEXTBOOKS

All textbooks belong to ECS and are loaned to students for use during the school year. Students are required to keep all textbooks completely covered at all times with heavy paper (no contact paper or stretch covers). Textbooks are distributed by the classroom teacher. The name, number of the textbook, and its condition are recorded by the teacher.

Students are responsible for the textbooks issued to them. If a textbook is lost, the student must pay for the book at the end of that semester or Power School will be turned off. If the textbook is found within a two-week period following the student having purchased another textbook, the student’s money will be refunded. Any loss of a book should be reported immediately to the subject teacher.

Textbooks may be checked out by parents during the summer to assist with tutoring for their student, provided the textbooks are returned no later than August 1st. A check for the amount of the text is required at the time of the loan and will be returned provided the deadline is honored. A fee is also charged for the use of all textbooks.

APPEARANCE STANDARDS

Appearance standards promote an atmosphere conducive to academic focus by reducing distractions. It provides clear expectations and consistent enforcement. It simplifies decision-making and reduces peer pressure. The ECS administration believes the standards enhance relationships by reducing conflicts that extend from home to the hallways to the classroom. It promotes modesty in a culture that is increasingly immodest.

Dennis Uniforms is the sole approved supplier of the specific articles of apparel in the ECS Appearance Standards.

ECS MS Boys Appearance Standards 2018-2019

General	All shirts must be collared and long enough to stay tucked in at all times. Undershirts should be short sleeved, solid color, and plain in school colors. School colors are defined as Gray, White, Black, Cardinal, and Gold.
Shirts	<ul style="list-style-type: none"> • Dennis or Parker polo or oxford button down with ECS logo in school colors. • ECS logo wear polo (school colors only) is permitted.
Pants	<ul style="list-style-type: none"> • Khaki pants (flat front or pleated). • No cargo, Carhartt, or jeans are permitted.
Belt	<ul style="list-style-type: none"> • Leather or canvas belt must be worn.
Socks	<ul style="list-style-type: none"> • Crew, ankle, or low cut must be worn.
Shoes	<ul style="list-style-type: none"> • All shoes must be closed toe and have a back. No Crocs, flip flops, house shoes, slippers, or sandals. • Tennis shoes are permitted. • Solid, conservative color boots are permitted. Laced boots must be tied appropriately.

Hair/Appearance	<ul style="list-style-type: none"> • Hair must be above the collar, above the eyebrows, and must be of natural color and conservative style (i.e. no pony tail, mohawk, etc.). • Boys must be clean shaven every day. • No earrings, body piercings, or visible tattoos.
Sweatshirt/Pullover	<ul style="list-style-type: none"> • ECS sweatshirt/hoodie, quarter zip, half zip, or full zip jacket available in the Soaring Eagle Shop or as part of an ECS sponsored event, sports team, camp, club, or fine arts ensemble. • No plain sweatshirts or sweatshirts with other logos are allowed. • An approved dress code shirt must be worn underneath at all times.
Friday School Spirit Wear	<ul style="list-style-type: none"> • May wear jeans that fit appropriately with an ECS Spirit Wear top which is defined as: ECS t-shirt, hoodie/sweatshirt, or jacket available in the Soaring Eagle Shop or as part of an ECS sponsored event, sports team, camp, club, or fine arts ensemble. • Jeans may not have holes or rips.

ECS MS Girls Appearance Standards 2018-2019

General	Fit and modesty are important. Tops must not be too short and/or too tight and must cover the midriff (front and back) at all times. No long sleeve shirts under short sleeve shirts. School colors are defined as Gray, White, Black, Cardinal, and Gold.
Shirts	<ul style="list-style-type: none"> • Dennis or Parker polo with ECS logo, in school colors. • ECS logo wear polo (school colors only) is permitted.
Skirts/Pants	<ul style="list-style-type: none"> • Dennis or Parker plaid or black pleated skirt no shorter than 2 inches above the knee. • Khaki pants.
Socks/Tights/Leggings	<ul style="list-style-type: none"> • Crew, ankle, or low cut socks must be worn. • Black, white, or gray tights and leggings must be ankle length and worn with socks.
Shoes	<ul style="list-style-type: none"> • All shoes must be closed toe and have a back. No Crocs, flip flops, house shoes, slippers, or sandals. • Tennis shoes are permitted. • Solid, conservative color boots are permitted. Laced boots must be tied appropriately.
Hair/Appearance	<ul style="list-style-type: none"> • Hair must be of natural color and a conservative style. • Jewelry must be worn in moderation. • Two earrings per lobe, no visible body piercings, no visible tattoos.
Sweatshirt/Pullover	<ul style="list-style-type: none"> • ECS sweatshirt/hoodie, quarter zip, half zip, or full zip jacket available in the Soaring Eagle Shop or as part of an ECS sponsored event, sports team, camp, club, or fine arts ensemble. • No plain sweatshirts or sweatshirts with other logos are allowed. • An approved dress code shirt must be worn underneath at all times.

Friday School Spirit Wear	<ul style="list-style-type: none"> • May wear jeans that fit appropriately with an ECS Spirit Wear top which is defined as: ECS t-shirt, hoodie/sweatshirt, or jacket available in the Soaring Eagle Shop or as part of an ECS sponsored event, sports team, camp, club, or fine arts ensemble. • Jeans may not have holes or rips.
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NON-UNIFORM DAYS – DRESS CODE

Spirit/Theme Days are designed to encourage positive participation and promote specific activities/events. Students must use good judgment and adhere to the stated guidelines for such days.

Non-Uniform Day Regulations

1. Boys are allowed to wear jeans, khakis, and warm ups. Shorts and sweats are not permitted.
2. Girls are allowed parker bottoms, jeans, warm ups, and khakis. Yoga pants and sweats are not permitted.
3. Non-uniform shoes are allowed.

Breaking either of these two rules will result in an immediate conduct check and silent lunch.

Students who fail to follow these requirements will be required to correct the problem before they are permitted to attend class. These days are not designed for students to “wear whatever they want to wear.” Ongoing or widespread disregard of the non-uniform dress code will jeopardize the availability of non-uniform days.

UNIFORM CODE ENFORCEMENT

Dress compliance is the normal responsibility of an ECS student. It is not optional, and each student's cooperation is expected. The following procedures are designed to deal with violations in a fair and deliberate manner.

When a dress code infraction is confirmed, the student will be addressed and brought into compliance and/or issued a conduct check. A parent will be notified, and the necessary arrangements will be made to correct the situation and to eliminate further non-compliance.

WITHDRAWAL PROCEDURE

When it becomes necessary to withdraw a student from ECS, the following procedure is followed:

1. A parent or guardian should contact the principal as soon as the exact withdrawal date is known.
2. A member of the office staff will explain the procedure and provide a checklist of items that the parent and student must clear prior to final withdrawal. This will include return of textbooks, as well as library, athletic and business matters.
3. The office will circulate a Withdrawal and Checkout Form to the following people for notification and clearance:
 - a) Business Manager, and
 - b) Guidance Counselors (for grades 6-12)
4. The Withdrawal and Checkout Form, when completed, will be returned to the Middle School office. The student will then take a copy of the completed form to his or her new school. A copy will be given to the Academic Resource Center to be placed in the student’s permanent file.
5. The Middle School Office will notify the Admissions and Advancement Offices.
6. After all business records are completed, the Academic Resource Center will, upon request, mail a transcript of student records for grades 6-12 to the new school.

SPIRITUAL GROWTH OPPORTUNITIES

While the school attempts to view all of life as a spiritually beneficial activity (I Cor. 10:31; Col. 3:17), some activities are structured primarily to help students grow in the spiritual dimension of life. Student participation and leadership in chapels, class devotions, prayer meetings, club meetings, mentoring programs and Bible studies are encouraged through the Student Council.

CHAPEL

Weekly chapel services, usually on Tuesday, are meant to be a high point of school life as students and faculty meet to worship and honor God. Parents are welcome to attend these programs.

STUDENT ATHLETIC OPPORTUNITIES

ATHLETIC MISSION

The mission of ECS athletics is to impact the athlete, his/her family, and the community with a Christ-centered, biblically-directed athletic program that instills, through competition, the pursuit of excellence in athletics, academics, character, and service to others.

Each member of the coaching staff at ECS is committed:

- To present the gospel of Jesus Christ to their athletes.
- To exhibit integrity by demonstrating the ability to do the right thing at all times.
- To submit to authority by recognizing the proper chain of command.
- To bring about trust by exhibiting a consistent care for the well-being of their athletes.
- To nurture leadership in their athletes.
- To exercise responsible stewardship by proper care of facilities and equipment.

ADADEMIC ELIGIBILITY FOR PARTICIPATION IN ATHLETICS

Athletic Director/Coaches/Principal will be notified at mid quarter and end of each quarter of students with 2 or more F's. An intervention plan will be developed which may include required tutoring, weekly progress monitoring, restricted practice time and/or restricted participation. Evaluation will be made at the next mid quarter/end of quarter to determine progress. Re-evaluation will be made at that time of intervention and/or consequences.

SPORTS OFFERED

Baseball

Basketball for Boys & Girls

Cheerleading

Cross Country for Boys & Girls

Football

Golf for Boys & Girls

Lacrosse for Boys & Girls

Softball

Soccer for Boys & Girls

Swimming for Boys & Girls

Tennis for Boys & Girls

Track for Boys & Girls

Volleyball

**School policy on daily attendance: All athletes are required to be in school for ½ day (7:40-11:15 a.m. or 11:15 a.m. – 2:40 p.m.) in order to participate in games or practice. Exceptions may be made by the principal for emergencies or medical purposes.*

Spectator Behavior. ECS students and other spectators are expected to demonstrate sportsmanlike conduct at all home and away events. It is important that students understand the following:

1. Obscene or inappropriate cheers or gestures, erratic behavior and unsportsmanlike conduct will not be tolerated.
2. School and game officials reserve the right to refuse admission or have removed any person(s) who violate rules of good conduct.
3. Artificial noisemakers (bells, horns, wood clackers, etc.) are not permitted.

ACADEMICS

ACADEMIC MISSION: The academic mission of Evangelical Christian School is to create a vigorous academic culture that kindles a passion for learning, develops intellectual gifts and cultivates a Christian worldview that prepares students for collegiate success and equips them to lead lives of integrity and influence for Christ.

ACADEMIC COUNSELING

The guidance counselors are available to assist students, parents, faculty and administration in carrying out the academic mission of the school. Academic counseling is designed to assist individual students, in consultation with their parents, with placement into classes based on their specific needs. Aptitude and achievement tests are given periodically and are used to advise students in making curriculum choices. These test results are available to parents. The guidance counselors review student performance at the end of each grading period and provide individual counseling when needed. Information regarding study skills and tutoring is also available through the Academic Resource Center.

ACADEMIC RECOGNITION

National Honor Society

The pillars of the National Junior Honor Society are scholarship, leadership, service, character and citizenship. ECS inducts 7th grade and 8th grade students based on the following:

Academic - students must hold a GPA of 4.0 while attending ECS

Discipline - students must earn citizenship grades of S. During the current year, if a student receives an N from more than one teacher, or a U from any teacher, the student is not eligible for induction. Student must also have no recurring pattern of offenses or flagrant violation of school rules, or the law, during the current year.

To maintain membership in the NJHS, students must not fall below the standards that were the basis for their selection. Members must also attend all scheduled meetings and fulfill all responsibilities of the ECS National Junior Honor Society.

Academic - members must keep a cumulative GPA of 4.0. If a member's GPA falls below that, the student will be placed on probation and given one semester to pull it back up to 4.0.

Discipline - members must earn citizenship grades of S. If a member receives an N, he or she will be placed on probation for one quarter. The following quarter the student must earn all citizenship grades of S, or will be dismissed. If a member receives an N from more than one teacher or a U from any teacher, the student will be dismissed from the Honor Society. Repeated patterns of offenses or flagrant violation of school rules, or the law, is grounds for dismissal as well.

Principal's List and Honor Roll

The Principal's List consists of students with all A's in academic courses and E's or S's in conduct and enrichment courses. The Honor Roll consists of students with all A's and no more than two B's (no C's, D's, F's) in academic courses and E's or S's in conduct and enrichment courses. Awards are given at Awards Day for students who achieve Principal's List and Honor Roll for the first three completed quarters.

CONTENT OF TEXTBOOKS

ECS uses a wide selection of textbooks. Use does not imply acceptance of all the textbook's contents. Scripture will be the final authority in all areas of instruction.

GRADING SYSTEM

Grade Point Average

Middle School students are given numerical grades for academic achievement and letter grades for their conduct. Letter grades are also given for enrichment classes (i.e., PE, music, drama). The following numerical scale is used for academic achievement:

<u>Letter Grade</u>	<u>Numerical %</u>	<u>Letter Grade</u>	<u>Numerical %</u>
A+	98-100	C+	77-79
A	93-97	C	73-76
A-	90-92	C-	70-72
B+	87-89	D	65-69
B	83-86	F	64-0
B-	80-82		

Incompletes

The grade of Incomplete (I) is given when a student's work is not completed at the end of a marking period because of illness or other unusual circumstances. **This work must be made up within two weeks of the end of that grading period.** An Incomplete grade on the report card will be replaced with the appropriate grade after the two-week grace period has expired. An exception to this policy may be granted by the principal for an extended illness.

Nine-Week Grade Report

As outlined in the yearly calendar, a computerized grade and conduct report will be available on PowerSchool to middle school parents following the end of each nine-week grading period. Subsequent reports will include all grades from the beginning of the school year. Questions and concerns about grades should be directed to the classroom teacher or to the Academic Resource Center.

HOMEWORK

Students should allow sufficient time each day for homework. Study hall and class time should be used conscientiously. Plan involvement in co-curricular or out-of-school activities so they will not impede academic progress. Parents who observe their students consistently struggling with homework each night should contact the Academic Resource Center for assistance.

Wednesday Night Homework

Homework or projects are not to be due on Thursdays, nor may quizzes or tests be given on Thursday. The following exceptions to this general policy will be made:

1. Routine math homework may be given every day.
2. To meet unusual schedule constraints, occasional tests may be given on Thursday with the approval of the principal.
3. Thursday tests may be given by any teacher during the last week of a nine-week grading period.
4. Classes that meet only 2-3 days a week may give tests on Thursdays.

PERMANENT RECORDS

Permanent records for students in grades 6-12 are located in the Academic Resource Center. Included in the records are results of achievement tests, ability tests, career surveys, and preliminary college and college entrance tests. Health and immunization information and a copy of the student's birth certificate, when supplied by the parent, are placed in the file. With the parent's consent, any special psychological educational test reports that supply information helpful to the teachers and student are included in the records. Some disciplinary reports are also included.

Records may be viewed by parents upon request. Guidance counselors will be available to assist parents in test interpretations and ability-achievement correlation. It is best to call and set up an appointment.

POWERSCHOOL ACCESS: Report Cards and Transcripts

When a student's tuition account is delinquent or other obligations have not been met, ECS may suspend access to PowerSchool and hold report cards and transcripts.

2018-2019 Middle School Schedule

DAILY SCHEDULE	ALT A	LATE START & SENIOR LUNCH
1 7:40 – 8:30	1 7:40 – 8:25	FACULTY DEVELOPMENT 7:40 – 8:25
2 8:35 – 9:20	2 8:30 – 9:15	1 8:30 – 9:15
ACTIVITY 9:25 – 9:55	ACTIVITY 9:20 – 9:30	2 9:20 – 10:00
3 10:00 – 10:45	3 9:35 – 10:20	ACTIVITY 10:05-10:15
4 10:50 – 11:35	4 10:25 – 11:10	3 10:20-11:00
5 11:40 – 12:25	5 11:15 – 12:00	4 11:05-11:45
LUNCH 12:30 – 1:00	LUNCH 12:05 – 12:30	5 11:50-12:35
6 1:05 – 1:50	6 12:35 – 1:20	LUNCH 12:40-1:10
7 1:55 – 2:40	7 1:25 – 2:10	6 1:15-1:55
	ACTIVITY 2:15 – 2:40	7 2:00-2:40