
SOLI DEO GLORIA
EST.
2000

I.

TABLE OF CONTENTS

I. The Vision of Evangel Classical Christian School 7
II. ECCS at a Glance 8
A. Mission Statement 8
B. ECCS Distinctives 8
C. Grade Levels 8
D. School Day 8
E. Organizational Structure 9
F. Administration 9
G. Non-Discrimination Policy 9
H. Curriculum 9
I. Finances 9
J. Insurance 9
K. Affiliations 10
L. Special Needs 10
M. PTO Mission Statement 10
III. The Board 10
A. Governance 10
B. Authority of the Board 10
C. Appointed Board Members 11
D. Board Meetings 11
IV. Statement of Faith 11
A. Sovereignty of God 11
B. Inerrancy of Scripture 11
C. God's Creation of the World, Mankind, and Marriage 12
D. Fall of Mankind 12

E. Jesus, Savior of Sinners 12
F. Justification by Faith Alone 12
G. Empowering Holy Spirit 12
H. Body of Christ 13
I. Final Judgment and Resurrection 13
V. Admission Procedures 13
A. Admissions Criteria 13
B. Waiting List and Application Procedure 13
C. Age Deadlines 14
D. Student Placement 14
E. Immunization Requirements 14
VI. Tuition and Fees 14
A. Tuition Philosophy 14
B. Family Commitment 15
1. ECCS Continuous Enrollment and Tuition Obligation 15
2. Withdrawing A Student After the Re-Enrollment Deadline 15
3. Extraordinary Circumstances 16
C. Fees 17
1. Activity 17
2. Application Fee 17
3. FACTS Fee 17
4. The Security Fee 17
D. Options for Payment of Tuition and Fees 17
1. Pay in Full 17
2. Automatic Bank Draft 17
E. Payment 17
1. Where / How to make Payments 17
2.Incidental Charges 17
3. Business Office Hours 18
4. Delinquent Tuition Payment Policy; Late and NSF Fees 18
5. Settling Accounts 18

Parent – Teacher Communication 18
A. Philosophy 19
B. Parent Volunteerism in Classrooms 19
C. Fundraising 19
D. Early Morning Visits 19
E. Classroom Observations 19
F. FACTS Management System 19
G. E-Mail 20
H. Phone Calls 20
I. Conferences 20
J. Questions, Concerns, and Complaints 20
1.Philosophy 20
2. Handling Questions, Concerns, and Complaints 21
K. Parent Conduct Standards 21
1. Expectations 21
2. Definitions 21
3. Process 22
VII. Arrival, Dismissal, and After-Hours Care 22
A. Morning Arrival 22
1. Arrival Time 22
2. Morning Drop-off Procedure 22
B. Afternoon Dismissal 23
1. Dismissal Time 23
2. Late Pick-Up 23
3. Afternoon Pick-Up Procedure 23
C. After-Hours Care (AHC) 24
1. Availability 24
2. Registration, Cost, and Payment 24
3. AHC Schedule 26
4. AHC Dress/Behavioral Standards 26
5. Unexpected School Closing 26

VIII. Attendance and Punctuality 26
A. Grammar School Attendance / Absences 26
B. Tardiness 28
C. Grammar School Make-Up Work 28
D. Appointments 29
IX. Academics 29
A. Grammar (K5 – 5th Grade) Curriculum 29
1. Bible 29
2. History 29
3. Reading/ Writing /Literature 30
4. Grammar / Composition 30
5. Latin 30
6. Math 30
7. Science 31
8. Memory Time 31
9. Special Days 31
10. Special Projects 31
B. ECCS Grammar Enrichment Activities/Co-Curriculars 32
C. Grades/Report Cards 32
1. Assessment 32
2. Recording of Grades 33
3. Report Cards 33
4. Grading Scale 33
5. Honor Rolls 33
6. Promotion Policy 33
D. Summer Reading 34
1. Entering K-5 through 2nd Grade 34
2. Entering 3rd Grade 34
3. Entering 4th Grade 34
4. Entering 5th Grade 35
E. Homework Guidelines 35

F. Field Trips 36
G. Chapel 37
X. Standards for Student Conduct 38
A. Philosophy of Discipline 38
B. Student Behavior 38
C.Discipline Policy 39
1. Problem Behavior 39
2. Office Visits 39
3. Expulsion 40
4. Re-Admittance 40
5. Serious Misconduct 40
6. Food, Chewing Gum, and Drinks 41
7. Electronic Devices / Inappropriate items / Weapons 41
XI. Office Policies 41
A. Office Etiquette 41
B. Expenditure Reimbursement 42
C. Sickness/First Aid 42
D. Medication 42
XII. Dress Code/Uniform/Backpack/Hair 44
A. Kindergarten (K5) through 5th Grade Uniforms 44
B. Other Dress Code Issues 44
1. Backpacks 44
2. Tattoos / Body Piercing / Make-Up 45
3. Hair 45
4. Spirit Day Attire 45
C. Dress Code Compliance 45

I. The Vision of Evangel Classical Christian School

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

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

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

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

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

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

I. ECCS AT A GLANCE

A. MISSION STATEMENT

We seek to glorify God by shaping the hearts and minds of covenant children through a distinctively classical and unapologetically Christian education with the goal of raising up ambassadors for Christ.

B. ECCS DISTINCTIVES

1. **Relational** – We believe that education is discipleship; therefore, the goal is for the student to become like his or her teacher, sharing the same loves. Disciple-making leads to friendships that transcend age and stage of life. We foster a loving, familial *community* where students, teachers, and parents grow together in their love for God and neighbor.
2. **Intentional** – We believe that God created an orderly and integrated world; therefore, we infuse all subjects with a Christian worldview. Each student is an embodied soul whom God has designed for good works; thus, we educate the whole person *strategically* through time-honored, classical methodology in the grammar, logic, and rhetoric stages of child development.
3. **Countercultural** – We believe that the Kingdom of God runs counter to the kingdom of man. Men glorify self; Jesus glorified God through humble obedience, justice, and mercy. True righteousness flows from a transformed heart; therefore, we seek to reach the heart of the child for the purpose of raising up *godly* generations.
4. **Fruitful** – We believe that work is part of God's design for human flourishing. Furthermore, we believe that those who seek God will find Him and live *abundant* lives, for He is our reward. Therefore, we challenge our students to work hard with diligence, to strive for excellence in all things, and to pursue the Lord.
5. **Identity Statement:** We are a community of learners strategically pursuing God together through Scripture-infused classical methodology with the goal of living abundant, godly lives that advance God's Kingdom in our world.

C. GRADE LEVELS

1. Grammar School – K5 (Kindergarten) through 5th grades
2. Logic & Rhetoric School – 6th through 12th grades

D. SCHOOL DAY

The school opens at 7:40 a.m. Students are more prepared for the day and tend to work better when they arrive between 7:40 and 7:50 a.m. Morning activities begin at 7:40 a.m., and classes begin immediately at 8:00 a.m. The grammar school day ends at 1:00 p.m.

E. Organizational Structure

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

F. Administration

ECCS Administration consists of the Head of School who oversees the school program as well as the principals and the dean; the Grammar Principal who administers and manages the Grammar School, and the Grammar Co-curricular Enrichment Program; and the Logic & Rhetoric Principal, who administers and manages the Logic & Rhetoric School and the L&R Co-curricular Enrichment Program. Other administrative personnel include the Dean of Classics, Admissions Director, College Guidance Counselor, Director of Operations, Business Office Manager, and After-Hours Care Director.

G. Non-Discrimination Policy

Evangel Classical Christian School admits students of any race, color, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students of the school. Evangel Classical Christian School does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies or admission and hiring practices.

H. Curriculum

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

I. Finances

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

J. Insurance

Accident insurance coverage is provided by ECCS for all students while they are on school grounds and while attending field trips and other school sponsored activities.

K. Affiliations

Evangel Classical Christian School is an accredited member of the Association of Classical and Christian Schools (ACCS). Because our goals and philosophies are inherently different from government schools, ECCS will not pursue state accreditation. ACCS accreditation does not require teachers to be state certified. ECCS requires all K5 through 12th grade teachers to have a minimum of a bachelor's degree. ECCS will actively recruit teachers with classical experience, graduate degrees, and degrees that most reflect the subjects to be taught.

L. Special Needs

ECCS is neither staffed nor qualified to diagnose or meet special needs of students with certain specific disabilities. Some learning disabilities categorized as mild may allow for certain classroom accommodations to be made, but all diagnosed disabilities must be stated on the student application or documented in the student's file upon diagnosis if the child has already been accepted. All requested accommodations must be discussed and agreed upon by school officials prior to student's final acceptance and/or placement into a class. If a currently enrolled student has a suspected or diagnosed learning or cognitive disability, it is the responsibility of the parent to seek the aid of appropriate outside testing and resources in order to best assist his or student.

M. PTO Mission Statement

The Evangel Classical Christian School (ECCS) Parent Teacher Organization (PTO) supports the mission of ECCS through prayer, communication, service, and fellowship. We seek to build community by encouraging and promoting parent participation in school activities and events.

II. The Board

A. Governance

ECCS shall be governed by the Board.

B. Authority of the Board

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

C. Appointed Board Members

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

D. Board Meetings

The Board shall hold at least one meeting each calendar quarter. Teachers or parents of an ECCS student may request to address the Board at a scheduled meeting by written request at least one week prior to a regularly scheduled meeting.

III. Statement of Faith

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

A. Sovereignty of God

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

B. Inerrancy of Scripture

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

C. God's Creation of the World, Mankind, and Marriage

The Triune God (Father, Son, and Holy Spirit) alone has existed from eternity past and in His wisdom decided to create the universe from nothing. God spoke and it came into existence. Humanity did not evolve from lower life forms but was created by God. Mankind was created with dignity in that he was made in God's image and was created in humility; our purpose is to glorify God and to enjoy Him forever.

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

God established holy marriage between one man and one woman to reflect the relationship of Christ with His Church and to be the basic unit of human society. We believe that the word "marriage" has only one meaning: the uniting of one man and one woman in an exclusive union, as determined in the Scriptures. For this reason, it is only in a marriage between one man and one woman that God sanctions sexual relationships.

D. Fall of Mankind

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

E. Jesus, Savior of Sinners

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

F. Justification by Faith Alone

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

G. Empowering Holy Spirit

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

H. Body of Christ

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

I. Final Judgment and Resurrection

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

IV. Admission Procedures

A. Admissions Criteria

1. All applications must be submitted online via www.evangelclassical.com.
2. $425.00 new student fee will be paid at the time of submission.
3. K5 – 5th grade students must demonstrate during the admissions testing process that they are academically prepared to begin study at ECCS. A grade level competence/entrance assessment in mathematics, reading comprehension, and writing skills is required.
4. K5 – 5th grade student must score 70% or above on the required entrance exam.
5. ECCS is not staffed to serve students with significant social, behavioral, or mental problems. Students must exhibit appropriate levels of behavior and maturity, and parents must disclose any previous record of significant social, behavioral, or mental problems. If evidence of nondisclosure occurs after acceptance, the student could become subject to dismissal.
6. Parent/Guardians' interview must have a satisfactory conclusion as determined by the interviewers.
7. ECCS is a covenant school requiring that at least one parent or legal guardian be a professing Christian in good standing in a local church based on Hebrews 10:25.
8. ECCS does not discriminate on the basis of race, color, national, or ethnic origin in regard to admissions.

B. Waiting List and Application Procedure

1. ECCS shall maintain a priority waiting list for all classes. Children of teachers, siblings of currently enrolled students, Evangel Presbyterian Church (EPC) minister's children, and children of EPC members who have their names placed in the waiting pool by January 15th will have priority status in that order (hereafter referred to as "Priority Applicants").
2. Only a child's parent or legal guardian may place the child's name on the ECCS waiting list. A one-time, non-refundable $50.00 fee must accompany each waiting list form submitted. The $50.00 payment will be credited toward the $425.00 application fee.

3. All those on the waiting list will receive notification when ECCS online application is open for them. ECCS will set a Waiting Pool Application deadline for the upcoming school year. Priority Applicants must submit their applications to ECCS prior to the deadline or forfeit their priority list status. After such deadline, all students will have non-priority status.
4. The Admissions Director shall evaluate the applicants on the Waiting List in the order listed above in B1 until all class openings have been filled. It is our desire to maintain a 1:16 teacher/student ratio in K5 through 2nd grades; and a 1:18 teacher/student ratio in 3rd through 12th grades.

C. Age Deadlines

All students entering K5 (Kindergarten) must be 5 years old before September 1st. All students entering 1st grade must be 6 years old before September 1st. Exceptions may be considered for a child whose birthday is September 1st – 15th, contingent on meeting all other admission criteria.

D. Student Placement

The administration, with faculty input, will determine class placement for students. Parents are asked to refrain from requesting a specific teacher for their child.

E. Immunization Requirements

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

V. Tuition and Fees

A. Tuition Philosophy

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

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

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

B. Family Commitment

1. ECCS Continuous Enrollment and Tuition Obligation

ECCS is dependent upon tuition revenue to sustain its operations and to carry out its mission. ECCS makes financial commitments to faculty, staff, and facilities long before the start of a new school year. These obligations continue even if a student withdraws from the school. Therefore, parents should prayerfully and carefully consider their circumstances prior to initial enrollment or the continuous enrollment deadline.

ECCS has a continuous enrollment program in place and operates under the assumption that every student currently enrolled at ECCS will graduate from ECCS. Under ECCS's continuous policy of re-enrollment, notification to ECCS of a student's withdrawal for the next academic year is required on or before February 15 of each calendar year. If your student is not returning for the next academic year, please notify the business office manager in writing before February 15. An exit interview will be requested.

If, for any reason, a re-enrollment decision needs to be delayed, the family must receive approval of an extension from the business office manager.

2.Withdrawing A Student After the Re-Enrollment Deadline

When a student, either new or returning, enrolls or re-enrolls, the family has entered into a legally binding contract, and tuition must be paid. Due to the family's contractual tuition obligation, if a student needs to withdraw after the re-enrollment deadline of February 15, then the following policies apply:

- If the student withdraws between February 16 and May 31, then the family is responsible for paying 25% of tuition for the upcoming school year.
- If the student withdraws between June 1 and June 30, then the family is responsible for paying 50% of tuition for the upcoming school year.
- If the student withdraws between July 1 and the first day of school, then the family is responsible for paying 75% of the remaining tuition for the upcoming school year.
- If the student withdraws after the first day of school, then the family is responsible for paying 100% of the tuition for the school year.

All financial accounts must be settled through the business office before any official records or transcripts will be released.

3. Extraordinary Circumstances

ECCS expects families to honor their financial commitment to the school, even if the student withdraws or is expelled from the school, unless the family moves out of Jefferson or Shelby counties. This contractual obligation is not intended to cause hardship for any family but is a necessary provision to allow prudent planning and financial stewardship, while ensuring the financial solvency and stability of the school.

In rare and extreme cases, the Board will consider requests to release families from their financial commitment. Such circumstances must be major, unforeseen, life-changing events, such as significant loss of income, death of a parent or sibling, newly diagnosed severe illness, military leave, etc. Circumstances that do not qualify as extreme are previously diagnosed conditions, including learning disabilities and/or learning deficits, enrollment in another school in the area, disciplinary actions, poor academic performance, etc.

All extraordinary circumstances will be reviewed and considered by the Head of School and Board on a case-by-case basis. To make an appeal for tuition forgiveness due to extraordinary circumstances, please contact the Head of School in writing with the facts and circumstances that apply and the effective date of the student's withdrawal request. Additional documentation may be requested to provide further evidence to support these extenuating circumstances.

If the request for tuition forgiveness is approved by the Head of School and Board, the family is effectively released from their contractual obligation to continue tuition payments, and the following conditions apply:

- Families paying monthly will be released from future tuition payments. Tuition will be due for the entire month in which the written request was made or for the month in which the student officially withdrew, whichever is later.
- Tuition that was pre-paid will be refunded in the same amount as if the family was paying monthly and will be calculated through month-end of the month the appeal was made in writing to the Head of School or the student's effective date of withdrawal, whichever is later. For example, if a family who pre-paid annual tuition notifies the Head of School in-writing on October 23rd of a student's immediate withdrawal due to an extraordinary circumstance, upon approval, tuition will be owed through the end of October (i.e., tuition owed for 5 months). In this case, the $150 tuition discount for pre-payment will be assessed and due prior to release of student records.
- Registration, Activity, and FACTS fees are always **non-refundable**.

C. Fees

1. Activity Fee

   For K5–5th Grades this fee covers student field trips, student classroom supplies, ECCS t-shirt, technology fee, and student yearbook.

2. Application Fee

   Grammar School – $425.00 one-time fee per new student with a family lifetime limit of $1,000.00.

3. FACTS Fee

   This annual fee is set by FACTS and paid by bank draft 10 days after your tuition agreement is finalized.

4. The Security Fee

   The security fee covers security upgrades and the salary of our SRO.

D. Options for Payment of Tuition and Fees

1. Pay in Full

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

2. Automatic Bank Draft

   All fees and tuition are paid in equal payments either over a 12-month period from June – May or for families paying in full, paid in June, by an automatic check draft through the FACTS program. Information regarding enrolling in FACTS is available online at evangelclassical.com.

E. Payment

1. Where / How to make Payments

   ECCS prefers to conduct financial business digitally. Should you need to write a check for. Any reasons, you may drop it in the payment box in the Logic and Rhetoric lobby or mail it to the school to the attention of the Business Office.

2. Incidental Charges

   Incidental charges are defined as any charge other that tuition or fees. This may include but is not limited to field trip costs for parents, extra school t-shirts, curriculum replacement, times that the PTO sells, After-Hours Care charges, tardy fees, etc. Ten days after incidental charges are posted in FACTS, they are automatically drafted from the checking account on file.

3. Business Office Hours

   The Business Office will be open Monday through Friday when school is in session from 8:00 a.m. – 3:30 p.m. Summer office hours are Tuesday, Wednesday, and Thursday from 9:00 a.m. to 3:00 p.m. You may also contact our Business Office Manager at kblackwell@evangelclassical.org.

4. Delinquent Tuition Payment Policy; Late and NSF Fees
   a. Every family must either be enrolled in FACTS when they enroll their child at ECCS.
   b. *For FACTS accounts 30 days past due, FACTS charges a $25 late fee. No further fees are imposed by the school at this time.
   c. *For accounts 60 days past due, the school imposes a $25 late fee. All records and report cards are held, and FACTS SIS is turned off for the past due family until the account is brought up to date.
   d. *For accounts 90 days past due, the school imposes an additional $25 late fee, and the student is not allowed to attend class until the account is brought up to date. Student will be blocked from re-enrollment, and his records will not be released to another institution.
   e. Only the ECCS board may make exceptions to this policy.
   f. Communication is essential—as soon as a family knows an interruption in payment is inevitable, they must notify the school.
   g. A $25.00 charge will be assessed for all checks returned due to non-payment. If drafted funds are not available on your FACTS pay date, parents will be charged for NSF, and FACTS will resubmit the request for payment on the subsequent 5th or 20th. No post-dated checks will be received.

5. Settling Accounts
   a. End of the year report cards will not be issued until all accounts are settled.
   b. All previous year's accounts must be paid in full before June 1 to remain registered for the upcoming year.
   c. School records will not be forwarded to other educational institutions until all accounts are settled including the return of school texts and other school-owned items.
   d. Families who withdraw from ECCS may not transfer to ECS if finances are in arrears and vice versa.

Parent – Teacher Communication

A. Philosophy

ECCS considers the parents an integral part of the educational process. We seek to partner with parents as they follow the Biblical mandate to raise their children in the nurture and admonition of the

Lord. As partners, we believe that frequent, honest, and respectful communication between parents and teachers is essential to the success of the students.

B. Parent Volunteerism in Classrooms

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

C. Fundraising

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

D. Early Morning Visits

Kindergarten (K5) parents and new to ECCS 1st – 5th grade parents may walk their child to the classroom on the first day of school. After the first day, parents are asked to drop students off in the car line. Parents should not make unannounced visits to teachers before classes begin in the mornings as teachers are preparing for the school day. If an early morning message needs to be communicated with the teacher, parents are asked to leave the message with the office, and it will be delivered to the teacher.

E. Classroom Observations

All visits for classroom observation are to be scheduled in advance with the teacher. Parents are always welcome to visit their children's classes. Parents may visit for a brief amount of time, or they may "shadow" their student throughout a whole or partial day's schedule. When visiting, parents should be considerate of the teacher's time and be aware of how their presence affects the classroom. All visitors, including visiting parents, are required to sign in at the front desk and obtain a visitor's pass before going to a classroom. All visitors must sign out at the front desk upon leaving the school.

F. FACTS Management System

ECCS utilizes the web-based school management service "FACTS SIS." Parents may access this on-line program by going to www.factsmgt.com. FACTS SIS is a service by which parents may check grades, find information concerning individual teacher lesson plans, homework assignments, check discipline status, and send/receive email. While FACTS SIS is a useful tool, it should not be considered the final word in parent/teacher communications, nor should it be considered "real time" as far as academic

progress is concerned. For K5 through 5th grade classes, there is a grading window, from a few days to a week, from the time that a student turns in an assignment until the grade for that assignment appears in FACTS SIS, depending upon the complexity of the assignment and the time required to grade it. Therefore, any time a parent has an immediate concern or a question about grades or other information in FACTS SIS, he/she should contact the teacher for clarification, preferably through email.

G. E-Mail

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

H. Phone Calls

Parents may call the main office number to leave messages requesting teachers to return their phone call or may send teachers e-mails requesting return phone calls after school hours. Some teachers may give parents their personal phone numbers, but parents are asked to limit such calls or text messages to emergency situations and to observe reasonable calling times, avoiding meal times and late or lengthy calls or texts. Parents are asked to not text teachers during school hours as they are engaged in teaching their students. Students should only call teachers who have given them express permission to do so.

I. Conferences

Parent-teacher conferences may be scheduled as deemed appropriate by either the teacher or the parents. Both parents are strongly encouraged to attend any and all conferences. To request a special conference with a teacher, parents are encouraged to email the request to the teacher or call the school office to request a phone call from the teacher.

J. Questions, Concerns, and Complaints

1. Philosophy

Our philosophy of handling questions, concerns, or complaints is based on the principles taught by our Lord found in Matthew 18:15-16: *And if your brother sins go and reprove him in private; if he listens to you, you have won your brother. But if he does not listen to you, take one or two more with you, so that by the mouth of two or three witnesses every fact may be confirmed.* By going first to the person under suspicion, gossip is avoided. By going first to the appropriate person, both sides of an issue can be heard, and most often it is discovered that at least part of the concern was

based on inaccurate or incomplete information, and then the problem can be resolved. The principle underlying the procedure outlined below is clear: Solve each complaint with the person(s) directly involved at the lowest possible level. Move the matter up the chain of authority, only as necessary, to the level where it can be resolved.

2. HANDLING QUESTIONS, CONCERNS, AND COMPLAINTS

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

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

K. PARENT CONDUCT STANDARDS

1. EXPECTATIONS

Just as we expect teachers to conduct themselves in a courteous and respectful manner when communicating with parents, likewise parents will be expected to conduct themselves in a courteous and respectful manner when interacting with ECCS faculty, staff, and administrators, as well as with those who lead extracurricular activities whether in person, through e-mail, or on social media.

2. DEFINITIONS

"Abusive conduct" is defined as rude or unseemly conduct, which is the antithesis of Christian love as described in I Corinthians 13:4-5. "Rude," as defined by Merriam Webster is *offensive in manner*

or action (i.e., discourteous). "Unseemly" is defined by the same resource as that which is not according with established standards of good form or taste (e.g., unseemly bickering) or that which is not suitable for time or place (i.e., inappropriate).

3. PROCESS

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

VI. ARRIVAL, DISMISSAL, AND AFTER-HOURS CARE

A. MORNING ARRIVAL

1. ARRIVAL TIME

Grammar School – Students in kindergarten (K5) through fifth grade should arrive for school between 7:40-7:55 a.m. Any student arriving after 8:00 a.m. will be counted as tardy and needs to be escorted into the school by his/her parent or the person who provided transportation to the school for the student.

6. MORNING DROP-OFF PROCEDURE

a. Grammar students are dropped off in morning carline only at the lower Grammar School entrance.
b. *For carline drop-off*, enter through the Thompson Road entrance, proceed down the hill and turn right at the first Grammar School parking entrance. Proceed in front of the Grammar School entrance. Drive your car all the way down to the start of the kindergarten playground fence.
c. To assist with traffic flow and for safety reasons, cars are not to make a left turn into the Grammar School carline from the back entrance.
d. Cars should be placed in "park" when stopped to drop off students.
e. When the 7:40 a.m. bell rings, Grammar School students may exit their car to walk into the building.
f. For safety reasons, *ALL* Grammar School students must be dropped off at the Grammar School entrance not the L&R entrance. For those that have Grammar School and L&R students, all may

be dropped off in the Grammar School carline. The L&R sibling will walk up the stairs just inside the Grammar School entrance.

g. Also for safety reasons, students must get out of the car on the *passenger side* of the car.
h. For continued safety, do not pass around any other car in carline or cut in the line.
i. Kindergarten (K5) – 5th grade students must be ready to get out of the car at the appropriate exit area *without any assistance.*
j. *For Grammar students who need assistance out of their vehicle*, parents must park in the Grammar School parking. Enter through Thompson, proceed down the hill and turn right at the second Grammar School lot entrance to park. After the 7:40 a.m. bell, walk your child to the designated crosswalk closest to the Grammar School entrance. When instructed to safely cross by the staff member/volunteer, kindergarten (K5) through fifth grade students may cross *on their own*.
k. Follow the directions given by the staff member/volunteer at the crosswalk.

B. Afternoon Dismissal

1. Dismissal Time

K5 through 5th grade pick-up will occur between 1:00-1:10 p.m. only at the lower covered entrance. Pick-up for all Grammar School students is car line only. If parents want to park in the Grammar School parking lot area to pick-up their child, they must wait until the carline is over to go to the entrance door.

2. Late Pick-Up

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

AHC is available to Kindergarten (K5) through 10th grade.

3. Afternoon Pick-Up Procedure

a. Kindergarten (K5) through 5th graders will be dismissed by our afternoon carline.
b. Each student will receive a color-coded pick-up card from his/her teacher. This will be the child's card throughout this school year.
c. Parents will be given several copies of the pick-up card to keep in their vehicles or pass to others who have permission to pick up their child. No child will be released to a carline vehicle without this card unless the parent is recognizable to the teacher.
d. END-OF-DAY PICK-UP: Follow the same basic instructions as for Grammar School Morning Drop-off with the following exceptions:
    i. Enter through the Thompson Road entrance near the ECCS sign only.
    ii. Traffic will “snake” along the aisles following the white arrows.

iii. As the traffic line lengthens, be sure to form TWO parallel lines coming in at the Thompson entrance and merge in as it "snakes" around first corner. No cars may be lined up on Thompson Road.

iv. Please have your family name placard clearly displayed in the car window. *This placard must remain displayed until your child is safely in your car.* Traffic will proceed down the hill as in drop-off procedures.

v. Vehicles will pull to the numbered cones and exit to the right at the Berryhill subdivision.

e. For safety reasons, all students are to use the passenger side of the car to enter into it.

f. For continued safety in carline, adults should remain in their car, not pass around other cars, or cut into the line.

g. Adults, other than parents, who desire to pick up a child but do not have a pick-up card, will need to park and come inside to the school office. Their name must be on the parent's authorized emergency pick-up information contained in FACTS SIS, and they must show proof of identification in order for the child to be released to them. Parents may call the school office during the day to make special pick-up arrangements.

h. If parents want to park in the Grammar School parking lot area to pick-up their child, they must wait until the carline is over to go to the entrance door. Instructions will be given by the office once the parents ring the outside intercom.

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

C. After-Hours Care (AHC)

1. Availability

a. After-Hours Care (AHC) is a service provided to assist working parents who are unable to pick-up at regular dismissal times. AHC is dependent on parent need and the *availability of adequate staffing*. If staffing is unavailable, the program will be discontinued.

b. After-Hours Care will be available each school day from 1:10-5:00 p.m. for kindergarten (K5) through 10th grade students.

c. The AHC teacher/student ratio is limited to 1/16. AHC staff children and emergency drop-ins are not included in this number.

2. Registration, Cost, and Payment

a. For staffing purposes parents requesting this service must register through a FACTS Web Forms during the summer. AHC classes will be filled on a first-come, first-served basis. If an unregistered student requires AHC during the school year, the parent must submit a written

request to the AHC Director, and the Director will notify the parent as to space availability. Space is limited, and availability is not guaranteed.

b. For After-Hours Care, there will be a once-per-year; non-refundable $50 (early bird) or $75 (regular) registration fee per student for all students, which is due at registration. This registration fee covers supplies, materials, and crafts that the students will use in After-Hours Care.
c. For After-Hours Care, the parents will be required to choose 1 of 3 options billed monthly <u>per student</u>:
    1. **Hourly Rate -** $50 minimum monthly charge. This includes 5 hours of AHC. Then, $5 for every half hour beyond the first 5 hours. (If any portion of a half-hour block is used, the full $5 will be charged.)
    2. **1:15 to 3:30 block** - $300/month (Aug - Nov and Jan - Apr)
        i. $150/month, half price (Dec and May)
    3. **1:15 to 5:00 block** - $450/month (Aug - Nov and Jan - Apr)
        i. $225/month, half price (Dec and May)
d. On days AHC is available, the blocks represent the daily duration of AHC provided to the student. Unused time in options 2 or 3 cannot be banked or rolled over.
e. If a student enrolled in options 2 or 3 is consistently picked up late, the family may be charged a "late pick up" fee of $5 for every 15-minute increment of AHC used.
f. The drop-in fee is $10 per hour per student. After dropping-in three times, a family will be charged $75 per student for registration and will be required to select one of the 2 options for billing provided above.
g. Parents will be billed the first week of each month for the previous month's hours and <u>payment will be due on the 15th of each month</u>. Late fees of $25 per month per family will be charged for payments made after the 15th.
h. Bills for late fees will be sent out on the 17th of the month, or the first Monday following if the 17th falls on a weekend or a holiday.
i. <u>A student will not be allowed to remain in the AHC program if the account is unpaid more than 30 days beyond the billing date.</u> Parents who are unable to pay in full must make arrangements for payment of past-due balances with our business office *prior to the end of the past due deadline*.
j. <u>In the event that an After-Hours Care account reaches 60 days past due, children will not be allowed to reenroll or begin a new school year at ECCS until the AHC account is paid in full.</u>
k. There is a $25.00 charge for any check returned from the bank. If two NSF checks are received, payment must be made by cash or cashier's check for the remainder of the school year.

3. AHC Schedule
   a. Regular AHC schedule will be followed as weather and staffing permit: 1:10 p.m. – 1:30 p.m. ~ lunch. 1:30 p.m. – 2:30 p.m. ~ study hall or quiet play. 2:30 p.m. – 3:30 p.m. ~ outdoor or organized play. 3:30 – 4:30 p.m. ~ continued outdoor or organized play w/study hall option. 4:30 – 5:00 p.m. ~ study hall or quiet play.
   b. Parents should send a lunch for students attending AHC between 1:00 and 3:00 p.m. Students are NOT allowed to use the kitchen. Parents may also send a change of clothing, following the guidelines below, for outdoor play.

4. AHC Dress/Behavioral Standards:
   a. AHC Dress Code: AHC students are allowed to change into modest, weather appropriate play clothes and tennis shoes. (No revealing or tight attire, pajamas, short shorts, halters, spaghetti straps, midriff bearing tops, or flip-flops allowed.) Shorts may not be more than 2 inches above the knee. Students who abuse this dress code will lose the privilege of changing into play clothes.

   b. After-Hours students are expected and required to follow regular school behavioral rules as listed within the Discipline and Behavior policies. AHC teachers will follow regular school discipline procedures.

l. Unexpected School Closing

Unanticipated inclement weather or other events may dictate that ECCS be closed on a scheduled school day. When inclement weather is forecast and a school closing is required, parents will receive an official message from the school office by phone through the Parent Alert function in FACTS SIS. Parent Alert will call every phone number contact we have on record for the family.

VII. Attendance and Punctuality

A. Grammar School Attendance / Absences

Regular attendance is essential for the academic success of K5 – 5th Grade Grammar School students. Due to generous amounts of holidays within the school calendar, school should be missed only when absolutely necessary.

1. Grammar School attendance will be recorded in each classroom at the beginning of the school day.
2. Students are limited to no more than fourteen (14) absences per year, excused or unexcused, in order to promote to the next grade. If a student misses 10 classes, excused or unexcused, parents will receive a warning notifying them about accumulating absences. If a student

accumulates more than 14 absences, excused or unexcused, the principal will be notified, and a conference between the parent and administration will be held. If a student misses 20 days excused or unexcused, per year, he/she will not promote to the next grade.

3. Exceptions would be made only in cases of extenuating circumstances—such as extended illnesses—and will be made on a case-by-case basis by the Board.
4. Students who are absent from their class will be marked "unexcused" until a note of explanation is received by the ECCS Grammar office. Parents are required to send a note of explanation to the ECCS office the day after an absence. Should a note not be received within three (3) school days from the date of the absence, the absence will remain unexcused.
5. Examples of acceptable excuses for absences are illness, family emergencies, school-sanctioned events, and other exceptions pre-approved by the ECCS Administration.
6. If a student is to be absent for any *foreseen* reason such as family travel, appointments, etc., parents must contact the Grammar School office *prior* to the expected absence to request a pre-approved absence, or the absence will be considered unexcused.
    a. For family trips, an email must be sent to the Grammar Principal detailing the dates and reason for the foreseen absence *prior* to the absence for approval.
    b. Once the foreseen absence has been approved by the Grammar Principal, teachers will give the work that will be missed to the student.
    c. Discretionary absences, such as vacations, may not be pre-approved for students who have already missed enough days that they are on pace to exceed the maximum allowed absences for the school year. For example, if a student has already missed nine (9) days the first semester, then four (4) days of vacation in February would not be excused, as it would put the student at great risk for exceeding the maximum of fourteen (14) days absent.
7. Make-up work will not be given for any day missed due to an unexcused absence. Any graded work, including homework collected or tests/quizzes administered during a class from which the student has an unexcused absence will be recorded as zero in the grade book.
8. If an absence due to an illness is four or more consecutive days, a doctor's excuse must be provided for the absences to be excused.
9. If regular absences occur for simple illness such as a headache or stomachache, a doctor's excuse will be required after the third such absences.
10. Any time a student misses school due to appointments, such as doctor, dentist, or orthodontic appointments, an excuse from the doctor's office should be returned to the school. Students who miss school for such appointments should attend school until they must leave for the appointment and should return to school after the appointment concludes, if possible.

11. If a student is absent from school or checks out of school due to illness, the student will not be allowed to return to school at the end of the school day to participate in co-curricular activities, After-Hours Care, and/or after school tutoring.

B. Tardiness

Grammar School carline begins at 7:40 a.m. with classrooms opening at 7:40 a.m. Classes begin at 8:00 a.m. It is the parents' responsibility to get students to school by 8:00 a.m. Tardiness causes a stressful start to the child's day and penalizes the child by resulting in loss of classroom preparation time, instruction time, and social interaction with peers. A student is tardy if arriving in the classroom after 8:00 a.m., and the parent is responsible for bringing the child into the building if they are tardy.

For Kindergarten (K5) through 5th Grade Students: the tardy will be excused if the student's parent provides a legitimate reason for the tardiness or if a valid reason is determined from circumstances as determined by the office and/or principal. Otherwise, the tardy will be unexcused. Following a third unexcused tardy in one semester, each subsequent tardy will incur a $5.00 charge per child per tardy to the parents' FACTS account. The tardy count restarts with each new semester Note**:** After 8:00 a.m. the student must be signed in at the office by the student's parent or another adult authorized in writing to ECCS by the student's parent stating the reason for the tardy. This tardy will be excused or unexcused as decided by the office or principal.

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

Sign-in / Sign-out Procedures: All grammar students arriving after 8:00 a.m. must be signed in at the Grammar School office by the student's parent or authorized adult. All students must be signed out by the student's parent or authorized adult in order to be allowed to leave the school grounds prior to regular dismissal. Kindergarten (K5) through 5th Grade students must be in class ½ day (i.e., 2.5 hours in the grammar school) to be considered present for that day.

C. Grammar School Make-Up Work

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

and schedule will dictate the availability of such work. Students may do work ahead of a planned absence if it has been pre-approved by the principal and is available from the teacher or the work is automatically due upon the day of return.

D. Appointments

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

VIII. Academics

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

The following subjects are taught using the classical model:

A. Grammar (K5 – 5TH Grade) Curriculum

1. Bible

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

2. History

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

3. READING/ WRITING /LITERATURE
   a. Kindergarten: Riggs Phonics, *The Reading Roadmap*, Nursery Rhymes, & First Readers
   b. 1st Grade: Riggs Phonics, *The Reading Roadmap*, Abeka readers, and classic children's literature
   c. 2nd Grade: Riggs Phonics, *Toby Digz: Land of Pharaohs, The Courage of Sarah Noble, Tut's Mummy, 100 Dresses, Sarah Plain and Tall*
   d. 3rd Grade: Riggs Phonics, *Greek Myths, Misty of Chincoteague, Pompeii Buried Alive, Ancient Greece, Little Pilgrim's Progress, The Horse and His Boy, Cricket in Times Square, The Iliad*
   e. 4TH Grade: *Ink on His Fingers, Favorite Medieval Tales, Thunderstorm in the Church, Beowulf, Door in the Wall, Robin Hood, Beorn the Proud, Adam of the Road, Prince Caspian, The Tale of Despereaux*
   f. 5th Grade: *The Bronze Bow, The Witch of Blackbird Pond, Johnny Tremain, A Christmas Carol, Robinson Crusoe, The Voyage of the Dawn Treader, The Silver Chair, The Tempest, The Sign of the Beaver*, *Treasure Island, Pedro's Journal*

4. GRAMMAR / COMPOSITION
   a. 1st Grade: *Shurley Grammar* and teacher-directed composition
   b. 2nd Grade: *Shurley Grammar* and teacher-directed composition
   c. 3rd Grade: *Shurley Grammar* and teacher-directed composition
   d. 4TH Grade: *Shurley* Grammar and teacher-directed composition
   e. 5th Grade: *Abeka Language B: God's Gift of Language* Grammar and Composition

5. LATIN
   a. 1st Grade: Little Latin (fun, hands-on introduction)
   b. 2nd Grade: Little Latin (fun, hands-on introduction)
   c. 3rd Grade: *Schola Latina I* (Chapters 1-12)
   d. 4th Grade: *Schola Latina I* (Chapters 13-24)
   e. 5th Grade: *Schola Latina II* (Chapters 1-12)

6. MATH
   a. Kindergarten: *Saxon Math I*
   b. 1st Grade: *Saxon Math 2*
   c. 2nd Grade: *Saxon Math 3*
   d. 3rd Grade: *Saxon Math 4*

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

7. SCIENCE
   a. Kindergarten: Science Units
   b. 1st Grade: *NOEO Science, Biology 1,* and *Science for Classical Learners, Level 1*
   c. 2nd Grade: *NOEO Science, Chemistry 1,* and *Science for Classical Learners, Level 2*
   d. 3rd Grade: *NOEO Science, Physics 1,* and *Science for Classical Learners, Level 3*
   e. 4th Grade: *NOEO Science, Biology 2,* and *Science for Classical Learners, Level 4*
   f. 5th Grade: *NOEO Science, Chemistry 2,* and *Science for Classical Learners, Level 5*

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

9. SPECIAL DAYS
   K5-5th grade students enjoy the following opportunities to dress in an appropriate period costume at special events, some field trips, school programs, and/or for a special day of events at school. Parents are asked to supply costumes for these events and are invited and encouraged to check with their child's teacher to see how they may help plan, decorate, and attend these special days/events with their child. Parents are welcome to dress in costume also.

   a. Kindergarten: Costume for Creation Day, 100th Day of School, and Nursery Rhyme
   b. 1st Grade: Patriotic or Celebrating American Day Attire
   c. 2nd Grade: Egyptian Citizen
   d. 3rd Grade: Roman Citizen with Headdress
   e. 4th Grade: Medieval Feast Costume
   f. 5th Grade: Dickens Day, Colonial Day Attire

10. Special Projects
    K5-5th grade learning is enhanced by special class projects that require parental assistance at home. These projects improve the learning process and are an enjoyable and enriching experience for the whole family.
    a. Kindergarten: Nursery Rhyme; Book Report; Animal Report
    b. 1st Grade: AL Animal Report; Book Report and Diorama; U.S. State Report
    c. 2nd Grade: Egyptian Report; Habitat Poster; Animal Report
    d. 3rd Grade: Greek Project; Volcano
    e. 4th Grade: Viking Ship; Shield

f. 5th Grade: Bible Map; Colonial/DC Activities and/or Trip

B. ECCS Grammar Enrichment Activities/Co-Curriculars

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

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

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

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

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

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

C. Grades/Report Cards

1. Assessment

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

a. Daily Grades--homework, participation grades, and unannounced short comprehension or "pop" quizzes.
b. Quizzes—unannounced assessments over several days' work. Quiz grades will count more than daily grades, but less than test grades.
c. Tests—announced assessments over one or more units of work.
d. Oral Presentations

e. Written Compositions
f. Special Projects

2. RECORDING OF GRADES

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

3. REPORT CARDS

Report cards are available every nine weeks and are accessible electronically through FACTS and the FACTS app. Report cards will be sent home as a hard copy on the last day of the grammar school year in the student's end-of-year envelope. Parents can submit a written request through email for a printed copy of their student's report card at any point in the school year.

4. GRADING SCALE

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

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

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

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

5. HONOR ROLLS

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

6. PROMOTION POLICY

The following minimal criteria are guidelines for grammar student promotion:

a. Score of C or above in all core subjects (Bible, History, Math, Latin, Science, Reading/Literature, and Grammar).

b. Teacher's recommendation based upon projected success at next grade level.
c. Conduct rating of "S" unless otherwise approved by principal recommendation.

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

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

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

D. Summer Reading

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

1. Entering K-5 through 2nd Grade
   Students may select books of their choice according to their reading ability. Entering first graders may count picture books. Entering 2nd graders are encouraged to begin short chapter series.

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

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

2. Entering 3rd Grade
   Homer Price by Robert McCloskey and *Mr. Popper's Penguins* by Richard Atwater; Optional: *The Long Winter* by Laura Ingalls Wilder

3. Entering 4th Grade
   Tales of King Arthur retold by Felicity Brooks (Usborne Classics Retold, ISBN 978-0-7945-1483-9) and *The Tale of Despereaux* by Kate DiCamillo

4. ENTERING 5TH GRADE

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

E. HOMEWORK GUIDELINES

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

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

1. Time necessary to complete Grammar level homework will vary from grade level to grade level as well as from student to student.
2. Since ECCS recognizes that parental involvement is critical to a child's education, homework can be used as an opportunity for parents to actively assist their child in his/her studies. This will also keep parents informed as to the current topics of study in the class.
3. As homework is an important component to an academic program, Grammar School homework will be used to practice concepts, skills, and facts.
4. Repeated, short periods of practice or study are often a more effective way to learn than one long study period.
5. Homework may be assigned to students who have been given adequate time in class to complete an assignment yet did not use their time wisely. In this event, parents are asked to help reinforce the importance of using our time wisely while completing classwork.
6. Grammar teachers will assign no more than four projects per school year with only one of these projects assigned per quarter. These projects are to be completed at home by the student unless the teacher's instructions indicate minimal parental assistance. Specific instructions will be given by the teacher with ample time to complete each project.
7. It is not our desire to unduly burden students with excessive homework. Please communicate with the teacher(s) and/or principal if your student begins to struggle with homework completion.
8. Official ECCS Evening Functions: No homework will be due or tests/quizzes will be administered on the day after a weeknight, evening, school-wide function to which the school has asked the Grammar students to attend. (i.e., Grammar Christmas Program).
9. Wednesday night homework will be limited to math and studying for up to one test.

10. No homework should be given over the major school breaks of Fall Break, Thanksgiving, Christmas, Spring Break, and Easter. No written work, projects, or tests/quizzes will be due the day students return to school from these breaks.
11. Parents may monitor general homework and project assignments by accessing the ECCS school management system FACTS SIS at www.factsmgt.com. Login information is available through the school office and at the ECCS web site located at www.evangelclassical.org.
12. While homework is posted on FACTS SIS, students and parents should not rely primarily on FACTS SIS to keep up with the work due. Changes may be made in the classroom that are not immediately reflected in FACTS SIS. Therefore, all students in first through fifth grades will be issued an assignment notebook. It is the students' responsibility to keep a written list of daily assigned homework in this assignment notebook. This homework assignment notebook will supersede any homework listed on FACTS SIS.

F. Field Trips

1. Classes may travel off campus for up to three paid field trips. The teacher may schedule other free or on-site field trips. Field trips are selected by the teachers to supplement and reinforce classroom instruction and, therefore, should not be considered "optional" by the parents or students.
2. For absences on field trip days to be excused, the student must be ill, have a family emergency, etc. Simply not wanting to attend the field trip will result in an unexcused absence. Any grades assigned during a field trip will be recorded as zeroes for students who have unexcused absences for a field trip.
3. The ECCS Grammar School recommends that only one parent accompany his/her child on a field trip—except for a field trip that requires a plane flight and/or extended overnight stay (such as our 5th and 6th grade Washington D. C. trip).
4. As directed by the teacher, parents should wait in the grammar school lobby or at the gym parking lot before departing for a field trip.
5. For liability reasons, no siblings are allowed on field trips.
6. In most cases, parents will be asked to drive students to field trip locations. All drivers must have a valid driver's license, which must be on file at ECCS, and auto insurance.
7. Because we seek to be intentional and relational, we would encourage drivers to allow other parents and students to ride in their vehicles.
8. Car assignments for drivers and passengers are set by the teacher and/or administration for each field trip and will be communicated on the morning of the field trip.
9. Drivers must observe all speed limits.

10. Cost of gasoline will be considered a donation by the driver. Only parents who wish to make this donation should volunteer to drive on field trips. Other parents who ride with drivers are encouraged to contribute to the cost of gasoline.
11. Parents and/or other adults serving as chaperones on overnight field trips must submit a completed background check application form that ECCS will supply. The background checks, when assessed, must be "clean" with no previous criminal record for a parent to chaperone a field trip.
12. The same standards of behavior expected in school apply to field trips. Student behavior during a field trip should mirror classroom expectations. Children should show respect and honor to classmates, to the audience, to performers, and to drivers/chaperones. ECCS students and parents are expected to act courteously and with dignity, doing what would be pleasing to God, as representatives of ECCS.
13. No electronic equipment (i.e., iPads, hand-held gaming devices, cell phones, etc.) is allowed for student use on field trips.
14. Parents may not show movies during the drives to and from field trips.
15. Sacred, classical, or children's music or no music is encouraged in vehicles.
16. Drivers may not allow students to purchase or consume energy drinks (Red Bull, Monster, etc.) during field trips.
17. Drivers are expected to follow the going and returning routes designated by the teacher and are NOT to make stops not on the agenda for the entire class.
18. When students have returned to campus, drivers/chaperones are to return to the grammar school lobby and remain with the students until the supervising teacher has arrived and taken full responsibility for the class.

E. Chapel

Our Grammar students will have a monthly chapel in which they will be worshipping together as a Grammar School as well as learning about our school virtue. We will also have chapel services held jointly with the Logic and Rhetoric School at the beginning of each semester. Through this joint activity we seek to allow all our students to experience worship together as a community of Christians, thus providing our younger students with positive Christian role models and allowing the older students to lead in worship and give testimony of the goodness of Christ.

IX. Standards for Student Conduct

A. Philosophy of Discipline

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

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

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

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

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

B. Student Behavior

While using redemptive discipline, ECCS trains and shepherds our students' hearts with age appropriateness in mind. Our younger students are at an age of learning about choices and the results

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

Students should:

1. Follow all classroom rules.
2. Stand when answering.
3. Walk calmly and quietly in the school building.
4. Greet visitors and make them feel welcome.
5. Open doors for others and use appropriate etiquette.
6. Take care of their belongings and those of the school.
7. Stand when adults enter the room.
8. Use “Sir” and “Ma’am” when addressing teachers and all adults.
9. Respond when greeted.
10. Shake hands and exhibit appropriate eye contact.
11. Demonstrate a respectful attitude towards adults and classmates.
12. Boys are to open doors and offer their chairs to girls and ladies.
13. Avoid making loud noises in hallways and on sidewalks.
14. Avoid running and roughhousing in the school building.
15. Play only on designated playgrounds.

C. Discipline Policy

1. Problem Behavior

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

2. Office Visits

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

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

The principal may require removal from the classroom, restitution, a timeout during recess, janitorial work, parental attendance during the school day with their child, or other appropriate measures deemed necessary to correct the discipline issue and consistent the student's noncompliance. If the parent determines that corporal punishment is warranted, then the parent may administer corporal punishment in their home at their discretion.

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

a. The first two times a student is sent to the principal for discipline his/her parents will be contacted and appraised of the details of the visit. The principal will seek the parents' assistance and support in averting further problems.
b. A meeting of the student's parents, teachers, and the principal will follow the third office visit and the Head of School will be notified.
c. Should the student require a fourth office visit the student will be suspended for two days, and the Head of School will be notified.
d. If a fifth office visit is required, the Head of School will be apprised, and the student will be expelled.

3. EXPULSION

ECCS realizes that expelling a student is a very serious matter and should always be carefully considered on a case-by-case basis. Forgiveness and restoration are fundamental to our overall discipline policy. However, should a student and his parents be unable to eliminate behavior problems before a fifth office visit is required, the student will be expelled. Expulsion does not release a family from their financial responsibilities, and the remaining annual tuition will remain due upon expulsion.

4. RE-ADMITTANCE

An expelled student cannot apply for readmission for one year following an expulsion. Should the expelled student desire re-admittance to ECCS the following year, the Board will make a decision based on, but not limited to, the circumstances surrounding the expulsion, the student's current attitude as it relates to the reason for expulsion as determined by an interview by a panel of Board members and administrators, and the circumstances at the time of re-application.

5. SERIOUS MISCONDUCT

Should a student commit an act with serious consequences the principal may by-pass the office-visit procedure and suspend or expel the student immediately. Examples of such serious misconduct include, but are not limited to, acts of endangering the lives of students or staff

members, gross violence, vandalism to school facilities, or violations of civil or criminal law. Students may be subject to school discipline for serious misconduct that occurs outside school hours and suspected violations of the law will be reported to the authorities.

6. FOOD, CHEWING GUM, AND DRINKS

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

7. ELECTRONIC DEVICES / INAPPROPRIATE ITEMS / WEAPONS

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

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

X. OFFICE POLICIES

OFFICE ETIQUETTE

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

1. Students are not allowed behind office counters at any time.
2. Phone use: Students may ask permission to use the school phone for emergencies. Students will not be allowed to call home for missed or forgotten work. Calls should be limited to critical needs as determined by the office manager.
3. Copier use: Students may not use the copier.
4. General: Students are not allowed in the office or storage areas during or after school hours. Students should never remove items from the office.

Expenditure Reimbursement

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

Sickness/First Aid

1. A child should not be brought to school if he/she has had vomiting, diarrhea, an undiagnosed rash, pink eye, or fever within the previous 24 hours.
2. If a child becomes ill during school hours, develops a fever of or greater than 100.4 degrees, experiences vomiting or has an apparent communicable disease, the parent will be notified and asked to come immediately to pick up the child.
3. The child must not return to school until 24 hours after they are symptom free without the aid of medication.
4. First aid: Teachers will administer simple first aid, i.e., Band-Aids. Should a student require additional first aid, the office staff will administer additional first aid.

Medication

1. Because ECCS does not have a designated school nurse, students should take all medication (prescription and non-prescription) at home whenever possible. Should it be necessary for students to take medication during school hours, the following guidance should be followed.
2. Parents should bring any medication to be administered during school hours to the school office in the original containers and complete all Medical Authorization forms as described below.
3. All medications, whether prescription or non-prescription, must be turned into the school office by the student's parent/guardian or other responsible adult. Students should not bring in medication for themselves or others. The exceptions are Epi-pens and inhalers. (However, a School Medication Physician/Prescriber/Parent Authorization Form must be on file along with an appropriate Emergency Action Plan (EAP) for those students requiring Epi-pens for allergic reactions and inhalers for asthma.)
4. No student will be permitted to carry or possess any type of medication, whether prescription or non-prescription (including cough drops, allergy medication, and pain relievers) on his/her person at any time, including field trips and during after-care. Exceptions include sunscreen, emergency medications, and approved medications prescribed by a physician for self-administration.
5. The parent/guardian must sign a School Medication Physician/Prescriber/Parent Authorization Form before any medication, prescription or non-prescription, can be administered at school. ECCS will also accept the School Medication Physician/Prescriber/Parent Authorization Form provided by the Alabama Department of Education, which is available at most pediatric offices. However, the

Alabama Department of Education forms state that the School Nurse or designee will assist the child with taking the medication. ECCS does not have a school nurse. If your physician uses the ADE form, you will also need to sign an additional form, ensuring you are aware that there is not a school nurse on staff.

6. Prescription medication will require the physician/prescriber signature on the authorization form (as well as the parent/guardian signature).
7. For prescription medications, a current pharmacy labeled container is required, which includes the student's name, physician name, name of medication, strength, dosage, time interval, route, and date of drug's discontinuation, when appropriate.
8. If the prescription medication order is changed during the school year, a new authorization form is required. Both physician/prescriber and parent/guardian must sign the new form. Medications that are prescribed with a range of dosages will require written documentation from the parent, identifying the dose to be given at school. The staff cannot accept the word of the child regarding the dosage.
9. Students in the Grammar School will be assisted in remembering to take scheduled prescription medication. As a rule, students in the Logic and Rhetoric schools will be expected to come to the reception desk independently and request scheduled prescription medications.
10. Non-prescription medications to be given for a short-term illness such as a cold, pain due to injury, etc., will require the parent/guardian signature only on the medication authorization form and require checking the Short-Term Over-the-Counter option. This authorization will expire after two weeks, and medications will need to be picked up from the school.
11. Non-prescription medications for chronic conditions (menstrual cramps and headaches) or to treat allergic reactions (i.e., Benadryl) will require the parent/guardian signature only on the medication authorization form and require checking the Long-Term Over-the-Counter option on the medication authorization form.
12. Parents must supply all non-prescription medications to the school. Non-prescription medication will only be accepted and dispensed when it meets the following conditions:
    a. Unexpired
    b. In its original, sealed packaging with all manufacturers' labeling clearly legible.
    c. Age appropriate
    d. The student's name written on the container
13. Non-prescription medication will not be dispensed above the recommended dosage instructions on the label.
14. The school will not supply any medications to students.
15. All unused medications not picked up by parents/guardians by the last day of school will be discarded according to policy guidelines. No medications shall be sent home with the child.

16. If a medication or inhaler is prescribed, it must be in the original container with the original prescription label, which includes the child's name, dosage, and expiration date. Prescription medication may only be given to the intended recipient listed on the container.
17. Epi-pens and inhalers must be labeled with the student's name. Proper paperwork must be turned into the Grammar Office.
18. Students will be allowed to carry sunscreen and apply during outdoor events on campus and during field trips. However, sunscreen should not be shared among students.
19. Parents will be notified via FACTS SIS e-mail of all medical reports from the office.
20. Because we do not have a school nurse, ECCS reserves the right to work out different guidance with the parent(s) when non-prescription medication is requested frequently and over an extended period of time, or when the type or classification of prescription medication presents significant cause for concern or disruption to the school day.

XI. Dress Code/Uniform/Backpack/Hair

A. Kindergarten (K5) through 5th Grade Uniforms

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

B. Other Dress Code Issues

1. Backpacks

   Rolling backpacks are not allowed in the Grammar School. Backpacks must not have any character designs. All personal items must be kept inside backpack or cubby. Personal items should not be left in desks.

2. TATTOOS / BODY PIERCING / MAKE-UP

   No tattoos, henna art, or marker drawings are allowed on any visible body part.
   No body piercing (except single pierced lobes for girls only) are allowed in the Grammar School. No makeup is allowed in the Grammar School.

3. HAIR

   For all students only natural hair color will be acceptable. No caps, hats, headscarves, scarves, or bandanas will be allowed. No spiked or gelled hairstyles or hairstyles that draw undue attention to one's self will be allowed. Grammar boys' hairstyles must be cut above the ear, eyebrow and collar. Girls' hairstyles should be styled out of the eye and should not include hair tinsel. Girls may only wear headbands that coordinate with their school uniform and that do not draw undue attention (no crowns, tiaras, flowers, animal ears, hair tinsel, etc.)

4. SPIRIT DAY ATTIRE

   Special days are designated during the school year for the students and teachers to show ECCS school spirit. These are referred to as "Spirit Days." On these days ECCS Grammar students may wear their current school year ECCS issued tee shirt, tennis shoes, and jeans with no frays, tears, or holes. Optional clothing is listed below in the "Spirit Day Dress Code."

C. DRESS CODE COMPLIANCE

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

1. The first time a student is out of code (for any of the above requirements) the parent will receive an email reminder about dress code regulations and expectations.
2. Upon the second infraction, an email notification and an "ECCS Uniform Non-Compliance Notice" form will be sent home, and the parent will be required to correct the concern by the next school day.
3. Upon the third infraction, the parent will receive a phone call from the principal to address the concern.

Grammar Girls' Uniforms

Lands' End Preferred School

#900056326

ESSENTIAL UNIFORM

*INDICATES REQUIRED ITEM

+INDICATES LANDS' END ITEM



+ WHITE PETER PAN POLO

SHORT OR LONG SLEEVED



+ PLAID

JUMPER

OR



+ PLAID

A-LINE SKIRT

OR



+ PLAID

SKORT



*BIKE/GYM

SHORTS

NAVY OR BLACK



*MARY JANE SHOES

NAVY OR BLACK

NO LIGHT SOLES





*NAVY TIGHTS,

NAVY KNEE SOCKS,

OR WHITE CREW

SOCKS

*SKIRTS MAY BE NO SHORTER THAN 1" ABOVE KNEE

*NO NO-SHOW SOCKS

GIRLS' ELECTIVE UNIFORM OPTIONS



+ GREEN POLO DRESS

LONG OR SHORT-SLEEVED



+ NAVY

SWEATSHIRT



+ NAVY FLEECE

JACKET

OR FLEECE VEST



+NAVY SWEATER

OR SWEATER VEST

*DRESSES MAY BE NO SHORTER THAN 1" ABOVE KNEE

*SWEATSHIRT, FLEECES, AND SWEATERS MUST HAVE CREST

Grammar Boys' Uniforms

Lands' End Preferred School

#900056326

ESSENTIAL UNIFORM

*INDICATES REQUIRED ITEM

+ INDICATES LANDS' END ITEM



*+ GREEN POLO

LONG OR SHORT SLEEVED



*+ KHAKI DRESS

PANTS



*BROWN

BELT



*WHITE CREW OR

KHAKI SOCKS



*MERRELL JUNGLE MOC

NUBUCK BROWN

BLACK SOLE

OR



*+ ALL WEATHER

SLIP ON SHOES

SPICE BROWN

*POLO MUST HAVE CREST

*NO 'NO-SHOW' SOCKS

BOYS' ELECTIVE UNIFORM



+ KHAKI

SHORTS



+ NAVY FLEECE JACKET

OR FLEECE VEST



+ NAVY

SWEATSHIRT



+NAVY SWEATER

OR SWEATER VEST

*SWEATERS, SWEATSHIRT, AND FLEECES MUST HAVE CREST