



EVANGEL CLASSICAL
CHRISTIAN SCHOOL

2026-2027
Logic and Rhetoric
Parent/Student Handbook

TABLE OF CONTENTS

TABLE OF CONTENTS	2
I. THE VISION OF EVANGEL CLASSICAL CHRISTIAN SCHOOL	6
II. ECCS AT A GLANCE.....	7
A. Mission Statement	7
B. Grades	7
C. School Day	7
D. Organizational Structure	7
E. Administration.....	7
F. Curriculum	7
G. Finances.....	8
H. Insurance	8
I. Affiliations.....	8
J. PTO Mission Statement.....	8
K. Non-Discrimination Policy	8
L. Special Needs.....	8
III. THE BOARD	9
A. Governance	9
B. Authority of the Board	9
C. Appointed Board Members.....	9
D. Board Meetings	9
IV. STATEMENT OF FAITH	9
V. ADMISSION PROCEDURES.....	11
A. Admissions Criteria.....	11
B. Waiting List and Application Procedure.....	12
C. Immunization Requirements.....	13
VI. TUITION AND FEES.....	13

ECCS Logic & Rhetoric School Parent/Student Handbook 2026-2027

A. Tuition Philosophy	13
B. Family Commitment	13
C. Fees	15
D. Options for Payment of Tuition and Fees	16
E. Payment	16
1. Payments	16
2. Business Office Hours	16
3. Delinquent Tuition Payment Policy; Late and NSF Fees	16
4. Settling Accounts	17
VII. Parent –Teacher Communication	17
A. Philosophy	17
B. Parent Volunteerism in Classrooms	17
C. Fundraising	17
D. Early Morning Visits	18
E. Classroom Observations	18
F. FACTS SIS	18
G. E-Mail	19
H. Phone Calls	19
I. Conferences	19
J. Questions, Concerns, and Complaints	19
K. Parent Conduct Standards	20
VIII. <u>ARRIVAL, DISMISSAL, AND AFTER HOURS CARE</u>	<u>21</u>
A. Morning Arrival	21
B. Afternoon Dismissal	22
C. Unexpected School Closing	23
D. After-Hours Care (AHC)	23
IX. <u>ATTENDANCE AND PUNCTUALITY</u>	<u>25</u>
A. Attendance	25
B. Tardiness	28
C. Make-up Work	29
X. <u>ACADEMICS</u>	<u>30</u>
ECCS 2026-2027 Logic & Rhetoric School Parent/Student Handbook	3

ECCS Logic & Rhetoric School Parent/Student Handbook 2026-2027

A. Curriculum	30
B. Dual Enrollment.....	33
C. Summer Reading.....	34
D. Instruction and Homework	34
E. Student Assessment Methods	36
F. Grading Scale	36
G. Report Cards and Transcripts	37
H. Academic Honors	37
I. Promotion	38
J. High School Credits	39
K. Technology in the Classrooms.....	40
XI. ACTIVITIES	40
A. Field Trips	40
B. Social Events	42
C. Co-Curricular Activities (non-athletic) and Clubs	42
D. Athletics	44
1. Academic Guidelines for Athletes	44
2. Behavioral Guidelines for Athletes.....	44
3. Enrollment/Financial Guidelines for Athletes	45
4. Absences for Athletic Events.....	45
5. ECS Athletics Information and Guidelines.....	45
XII. STUDENT CONDUCT	48
A. Philosophy of Discipline	49
B. General Expectations for Behavior	49
C. Discipline Policy	50
D. Bullying/Harassment Policy	52
E. Weapons Policy	52
F. Academic Honesty Policy.....	52
G. Disciplinary Action Chart.....	53
H. Electronic Use Policy.....	55

ECCS Logic & Rhetoric School Parent/Student Handbook 2026-2027

I. Electronic Communication Policy.....	55
J. Expulsion.....	56
XIII. <u>OFFICE POLICIES.....</u>	56
A. Office Etiquette.....	56
B. Expenditure Reimbursement	56
C. Sickness/First Aid	57
D. Medication.....	57
E. Receipt, Dispensation, & Storage of Medicine.....	60
F. Food and Lunch.....	61
XIV. <u>DRESS CODE.....</u>	61



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.

II. 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. GRADES

4K through 12th grade

C. SCHOOL DAY

The school opens at 7:40 a.m. and classes begin at 8:00 a.m. The Logic and Rhetoric School (grades 6-12) day ends at 3:15 p.m.

D. ORGANIZATIONAL STRUCTURE

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

E. ADMINISTRATION AND STAFF

ECCS Administration consists of the Head of School who oversees the school program as well as both principals and the dean; the Preschool/Grammar Principal who administers and manages the Preschool/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, Guidance Counselor, L&R Director of Operations, Business Office Manager, Director of Campus Safety, and After-Hours Care Director.

F. CURRICULUM

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

G. FINANCES

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

H. 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.

I. AFFILIATIONS

Evangel Classical Christian School is an accredited member of the Association of Classical and Christian Schools (ACCS). Because our goals and philosophies are inherently different from government schools, ECCS will not pursue state accreditation. ECCS does not accept any state or federal funding. ACCS accreditation does not require teachers to be state certified. ECCS requires all 5K to 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.

J. 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.

K. NON-DISCRIMINATION POLICY

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

L. SPECIAL NEEDS

ECCS is neither staffed nor qualified to diagnose or meet special needs of students with certain specific disabilities. Some learning disabilities categorized as mild may allow for certain classroom accommodations to be made, but all diagnosed disabilities must be stated on the student application or documented in the student's file upon 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.

III. THE BOARD

A. GOVERNANCE

ECCS shall be governed by the Board.

B. AUTHORITY OF THE BOARD

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

C. APPOINTED BOARD MEMBERS

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

D. BOARD MEETINGS

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

IV. STATEMENT OF FAITH

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). Note that EPC adheres to the Westminster Confession of Faith, which elaborates on these primary and other secondary doctrines. 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, but 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.

Primary Doctrines:

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.

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.

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.

FALL OF MANKIND

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

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.

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.

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.

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.

FINAL JUDGMENT AND RESURRECTION

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

V. ADMISSION PROCEDURES

A. ADMISSIONS CRITERIA

1. All applicant forms must be completed, signed, and submitted to ECCS.
2. New student application fee must accompany the application.
3. Students must demonstrate during the admissions testing process that they are academically prepared to begin study at ECCS. Grade level competence/entrance exams in mathematics, reading comprehension, and writing skills are required.
4. Logic and Rhetoric School applicants must score acceptably on the entrance exam in math and reading comprehension for the classes in which they wish to be placed and must demonstrate grade level composition skills.
5. Applicants must have completed the necessary pre-requisite courses to enter the grade level for which they are applying. Provisional acceptance can be granted with approved plans for attaining the pre-requisite before the school year in question.

begins.

6. Applicants will be interviewed by a committee of teachers and/or administrators in order to assess the students' academic motivation, spiritual maturity, and potential impact on the culture of the school.
7. ECCS is not staffed to serve students with significant social, behavioral, or mental problems. Applicants 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.
8. 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.
9. Parent/Guardians' interview must have a satisfactory conclusion as determined by the interviewers.
10. ECCS does not discriminate on the basis of race, color, national or ethnic origin with 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, children of Evangel Presbyterian Church (EPC) ministers, children of EPC members, families with multiple students eligible to enroll, and all other applicants who have their names placed on the priority waiting list by January 15th will have priority status in that order. This priority status is for any open positions in the class after the re-enrollment period concludes.
2. Only a child's parent or legal guardian may place the child's name on the ECCS waiting list. Each waiting list form submitted must be accompanied by a one-time, non-refundable \$50.00 fee. The \$50.00 payment will be credited toward the \$425.00 new student application fee.
3. All those on the waiting list will receive notification when the ECCS online application is scheduled to open.
4. It is our desire to maintain a 1:16 teacher/student ratio in Kindergarten

through 2nd grades and a 1:18 teacher/student ratio in 3-12th grades, but when circumstances require, the ratio may be increased.

C. 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 certificate 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 also be on file prior to the student entering class at ECCS in order to satisfy any variances from the immunization requirements as stated above.

VI. TUITION AND FEES

A. TUITION PHILOSOPHY

1. ECCS is committed to maintaining tuition at a level that is both affordable for ECCS families and financially responsible for the school.
2. ECCS is financially responsible by assuring that tuition and fundraising receipts cover 100% of the school's annual expenses.
3. 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 POLICY

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 may 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 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

Fees for 6th-11th grades covers 1-2 student field trips, science lab fee, ECCS tee shirt, technology fee, and yearbook.

The 12th grade fee includes the above plus a graduation fee.

2. SECURITY FEE The Security Fee covers security upgrades and SRO salary.

3. NEW STUDENT FEE

\$425.00 one-time fee. One-time payment for each new student with a family

lifetime limit of \$1,000.00.

4. FACTS FEE

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

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 30. This discount will be included on the yearly tuition schedules.

2. AUTOMATIC BANK DRAFT

All fees and tuition are paid in equal payments over a 12-month period from June – May by an automatic check draft through the FACTS program.

E. INCIDENTAL CHARGES

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

F. PAYMENT

1. PAYMENTS

ECCS prefers to conduct financial business digitally. Should you need to write a check for any reason, 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. Any payments that have been charged directly to your family account may also be paid online through FACTS Family App.

2. BUSINESS OFFICE HOURS

The business office manager is on-site Monday through Friday from 8:00 a.m. – 3:30 p.m. You may also e-mail our Business Office Manager at kblackwell@evangelclassical.org.

3. DELINQUENT TUITION PAYMENT POLICY; LATE AND NSF FEES

- Every family is required to be enrolled in FACTS when they enroll their child at ECCS.
- *For FACTS accounts 30 days past due, FACTS charges a \$25 late fee. No further fees are imposed by the school at this time.
- *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.

- *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.
- Only the ECCS board may make exceptions to this policy.
- Communication is essential—as soon as a family knows an interruption in payment is inevitable, they must notify the school.
- 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.
- All families will be required to pay in full or enroll in the FACTS Automatic Bank Draft program before their child may attend class.

4. Settling Accounts

- End of the year report cards will not be issued until all accounts are settled.
- All previous year's accounts must be paid in full before June 1 to remain registered for the upcoming year.
- 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.
- Families who withdraw from ECCS may not transfer to ECS if finances are in arrears and vice versa.

VII. PARENT – TEACHER COMMUNICATION

A. PHILOSOPHY

ECCS considers the parents to be 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

Parents should not make unannounced visits to teachers before classes begin in the mornings as teachers are preparing for the school day. If an early morning message needs to be communicated with the teacher, parents are asked to leave the message with the office, and it will be delivered to the teacher.

E. CLASSROOM OBSERVATIONS

Parents are always welcome to visit their children's classes. All visits are to be scheduled in advance with the teacher, or if the parent wishes to sit in on more than one class, with the principal. 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.

We do ask that parents who visit classes be in place by the time the tardy bell for that class rings and that they stay until the dismissal bell rings to avoid unnecessary distractions.

Parents may visit one class, or they may "shadow" their student throughout a whole or partial day's schedule.

F. FACTS SIS

ECCS utilizes the web-based school management service "FACTS SIS." Parents may access this on-line program by going to www.factsmgt.com. In FACTS SIS, parents can view teachers' lesson plans and track students' grades. 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. There is a

grading window, from a few days to several weeks, 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, should a parent have an immediate concern or question about grades or other information in FACTS SIS, he/she should contact the teacher directly for clarification, preferably through e-mail.

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, along with calling guidelines, such as acceptable phone call reasons, calling cut-off times, etc. 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 conferences. To request a special conference with a teacher, parents are encouraged to e-mail 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:

- 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.
- If unresolved, the two persons concerned meet with a third party, the principal. (Any subsequent meetings would involve the principal.)
- If still unresolved, the matter is presented to the Head of School. All subsequent meetings will involve the Head of School and principals.
- 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.
- 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.
- In cases when the Matthew 18 principles have not been adhered to, and actions continue that undermine this ministry, for the benefit of mutual resolution, the school board may take action up to and including expulsion.

K. PARENT CONDUCT STANDARDS

1. EXPECTATIONS

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

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

2. DEFINITIONS

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

3. PROCESS

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

VIII. ARRIVAL, DISMISSAL, AND AFTER- HOURS CARE

A. MORNING ARRIVAL

1. ARRIVAL TIME

The upper atrium entrance will be locked until 7:40. Logic and Rhetoric students should be dropped off at the upper atrium school entrance between 7:40 and 7:55 a.m. in order to be seated in homeroom by 8:00. Any student who is not seated in his/her homeroom class by 8:00 a.m. is considered tardy to school.

2. DROP-OFF PROCEDURE

- Logic and Rhetoric students should be dropped off at the upper atrium entrance only.
- When dropping off students, parents should follow designated traffic flow instructions, entering the driveway and proceeding along designated lanes in the

parking lot to the circular drop-off area. The entrance will then be on the right. Students should be ready to exit the car as the car approaches the entrance. This will enable the line to keep moving quickly.

- Cars should be placed in “park” when stopped to drop off students.
- Parents must not park or leave cars in the drop-off area.
- Parents should always follow the designated traffic flow instructions.

3. PARKING/WALKING CHILDREN INTO BUILDING

- Parents who wish to walk their child into the building must park in designated spaces and walk students to the entrance of the building using the designated crosswalk areas only. Parents are asked not to walk students to the classroom. Do not park in the handicap spaces without an official handicapped tag, mirror hanger, etc.
- Parents must not park or leave cars unattended in the drop-off area.

4. BICYCLE RIDERS

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

5. STUDENT DRIVERS

Student drivers must park their cars in the designated area only. In the interest of student safety, if student drivers have not arrived by 8:30, the office will begin efforts to notify the parents. Student drivers must fill out a student driver form that is kept on file in the office.

B. AFTERNOON DISMISSAL

1. DISMISSAL TIME

Logic and Rhetoric students will be dismissed from their 8th period class at 3:15.

2. AFTERNOON CAR LINE

- Afternoon car line will begin at 3:20, and all students should be picked up by 3:30.
- Parents will be provided with a pick-up card to keep in their vehicles or to pass to others who have permission to pick their child up. No child will be released to a vehicle not driven by a parent recognized by the teacher conducting the car line without this card.

- The pick-up card should be kept in the car and be clearly displayed in carpool.
- 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 child's pick-up permission form, and they must show proof of identification in order for the child to be released to them. Parents may call the school office during the day to make special pick-up arrangements.
- To pick up students in the afternoon car line, parents should proceed to the farthest color cone in the circular upper entrance drive and place the car in park while their student loads and enters the car.
- Parents are discouraged from entering lengthy conversations with each other or with teachers during car line.
- Parents who wish to walk to the building to pick up students should stop at the doors where teachers are stationed. The students will be called from the atrium by the teacher and will join the parents outside the atrium. Parents who need to come in to the office to ask questions, etc., are asked to wait until car line is over before entering the atrium.

3. AFTER-HOURS CARE

Any students not picked up by 3:30 p.m. will be sent to After-Hours Care (AHC), and appropriate charges will apply.

C. 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.

D. AFTER-HOURS CARE (AHC)

1. AVAILABILITY

- After-Hours Care is provided to assist working parents who are unable to pick-up at regular dismissal times. AHC is dependent on parent need and on the availability of adequate staffing. If staffing is unavailable, the program will be discontinued.
- After-Hours Care will be available each school day from 3:25-5:30 p.m. to Logic and Rhetoric School students.

- 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

- For staffing purposes parents requesting this service must register with the school office during the summer and no later than July 10. 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.
- AHC Registration Fee: \$75.00 per student.
- Choose 1 of 3 options billed monthly per student:
 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)
\$150/month, half price (Dec and May)
 3. **1:15 to 5:00 block** - \$450/month (Aug - Nov and Jan - Apr)
\$225/month, half price (Dec and May)
- On days AHC is available, the blocks represent the daily duration of AHC provided to the student. Unused time in options 2, 3, or 4 cannot be banked or rolled over.
- If a student is not picked up by 5:30 p.m., parents will be charged \$5.00 for each 15-minute increment they are late and billed accordingly. Please do not ask for exceptions.
- Parents will be billed the first week of each month for the previous month's hours, and payment will be due on the 15th of each month. Late fees of \$25 per month per family will be charged for payments made after the 15th.
- 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.
- A student will not be allowed to remain in the BHC/AHC program if the

account is unpaid more than 30 days beyond the billing date. 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.

- AHC may cancel or close early on special occasions like holidays and end-of-year festivities. Advance notice will be provided when possible, but it is critical that parents monitor their email for updates.
- In the event that an AHC account reaches 60 days past due, children will not be allowed to reenroll or begin a new school year at ECCS until the Aftercare account is paid in full.
- 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 Dress/Behavioral Standards

- AHC Dress Code: AHC students are allowed to change into modest, weather appropriate play clothes and tennis shoes. (No revealing attire, pajamas, short shorts, halters, spaghetti straps, midriff bearing tops, skin-tight clothing, or flip-flops allowed.)
- AHC students are expected and required to follow regular school behavioral rules as delineated in this handbook. AHC teachers will follow regular school discipline procedures.

IX. ATTENDANCE AND PUNCTUALITY

A. ATTENDANCE – Regular attendance is essential for the academic success of Logic and Rhetoric Schoolstudents. Due to a generous number of holidays within the school calendar, school should be missed only when absolutely necessary.

1. Attendance will be recorded in homeroom and at the beginning of every class.
2. Students will be considered absent for the day if they miss more than four periods. It is required by law that students who accumulate more than seven unexcused absences within a semester be reported to county officials.
3. Absences will accumulate in every class individually. If a student misses 10 classes excused or unexcused, per year in any class, parents will receive a warning notifying them about accumulating absences. If a student misses 15 classes excused or unexcused, per year in any class, the L&R 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 in any class, he/she will fail the course due to absences unless there are extenuating circumstances that have been met with approval by the ECCS Board on a case-by-case basis. Juniors and seniors are allowed an extra four days to be used for college visits only.

Excessive Absences

- 10 absences = ECCS will notify parents about accumulating absences
- 15 absences = L&R Principal will be notified, and a parent-administrator conference will be held
- 20 absences = student will fail class/classes due to absences

4. Students who are absent from class will be marked “unexcused” until a note of explanation is received by the ECCS office. Should a note not be received within three school days from the date of the absence, the absence will remain unexcused.
5. Examples of acceptable excuses for absences are illness and family emergencies. Examples of unacceptable excuses for absences would include, but are not limited to, engaging in activities such as sleeping late, shopping, or “taking a break.”
6. If an absence due to illness is four or more consecutive days, a doctor’s excuse must be provided for the absences to be excused.
7. Any time a student misses a class(es) 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.
8. If a student is to be absent for any foreseen reason, including appointments, etc., parents must contact the office prior to the expected absence to request a pre-approved absence or the absence will be considered unexcused. 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 year.
9. Any graded work including homework collected or tests/quizzes administered during a class from which a student has an unexcused absence will be recorded as zero in the grade book.

10. 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 extra-curricular activities and/or after school tutoring. Students who miss classes to go on school sponsored field trips, games, competitions, etc., will be marked "SA" (school-related absence) to indicate that they were not present in the class. The absence, however, will not count against their maximum total of absences allowed in the class. Students must meet all applicable eligibility requirements to participate in such activities in order for the absences to be excused and marked "SA."
11. Checking In/Checking Out
 - Since attendance is taken in every class, checking in and checking out of school is subject to the same rules as daily attendance. For example, if a student arrives at school at 8:50 for an unexcused reason, he/she would have an unexcused absence in first period, even though he/she would be present for the remainder of the day. Likewise, checking out for an unexcused reason would result in unexcused absences for the missed periods.
 - The same standards for excusing daily absences will apply to excusing classes missed due to check-ins and check-outs. Check-outs due to illness and/or appointments will be excused. Check-outs that are simply for the sake of convenience, such as beating traffic or taking home L & R students at the same time as their Grammar school siblings, will be unexcused. Any time a late check-in or early check-out is for a foreseen reason, the office should be notified before-hand for the resulting class absences to be considered excused.
 - Parents must enter the building and sign in their students who arrive after 8:30 at the front desk. (At 8:25, an absence will have been recorded in first period.) Parents of students who drive themselves to school will be contacted by phone if their student arrives after 8:30.
 - Parents must enter the building and sign out their students who leave school before 3:15 unless they are a student driver with authorization to leave early. (Students who check out of 8th period before 2:55 will be marked absent for 8th period.) Students who drive themselves to school will not be allowed to check out early unless the parents have sent a note or contacted the school office by phone to notify the office of the check-out.
 - Parents of student drivers should notify the school via phone or e-mail on the morning of any unforeseen absence, as the office will begin parent notification

efforts by 8:30 if a student driver is absent.

- Attendance on Field Trips – Field trips are selected by the teachers to supplement and reinforce classroom instruction and therefore should not be considered “optional” by the students. Any grades assigned during field trips will be recorded as a zero for students who have unexcused absences for the field trip.

B. TARDINESS

Classrooms open at 7:40 a.m. and homeroom begins at 8:00. There is a five-minute passing period between classes with the exception of 10-minute break between 2nd and 3rd periods. Students are expected to gather all their belongings for class and/or use the restroom during passing periods. Being on time is an important life lesson for students (e.g. tardies at work can result in loss of employment).

- A student is tardy to school if arriving in the classroom after 8:00 a.m. Students who are late to homeroom must stop at the front desk and obtain an admittance slip. Failure to do so will result in an automatic unexcused tardy.
- Homeroom/first period tardies may be excused if a student has a note from his/her parent that gives a legitimate reason for the tardiness as determined by the attendance officer and/or principal, otherwise, the tardy will be unexcused.
- If a student arrives to school after 8:30, the student must be signed in by the students’ parent stating the reason for the tardy. This tardy will be excused or unexcused as decided by the attendance officer or principal.
- The teacher has discretion to determine whether the tardy is excused or unexcused for his/her class. All tardies, excused or unexcused, will be recorded in FACTS SIS. Should a pattern of unexcused tardies develop, disciplinary action will be taken.
- Zeros will be assigned on all work that is graded, collected, or administered during the time of the unexcused tardy. (For example, if homework is collected before a student enters class, and the tardy is unexcused, the student will receive a zero on that homework. If a quiz is administered and completed during the time of an unexcused tardy, the student will receive a zero. If a test is administered, and the tardy student misses part of the test time, that time will not be restored to the student at the end of the test, nor will instructions be repeated, etc.

Consequences for tardies are as follows:

- One to five tardies per quarter (all classes combined including homeroom) = no penalty
- Six to nine tardies per quarter (all classes combined) = detention
- Tenth tardy = conference with the principal, the student, and the parent for the purpose of determining a solution for the tardies. Additional disciplinary consequences may include suspension.

C. MAKE-UP WORK

1. Students are responsible for obtaining and completing all make-up work, including classwork, homework, tests and quizzes. Students may check FACTS SIS, contact fellow classmates, and/or e-mail teachers to ascertain missed work. The teacher's daily agenda posted in his/her classroom and verbal expression thereof trumps FACTS SIS so it is strongly encouraged that students check directly with the teacher and/or a fellow classmate to confirm assignments and missed instruction. Any worksheets that are passed out during the school day will be available to students to pick up after 3:15 on the day they are absent, but not before.
2. After a routine absence, such as a day or two missed due to a brief illness or several periods missed due to a dentist appointment, a student is responsible for returning to class as prepared as possible.
3. If a homework assignment is made before the absence occurs, the student is expected to have the assignment completed upon returning to school unless other arrangements have been made with the teacher.
4. If a test or quiz is assigned before an absence occurs, and if the student is present when the test or quiz is administered, the student will be expected to take the test or quiz unless other arrangements have been made with the teacher prior to the test or quiz administration.
5. If the student has an excused absence for a test/quiz, then the student must take the test or quiz during the next weekly Make-up Work Session unless other prior arrangements are made with the teacher. Make-up Work Sessions are held on Tuesday and Friday afternoons from 3:20-4:30. A grade of zero will be assigned to tests or quizzes that students fail to take during the assigned Makeup Work Sessions unless otherwise pre-arranged by the teacher. No student will be required to make up more than two tests in any one Make-up Work Session.

6. Should a student have an extended excused absence (e.g., miss a week due to flu), the teachers will work closely with the student to establish a timeline for completion of missed work.

X. ACADEMICS

ECCS operates on the classical model, incorporating elements of grammar, logic, and rhetoric across every course and grade level. Sixth, seventh, and eighth graders are members of the Logic School. Ninth through twelfth graders are members of the Rhetoric School.

A. CURRICULUM

*(*indicates classes designated as Honors Classes, which are weighted +0.5 in high school GPA calculations. +indicates classes designated as Advanced classes, which are weighted +1.0 in high school GPA calculations.)*

1. BIBLE

- 6th Grade: New Testament: Acts-Revelation (Veritas)
- 7th Grade: *Worldview Studies
- 8th Grade: *Civilizations I (taught in tandem with History, Old Testament through end of Greek Empire)
- 9th Grade: *Civilizations II (taught in tandem with History, New Testament and Early Church)
- 10th Grade: *Biblical Interpretation
- 11th Grade: *Introduction to Systematic Theology
- 12th Grade: *Apologetics and Worldview

2. HISTORY

- 6th Grade: American History 1820-present
- 7th Grade: World Cultural Geography (one semester) and Alabama History (one semester)
- 8th Grade: *Civilizations I (taught in tandem with Bible, Creation through end of Greek Empire)
- 9th Grade: *Civilizations II (taught in tandem with Bible, Rise of Rome through Early Church)
- 10th Grade: *Civilizations III (taught in tandem with Bible, Middle Ages

- through Renaissance)
 - 11th Grade: *Civilizations IV (the Age of Exploration through 1850s, emphasis on American History)
 - 12th Grade: *Civilizations V (1860-present, emphasis on American History)
Government (1/2 credit)
3. LITERATURE
- 6th Grade: Coming of Age Novels (students will study a variety of coming of age novels from the British and American literary canons)
 - 7th Grade: Genre Studies (students learn basic literary vocabulary and study literary works from multiple genres, including poetry, essay, novel, short story, and drama)
 - 8th Grade: *World Literature I (*The Epic of Gilgamesh* through Plato)
 - 9th Grade: *World Literature II (Ancient Rome through Mid-Middle Ages)
 - 10th Grade: *World Literature III (High Middle Ages through Renaissance)
 - 11th Grade: *World Literature IV (British Restoration through American Renaissance, emphasis British and American)
 - 12th Grade: +World Literature V (Victorian era through present, emphasis British and American)
4. GRAMMAR / COMPOSITION
- 6th Grade: Grammar and Composition I (meets five days per week, all basic English grammar reviewed, systematic composition instruction)
 - 7th Grade: Grammar and Composition II (meets five days per week, all basic English grammar reviewed, systematic composition instruction)
 - 8th Grade: Intermediate Composition (meets two days per week, systematic composition instruction, research paper basics)
 - 9th -12th: Standard English grammar is required in all classes, and writing, including research paper writing, is required in all classes across the curriculum.
5. LOGIC
- 8th Grade: *Logic I
 - 9th Grade: *Logic II
6. Rhetoric
- 10th Grade: *Rhetoric I
 - 11th Grade: *Rhetoric II

- 12th Grade: +Rhetoric III

7. LATIN

- 6th Grade: *Schola Latin II*
- 7th Grade: *Latin I (This may be taken by incoming freshmen. If taken for a high school credit, this course is not considered an honors course.)
- 8th Grade: *Latin II (This may be taken by 10th graders who entered ECCS as freshmen. If taken for a high school credit, this course is not considered an honors course.)
- 9th Grade: *Latin III or Latin I
- 10th Grade: *Latin IV or Latin II
- 11th Grade: +Advanced Latin Poetry and +Advanced Latin Prose. These courses will be taught on a rotating basis, with the poetry taught one year and the prose taught the next. Eleventh and twelfth grade students who have completed through Intermediate Latin II may take either one or both of these courses as they desire, but they are not required to take either.
- 12th Grade: See 11th grade above.

8. MATH

- 6th Grade: Math 6
- 7th Grade: Pre-Algebra
- 8th Grade: Algebra I
- 9th Grade: Formal Geometry or *Honors Geometry
Teacher approval is required to validate math selection.
- 10th Grade: Honors Algebra II or Algebra II. Teacher approval is required to validate math selection.
- 11th Grade: Honors Pre-Calculus or Pre-Calculus or Algebra III with Statistics.
Teacher approval is required to validate math selection.
- 12th Grade: Calculus or Pre-Calculus

9. SCIENCE

- 6th Grade: Earth Science
- 7th Grade: Life Science
- 8th Grade: Physical Science
- 9th Grade: Biology I
- 10th Grade: Chemistry I

- 11th Grade: Physics (Students may also elect to take Advanced Biology or Advanced Chemistry as an elective during the junior year.)
Anatomy & Physiology (elective during the junior or senior year)
- 12th Grade: *Advanced Biology or +Advanced Chemistry or +Advanced Physics. Students will have the option to take two advanced science courses during the senior year if they so desire.

10. ELECTIVES

Electives are offered as students request them and as qualified teaching staff becomes available. It is our desire to offer quality electives in the fine arts, computer and technology, foreign language, literature, science, and other areas of interest to our students.

B. Dual Enrollment

Dual Enrollment presents the opportunity for a high school student to complete one or more specified college course(s) for which the student will be awarded both high school and college credit. Credits earned through dual enrollment will likely transfer to the majority of Alabama's four-year private and public universities as well as various other universities across the nation. However, students are responsible for obtaining verification of transfer credit acceptance from the university where they plan to attend.

Each institution has its own requirements for dual enrollment. Typical requirements are as follows:

- Junior or Senior in high school
- Minimum GPA of 3.0

Evangel Classical Christian School students can earn college credit at ECCS through our partnership with the University of Mobile. The student's family and/or guardian is responsible for paying the applicable fees for each dual enrollment course (these fees are in addition to ECCS tuition).

The student who accomplishes the student learning outcomes of the dual enrollment course receives credit on his/her high school transcript as well as his/her University of Mobile transcript. These credits become part of both the official high school transcript as well as the official college transcript. Therefore, credits earned through dual enrollment remain part of a student's permanent high school and collegiate academic record.

If a student from ECCS attends the University of Mobile, then the letter grade earned in the dual enrollment course (i.e., A, B, C, D, or F) will be reflected on his/her academic transcript at the University of Mobile. Grades earned in a dual enrollment course below a C (i.e., D or

F) will not be accepted for college transfer credit to institutions other than the University of Mobile.

If the student attends college at an institution other than the University of Mobile, then that college or university will typically accept the dual enrollment course as a credit (i.e., CR) on the official college transcript, instead of the assigned letter grade.

After a student completes a dual enrollment course and before he or she attends college, it is important that he or she requests that the University of Mobile send his/her transcript—bearing the earned dual enrollment credit—to the institution where he or she will pursue study. The other institution will need to complete an evaluation of transfer credit to reflect credit earned through dual enrollment on the transcript of that institution.

C. SUMMER READING

One to two summer reading titles carefully chosen to reinforce the curriculum and/or provide students with opportunities to read classics that the faculty deem important, thought-provoking, and instructive will be assigned each summer. Students may also be asked to select an additional title from a provided list or for special projects (such as junior and/or senior theses) to read and report on. Teachers may assess comprehension of both titles through tests, discussions, or essays. Specific instructions on summer reading will be provided for students in May for the following school year. Students are encouraged to read as much as possible throughout the summer in addition to their required summer reading.

D. INSTRUCTION AND HOMEWORK

1. Teachers strive to make the most of their allotted class time by providing instruction in a variety of ways, including, but not limited to, lecture, discussions, class readings, and class work.
2. Students are often given time during the class period to work on daily work, long term projects, or to study. Oftentimes, students can complete all or much of their homework in class if that time is used wisely. Classwork that is not completed in class may be assigned for completion as homework.
3. Timely completion of homework is essential to L & R students' success, both because the homework itself may be recorded as a grade and because of the homework's preparatory nature for future quizzes and tests.

4. LATE WORK

- Minor assignments, such as those where students are given a night or two to complete, will not be accepted late in grades 6-12 except at the discretion of the teacher where it may be deemed important for the furtherance of the lesson goals.
 - Major assignments, including but not limited to essays, projects, research papers, take home tests, etc., may be taken one day late. Point deductions will be made as follows:
 - Logic School students will lose 10% of the total point value of the assignment. (Example: A Logic School student turns in a 100-point essay one day late. The essay earns a grade of 94, but the grade assigned in FACTS SIS is 84 as the student loses 10 points—ten percent of the total value of the assignment—for turning it in late.)
 - Rhetoric School students will lose 25% of the total point value of the assignment. (Example: A Rhetoric School student turns in a 160-point project one day late. The student earns 150 points for the project, but therecorded grade is 110/160 to reflect the 40 points--25% of the total point value--deducted for turning it in late.)
 - Many homework assignments will be made well ahead of time, so students should learn to manage their time wisely, working each day on ongoing assignments.
5. It is not our desire to unduly burden any student with excessive homework. Please communicate with the teacher(s) and/or principal if your student begins to strugglewith homework completion.
 6. Students are responsible for obtaining and completing all classwork and homework. The teacher's daily agenda posted in his/her classroom and verbal expression thereof trumps FACTS SIS so it is strongly encouraged that students keep an assignment notebook. While homework is posted on FACTS SIS, students should not rely primarily on FACTS SIS to keep up with their work due. Changes may be made in the classroom that are not immediately reflected in FACTS SIS.
 7. 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, which the school has asked the L & R students to attend (e.g. Senior Thesis presentations or weeknight choir concerts).
 8. There will be no assignments **due** on Thursdays. Tests will be allowed on Thursdays.

E. STUDENT ASSESSMENT METHODS

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

- Daily Grades: homework, participation grades, short comprehension or unannounced quizzes
- Quizzes: assignments over several days' work. Quiz grades will count more than daily grades, but less than test grades.
- Tests: assessments over one or more units of work.
- Speech/Debate: assessment of students' oral presentation of topics and defense of oral arguments
- Compositions and research papers: assessment of students' written presentation of topics and arguments
- Special projects
- Quarterly Exams: assessments over a quarter of work. Logic School students will have quarterly exams in their core classes in December and May. These exams will be calculated into their second and fourth quarter grades, respectively.
- Semester Exams: assessments over a semester of work. Rhetoric School students will have semester exams in December and in May. These exams will count 10% of the students' semester averages.

Senior Exam Exemptions – Seniors who meet the following requirements may be exempted from semester exams in non-participation-based classes at the teachers' discretion if the following criteria are met:

- Average of 89.5 or better at end of regular semester work.
- No more than five unexcused tardies during the semester (includes homeroom).
- No more than one unexcused absence in the class for the year.

F. GRADING SCALE

- LETTER GRADES

90-100	A
80-89	B
70-79	C
65-69	D
64-0	F

- GRADE POINT AVERAGE

Rhetoric students' grade point average (GPA) will be calculated on a 4.0 scale as follows:

A	4.0
B	3.0
C	2.0
D	1.0
F	0.0

- Classes that are designated as Honors classes in grades 9-12 will be weighted +0.5 in calculating GPA. Classes that are designated as Advanced will be weighted +1.0 in calculating GPA. Both weighted and unweighted GPAs will be provided on student transcripts.
- GPA calculations will be made only at the end of a course, based on the student's final averages in each course.

G. REPORT CARDS AND TRANSCRIPTS

- E-mailed report cards will be issued at the end of each quarter.
- Logic and Rhetoric School report cards will show numeric averages.
- Rhetoric School Transcripts, which show credits earned, yearly averages in all courses completed, and GPA will be maintained for each student.
- Students should request all transcripts in writing and include in the request the address and contact name (if available) of the transcript recipient.

H. ACADEMIC HONORS

- PRINCIPAL'S LIST

The Principal's List will be published after the conclusion of the school year. In order to be eligible for the A Principal's List, the student's yearly averages must all be As.

In order to be eligible for the A/B Principal's List, the student's yearly averages must all be As or Bs.

- PRIMUS INTER PARES

Primus Inter Pares Awards will be given to students who stand first (i.e., have the highest numeric average) in each Logic and Rhetoric course.

- DEPARTMENT AWARDS

Department Awards will be given to students in Logic and Rhetoric courses at the teacher's discretion. These awards may be given for exceptionally high averages, significant improvement, attitude, etc.

- DISTINCTIVE AWARDS

Distinctive Awards will be given to four students in each Logic and Rhetoric grade based on the four distinctives of ECCS: intentional, relational, countercultural, and fruitful.

- VALEDICTORIAN

A Valedictorian will be named from the senior class. The valedictorian will be the student with the highest numeric average in the core academic courses (all courses excluding participation-based electives.) Only in the case of an exact numeric tie (rounded to the tenth of a point) will more than one valedictorian be named. For valedictorian calculation purposes, both honors and advanced courses will be weighted as they are in GPA calculation to account for difficulty of courses selected by the student.

- SALUTATORIAN

A Salutatorian will be named from the senior class. The salutatorian will be the student with the second highest numeric average in the core academic courses (all courses excluding participation-based electives.) Only in the case of an exact numeric tie (rounded to the tenth of a point) will more than one salutatorian be named. For salutatorian calculation purposes, both honors and advanced courses will be weighted as they are in GPA calculation to account for difficulty of courses selected by the student.

I. PROMOTION

- LOGIC SCHOOL

- Failure of any core subject (Bible, History, Math, Latin, Science, Literature, and Grammar) is a serious impediment to promotion. Should a student fail one core subject, remediation of the subject to the school's satisfaction will be required. Remediation must be in a comparable course in an acceptable, pre-approved summer school program. Failure to remediate the 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.
- RHETORIC SCHOOL
 - If, in a given school year, a student fails any course required for graduation and cannot earn the required credit through a comparable course in an acceptable, pre-approved summer school program, he will be required to repeat the entire grade level the following year, if space permits. If the student does repeat the course in a pre-approved summer school program, an official transcript from the summer school program must be provided to ECCS and will become a permanent addendum to the student's ECCS transcript.
 - No more than two courses may be made up during any summer. If a student fails more than two courses, he or she will be required to repeat the grade if remaining at ECCS is advisable and in the best interest of the student.
- No student may repeat any grade more than once.

J. HIGH SCHOOL CREDITS

- CARNEGIE UNITS

We use the Carnegie Unit to define a credit hour for our academic classes.

- REQUIRED CREDITS FOR GRADUATION

- Required Credits for graduation from ECCS.

Students are required to earn at least 29 credits during the Rhetoric School years in order to graduate from ECCS:

Literature:	4 Credit Hours
Mathematics:	4 Credit Hours
History:	4 Credit Hours
Bible:	4 Credit Hours
Science:	4 Credit Hours
Latin:	2 Credit Hours

Rhetoric:	2.5 Credit Hours
Logic:	1 Credit Hour
Fine Arts Elective:	1 Credit Hour
Government:	0.5 Credit Hour
Elective:	2 Credit Hours

(Note: Students will have the opportunity to earn up to 32 credit hours total.)

- A junior or senior may be allowed to leave school early (after 6th or 7th period) if he or she is on track to earn enough credits for graduation and has earned their elective credits.
- Students who participate in athletics may earn up to one credit hour (1/2 credit per season) if the following criteria are met:
 - Students obtain pre-approval from administration.
 - Students complete an authorization form that includes the start and end dates of the athletic season and the signature of the coach.
 - Students complete the above steps within the athletic season. NO credit will be given retroactively for past athletics seasons.

K. TECHNOLOGY IN THE CLASSROOMS

- PHILOSOPHY

Teachers will strive to incorporate appropriate uses of available technology to facilitate learning and to prepare students to use such technology in the future, but technology will never replace classroom instruction as the primary teaching mechanism.

- KEYBOARDING

Logic School students are required to take Keyboarding in sixth grade and will use the Logic School portable laptop lab extensively in their composition courses. Because they will be writing papers in Microsoft Word at school, we highly recommended that all Logic School students have a computer which they can use at home that runs Microsoft Word.

- E-Mail

Students will be given an ECCS e-mail address that can be used to communicate with teachers and access Google Classroom.

XI. ACTIVITIES

A. FIELD TRIPS – Classes will travel off campus for two to four field trips each year.

- **TEACHER CHAPERONES**
At least one teacher will attend each field trip, and we will seek to have at least one adult chaperone for every ten students on the trip.
- **EXPECTATIONS OF STUDENT BEHAVIOR**
 - All standards of behavior expected of students while on campus at ECCS apply to field trip situations.
 - Students should show utmost respect to all with whom they come into contact on field trips, including parent drivers and chaperones. Students should at all times seek to act courteously, doing what would be pleasing to God.
- **PARENT DRIVERS/CHAPERONES**
 - Parents should exercise discretion about music that is played in vehicles transporting students to field trips. All music should be non-offensive and God-honoring. A good rule of thumb is that if a parent chaperone is unsure about a particular song, then it is best to simply play something else.
 - All drivers on field trips must have a valid driver's license and auto insurance.
 - For liability reasons, no siblings are allowed on field trips.
 - 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, or whose children ride with drivers, are encouraged to contribute to the cost of gasoline.
 - Parents and/or other adults serving as chaperones on overnight field trips must submit a completed background check application form which ECCS will supply. The background checks, when completed, must be "clean," with no previous criminal record in order for the chaperone to attend the field trip.
 - Drivers should observe all speed limits.
 - Drivers should not allow students to purchase or consume energy drinks.
- **FOREIGN TRAVEL**
 - ECCS will facilitate overseas travel opportunities for students. These overseas tours will be contracted between the individual students and/or parents attending and the third-party travel company (currently EF Tours). All monies

paid for these trips will be paid to the travel company. The travel company will assume all liabilities for the trip.

- Students are not required to attend these trips, though juniors and seniors are strongly encouraged to make every effort go on the Junior/Senior trip, as it represents a culmination of much of the Latin, history, Bible, and literature they have studied throughout school.
- All ECS and ECCS 9th through 12th grade students who are in good academic and behavioral standing may apply to attend applicable trips (11th-12th graders only for the Spring Junior/Senior trips).
- ECCS reserves the right to require a parent accompany any student who has a significant or chronic illness that requires medication or monitoring.
- Should an ECS or ECCS student who is already signed up for a trip have to leave the school due to job loss, move, etc., then that student may still attend the trip as long as the student is still in good academic and behavioral standing in his/her new school.
- Students who are signed up for a trip who are expelled from either ECS or ECCS may not attend the trip and will assume any financial loss incurred in the cancellation for their trip.
- We will seek to maintain a ratio of at least one adult (either teacher or parent) for every six students who travel overseas. At least one ECCS staff member will attend for every six other travelers who attend.
- All adult chaperones (parents, grandparents, older siblings, etc.) must pass an EPC approved background check in order to attend the trip.

B. SOCIAL EVENTS

- Throughout the school year, social events will be held for Logic and/or Rhetoric school students. Students should conduct themselves in a God-honoring manner at these events, following the guidelines, including specific dress codes, provided for them for each event. Failure to do so may result in disciplinary action including the failure to attend subsequent event (s). During all social events, we will seek to have at least one adult for every twelve students.
- Students may bring outside dates to Protocol with prior approval by school administration. All Protocol dates must be at least 14 years of age and in 9th

grade. No date to Protocol may exceed the age of 19.

- Specific dress code guidelines for Cotillion and Protocol can be found on the school website under resources.

C. CO-CURRICULAR ACTIVITIES (NON-ATHLETIC) AND CLUBS

- GENERAL GUIDELINES FOR CO-CURRICULAR AND CLUB ACTIVITIES

- Each student must have a parent or guardian's written permission to participate in any co-curricular activity.
- Each co-curricular activity will be reviewed and approved by the Principal annually.
- The purpose of all co-curricular activities must conform to the mission of the school.

- CO-CURRICULARS

- Co-curricular activities are activities available for students to participate in each year after school directed by teachers, parents, or outside instructors. (Examples: piano, art, drama, tennis, etc.)
- Registration for these activities occurs on a first-come, first-served basis.
- Registration fees are required with registration forms.
- Monthly fees and/or yearly fees are the responsibility of the parent.

- CLUBS

- Clubs are activities sponsored by the faculty with student officers. ECCS will seek to provide students with opportunities to participate in clubs and activities that will enrich their educational experience. (Examples: Missions Club, International Travel Club, National Junior Classical League, etc.).
- Each club at ECCS will have its own charter, including its requirements for membership and its by-laws. Christian behavior in accordance with all school rules and policies is expected by each student participant.

- ACADEMIC GUIDELINES FOR CO-CURRICULAR ACTIVITIES

- Co-curricular activities will never take priority over academics.
- If a student's overall average in core courses falls below a C, he/she will be ineligible to participate in co-curricular activities until the next report card that shows the overall average of core courses back at C or above level.

- ENROLLMENT/FINANCIAL GUIDELINES FOR CO-CURRICULAR ACTIVITIES
 - To sign up for a co-curricular activity, an ECCS student must be re-enrolled for the year in which the activity will take place.
 - To sign up for a co-curricular activity, an ECCS student must be current with all tuition and fee payments.
- STANDARDS OF CONDUCT FOR CO-CURRICULAR PARTICIPANTS
 - Students are expected to treat all extra-curricular teachers/instructors with the same level of respect as ECCS teachers.
 - Students are to adhere to applicable ECCS standards of conduct during all extra-curricular activities.
 - Students are expected to adhere to co-curricular activity instructors' specific rules for behavior.
 - Students who violate the behavior standards in any extra-curricular activity are subject to disciplinary action through the school and may lose the privilege of participation.

D. ATHLETICS

ECCS seeks to offer our students with ample opportunity to participate in organized sports teams. Therefore, we have entered into a cooperative relationship with Evangel Christian School (ECS) to provide that opportunity to our students. ECS offers opportunities for our students to participate in various team sports. ECS administers all athletic teams and functions, and ECCS students who participate in ECS sports must adhere to all rules, guidelines, and procedures as outlined by ECS.

- ACADEMIC GUIDELINES FOR ATHLETES

The academic guidelines for athletics are identical to those for all co-curricular activities, as described below:

 - Athletics will never take priority over academics.
 - If a student's overall average in core courses falls below a C, he/she will be ineligible to participate in athletics until the next report card that shows the overall average of core courses back at C or above level.
- Behavioral Guidelines for Athletes
 - When ECCS students participate in ECS athletics, they should treat ECS coaches and team managers with the same respect they afford to ECCS teachers and

administrators.

- Discipline issues arising during athletic participation will be handled by the ECS coaching staff; very serious offenses, however, such as use of weapons, drugs, etc., may result in additional disciplinary action, including expulsion, by ECCS.
- **ENROLLMENT/FINANCIAL GUIDELINES FOR ATHLETES**
 - To try out for an athletic team for the following year, an ECCS student must be re-enrolled for the year.
 - To try out for an athletic team, an ECCS student must be current with all tuition and fee payments.
- **ABSENCES FOR ATHLETIC EVENTS**

Absences for athletic games fall under the school absence policy. The student is required to inform the teacher ahead of the absence in order to complete all assignments. If there is an exam or presentation the day of the absence, the student must work out a make-up time with the teacher prior to the absence. Students will not be allowed to miss class for practices – only games. Therefore, parents should work with the coaches and the ECS Athletic Committee to carefully choose opportunities that will allow their students to succeed both academically and athletically.
- **ECS ATHLETICS INFORMATION AND GUIDELINES**

The following statements of policy are those of Evangel Christian School (ECS):

 - **Purpose:** The purpose of the ECS (Evangel Christian School) Athletic Program is to provide a challenging and enjoyable sports environment for our students that is distinctively Christian, and that will point them and those who observe them to Christ.

“Run in such a way as to get the prize. Everyone who competes in the games goes into strict training. They do it to get a crown that will not last; but we do it to get a crown that will last forever.” 1 Corinthians 9:24-25

It is our hope that striving to please and enjoy God in athletics will be a blessing to our student athletes and their families and will have eternal significance in their lives and the lives of those with whom they come into contact.
 - **Organization:** The program will be organized by and under the authority of ECS and their Board. The directors of the athletic program will consist of: 1) a Head Coach for each sport, 2) an Athletic Director, 3) a School Administrator, 4) the ECS Board. ECS, through its Board and Athletic Director will confirm that each

sport complies with ECS standards of excellence and conduct, approve the selection of various sport specific positions, and provide for disciplinary action as required.

Each sports team under this program will be segregated by gender (e.g. boys' baseball team, girls' softball team, etc.). Each team will compete within an approved conference or will play an independent, non-conference schedule as approved by the Athletic Director and School Board.

- **Support and Funding:** The ECS Athletics Program will be financially self-supporting if possible and will not operate out of normal school tuition fees and operating budget. Each specific team will charge individual participation fees and may engage in additional fundraising activities in order to meet the operating expenses of that team.
- **Associations with Conferences:** In order to facilitate a more structured organization with available competition, it is desirable to be associated with a league or conference of similar schools or athletic organizations. To support the stated purpose, it is important that such a league be Christ-centered. The ECS School Board and Athletic Director will pursue such association as long as it benefits the players, families, and school. Any association of this program or its teams with a State or Government-Sponsored Athletic Association will be closely examined by the ECS Staff and School Board to ensure that no inappropriate entanglement results.
- **Eligibility:** Participating athletes will be ECS and ECCS (Evangel Classical Christian School) students of an appropriate age for the specific team or league. The following eligibility guidelines will apply:
 - The student must be regularly enrolled in ECS or ECCS.
 - The student's family (represented by at least one parent) must agree to the ECS Family Covenant and Statement of Faith, and must agree with the Purpose of this program and subscribe to its Code of Conduct.
 - At least one parent and the student athlete must sign a Parent/Player Contract and/or a Participation Form for each sport in which they will participate.
 - Validate the above guideline pertaining to Statement of Faith and Conduct Agreement.
 - For J.V. (Junior High) team participation, a student must be in grades 6 through 9, and must be at least 12 years of age and cannot turn 16 on or

before September 1 of their 9th grade year. Exceptions to this can be made upon agreement between ECS coaches (with approval of Athletic Director) and the coaches and schools of the opposing team on a game-by-game basis.

- All student athletes must be in satisfactory academic standing and passing all subjects (2.0 GPA) in order to remain active on a team.
 - All student athletes will be required to take the SAT test every year.
 - Any early dismissal from school in order to attend an athletic event must be pre-approved by school administration.
-
- This program is intended to enhance education and not detract from it. Parents have ultimate responsibility for their children's education. If teachers, parents, or the principal believes that this program's activities detract from their child's academic performance they will discuss the particular issues with the ECS Staff or School Board members.
 - Player Selection and Playing Time: The coaching staff for each individual sport will determine player selection for that team. A tryout may be required to assess player talent and select an appropriate team for each sport.
Each player is required to attend all practice sessions after 3:10 p.m. unless circumstances prevent attendance. In these cases, the parent is expected to communicate the reason for absences to the Coaching Staff. A player who does not regularly attend practices should be allowed little or no playing time in games unless there is a shortage of players or an injury situation that may require that such a player be allowed to play.
Coaches will make an effort to allow every player on the team to get some playing time, but there are no minimum playing time requirements. Player substitution is at the discretion of the Coaching Staff.
 - Behavior and Discipline: Certain behavior detracts from the honor we owe God and the spiritual development of each team and participant. Each player and his/her family members will submit to the following code of conduct:
 - I will conduct myself in a Christ-like manner and will abstain from inappropriate behavior while representing my team and my school in any sports-related function, including travel to and from events.
 - I will submit to the authority of the coaches, Athletic Director, School

Administrators, and the ECS School Board in all matters pertaining to athletics.

- As a witness for Christ and as an example to others, I will work to promote unity among team members by being an ambassador for Christ, reaching out to those who have needs and treating all team members with respect.
 - I will demonstrate personal integrity by obeying all game and ECS rules at all times.
 - I will view my membership on any athletic teams of ECS as an opportunity to grow close to God and share the love of Christ with others such as teammates, members of opposing teams, officials, and fans.
- Departure from this code of conduct will be addressed according to our Lord's guidance in Matthew 18:15-17 and may result in disciplinary action such as game suspension or dismissal from the team and program. Each Coach is responsible for communicating these rules and expectations to each participating family and for requiring written agreement from each family as part of player registration. More specific disciplinary guidelines follow.
- Discipline of a Player or Family Member: Any issue which may call for the discipline of a player or family member will be handled at the discretion of the Coach or delegated team leader. Issues of significance will result in consultation with the player's parents. If inappropriate behavior continues, disciplinary action may include suspension or expelling the player from the team. If a player or parent wishes to question the disciplinary action, they should first meet with the Coach. If the issue cannot be resolved in consultation with the Coach, the family should then approach the Athletic Director. If issues cannot be resolved at this level, then a meeting with the ECS Board and all parties concerned will be arranged.
- Modification of Athletic Policy: Modifications to this athletic policy may be suggested by any of the Athletic Program Coaches, adult leaders, Athletic Director, or ECS Board members. The Athletic Director will submit the final revision to the ECS Board for approval.
- All participants must complete a Player Contract, pay appropriate fees, submit a Physical Evaluation, and a Player Information and Parent Consent Form.

XII. STUDENT CONDUCT

A. PHILOSOPHY OF DISCIPLINE

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. Discipline is a form of discipleship.

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 is designed to reveal our holy, righteous, and gracious God in ways that encourage children to love and honor 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 includes, though is not 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 discipleship, and we desire to encourage and affirm the students in their progress in developing Godly character. Love, forgiveness, firmness, and fairness will be integral to student discipline.

B. GENERAL EXPECTATIONS FOR BEHAVIOR

Evangel Classical Christian School prohibits lying, cheating, sexual immorality, stealing, vandalism, violence, drug or substance abuse, gossip, and slander as harmful to our community and the household of God. ECCS students should not engage in any activity that is contrary to the Bible, undermines their witness, or is contrary to Evangel's Statement of Faith, mission, values, and/or this handbook, or that otherwise undermines the unity or reputation of the school. ECCS expects students to comply with these behavior standards at all times, whether on or off campus.

Our discipline policy is guided by three core values: respect, restraint, and responsibility.

- **Respect** – we expect that ECCS students demonstrate love for God, one another, staff, and our learning environment. Therefore, students will:
 - Follow classroom rules and staff instructions
 - Show care for the property of others and the school
 - Demonstrate courtesy in speech and voice level as befitting a learning environment
 - Pay attention in class
 - Demonstrate courteous behavior in school and at school sponsored events
- **Restraint** – we expect that ECCS students demonstrate self-control and wisdom in their interactions with one another and school property. Therefore, students will:
 - Refrain from running in the halls and roughhousing
 - Refrain from touching, harming, or stealing another's belongings
 - Refrain from personal displays of affection
 - Refrain from disruptive behavior
 - Refrain from all forms of dishonesty
 - Refrain from bullying and/or harassment
 - Refrain from behaviors that may potentially harm oneself or other people
- **Responsibility** –we expect ECCS students to care for their own and school property as well as do what is right, good, and just as members of a learning community. Therefore, students will:
 - Be prepared for class
 - Be on time
 - Follow the dress code
 - Complete assignments
 - Clean-up after themselves and sometimes others
 - Adhere to our food and drink policy
 - Adhere to our electronic device policy

C. DISCIPLINE POLICY

- 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), chastisement, restoration of fellowship, and dealing with inappropriate lingering attitudes. The vast majority of these problems will be dealt with at the classroom level.
- Our goal is to work closely with the parents in ensuring that our students do not develop behavioral patterns and/or work ethics that are contrary to our stated school mission and goals. We seek to create a positive environment that is conducive to learning in which all parties exhibit mutual respect and Christ-like love. Good conduct in school promotes students' education on campus and encourages good behavior off campus by preparing students to be cooperative, civil members of the Body of Christ in their adulthood.
- Any activities or behaviors that undermine or distract from a positive spiritual climate, impede an optimal educational process, jeopardize the health or safety of any student, or are damaging to the reputation of the school will not be permitted.
- Lunch detentions will take place in a designated classroom. A lunch detention form will be e-mailed to the parents who will be asked to acknowledge receipt. A student who receives a lunch detention may serve it the day of or the day after the offense whichever is most convenient.
- Before school detentions will be served from 7:15 am – 7:45 am. Afternoon detentions will be served from 3:30-4:00. A detention will only count if the student arrives on time, maintains quiet, and does not interact with others. Students must serve the detention within two days of the offense. Failure to do so results in an additional detention. Both detentions must then be served within the next two school days. Additional consequences will result if these terms are not met.
- Out of school suspensions will be served on the day or days immediately following the offense. The principal will notify the student's teachers that a student has been suspended, but it is up to the student to acquire his/her work from the missed classes and give proof to the principal that this work has been completed according to the timeline given by the teacher. All work completed during an out of school suspension will be accepted for credit if completed according to the teacher's timeline. A suspended student may also make-up tests missed during a suspension at the next scheduled make-up test date.

- All detentions and suspensions will be recorded in a student's record. Parents must acknowledge the offense and related consequences through email or a signed paper copy of the detention/suspension form. All forms must be returned to the teacher and principal within two days of the offense.

D. **BULLYING/HARASSMENT POLICY** – Providing a safe school environment for our students is of utmost importance for Evangel Classical Christian School. Therefore, ECCS prohibits harassment or bullying of any student on school property or at school-sponsored events.

- **Bullying** is an act of repeated, targeted, aggressive behavior in order to intentionally hurt another person, physically, mentally, or socially. Bullying is characterized by an individual behaving in a certain way to gain power over another person.
- **Harassment** is defined as behavior that is threatening or disturbing to a person. Harassment includes but is not limited to intimidation of another student or staff member based on gender, race, ethnic group, physical appearance, or disability.

Progressive disciplinary consequences will occur for incidents involving bullying or harassment. The school will take proactive measures to communicate this policy to students, parents, teachers, and staff as well as encourage parents to dialogue with their children about appropriate treatment of others.

Incidents of bullying/harassment will be documented and submitted to the principal who will keep an ongoing record. Parents will be informed and involved with follow-up on every ongoing occurrence of bullying/harassment and appropriate disciplinary consequences will be issued.

E. **WEAPONS POLICY** – Deadly weapons, artificial weapons, or facsimiles of weapons are not allowed on the ECCS campus. Such weapons include but are not limited to a pistol, rifle, shotgun, knives, swords, and explosives. Mace/pepper spray and pocketknives are also not allowed on the ECCS campus.

F. **ACADEMIC HONESTY POLICY** – In the spirit of honesty and integrity, ECCS students are expected to do their own original work, never turning in the work of other people, sources, or electronic tools as their own. Students must always give credit to any source whose words or ideas they use. Cheating, plagiarism, use of AI-generated material, etc., is unacceptable.

Academic dishonesty of any kind is both an academic issue and a discipline issue and will result in serious consequences on both fronts. Students who cheat on a test or quiz will receive a zero. Students who plagiarize or use AI-generated material will have to redo the assignment and take a heavy point deduction. Any kind of cheating is considered a Category IV disciplinary offense and will therefore result in office discipline as well; this will vary based on the offense and the

student's age.

DISCIPLINARY ACTION CHART – consequences to improper behavior will be based on category and frequency of event. Some student violations may result in immediate suspension or permanent dismissal. In addition, at the discretion of the administration, some forms of restitution, janitorial work, or parental attendance may be required. Decisions by the administration are final.

Category I: Tardies as an Offense of Responsibility

Examples:

- Tardy arrival to class
- Tardy arrival to school

Consequences:

- 1st-5th unexcused tardy per quarter = no penalty
- 6th-9th unexcused tardy per quarter = detention
- 10th unexcused tardy per quarter = conference with the principal, the student, and the parent for the purpose of determining a solution for the tardiness. Additional disciplinary consequences may include out of school suspension.

Category II: Other Offenses of Responsibility

Examples:

- Failure to adhere to our dress code
- Language that is not Christ-like, courteous, or respectful
- Inappropriate public display of affection
- Failure to adhere to our food and drink policy

Consequences:

- 1st instance = Warning (Possible change of clothing for dress code violation)
- 2nd instance = Lunch detention
- 3rd instance = Before or after school detention
- 4th instance = 2 before or after school detentions
- 5th instance = 3 before or after school detentions
- 6th instance = Out of school suspension
- 7th instance = 2 days out of school suspension
- 8th instance = potential expulsion

Consequences for Category III and IV offenses may vary depending on the nature or specifics of the offenses.

Category III: Offenses of Respect

Examples:

- Leaving campus without permission
- Failure to adhere to our electronic use policy
- Disrespect for school property
- Disruption of the learning environment
- Improper conduct on school property or at a school event
- Disobedience to any other policy mentioned in this handbook
- Disrespect to school personnel

Consequences:

- 1st instance = Lunch detention
- 2nd instance = Before or after school detention
- 3rd instance = 2 before or after school detentions
- 4th instance = 3 before or after school detentions
- 5th instance = Out of school suspension
- 6th instance = 2 days out of school suspension
- 7th instance = potential expulsion

Category IV: Offenses of Respect and Restraint

Examples:

- Weapons, including facsimiles
- Illegal drugs, tobacco, vape, or alcohol
- Fires, open flames, fireworks, lighting matches, or other incendiaries
- Acts of unsafe driving in the parking lot
- Bullying, harassment, or fighting
- Cheating or plagiarism
- Dishonesty, vandalism, theft, or violence
- Sexual immorality or open proclamation of homosexuality, bisexuality, transgender, or any other sexual identity that deviates from Scripture

Consequences:

For a Category IV offense, a student may be assigned a certain number of detentions, be suspended, or be expelled, as deemed appropriate by the administration.

- G. ELECTRONIC USE POLICY – Cell phones and/or other electronic devices (such as iPods, smart watches, Fitbits, hand-held gaming systems, or anything that has connectivity capability (whether or not it is actually connected) are not permitted during school hours from 7:40-3:30.
- Said devices may be brought to school when students need them before or after school, but all devices must be checked in at the front desk upon arrival and may be checked out upon departure.
 - Said devices may not be used during car line or in After-Care unless the student has been given permission by a faculty or staff member for a specific purpose.
 - Should a student's cell phone or electronic device be seen, heard, or in use during school hours, After-Care, or car line, he/she will be sent to the principal's office, the phone will be confiscated and released only to the parent. Parents are asked to help enforce this rule by monitoring what the student brings to school.
 - Cell phones may be allowed on certain field trips as needed by the nature, length, and distance of the trip. If cell phones are allowed on a field trip, explicit instructions will be provided by the coordinating teacher. Violations will be handled pursuant to our disciplinary action chart.
 - Juniors and Seniors only are allowed to use personal electronic devices such as computers, iPods, e-book readers (i.e., Kindle, Nook, iPad, etc.) or L&R Chromebooks at the discretion of the teacher while working in Rhetoric Class on the thesis projects. Should any junior or senior abuse this privilege by using these devices for purposes other than their thesis projects, or by using them in other classes, the devices will be confiscated and returned to the parents only, and the student will lose the privilege for the rest of the thesis project.
- H. ELECTRONIC COMMUNICATION POLICY – ECCS students are held to a high standard of behavior that demonstrates respect for one another and for their teachers not only while they are at school, but also while they are at public events, and also in their communication with one another, including any electronic or online communication. Such communication includes telephone calls, instant messaging, text messaging, social media platforms, blogs, personal web pages, etc. Our desire is that most conflicts that arise as a result of those outside interactions be handled outside the school, with parents, in a Biblical manner. However, whenever any student engages in public behavior, whether in person or through electronic or online communication, that is derogatory or harmful to the school or school community, that threatens, demeans, or bullies students or faculty, the whole school community is injured, and the student engaging in such behavior is subject to discipline.

I. EXPULSION

- The ECCS Board and Administration realize 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 circumstances prove that a student will not comply with the general expectations for student behavior at ECCS, or if the severity of the offense requires the removal of the student, then the student will be expelled.
- 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 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.

XIII. OFFICE POLICIES

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

- Students are not allowed behind office counters or teachers' desks at any time nor are they allowed to loiter at the front desks.
- Phone use: Logic and Rhetoric School students will be allowed to call home if the need arises with permission of office staff.
- Students may not use the office copier without staff permission. Students will be charged ten cents per copy for personal copies.
- Students should never remove items from the office.
- Students are not allowed in the office or storage areas during school hours without permission from staff.

B. 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.

C. SICKNESS/FIRST AID

- A student should not be brought to school if he/she has had vomiting, diarrhea, an undiagnosed rash, pinkeye, or fever within the previous 24 hours.
- If a student 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 student.
- The student must not return to school until 24 hours after he/she is symptom free without the aid of medication.
- 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.

D. 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 L&R Front 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.

E. RECEIPT, DISPENSATION, AND STORAGE OF MEDICATION

1. ECCS is under strict legal regulation of the receipt, dispensation, and storage of student medication.
2. While at school, no ECCS teacher or volunteer should handle or dispense any type of student medication unless the student is their own child. Only the designated front desk staff or appropriate principal should receive, handle, dispense, and store student medication while on campus.
3. Separate forms may allow for parents or other staff to handle and dispense student medication while on field trips or things of that nature.
4. At no time should a student have medication in his/her possession at school unless it is an Epi-Pen, inhaler, or insulin for which the student's physician has provided proof of need. This includes cough drops, pain relievers, allergy medication, etc. Students are allowed to have and apply their own sunscreen but should not share it with other students.
5. The parents have been given a method to have the office dispense medication to their students. This method ensures that the parents are notified so that accidental overdoses can be avoided.
6. When a child tells a teacher that he/she needs medication, the teacher should notify the office via intercom and follow the directions given by the office staff. (The student may be allowed to come immediately to get the medication, or the office staff may inform the student at what time he/she can come.)
7. The office may interrupt classes to notify a student to come to receive medication. These instances should occur infrequently. As a rule, grammar students will be assisted in remembering to take scheduled medications, but L&R students will have the responsibility of going to the front desk independently.
8. Separate laws govern the use of Epi-pens, which are used to stop acute allergic reactions. Teachers will be notified of individual cases of students who are allowed to carry and/or self-dispense Epi-pens.
9. Approved employees should log all instances of medication being dispensed to a

student.

10. Approved employees should ensure that student medication is stored in a secure location accessible only by them.

F. FOOD AND LUNCH POLICY

1. Students should bring their own lunch except on days when they have pre-purchased their lunches through our catered lunch program. This program will organize lunch orders and have them delivered to the school from area restaurants.
2. The school lunch coordinator will e-mail parents periodically to let them know when the lunch menu will be open through FACTS SIS. Parents are responsible for ordering and paying online by the due date indicated in the e-mail.
3. Refunds cannot be made when students are absent on days when they had ordered lunch, as ECCS will have to pay the vendor for the delivered lunch.
4. The lunch program will not seek to make a profit, but it will function as a service to parents and students of ECCS
5. Lunches will be consumed in designated lunchrooms or outside during our lunch period.
6. Only students who are enrolled at ECCS are allowed to eat lunch on school property.
7. A lunch that is ordered and unclaimed due to absence cannot be given away without the parent's permission via note, email, or phone call. The only exception is if the absent student has a sibling present from the same household.
8. Students may not eat snacks or drink beverages other than water in class except at the discretion of the teacher.
9. Seniors are permitted to bring coffee, tea, or a beverage of their choice (excepting energy drinks) to class at the discretion of the teacher.
10. Students may only visit vending machines during ten-minute break and lunch unless a medical necessity arises that requires them to obtain food or drink at other times.

XIV. DRESS CODE

- DRESS CODE POLICY – The purpose of a dress code at ECCS is to help teach students to dress in a way that honors God and others and that does not distract from our learning

community. We seek to affirm the image of God in one another and to equip students with the positive practice of dressing appropriately for different situations.

- **DRESS CODE EXPECTATIONS**

- Students at ECCS will wear school uniforms on all school days unless otherwise specified. ECCS uniforms and King's Hill uniforms are both acceptable during the 2026-2027 school year. Only King's Hill uniforms are available on Lands' End website. When ordering uniforms, please give Lands' End our school number, #9000-5632-6.
- All articles of clothing must be clean and in good condition.
- Clothing is to be modest at all times including special events and Spirit Days. See guidelines for Cotillion, Protocol, and Spirit Days on pages 70-71.
- Clothing should not be too tight or revealing in any way.
- No torn clothing is acceptable.
- Non-uniform items of clothing (such as jackets or non-uniform sweatshirts) may NOT be worn inside the building unless specific permission has been granted by the administration to do so (i.e., a special dress-up day, a play day, etc.).
- Logic Physical Education (PE) students will wear gym shorts and T-shirts, as specified by ECCS, their choice of athletic shoes and white socks. In cooler weather, students may wear plain navy sweatpants (no embellishments) and a plain grey sweatshirt.
- Backpacks must not have any character designs. Rolling backpacks are not allowed due to congestion in the hallways and the tripping hazard the handles pose when they are on the floor.
- No tattoos, henna art, or any drawings/writings are allowed on any visible body part. No body piercings (except double-pierced lobes for girls only) are allowed at any grade level. No heavy/unusual makeup is allowed.
- Both boys' and girls' hairstyles must be neat, not obstruct vision, be styled out of the eyes, and not draw undue attention to oneself. Boys may not wear ponytails, or "man buns," or have hair length long enough to style into one. Boys must be clean shaven, with no long sideburns. Neither girls nor boys may dye their hair unnatural colors.
- Girls' skirts are to be knee-length, meaning no shorter than two inches above

the knee.

- All shirts must be tucked in except teeshirts on Spirit Days.
- No hats, caps, head scarves, bandanas, gloves (with or without fingers), or sunglasses may be worn inside the school building. Teachers may use discretion to allow caps and sunglasses outdoors. Girls may only wear headbands that coordinate with their school uniform and that do not draw undue attention (no crowns, tiaras, etc.).
- **DRESS CODE CONSEQUENCES** – With the guidance of their parents, students have the primary responsibility to understand and comply with this policy. The administration's interpretation and application of this policy is final. When students wear hair or clothing outside of the expectations listed above, they will have a conversation with a staff member and be asked to change. Parents will also be notified. Repeated infractions will result in discipline pursuant to the handbook.

