

ENGLESIDE CHRISTIAN SCHOOL



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# Student/Parent Handbook

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2019–2020 Edition

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Dear Parents,

On behalf of the Engleside Christian School faculty, I welcome you. We count it a privilege to partner with you in discipling your child. Our goal is to develop Christlikeness in our students—your children. As we teach, we hope to model spiritual truth and challenge our students to grow intellectually, physically, spiritually and socially. We desire your prayers as we approach the coming school year.

In Psalm 1, God pronounces a blessing on those who walk not after the counsel of the ungodly, who stand not in the way of sinners, and who sit not in the seat of the scornful. When I read this passage, I immediately think of our current public educational system. I recognize that “academics” may flourish in some public settings, but I see too clearly the effects of leaving God out of the classroom, the dangers of open sin and immorality, and the rejection of clear Bible teaching. I believe that God does provide a special blessing for those who recognize this truth and pay the price for Christian education.

We have written this handbook to outline our philosophy and policies at ECS. This booklet contains many answers to questions you may have over the course of this school year. I encourage you to read it carefully. You may find the appendix to be very helpful in understanding why we do the things we do. We believe this information will promote an open line of communication that will make this coming year profitable and enjoyable for all of us.

In Christ,



Keith Paddock  
Administrator

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The wicked flee when no man pursueth: but the righteous are bold as a lion.

Proverbs 28:1

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# INTRODUCTION

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Engleside Baptist Church established Engleside Christian School in 1970 as a part of its ongoing effort to fulfill its biblical mandate to make disciples of Jesus Christ. This year ECS celebrates 50 years of ministry partnering with parents to teach young people, nurturing and admonishing them in the Lord for His glory.

Engleside Christian School seeks to develop the whole student in a traditional classroom setting by promoting spiritual growth, intellectual and academic progress, and physical and social development. ECS currently provides training at the pre-school, kindergarten, and elementary levels. At each level, ECS promotes conformity to Jesus Christ in addition to high academic standards. Engleside's PreK program and extended care programs operate as Religious Exempt from Licensure under VA law, voluntarily complying with all VA licensure requirements (staff background checks and training requirements; minimum staff-child ratios; standards for health, safety and sanitation; etc.) for daycare centers.

Engleside Christian School employs faculty members who are born-again, Spirit-filled Christians. ECS seeks academically qualified teachers who have completed at least a bachelor's degree from a recognized college. ECS encourages continuing education for its faculty.

Engleside Christian School is a member of the Old Dominion Association of Church Schools. It is also a member of the American Association of Christian Schools, a nationally recognized organization of hundreds of Christian schools across the country.

This handbook outlines the philosophies and policies of Engleside Christian School.

ECS regularly seeks to improve the clarity and readability of this handbook. We have rearranged several portions of the book this year but have made relatively few changes in content. As such, this year's edition reads quite differently in places from last year's handbook. Specific practice/policy changes to this year's handbook are highlighted in yellow.

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# **ADMISSIONS**

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## **ADMISSIONS PROCESS**

Parents who wish to enroll a child at Engleside Christian School must follow the steps listed below:

1. Review the general information packet (also available at [www.ebcecs.com](http://www.ebcecs.com)) and submit the completed application form to the ECS office.
2. Meet with the administrator for an academic consultation. It is best for both parents to attend this session. Students entering upper elementary school should plan to attend this meeting. Copies of previous school records are helpful at this time.
3. Submit the non-refundable registration fee to the office to reserve classroom space for your student. Provide an original birth certificate for ECS staff to photocopy and a completed Transcript Release Authorization Form (if applicable). Parents of students entering a school setting for the first time must also submit current medical records for their child.
4. Schedule a student assessment through the school office. Students entering grades 1 through 3 take an informal test that lasts about 45 minutes. Students entering grade 4 or higher take formal testing that lasts about 4 hours.
5. ECS will notify parents of student acceptance and/or grade placement.

## **NON-DISCRIMINATORY POLICY**

Students of any race, color, sex, or national and ethnic origin are admitted to all the rights, privileges, programs, and activities generally accorded or made available to students at Engleside Christian School. ECS does not discriminate on the basis of race, sex, color, or national and ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs. As a religious institution, ECS reserves the right to deny admission or to terminate the enrollment of persons whose lifestyle, words, and/or actions do not align with the school's statement of faith, code of conduct, or other policies of this organization.

# **GENERAL ACADEMICS**

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## **CLASSROOM LEARNING ENVIRONMENT**

Engleside Christian School seeks to provide a classroom environment that promotes learning. We expect students to cooperate with the faculty in maintaining a classroom conducive to learning.

ECS outlines the following guidelines to establish a proper learning environment:

1. Students must be punctual and prepared daily (textbooks, notebook, pencil and pen, paper, etc.).
2. Students must complete all assignments on time.
3. Students must demonstrate respect to the teacher and other students by speaking only when permission has been granted.
4. Students must honor the classroom teacher's established procedures and rules.

## **WEEKLY PROGRESS PAPERS**

Teachers will send home student papers on a weekly basis for parents to monitor their child's progress.

## **REPORT CARDS**

ECS will mail report cards after the end of each nine-week grading period. ECS encourages parents to contact individual teachers if they have questions about their child's evaluations.

## **GRADING SCALES**

### **ACADEMIC SUBJECTS**

Bible, Language Arts, Mathematics, etc.

A+	100	B+	92	C+	84	D+	76
A	94-99	B	86-91	C	78-83	D	71-75
A-	93	B-	85	C-	77	D-	70
						F	69 or below

### **NON-ACADEMIC SUBJECTS**

Art, Conduct, Music, Physical Education, etc.

S+	93-100	S	77-92	S-	70-76	U	69 or below
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## **HOMEWORK**

The teachers of Engleside Christian School assign homework to complement classroom teaching. ECS encourages parental assistance and supervision of this work, although the parent must not do the actual work.

ECS holds the following expectations for homework:

1. Each student must do his or her own work.
2. Homework assignments must be done neatly, accurately and punctually.
3. Students are required to make up work missed during absences. Teachers will work with students to secure make-up work and special consideration will be given to students during extended absences. Students may be penalized if make-up work is not completed in a timely manner.

## **HONOR ROLL**

ECS recognizes students' academic achievement by publishing a quarterly honor roll as follows:

*Highest Honors* – no report card grade below 92.5

*A Average* – numeric academic average of 92.5 or above with no Ds or Fs

*B Average* – numeric academic average of 84.5 or above with no Ds or Fs

## **TUTORING AND RETENTION POLICY**

During the school year, ECS will communicate with parents of students whose yearly average in any academic subject drops below acceptable expectations for their grade level. At the end of each school year, ECS evaluates students' grades for potential summer tutoring and/or retention based on yearly averages of individual subject grades and standardized test scores. Students receiving a yearly average of D in any core subject will be recommended for summer tutoring. Students receiving a yearly average of D or F in language arts and/or mathematics may be required to receive summer tutoring and may not be promoted to the next grade level. Detailed information is available from the administration upon request.

# **CONDUCT AND DISCIPLINE**

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Engleside Christian School promotes basic Biblical principles of honesty, obedience, respect to authority and consideration for others.

The Bible teaches that discipline is an integral part of character development. Biblical discipline demands clear instruction, proper training and consistent enforcement. Teachers use both positive and negative reinforcement to reach the hearts of their students and instill godly character. Teachers may also use punishment to restore an erring student, demonstrating compassion for the child and concern for the offense. ECS believes that the Biblical right/responsibility of spanking children belongs to parents and does not allow corporal punishment on its premises when school is in session.

In general, individual teachers will handle most discipline problems in the classroom. When a situation demands correction, the teacher will address the individual student identifying the problem and outlining an acceptable resolution. If the problem persists, the teacher may involve the parents and/or the ECS administration to resolve the issue. ECS may require Biblical counseling for students struggling to overcome social/behavioral or spiritual problems. In unusual or extreme cases, ECS will consider suspension or even expulsion. If circumstances warrant it, the administrator may bypass certain steps outlined above.

## **EARLY LEARNING DISCIPLINE**

To promote open communication with parents and to maintain a safe and effective early learning environment, teachers in our PreK and Kindergarten classrooms release a daily student behavior log to the parent. Parents must initial the log page and return it the next school day.

In abnormal [unusual/uncommon/extreme] situations when a child repeatedly chooses to disrupt the classroom, to endanger himself or others, or to ignore classroom guidance and policies, ECS may terminate the student's enrollment after working with parents to resolve the matter. In such cases, the decision of the administration is final.

## **ELEMENTARY DISCIPLINE**

ECS Elementary classrooms use a tally system to track problem areas for students in grades 1-6. Any child receiving eight tallies in one day or twelve tallies in one week will be sent to the elementary disciplinary supervisor for counsel and/or disci-

pline. Classroom teachers send home weekly updates reporting tally accumulation. Tallies accumulate for the duration of each 9-week grading period.

### **TALLY SYSTEM**

<u>Tallies</u>	<u>Description</u>	<u>Sample Offenses</u>
4 to 8	<b>H</b> armful Acts	Bullying, cheating, fighting, lying, stealing
1 or 2	<b>O</b> ut of Order	Throwing things, chewing gum, out of seat, not following directions
1 or 2	<b>W</b> ork Not In	Late/incomplete assignment, unprepared for the classroom setting
4 to 8	<b>I</b> ntentional Disobedience	Teacher's instruction, school policy
4	<b>A</b> ttitude Poor	Disrespect, grumbling, bad language, inappropriate gestures
2	<b>C</b> ourtesy Lacking	Rude or inconsiderate to others, disregarding instructions
1	<b>T</b> alking without Permission	Talking, other forms of improper communication

#### Tally Accumulation Actions:

- 25 tallies              teacher-parent conference
- 40 tallies              teacher-parent-disciplinary supervisor conference
- 50 tallies              student suspension
- 60 tallies              recommended expulsion

ECS may implement a more active response plan for students who consistently receive high numbers of tallies. Any student who receives 50 or more tallies in two consecutive quarters may not be allowed to return to ECS for the following quarter. ECS considers a third suspension during the school year to be cause for expulsion. Any student who has been expelled from ECS may be permitted to re-enroll after sitting out for one full semester.

## **DRESS CODE**

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ECS requires conservative dress that appropriately supports its learning environment. To this end, ECS has established a mandatory uniform in accordance with Biblical principles of modesty, neatness, identification and appropriateness. Details regarding uniforms are available from the school office. ECS will notify parents of dress code violations in writing. Students who consistently fail to comply with the ECS uniform policy may not be allowed into the classroom setting. ***The administration reserves the right to determine what is acceptable or unacceptable.***

ECS expects students to maintain a neat, clean, conservative appearance and avoid dress fads or extreme hair styles. Clothes must be worn according to their design. Shirts must be buttoned and tucked in at all times. Only the top shirt button may be unfastened. If T-shirts are worn under the uniform, they must be white without any pictures or writing. Long sleeved T-shirts may not be worn under short sleeved uniform shirts. Socks (required for girls and boys) and any accessories must coordinate with the uniform and not draw attention away from it. Students may not wear outer coats or snow boots in the classroom.

ECS expects students to report to school in compliance with all dress code requirements. School uniform dress is also required at all school functions, regardless of the time or place the event is held. Exceptions to this requirement will be communicated in writing to the parents.

## **GENERAL SCHOOL UNIFORM INFO**

Girls: Jumpers must come to the bottom of the knee.

Girls must wear dark shorts under their jumpers for modesty's sake.

Girls' slacks may not be low-rise, form-fitting, or excessively flared.

Girls in grade 3 or above must wear a belt.

Girls' shoes must have a closed back and closed toe.

Girls may wear simple jewelry (for example, a matching set of small earrings).

Boys: Hair must be short, tapered off the ears and collar.

Boys in grade 3 or above must wear a belt.

Boys' shoes must have a closed back and closed toe.

Boys may not wear jewelry except for a watch. Necklaces are not permitted.

Note: belts, socks, shoes, and other accessories must complement the uniform and not detract from it.

## **PHYSICAL EDUCATION ATTIRE**

All students participating in PE (grades 3 and above) are required to wear an ECS PE shirt which may be purchased at the school office. Boys and girls must wear loose-fitting athletic pants (windpants for example) or loose-fitting knee-length athletic shorts. PE attire may not have writing on it. Students are expected to wear athletic shoes and socks for PE.

## **ACTIVITY DRESS**

For specified field trips and ECS Field Day, students may be permitted to wear modest, loose-fitting knee-length shorts, pants, or jeans. Tops/shirts must be modest, loose-fitting, and sleeved. Clothing should not be torn, ripped, or faded. Images or wording must be consistent with the purpose and philosophy of ECS and may not convey unbiblical themes or promote popular cultural trends.

## **PROGRAM/PERFORMANCE ATTIRE**

Students involved in the ECS Christmas program, ODACS Fine Arts Competition, and/or the ECS Spring Concert may be asked to wear special attire for both dress rehearsal and performance. In general terms, girls must wear a nice outfit with sleeves, the skirt or dress hemmed to the bottom of the knee, and flats or low heels; guys must wear a collared shirt and tie, dark dress pants with a belt, dark socks, and dress shoes. Flip-flop style shoes and tennis shoes will not be acceptable. Specific information will be released to students at appropriate times throughout the school year.

## **SPIRIT DRESS-UP & DRESS-DOWN DAYS**

On announced spirit dress-up days or dress-down days, ECS will permit students to report to school in non-uniform attire. Spirit day outfits must conform to ECS dress standards and follow announced spirit day themes. Dress-down outfits must also comply with ECS dress standards of modesty, neatness, identification, and appropriateness.

# **FINANCES**

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Engleside Christian School releases a financial sheet detailing the tuition costs and various fees each year through the school office. Please direct your specific financial questions to the school office.

## **REGISTRATION FEE**

The annual registration fee for ECS must be paid at the time of application or re-enrollment. The registration fee is non-refundable.

## **MATERIAL AND ACTIVITIES FEE**

The material and activity fee is due annually as announced by the school committee. This fee covers consumable and replacement textbooks, art supplies and ODACS membership dues. Because of its nature, this fee may vary according to grade level. The material and activities fee is non-refundable.

## **TUITION**

ECS bills tuition according to its published 10-payment plan. Payments are due on the tenth of each month from August 10 through May 10. ECS will not allow students whose accounts are 15 days past due to attend classes until the account is current. Any student with an unpaid balance on May 11 will not be permitted to attend school until the balance is paid in full (ECS accepts cash or money orders only in this situation).

## **EXTENDED CARE FEE**

The fee for students registered in extended care is included on the billing statement. Students not registered for extended care will be billed at the late pick-up rate unless the parent has notified the ECS office by 12:00 noon to request the daily pick-up rate. Late pick-up fees will be billed for students not picked up on a timely basis.

## **ADDITIONAL FEES**

ECS charges the following fees in addition to tuition:

Late Payment Fee – \$25 for any outstanding balance at the end of business on the 10<sup>th</sup> of each month

Late Pick-up Fee – \$15/quarter hour per student not picked up during scheduled dismissal time

Returned Check Fee – \$30 per check that is returned unpaid for any reason

Enrollment Termination Fee – \$50 for processing of withdrawal

## **ADDITIONAL FINANCIAL INFORMATION**

ECS deposits checks promptly and will not accept post-dated checks.

ECS will not redeposit checks. If a check is returned to ECS for any reason, ECS will notify the parents that the account must be brought current. If the account is past due by 15 or more days and payment including the NSF fee is not received within 24 hours, the student will not be permitted to return to the classroom. If more than one check is returned during the school year, all future payments must be made on a cash or money-order basis.

ECS will prorate tuition and extended care fees for students entering school in mid-year. If a student terminates enrollment before the end of the school year, ECS will prorate tuition and extended care fees only if parents provide prior written notification of a job-related relocation of more than 50 miles. A \$50.00 processing fee will be retained in this case. All other fees will not be prorated or returned.

All bills must be paid and all school property must be returned before ECS will release report cards, transcripts, or other school records.

# ATTENDANCE REQUIREMENTS

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In order for Engleside Christian School to accomplish its goals with its students, ECS expects each student to report to school on time and attend all classes regularly. ECS will consider for promotion only students who are present and on time for at least 80% of the school year. The ECS administration will carefully monitor attendance patterns and will interact with parents of students who are absent or tardy more than 8 times in a quarter. ECS considers non-compliance to its attendance requirements to be a serious offense: habitual offenders may face early termination of enrollment.

The ECS administration reserves the right to classify absences or tardies as “unexcused.” In general, absences or tardies are considered excused for student illness, doctor’s appointment (ECS requests written notification from the doctor’s office), death in the immediate family, or personal involvement in an accident. Other reasons default to “unexcused,” however parents may formally request special consideration of their circumstances from the ECS administration. Requests for special consideration along with the rationale must be submitted in writing no later than when the student reports tardy to school or returns to school after an absence.

ECS expects parents to notify the school office and classroom teachers in writing or via email well in advance of any planned absence or early departure. In such cases, students should complete all make-up work before the absence occurs. If a student is absent for an unforeseen reason, ECS requests that the parent notifies the school office via phone or email at the beginning of the school day.

ECS appreciates parents’ efforts to schedule student appointments outside the normal school day; however, when a student needs to be released from a class, the parent must notify the student’s classroom teacher (written note or email) no later than the beginning of the day. Please state the time and reason for the early dismissal. If ECS is NOT notified in this way, it is unable to guarantee that your child will be released in a timely manner. When it is time for the child to be picked up, parents should come to the office to pick up the child and sign him out. If the student returns later in the same day, he should report to the office and sign in before returning to class.

ECS considers students who miss more than one hour of the school day to be absent for a half day. Students arriving after 11:00 a.m. or departing before 11:45 a.m. are considered absent for the entire day. All absences and tardies will be recorded on the report card.

ECS may not promote students who are absent more than 20 days during the school year.

## **EARLY ARRIVAL AND LATE PICK-UP**

Students not registered for extended care must arrive between 8:00 and 8:10 a.m. Students arriving early must stay outside the building under parental supervision until regular school supervision begins at 8:00 a.m. ECS will bill an extended care daily drop-in rate for any child left unattended on school premises before 8:00 a.m.

All students must be picked up during dismissal time between 3:10 and 3:25 p.m. unless they are involved in specific school-related activities. Students should not be in the building after 3:25 p.m. unless directly supervised by a teacher. Any student who has not been picked up by 3:25 p.m. will be sent to extended care and charged a late pick-up fee.

## **EXTENDED CARE**

Extended care is provided as a service by ECS for registered students only. Morning extended care opens 90 minutes before the school day (6:30 a.m. under normal circumstances). *ECS requests that parents needing AM care on a drop-in basis notify the office no later than the day before service is needed.*

Afternoon extended care closes at 6:00 p.m. A late pick-up fee will be charged for any student remaining at school after this time. *Parents needing PM care on an occasional basis must notify the school office by 12:00 noon to secure the daily drop-in rate for any student not registered for PM care.*

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# **INCLEMENT WEATHER POLICY**

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ECS will follow all initial inclement weather closings and delays as announced by Fairfax County Public Schools, adjusting its schedule as follows:

## **Delayed Entry**

Extended care opens for regular users at 8:30 AM. Other students dropped off at ECS before 10:00 AM will be escorted to extended care and billed at the daily drop-in rate.

Doors open for student entry at 10:00 AM with classes starting at 10:15.

## **School Cancellation**

No extended care or classes will meet. School office will be closed.

## **Early Dismissal**

ECS will close at **1:10**. Afternoon extended care will be cancelled. Parents may pick up their children without penalty any time after the FCPS decision has been announced. Students must be picked up by **1:30 PM**. Parents are encouraged to find emergency contacts near ECS who can pick up their children in case weather or work schedules prevent student pickup by this closing time.

ECS will confirm its inclement weather plan by activating its OneCallNow Inclement Weather notification system and notifying WTOP (103.5FM and [wtop.com](http://wtop.com)).

When the FCPS system is closed for an extended period of time after significant snow fall, ECS may reopen sooner than county schools if our parking lots have been cleared, area roads are deemed safe for travel, and other private schools are reopening. ECS students will not be penalized if they are unable to attend classes when FCPS is closed for inclement weather. If ECS departs from the FCPS system by returning to school early, ECS will notify parents via OneCallNow.

ECS does not observe FCPS calendar adjustments relating to inclement weather.

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## **HEALTH CARE POLICIES**

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ECS is not permitted by law to dispense over-the-counter drugs or any other medicine without proper authorization. Parents desiring their children to take a specific OTC medicine or a doctor-prescribed medication at school must fill out a Medication Authorization Form and deliver the medication in its original container to the office before ECS will administer it to the child. Parents must administer the initial dose of any medication at home before asking ECS to continue its administration at school.

No student will be admitted into the classroom or allowed to remain at ECS with the following conditions:

- temperature of 101 degrees or higher
- diarrhea or repeated vomiting
- conjunctivitis or other communicable diseases

Students sent home from school with a temperature should remain at home for 24 hours after the temperature has returned to normal. If your child has a fever overnight, please keep him at home until the fever subsides apart from medication.

Students with an infectious illness should be on antibiotics for 24 hours before returning to school.

If a student has live lice, the child may not return to school until the parent notifies ECS that the child has received proper treatment for this condition.

In case of a medical emergency, ECS will attempt to notify the parent to pick up the child. Depending on the nature of the situation, ECS may call 911.

# **ADDITIONAL INFORMATION**

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## **ARTICLES PROHIBITED**

Any article that ECS determines could be harmful to its students will not be permitted at school. Such articles include but are not limited to weapons (actual or toy), explosives, cigarettes, alcoholic beverages, narcotics and any medicine not prescribed by a doctor for the specific student.

Articles that are not in keeping with the academic atmosphere at ECS will not be permitted at school. Items in this category include but are not limited to toys, games, dice, playing cards, pagers, cameras, iPods, CDs, DVDs and radios. Books, newspapers and magazines not directly related to specific classes should be left at home. The ECS administration will clarify this list during the school year as necessary. ECS will not be responsible for the damage or loss of students' non-school personal items brought into the school setting. Students may not bring items to sell or trade with other students. Any decisions by the ECS administration concerning questionable items will be final.

Students may not carry cell phones with them during the school day. Students may not use cell phones on school premises or during school activities without prior approval from the ECS administration.

Gum must not be brought to school for any reason. Prohibited articles may be confiscated by school personnel and disposed of as the administration sees fit.

## **CONFLICT RESOLUTION**

ECS desires to maintain a Biblical, open door of communication. If you encounter a problem or conflict with an individual teacher, please seek to resolve it in person privately with that teacher in a timely manner before involving the administrator. If you have a special need or observation to share directly with the administrator, you may schedule a conference through the school office. ECS appreciates constructive suggestions but cannot permit public griping and/or the stirring up of discord among the student body family.

## **ECS PROPERTY**

ECS expects students to treat all ECS property with great care. Students failing to handle ECS property accordingly may be charged for loss, damage to, or replacement of ECS library books, hardcover textbooks, iPads, and other ECS property.

## **LUNCH**

Students may order cafeteria items or bring sack lunches from home. ECS will publish lunch program details including meal menus, order deadlines, purchase options, and prices of available items at the beginning of each school year.

## **PARENT-SCHOOL RELATIONSHIP**

Parents are generally encouraged to contact teachers through the school office or via email if they have questions or concerns.

ECS expects all student-parent communication during the school day to be conducted through the school office. If visiting the school, parents must check in at the school office to pick up a visitor lanyard before entering the classroom hallways or lunchroom. Lunches, books, etc. must be left for the student in the office. Homework and other pertinent articles requested by the parent may be picked up at the office also.

Teachers will release weekly folders of student papers, tally sheets and other class-related information. The ECS administration periodically sends information to parents through these folders. ECS also publishes a monthly ECS Update, releasing hard copies in students' weekly folders and posting a copy of it on our website. We encourage parents to check our website periodically throughout the school year.

ECS actively encourages all parents/guardians to attend our scheduled Open House programs and concerts. We designate October as "Parent-Teacher Conference" month and expect all families to meet with their child's teacher during this month to enhance our partnership together. We encourage the entire student body family to attend our annual Christmas program in December and our Fine Arts night in early March.

## **PUBLIC RELATIONS**

Students may not use the name of the school on any radio or TV program without prior authorization from the school administration.

ECS may use pictures of students in school events for promotional materials including internet advertisements. Parents wishing to exclude photos of their student from ECS publicity materials must notify the office in writing.

## **TELEPHONE USE**

ECS asks that all communication with students during the school day be approved by and conducted through the school office. Students may not use pagers, cell phones, iWatches, or other communication devices on the school premises or during school activities (including before- and after-care programs) without prior administrative approval.

## **VISITORS**

ECS welcomes prospective students to its facilities. All visitors including prospective students and former students must pre-arrange their classroom visit with the school office and pick up a visitor lanyard before entering the classroom. Visitors should comply with the ECS standards of dress and conduct.

## **WITHDRAWAL POLICIES**

ECS will not release transcripts to another school until the parent formally withdraws the child from ECS. Parents must make sure that all school-owned materials are returned to the appropriate teachers and that all payments are current when withdrawing their child. ECS will not honor requests of records from other schools until this process is complete.

# **MANAGEMENT PHILOSOPHY FOR ENGLE-SIDE CHRISTIAN SCHOOL**

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## **REQUIREMENT FOR CHRISTIAN EDUCATION**

The mandate for Christian education is based upon convictions obtained from commandments and principles found in the Word of God. The Scriptures clearly command two institutions to educate children: the home and the church (*Genesis 18:19; Deuteronomy 6:7; Proverbs 22:6; Matthew 28:19-20; Acts 2:42; Ephesians 6:4; 2 Timothy 2:2*).

Engleside Christian School (ECS) exists as one of the ministries of Engleside Baptist Church (EBC) designed to educate children. ECS seeks to provide an education from a Biblical viewpoint and protect its students from secular teaching and worldly influences. In summary, we firmly believe that parents and the church have the God-given primary responsibility for educating their children, and not the state, secular agencies or public institutions.

## **RECIPIENTS OF CHRISTIAN EDUCATION**

Christian education aims to bring each student into conformity with Christ (*Ephesians 4:11-13*) and to accomplish God's objective of equipping them for life (*2 Timothy 3:17*). To truly know and imitate Christ, one must be born again into the family of God (*John 3:3*) and live in fellowship with Christ (*1 John 1:6-7; Philippians 3:10*). Conversely, one who has yet to receive Christ as Savior can neither comprehend the things of God nor conform to His image (*1 Corinthians 2:14*). However, Christian education that occurs before salvation is not pointless because the Scriptures can make a student wise unto salvation (*2 Timothy 3:15*). Since all the children of Christian homes seeking a Christian education at ECS are not yet saved, all children will be presented with the opportunity to accept Christ, and experience has shown that many will get saved while enrolled in ECS. Nevertheless, Christian education presupposes the experience of the new birth in order to accomplish its intended purpose. **In summary, Engleside's Elementary School will primarily serve as a ministry to educate young people who proclaim salvation by faith in Christ.**

## **PURPOSE AND GOALS OF ECS**

**Purpose.** ECS seeks to provide continuity between the Christian home and the church in the educational aspects of the child's Christian development. **Our purpose is to develop students into the image of Christ (*Ephesians 4:22-24*) in order to prepare and equip them for a lifetime of service to the Lord in whatever vocation God directs their lives (*Matthew 28:20; 2 Timothy 3:17*).**

**Goals.** Our primary goal is to develop the whole child by promoting his spiritual and moral growth, intellectual and academic progress, physical development, and social development after the pattern of Christ's development presented in Luke 2:52. Our secondary goal is to provide students with a sound education anchored in a Biblical worldview that prepares them academically to excel in their post-elementary classroom studies.

## **CONTENT AND MEANS OF INSTRUCTION**

The whole process of Christian education rests upon the recognition that God is absolute truth (*Psalm 31:5; 100:5; John 14:6*) and that He has revealed Himself through the Scriptures. As a result, we wholeheartedly believe that the Bible is to be used as the primary means of conveying the truth to our students. Therefore, Bible-based curricula are chosen to guide the development of our students in all the disciplines of education.

ECS embraces the Biblical philosophy of life which teaches that man was created to serve God and not himself (*Ephesians 2:10*). Students are taught to know Christ and to imitate Him through God-honoring attitudes and actions. They are taught that their bodies are the “temple of the Lord Jesus Christ,” never to be abused or neglected, and constantly to be developed, disciplined and presented to Him for His use (*1 Corinthians 6:19; Romans 12:1-2*). ECS encourages students to improve themselves culturally, to develop their God-given abilities and gifts into skills, and then to use them for His glory, fulfilling the command to “approve things that are excellent” (*Philippians 1:10*).

The teacher/student relationship is critical to the development of our students. The teacher is to the student what Christ, the Master Teacher, is to all mankind—a role model. Teachers encourage students to follow their personal example of following Christ, just as Paul did when he said, “Be ye followers of me” (*1 Corinthians 4:16-17*). Likewise, for a student to grow in godliness, much will depend upon the teacher modeling that godliness (*Luke 6:40*). It is for this reason that great emphasis is placed on the recruitment of teachers with Christian character and a heart for students along with academic qualifications.

Education is often the gateway to opportunity in life. Our curricula allow for study in all academic disciplines and are designed mostly by Christian colleges to prepare students for success ultimately at the college level. Finally, Christian education does not emphasize simple mastery of facts, but rather the practical application of knowledge learned (*Proverbs 4:5-7*). Through classroom instruction and extracur-

ricular activities, the teachers strive to help students seek God's wisdom in applying learned principles to situations in life with the mind of Christ (*Philippians 2:5*).

**In summary, our Christian education integrates Biblical truth, personal example and academic learning for the purpose of developing a young person into the image of Christ in order to equip him for life.**

## **TEACHER QUALIFICATIONS**

Believing that the quality of a Christian school is linked to the quality of its people, all teachers employed at ECS will have attained the high spiritual and scholastic standards in their own lives necessary to carry out the purpose, objectives and goals of our school. They will be born-again, spirit-filled Christians whose lives evidence a vital relationship with Christ and testify to the grace of God (*1 Timothy 4:12*).

Furthermore, following the pattern of Christ in Matthew 20:25-28, it is important that all teachers have a servant's heart, as shown by their willingness to give of themselves to minister to others.

ECS seeks to employ teachers who are academically qualified in their field, having completed as a minimum, a bachelor's degree from a recognized college. ECS encourages teachers to seek certification with the American Association of Christian Schools and to maintain their certification in a current status. ECS endeavors to train its faculty to deal with emergency situations that may require medical attention. ECS does not discriminate on the basis of sex, race, color, or national origin.

## **TEACHER DEVELOPMENT**

Recognizing the impact that our teachers will have on the lives of their students at ECS, we value and provide for the continual development of our professional staff in the process of educating children. Each school year begins with several days of teacher training. In the fall semester, our teachers usually attend the ODACS Educators' Convention consisting of two days of practical workshops and inspirational general sessions. Furthermore, each teacher receives *Christian Educators*—a professional magazine published by the American Association of Christian Schools.

Our goal is to observe teachers in the classroom both formally and informally throughout the school year. These evaluations benefit the teachers by identifying weaknesses, reinforcing positive techniques, and maintaining open communication between teachers and the administration. Our objective is to assist our teachers in providing quality instruction so that our students receive the best possible education this institution can provide.

## **STUDENT ADMISSIONS POLICY**

ECS is designed for the education of children based on the desires of Christian parents who first want their children to be conformed to the image of Christ, while also desiring high academic standards and a structured, disciplined environment (*Romans 12:1-2*). Therefore, if students applying for admission to ECS have yet to make a personal profession of faith in Christ at the time the application is submitted, at least one parent or legal guardian must be saved and in agreement with our Statement of Faith and purpose.

ECS screens prospective elementary students using standardized achievement tests and placement tests before being given favorable consideration for admission. ECS does not discriminate on the basis of sex, race, color or national origin.

## **CURRICULUM**

At ECS, the Word of God is the foundation of our school program of instruction and is diffused throughout all subjects (*2 Timothy 2:15*). All subject matter is presented in the light of Scripture with a Biblical view of God and guiding principles to equip the student for life (*2 Peter 1:3*). Additionally, our chapel program is designed to reinforce and supplement the teaching of the Bible through word and song (*Colossians 3:16*).

We use a traditional graded approach with course offerings structured for the average to above-average student. Both the kindergarten and elementary curriculum includes subject matter normally expected for each grade level. We emphasize God's creative works as an important part of the curriculum throughout the sciences, mathematics and other related subjects because they provide a knowledge of God's nature and His wonderful works in this world.

Extracurricular activities are designed to supplement the academic and spiritual emphasis of the school and they provide unique opportunities to aid students in the development of leadership, teamwork, self-discipline and school spirit (*1 Corinthians 10:31; 1 Timothy 4:7-8*). Among these opportunities are fine arts competition, field trips, social events, leadership and service opportunities. These activities also teach students to perform and function under pressure situations in a manner that glorifies God.

## **ACADEMIC STANDARDS**

We believe that the Christian School is the best institution to teach the academic material necessary for Christian young people to excel in life. However, academics are studied not as an end to themselves, but as a means of improving the student as a servant of the Lord Jesus Christ. The expectations ECS has for its students are to

see them develop their intellectual capacity and to see them use the talents God has entrusted to them to their fullest extent (*Luke 2:52; 1 Corinthians 10:31*).

We also recognize that students come to our school with differing ability levels. We endeavor to meet each student's needs based on his innate ability and his initiative to make satisfactory progress in school. Likewise, ECS challenges students to reach their potential and experience the satisfaction associated with doing their best (*Colossians 3:23*).

## **BEHAVIORAL STANDARDS**

The standards of conduct at ECS are designed to direct students to God's best in their lives by instilling in them the value of self-discipline, self-control and orderliness (*2 Peter 1:4-8*). ECS's behavior standards are established on Biblical principles that first appeal to the heart and then teach the students to live so that they glorify God in their outward actions and in their relationships with others. Each student must accept the role of authority in his quest for Christlikeness. The Administrator and teachers exercise authority over ECS students by divine plan (*Romans 13:1-4*) and are expected to do so with a servant's heart (*Matthew 20:25-28*). Student behavior that is unbiblical (being disrespectful, disruptive or destructive) will be dealt with through communication, correction and counseling for the purpose of restoring the offender to a right relationship with God and with others (*Hebrews 12:6,11*). Parents will be included in the process of correction as soon as the situation is serious enough to warrant their attention or assistance. Students who refuse correction and restoration will be subject to dismissal from school (*Proverbs 22:10*).

Standards and rules, while they are not an end to themselves, are essential to fulfill the purpose of glorifying God through decent and orderly conduct (*1 Corinthians 14:40*) and appearance (*1 Timothy 2:9-10*). All activities must ultimately bring glory to God and not self (*Matthew 5:16*). Behavior that unduly draws attention to oneself is inappropriate, whether this behavior is demonstrated by dress, word or deed (*Philippians 4:5,8*). As Christian educators, we continually train Christian young people to accept individual responsibility to God for their actions while challenging them to serve, fear and glorify God in every facet of their life (*1 Corinthians 9:27*).

Undoubtedly, parents will disagree with some disciplinary decisions. Consequently, various means of appealing disciplinary actions are available. However, we require, as a condition of enrollment, that parents agree to support the school in its program of instruction and discipline. Parents who openly refuse to give their support, or who become outwardly critical toward a teacher or the administration, will have their child's privilege of attending ECS revoked.

## **FINANCES**

ECS provides a vital ministry to Christian parents desiring a Christian education for their children. The major portion of the income needed to operate ECS is obtained from tuition and fees paid by parents of children served by our school. Since the church shares educational responsibilities with families, it is appropriate that it also shares in the expense of providing Christian education for Christian young people within our local assembly and church community of “like faith” (*Matthew 28:18-20*). Each school year, EBC includes a substantial sum for ECS in its regular budget in the form of operational and maintenance expenses.

ECS strives to manage its business affairs in a manner that honors God (*Romans 12:11*). Accounts receivable are managed in accordance with an awareness of our stewardship responsibilities to God and our obligations to our employees (*1 Corinthians 9:7-14*). Accounts payable are handled in accordance with Biblical principles on debt in order to help families to remain debt-free. The financial records of ECS are maintained in a manner that will ensure appropriate accountability to those in authority within the ministry, those who are served by the ministry, and those to whom we are responsible outside the ministry (*Romans 12:11; 13:6-10*).

The children of parents who fail to meet their financial obligations to the school are subject to suspension of their education until financial obligations are honored.

Requests for short-term tuition assistance resulting from personal hardship are subject to available benevolence funds and may be made through the School Administrator.

## **PHYSICAL FACILITIES AND EQUIPMENT**

ECS strives to maintain a quality physical plant as a testimony for the Lord in our community and in recognition of our responsibility to be in subjection to those in authority over us. Safety is emphasized in all facets of our facilities and programs. Furthermore, we believe that the cleanliness of all our facilities is extremely important and brings glory to God as well as providing an attractive environment for our students. Parents and students are expected to share in our care and concern for the facility that God has entrusted to us.

## **HOME SCHOOL STUDENTS**

Members of Engleside Baptist Church occasionally elect to home school their children, and as an extension of this local church, ECS welcomes partnerships with such home school students whenever possible (field trips, special chapels, etc.).

ECS gladly considers applications for enrollment from previously homeschooled students. Christian-based programs using A Beka, Bob Jones Press, ACE, etc., are generally accepted. Transcripts will be required.



## **FROM THE PASTOR**

Dear Parents,

If you are reading this, you are either interested in Engleside Christian School or have already partnered with us. These formative years in your child's life are critical and the reality is that none of us get a chance to rewind and repeat them.

Let me first say that I am thankful that you are taking your role as a parent seriously. God has given moms and dads the responsibility to bring up their children in the knowledge of God (Ephesians 6:4). I believe that also ties into teaching them about God's creation and wisely living as image bearers of Him; i.e. broader education. This is not an easy task and there are many options available to you.

Secondly, let me talk to you about Engleside Christian School. We count it our privilege to partner with parents as they seek to honor the Lord by reaching the next generation for Him. We work hard to be an extended family that loves God and loves our students. Our staff has been carefully picked and trained to draw students towards the beauty of Christ through education and to nurture the heart of each student toward Christlike character.

Lastly, I want to assure you that our academic emphasis is rigorous. We have been at this for almost 50 years and strive for excellence in education. From teaching reading early to integrating technology in our upper grades, we want to set up students for success. Our curriculum will engage the advanced student and stimulate the disengaged student.

These are exciting years! We are praying that God will use you and us to further His great name and reach this next generation for Christ.

Thanks and God Bless!

A handwritten signature in cursive script that reads "Benjamin J. Smith". Below the signature is a small square box.

Pastor Ben Smith