



Student & Parent Handbook

2026–2027 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 for the glory of God. Our goal is to develop Christlikeness in our students—your children. As we teach, we intend 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. We desire to make much of God and His Word in our school environment to supplement the Biblical values you as parents are nurturing in your children. May we experience great success in the coming school year as we partner together; and may God guide, strengthen and establish our entire student body family for His glory!

ECS publishes this handbook to communicate our policies and the philosophies that anchor our educational program in a vacillating world. This booklet contains answers to questions you may have over the course of this school year. I encourage you to read it carefully. If you have questions about why we do what we do, please ask us! We intend for this information to promote an open line of communication that will make this coming year profitable and refreshing for all of us.

In Christ,

A handwritten signature in black ink that reads "Keith Paddock". The signature is written in a cursive, flowing style.

Keith Paddock
Administrator

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



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

Proverbs 28:1

INTRODUCTION

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. For over 50 years, ECS has partnered 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. At every 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. ECS is a member of the Old Dominion Association of Church Schools (ODACS). It is also a member of the American Association of Christian Schools (AACS), a nationally recognized organization of hundreds of Christian schools across the country.

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.

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

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

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, pencil, paper, and other items as required by the teacher).
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 release 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

ECS uses a traditional 100-point letter grading system (A, B, C, D, F) for students in Kindergarten-5 and above.

NON-ACADEMIC SUBJECTS

Art, Conduct, Music, Physical Education, etc.

E xcellent	93-100
S atisfactory	77-92
N eeds Improvement	76 or below

HONOR ROLL

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

A Honor Roll – As in all subjects

A/B Honor Roll – As or Bs in all subjects

HOMEWORK

The teachers of Engleside Christian School assign homework to complement classroom teaching. ECS encourages parental oversight/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.

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.

- *Recommended Summer Tutoring* – students receiving a yearly average of D in any core subject will be recommended for summer tutoring.
- *Required Summer Tutoring* – students receiving a yearly average of F in any core subject or a yearly average of D or lower in language arts and mathematics will be required to receive summer tutoring. ECS will reevaluate student performance in early August regarding promotion to the next grade level.

Additional information is available from the administration upon request.

CONDUCT AND DISCIPLINE

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 will involve the parents and the ECS administration as necessary to resolve the issue. ECS may require formal Biblical counseling for older 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 here.

EARLY LEARNING DISCIPLINE

To promote open communication with parents and to maintain a safe and effective early learning environment, teachers in our PreK classrooms exchange a communication chart with parents daily. Parents must initial the chart 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.

CLASSROOM DISCIPLINE (K5- 6TH)

ECS classrooms use a tally system to track problem areas for students and to communicate these concerns to parents. Classroom teachers send home weekly updates reporting tally accumulation.

TALLY SYSTEM

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

Engleside Responses to Tally Accumulation:

- Teacher-parent **communication**
- Student counseling/support session(s) with administration
- Teacher-parent-administration conference **to assess further actions:**
 - Student suspension
 - Student expulsion

ECS tailors its responses to effect timely, positive change in the offending student's life. A student who has been expelled from ECS may be permitted to re-enroll after sitting out for two consecutive quarters.

DRESS CODE

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 work with parents to correct uniform/dress code issues.**

ECS expects students to maintain a neat, clean, conservative appearance and avoid extreme hair styles. Articles of clothing are to be worn according to their design—shirt tails tucked, buttons fastened, etc. Only the top shirt button may be unfastened. 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 hoodies, outer coats or rain/snow boots in the classroom.

GENERAL SCHOOL UNIFORM INFO

Girls: Jumpers, skirts, and polo dresses must come to the knee.

Girls must wear dark spandex shorts or leggings under jumpers, skirts, and polo dresses for modesty's sake.

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

Girls in grade **3** and above must wear a belt with pants

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** and 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 (3RD — 6TH)

Students in grades 3 and above are required to wear an ECS PE shirt when participating in PE. 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.

DRESS-DOWN DAYS

On announced dress-down days, students may wear non-uniform outfits that comply with ECS dress standards of modesty, neatness, identification, and appropriateness. Tops/shirts must be modest, loose-fitting, and sleeved. Jeans are acceptable. Articles of clothing may not be torn, ripped, or faded. Any images or wording must be consistent with the purpose and philosophy of ECS and may not convey unbiblical themes or promote popular cultural trends. Flip-flop style shoes and tennis shoes will not be acceptable.

FIELD TRIP ATTIRE

When field trips involve significant physical activity, students will be permitted to wear their **Lions T-Shirt and pants or jeans**. For trips that are not activity-oriented, students will usually be instructed to wear their standard ECS uniform. Teachers coordinating field trips will communicate specific details as necessary.

MINISTRY TRIP & PROGRAM ATTIRE

Students involved in **monthly ministry trips or** ECS programs may be asked to wear special attire. Generally, in such cases, girls must wear a nice outfit with sleeves, the skirt or dress hemmed to the knee or below, and flats or low heels; boys must wear a collared shirt and tie, dark dress pants with a belt, dark socks, and dress shoes.

Upper elementary students participating in our annual Fine Arts Competition must comply with ODACS dress requirements. ECS will release details to participants in a timely manner during the school year.

SPIRIT DRESS-UP DAYS

On announced spirit dress-up days, ECS will permit students to report to school in non-uniform attire that conform to ECS dress standards *and follow the announced spirit day themes*. Uniform attire is also acceptable on such occasions.

FINANCES

Engleside Christian School releases a financial information 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

New student applications and re-enrollment applications are not complete until the annual registration fee has been paid. 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 primarily textbooks, art supplies and ODACS membership dues. Because of its nature, this fee may vary by grade level. The material and activities fee is non-refundable.

TUITION

ECS sets up TuitionEP billing 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.

EXTENDED CARE FEE

Extended care fees are included in the 10-payment plan for registered users. Drop-in fees and late pick-up fees will be assessed in TuitionEP at the end of each month.

ADDITIONAL FEES

ECS charges the following fees in addition to tuition:

Late Payment Fee – \$35 for any outstanding balance at midnight on the 10th of each month

Failed Payment Fee - \$10 for any failed transaction

Late Pick-up Fee – \$20/quarter hour per student not picked up by 6:00 p.m.

Enrollment Termination Fee – \$75 for processing of withdrawal

ADDITIONAL FINANCIAL INFORMATION

ECS expects all payments to be made through its TuitionEP app. The school absorbs ACH transaction fees, but families paying by other means will be responsible for those transaction fees.

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 \$75.00 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

For Engleside Christian School to accomplish our goals with our students and to comply with VA compulsory education requirements, ECS expects each student to report to school on time and attend all classes regularly. The ECS administration will monitor attendance carefully and notify parents of students who approach VA's truancy threshold (unverified absences of 10% or more of the school year for any reason). ECS generally considers for promotion only those students who are present and on time for at least 90% of the school year.

ECS asks parents to notify the ***school office*** (phone call, written note, or email) regarding all attendance items.

- Absence: please contact the office at the beginning of the school day any time your child is absent for any reason.
- Extended Absence: if your child will be absent for several days, please let us know when you expect your child to return to the classroom. Plan to present a doctor's notice for any student returning to the classroom after 3 or more consecutive days for medical reasons.
- Planned Extended Absence: please notify the office as soon as possible of any planned events that will take your child out of the classroom for more than 2 consecutive school days. ECS expects families to work with teachers to coordinate student work assignments in advance of planned absences.
- Student appointments: if your child's appointment overlaps school hours, please communicate the nature of the appointment, the date, and the anticipated arrival and/or pickup times at least one day in advance. ***ECS appreciates parents' efforts to schedule student appointments outside the school day.***

Late Arrivals including Tardies: parents must escort students to the office through the front entrance and sign them in noting the time of arrival and reason for tardiness. ECS staff will escort children to the classroom on behalf of the parent.

Early Pick-ups: ECS staff will call students to the lobby according to parent notifications. Parents must come to the office through the front door and sign the child out before leaving the premises. ECS cannot accommodate early dismissals for students after 2:45 PM or consistent dismissals of PreK students during nap time.

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.

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

ECS's 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. Extended care is provided as a service for registered students only.

Morning extended care opens 75 minutes before the school day (6:45 a.m. under normal circumstances). ECS requests that parents who need AM Care on a drop-in basis notify the office prior to the close of business (3:30 p.m.) 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 who need to schedule PM Care on a drop-in basis must notify the school office by 12:00 noon to avoid the unscheduled PM Care drop-in fee and secure a reduced daily rate.

INCLEMENT WEATHER POLICY

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 8:45 a.m. Other students dropped off at ECS before 10:00 a.m. will be escorted to extended care and billed at the daily drop-in rate.

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

School Cancellation

No extended care or classes will meet. The school office will be closed.

Early Dismissal

ECS will close at 1:10. Afternoon extended care will be cancelled. Parents must arrange to pick up their children between 1:10 and 1:25 p.m. 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 releasing a TuitionEP notification and notifying WTOP (103.5FM and 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 re-opening. 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 TuitionEP.

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

HEALTH CARE POLICIES

Any student who is ill or unable to function effectively in the classroom setting for physical reasons should remain at home until they are symptom-free. ECS cannot permit students into the classroom setting or allow them to remain on school premises with the following conditions:

- temperature of 100.4 degrees or higher
- diarrhea or repeated vomiting
- unknown rash [must be cleared by medical professional before returning]
- conjunctivitis
- symptoms of communicable diseases such as COVID-19, flu, strep, etc.

If a student manifests any of these conditions during school hours, ECS will notify parents to pick the child up as soon as possible.

Students sent home from school with a temperature (100.4) should remain at home for 24 hours after the temperature has returned to normal without the aid of fever-reducing medications. If your child has a fever overnight, the student must stay at home until the fever subsides apart from medication.

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

Any student missing school for 3 or more days due to illness must submit a doctor's note to the office approving the child's return to school before the student can return to the classroom.

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

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.

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.

ADDITIONAL INFORMATION

ARTICLES PROHIBITED

Any article that ECS determines could be harmful to its students will not be permitted at school. Articles that are not in keeping with the academic atmosphere at ECS will not be permitted at school. Personal toys, literature, and technology not directly related to specific classes should be left at home. ECS will not be responsible for the damage or loss of students' non-school personal items brought into the school setting. Gum must not be brought to school. Students may not bring items to sell or trade with other students. Any prohibited article 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.

DEVICE 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 personal communication devices on the school premises or during school activities (including before- and after-care programs) without prior administrative approval. This includes but is not limited to cell phones, tablets, laptops, and smart watches.

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 library books, hardcover textbooks, electronic devices, or other ECS property including desks and chairs.

LUNCH

ECS will publish its hot lunch menu monthly. Students signed up for hot lunches will receive a sack lunch when field trips take them away from the lunchroom. Students not enrolled in the annual lunch program must bring a sack lunch from home each school day.

PARENT-SCHOOL COMMUNICATION

All on-site parent-school interaction must be conducted through the school office. Any parent who must drop off an item for a student must use the main entrance and leave the item at the school office. Any homework or other pertinent articles that parents have requested for students who are absent will be delivered to the office for pickup. Parents visiting the school premises must check in at the school office and sign in before proceeding anywhere else.

ECS requests that parents enable notifications in the TEP app. The administration will release information including monthly ECS Updates and inclement weather notifications via TEP throughout the year. ECS publishes its monthly menu, calendar and updates at englesidechristianschool.org.

Teachers will release weekly folders of student papers, tally sheets and other class-related information. On occasion, the ECS administration may release hard copies of information in the teachers' weekly folders. Teachers will address specific student concerns via email or phone.

ECS actively encourages all parents/guardians to attend our scheduled programs and concerts. We have devoted one Friday in October for Parent-Teacher Conferences and expect all families to meet with their child's teacher on this date to enhance our partnership together. Families who are unable to participate at this time should work with the teacher to schedule a replacement session. We encourage the entire student body family to attend our annual Christmas program in December and our Fine Arts night in early March.

ECS encourages parents with classroom-related questions or concerns to contact teachers via email. Please direct any questions/concerns regarding ECS policy or practices to the ECS administration.

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.

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 gets a chance to rewind and repeat them.

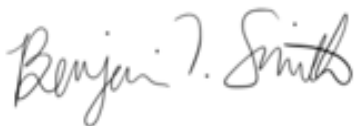
Let me first say that I am thankful that you are taking your role as a parent seriously. God has given moms and dads the responsibility to bring up their children in the knowledge of God (Ephesians 6:4). I believe that also ties into teaching them about God's creation and wisely living as image bearers 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 over 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 T. Smith". The ink is dark and the signature is fluid, with a large initial 'B' and a distinct 'T'.

Pastor Ben Smith