



Student & Family Handbook

2026–2027 School Year

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ECS Statement of Faith

At Evergreen, we embrace the reality that God is bigger than any of us can ever fully comprehend. At the same time, there are many truths that the Bible communicates clearly enough to call them essential beliefs. There are many more exciting things to learn about God that border on the mysterious. So, we desire to walk in unity around our essential beliefs while enjoying liberty in the non-essential truths of the scriptures. In all things theological, we want to walk in love.

ABOUT THE BIBLE

The sole basis of our belief is the Bible, composed of the 66 books of the Old and New Testaments. We believe that scripture in its entirety originated with God and was given by the inspiration of the Holy Spirit through chosen men. Scripture both speaks with the authority of God and reflects the backgrounds, styles, and vocabulary of the human authors. We hold that the scriptures are infallible and inerrant in the original manuscripts. They are the unique, full, and final authority on matters of faith and practice, and there are no other writings similarly inspired by God. *Deuteronomy 6:6-9; Psalms 19:7-11; 2 Timothy 3:15-17; Hebrews 4:12; 1 Peter 1:23-25*

ABOUT GOD

We believe that the one and only true God is the creator, ruler and sustainer of all things. He exists in three co-equal and co-eternal persons: The Father, the Son, and the Holy Spirit – each of whom possesses all the attributes of deity and the characteristics of personhood. *Genesis 1:1-2; Deuteronomy 6:4; Isaiah 43:10-13; Matthew 28:19; Luke 24:49 1 Corinthians 8:5-6*

ABOUT JESUS

We believe that Jesus Christ is fully God and fully human, having been conceived by the Holy Spirit and born of a virgin. He lived a life of perfect obedience to the Father and voluntarily atoned for the sins of all humanity by dying on the cross as their substitute, thus satisfying divine justice and accomplishing salvation for all who trust in Him alone. He rose bodily from the grave, was seen by many and ascended into heaven where he intercedes for his people and rules as Lord of all creation. Jesus will come again to earth, personally and visibly, to fulfill history and the eternal plan of God. *Isaiah 9:6; Isaiah 53; Matthew 1:22-23; John 1:5; Acts 1:3; 1:9-11; 4:10-12; Luke 24:36-48; Romans 1:3-4; 1 Corinthians 15:3-8; Philippians 2:5-11; Colossians 1:13-20; Titus 2:13-14; Hebrews 4:14-15; Revelation 22:20*

ABOUT THE HOLY SPIRIT

The result of a genuine saving relationship with Jesus Christ is a maturing life of holiness and obedience, attained by believers as they submit to the Holy Spirit, the third person of the trinity. He was sent into the world by the Father and the Son to apply to mankind the saving work of Christ. He enlightens the mind of sinners, awakens in them recognition of their need of a Savior and regenerates them. At the point of salvation, He indwells every believer to become the source of assurance, strength and wisdom, and uniquely empowers each believer with spiritual gifts for the strengthening of the body. The Holy

Spirit provides each Christian with power to live in a manner pleasing to God, to understand spiritual truth, and to serve as ambassadors for Christ in our world.

John 14:16-17; 16:7-13; Acts 1:8; 2:1-4; Romans 12:6-8; 1 Corinthians 2:12-16, 6:19-20; 1 Corinthians 12; 2 Corinthians 3:16-18; Galatians 5:16-25; Ephesians 1:13-14, 4:11-13

ABOUT SALVATION

The central purpose of God's revelation in scriptures is to call all people into fellowship with Himself. Originally created to have fellowship with God, humanity defied God, choosing to go their independent way, and thus were alienated from God and suffered the corruption of their nature, rendering them unable to please God. The fall took place at the beginning of human history; therefore, all individuals since are sinners, are suffering these consequences and are in need of the saving grace of God. The salvation of humanity is completely a work of God's free grace and not the result, in whole or in part, of human works or goodness, and must be personally appropriated by repentance and faith in Jesus Christ. Salvation results in a person becoming a new creation and being continually transformed into the image of Christ. *Luke 24:46,47; John 3:16; Romans 5:12-21, 10:13-15; 2 Corinthians 5:17; Ephesians 3:8-9; Colossians 1:13-14; Titus 2:11, 3:5-7*

ABOUT THE CHURCH

The church is composed of all persons who, through saving faith in Jesus Christ, are united together in faith and fellowship. The church is expressed in many unique and diverse ways through local congregations as it fulfills its five primary purposes: to worship God; to experience community with each other; to engage in the process of spiritual growth; to equip each other for service; and to reach the world through mission.

Matthew 16:18, Matthew 28:16-19; Acts 2:42-47; Romans 12:1-2; 1 Corinthians 12:12-13; Ephesians 2:19-22, 4:3-4, 11-16; Hebrews 10:25

ABOUT ETERNITY

Created to exist forever, each person's death consummates his or her eternal destiny. Upon Christ's return, the dead will be raised together with those who are alive to face the judgment of God. He or she will either consciously exist in Hell—eternally separated from God by sin, or, in the new Heaven and new earth—eternally in union with God through forgiveness and salvation. *John 3:16; Romans 6:23; 2 Corinthians 5:6-10; 1 Thessalonians 4:13-18; Hebrews 9:27; 1 John 2:25; 5:11-13; Revelation 20:15; Revelation 21:1-8*

This list of core beliefs is an intentionally brief list, upheld with an understanding of freedom in which less essential matters are left to the conscience of our church leadership and our members. The less-essentials are important because we embrace the whole Word of God; but we also recognize there may be different interpretations and applications. We respect varying points of view, provided the essentials are not compromised. We speak the truth to define our faith and extend it to others, but we speak out of love for them, and out of love for Jesus Christ, who said, "by this everyone will know that you are my disciples, if you love one another." *John 13:35 NRSV*

1. ECS Mission & Vision

Vision Statement

As we reflect on God's faithfulness, we choose to live with grateful hearts. Gratitude reminds us of where God has brought us, strengthens our faith for today, and inspires us to embrace every opportunity He places before us. Rather than dwelling on what is lacking, we celebrate His provision and faithfully steward what He has entrusted to us.

When we lead with gratitude, we serve with joy, teach with purpose, worship with expectancy, and love others more intentionally. Every classroom, every ministry, every conversation, and every act of service becomes an opportunity to **Win the Now**—knowing that today's faithfulness shapes tomorrow's impact.

Together, we pursue excellence, invest in the next generation, and continue pointing everyone to Christ, one faithful moment at a time.

Mission Statement

At Evergreen Christian School, our mission is that every student and family is truly **KNOWN**. "*Be Known*" isn't just a slogan—it's a commitment to deep, meaningful connection within our community. As we lift up our students and families in prayer, we trust in the Lord's faithfulness and embrace this year's theme:

– Win the Day with Grateful Hearts –

Because gratitude changes how we lead, serve, teach, and love.

School Sponsorship and Affiliation

- ECS is a departmental ministry of Evergreen Christian Community, an Assemblies of God church.
- ECS is a member of the Association of Christian Schools International (ACSI).
- ECS is accredited by Cognia and is in compliance with the State of Washington.
- ECS is a member of Washington Federation of Independent Schools (WFIS).

2. Admissions & Enrollment

Evergreen Christian School (ECS), a ministry of Evergreen Christian Community, does not discriminate in the admission of students based on race, religion, color, gender, national origin, or disability as required by federal and state laws (to the extent applicable to the school). The school complies with all federal and state disability laws as applicable to the school.

ECS reserves the right to select and dismiss students on the basis of the student's academic performance, commitment to the mission and purposes of the school, lifestyle choices, as well as other considerations deemed appropriate. This is at the sole discretion of the school. The behavior of the student while off campus is a clear indicator of his/her lifestyle choices, and is therefore a consideration for admission and continued enrollment.

Attendance at our school is a privilege, not a right. That privilege may be revoked as determined by the sole and absolute discretion of the school. The school reserves the right to refuse admission or continued enrollment to anyone for any reason permitted by federal and state laws (to the extent those laws are applicable to the school).

The enrollment process includes application submission, interview, and agreement with the Statement of Faith. Annual re-enrollment confirms placement for the following year.

3. Academics & Curriculum

Our curriculum integrates Biblical truth with academic instruction across all subject areas. Students are encouraged to think critically, explore their God-given talents, and pursue excellence.

Core subjects include language arts, math, science, social studies, Bible, and enrichment opportunities such as music, art, PE, and technology.

School Start and Dismissal

School begins at 8:30 a.m. and dismisses at 3:15 p.m. for students K-8th grade and 3:00 p.m. for TK students. Any student not picked up by 3:30 p.m. will go to extended care and parents will be charged appropriately. You can review pricing for extended care and information at the front office or on our website.

The B building (middle school) door will open for middle school students at 8:20 a.m. Any middle school student not ready for class by 8:30 a.m. will be marked tardy.

TK-5th grade doors will open at 8:30 a.m. and students cannot be left unattended prior to the start time. Any K-5th grade student arriving after 8:45 a.m. will be marked tardy and must go to the office for a late pass before entering.

Morning Preschool classes begin at 8:45 a.m. and are dismissed at 11:15 a.m.
Afternoon Preschool classes begin at 12:30 p.m. and are dismissed at 3:00 p.m.

All preschool through 3rd grade children must be escorted to their classroom by a parent or guardian at the start of school. All preschool students through 3rd grade children must be picked up by a parent or guardian at their classroom door.

Student Records

Student records include the following: the student's name, address, telephone number, birthdate, participation in activities and sports, weight and height, dates of attendance, awards, and the most recent previous school attended by the student.

Student records may be released by a school without written consent, provided that public notice shall be given of the categories defined as directory information, and parents shall have the right, by written request, to designate that any or all of such information be released only with prior parental consent.

4. Grading & Progress Reports

Kindergarten – 2nd Grade Grading

In Grades K–2, students receive development-based grading using the following scale:

E – Exceeds Expectation
P – Proficient
M – Meets Expectation
AP – Approaching Expectation
NI - Needs Improvement

3rd-8th Grade Grading

In Grades 3–8, academic grading uses standard letter grades:

A = 90–100%
B = 80–89%
C = 70–79%
D = 60–69%
F = 59% and below
I = Incomplete
P/F Pass/Fail

Progress reports are issued quarterly. Parent-teacher conferences are scheduled once per year or as needed.

Homework and Assignments

Homework will be assigned by the student's teacher(s) to achieve the following goals:

1. For retention: We believe that most students require repetition to master material essential to their educational progress.
2. For practice: Following classroom explanation, illustration, and practice on new work, homework is given so that the material will be mastered.
3. For remedial benefit: As instruction progresses, difficulties in a student's grasp of a subject may become evident. Homework following instruction is given to help overcome such difficulties.

4. For special projects: Book reports, compositions, special research assignments, and projects are frequently assigned as homework or split up between home and school to allow individual and creative work at home.
5. For completion: Students must finish any class work not finished during the school day **at home**.

Skyward is our online portal where you can access grades and assignments for your student(s). If you need assistance, please contact the Registrar.

Homework Guidance: In partnership with classroom teachers, parents are expected to ensure their child completes all of his/her homework. All work is to be done neatly.

Testing

As recommended by the Association of Christian Schools International (ACSI), certain grade levels at Evergreen Christian School take achievement tests each year. 4th - 8th grade will participate in the MAPS Growth assessment in Reading, Math, and Science 4 times during the school year. This assessment will be scheduled at different intervals throughout the school year to measure a student's growth in the subject matter. Parents will be notified when the assessment will take place.

Report Cards

Parents are able to view student report cards at the end of each quarter via Skyward and a hard copy will be sent home. If you have difficulty accessing Skyward, please contact the Registrar. A final report card will be sent home on the last day of school including MAPS reports showing academic growth.

Parent-Teacher Conferences

Kindergarten - Middle School parent/teacher conferences are held the first two days of Thanksgiving week, Kindergarten - 6th grade conferences are required for all students. 7th/8th grade conferences are scheduled by the teachers on an as needed basis. 7th/8th grade parents may also request a conference. Preschool conferences will be during the Spring semester. Parents will be notified of the dates and times.

Technology Rules of Acceptable Use

1. Access to ECS computer systems is a privilege, not a right

- a. Any attempts to harm, modify, or destroy school equipment or materials, another user's data or any other networks that are connected to the Internet is prohibited as a violation of school policy
- b. Students/Parents will be financially responsible for any damages
- c. Noncompliance with our policies may result in suspension and/or termination of privileges
- d. Teachers will not allow students to have access to any non-educational, restricted, password protected programs
- e. System users are prohibited from changing any computer settings or configurations including background setups
- f. System users may not install any software, including but not limited to commercial software, shareware, freeware, original software and/or utilities onto school computers. All software installed on school computers must be licensed by ECC/ECS staff, including any/all games
- g. ECS has the right to determine who will be given access to the computer network. No games, shopping, social networks, email, or any other non-school related activity will be permitted
- h. No food or drinks are permitted when using ECS technology in the classrooms, or in the technology lab.

2. Internet/Electronic Communication use

- a. Access to the Internet will be made available to students for instructional purposes.
- b. Electronic communications are not private. Network administrators may review logs of Internet sites visited to verify appropriate use.
- c. Using the network in such a way that would disrupt the use of the network by other users is prohibited. This includes instant messaging or use of the command prompt.

3. Computer Ethics

- a. System users must abide by copyright laws.
- b. Any attempt to harm, modify, or destroy school equipment or materials, another user's data, or any other networks that are connected to the Internet is prohibited as a violation of school policy.
- c. Students/Parents will be financially responsible for any damages to technology equipment damages by the student.
- d. Revealing personal information without the permission of a teacher is not allowed.
- e. Students should not make appointments to meet people they meet through the Internet.
- f. Students should notify teachers if anything threatening or dangerous pops up on their screen.
- g. Students should not share, steal, or use anyone else's login information (fellow students or staff logins)

4. Consequences

- a. ECS requires students to make decisions based on honesty, truth, and integrity. We want and expect trust and responsibility. Violation of this trust is considered a serious offense and will subject the student to school discipline.
- b. All workstations, software, files, and messages residing on the school network are the property of the school.
- c. We expect our students to abide by these policies. Violation of any of the policies described above will result in disciplinary actions which could include suspension and or loss of computer lab privileges.

5. Disclaimer of Liability

- a. ECS is not liable for users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The school will not be responsible for ensuring the accuracy or usability of any information found on the Internet. If a Chromebook has been damaged by the student, the repair cost will be added to the parent/guardian billing statement.

6. Social Media

- a. Parents: Before allowing your student to sign up for any social media please check the age requirement. Because we encourage honesty in our students, they will be asked to remove themselves if participating before age appropriate in any social media. Parents/Guardian will be notified to confirm.
- b. Because not all parents allow their child(ren) to use social media, students will not be allowed to share their social media with any other students while on campus at any time or at any ECS events whether or not they are at the required age.

Children's Online Privacy Protection Act (COPPA)

Our school uses Khan Academy along with other online learning tools that students in 1st-8th grade will use to refine their skills in math and language. This program provides educational videos, challenges, and assessments on numerous topics.

To access Khan Academy, students need to be given Google Apps for Education accounts for sign-in and point-tracking purposes. With this account, they will have limited access to its services which will only include Google Drive. Students will have NO access to the other apps that Google Apps offers, including email and Google+. Please take a moment to look at the website we will be using at

<http://www.google.com/enterprise/apps/education/> as well as what personal information the site collects at <https://www.google.com/edu/privacy.html>.

Before using this tool, we wanted to make you aware of federal regulations that apply to operators of websites and require parental consent when they collect information on children under 13, as described below. In order for students to use this program/service, certain personal information must be provided to the web site operator. Under the Children's Online Privacy Protection Act (COPPA), these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. For more information on COPPA, please visit <http://www.ftc.gov/privacy/coppafags.shtml>.

Schools are permitted to consent to the collection of personal information on behalf of parents of students, thereby eliminating the need for individual parental consent given directly to the web site operator. Before doing so, ECC\ECS is providing you with this notice and opportunity to opt out.

Because of how a Google Apps for Education account works and how it is used to sign into Khan Academy, neither service requires any information beyond the username the student is provided with. This being said, your child's full name, date of birth, and school information will not and cannot be provided to either service. Our goal here at ECS is to give you peace of mind as we strive to protect your child's identity.

After reviewing this information, if you would NOT like your child to have their own Google Apps for Education account, please contact ECS before 9/11/2024. If we do not hear from you otherwise, we will create a Google Apps for Education account for your student. If your child was here last year, and you did not opt out, he or she already has an account created and no further contact is necessary. Additionally, if you opted out last year and would like to opt your child out this year, please let us know.

5. Attendance

General Guidelines

Students enrolled at ECS are expected to attend school in accordance with state law (RCW 28A.225.010). State law requires that children between the ages of eight and seventeen attend school. Truancy is defined as being absent from school or from the majority of a student's classes without a valid excuse. Attendance at school provides a student with classroom learning experience and is composed of participation in class activities and direct instruction provided by the classroom teacher. The instructional program designed by each teacher is a progressive and sequential experience. It is very difficult for that experience to be "made up."

Primary responsibility for school attendance rests with the students and their parents. It is important that parents teach their students the value and importance of regular and on-time attendance. The school's responsibility is to join with parents in teaching these values. In order for ECS students to participate in any same day extracurricular activities, students must attend a minimum of one half of the regular school day.

Excused Absences

Excused absences are those due to illness, health condition, family emergency, or major family event. If an absence is anticipated, parents are to notify the office or online using the "Report Student Absence" form on the ECS website prior to the absence. In the case of illness or emergency, parents must notify the ECS office by phone or online as soon as possible on the day of absence. In the case of family events, notification should be made in writing at least one week prior to the anticipated absence. In cases other than illness or emergency, the school reserves the right to decline an excused absence request, in which case any absence is treated as unexcused.

Absences due to major family events

Each teacher determines the homework to be provided to students prior to, during, or after family events. Teachers may provide students with the essentials, but students will miss significant instruction time. It is the student (and parent) responsibility to make arrangements with the teacher to make up all missed assignments and ensure that work is completed on the day they return to school unless otherwise stated by the teacher; in addition to assignments being turned in those students must be prepared for any missed or upcoming tests.

Planned Absences

Absences consisting of five or more consecutive school days: Parents must submit the absence on Skyward and also send an email to notify the teacher. It must be approved by the teacher and the administration one week in advance of the first date of *planned* absence. The teacher will share with the administrative team for approval and share the approval response with you directly.

If absence is not approved before the student leaves, the teacher *may* not grade missed assignments. Make-up work is the responsibility of the student and not the teacher. Any tests or quizzes scheduled during the absence must be completed before or after the

absence, based on the preference of the teacher. Students must make arrangements with the teacher for taking tests missed during the planned absence.

For planned middle school absences, all missed assignments are due on the day the student returns to school. Any assignments submitted after that deadline will be subject to the Middle School Late Work Policy.

1 day late - 10% off

2 days late - 20% off

3 days late - 50% off

Absences due to illness, health condition, or family emergency

Students will be given one day for each day missed to make up assignments due to illness, health condition, or family emergency.

Unexcused Absences

Non-class attendance without a valid cause; see excused absence definition. If a student's absence is unexcused, all coursework and homework assignments are due as scheduled. No extensions will be granted. Academic credit may be affected without opportunity for make-up. Upon returning, the student will be held responsible for tests and concepts taught while they were away.

After three unexcused absences in a nine-week grading period, the letter grade of the course may be dropped to an incomplete. The school may also contact parents after one unexcused absence and/or take other actions if, in the school's discretion, truancy is a concern.

Activity-Related Absences

Official absences sanctioned by the school include school-approved trips, school sport activities, ACSI events, and other activities authorized by the administration. A student with an activity-related absence will be given the opportunity to make-up in class assignments and exams missed during the absence. All homework and projects are required to be turned in on time with no additional time given. Any make-up work/exams must be scheduled with the teacher prior to the absence.

Tardiness

Punctuality is important for ECS students as a training tool to be respectful of times and schedules, to permit them to be present at the beginning of a lesson, and to avoid class disruptions created by late arrivals. Students are expected to be seated in their classrooms ready to begin instruction, with supplies and homework at 8:45 a.m. (TK-5): 8:30 a.m. (6-8): otherwise they are considered tardy. Middle school students are expected to be seated in their classrooms at the start of each class period as well.

A student who has three unexcused tardies in a nine-week grading period may be assigned a 30-minute school detention or families may be assigned additional stewardship hours to complete and a letter grade for the course may be dropped one

letter grade. The school may also contact parents after three tardies and/or take other action at the school's discretion where tardiness is concerned.

Excessive Absences/Tardies

Attendance is an integral part of academic progress. Student interaction and participation give depth to written material and constitute the social character of his/her school experience. Also, to advance to the next grade level, students must show satisfactory classroom progress and must be in attendance to show this successful progress.

Allowing for health emergencies and individual situations, unsatisfactory attendance may be interpreted to mean absences in excess of 18 days per year and/or tardies totaling 16 per year. Any student having excessive absences and/or tardiness during a particular year, even if otherwise performing at acceptable academic standards, may be subject to any or all of the following, at the discretion of the school.

- Assigned a failing grade
- Retained at the present grade
- Required to sign and follow an attendance contract
- Filed with the state court for violating the "Becca Bill." (SB 5439)

Excusing Students During the School Day

Students are prohibited from leaving school grounds (except on scheduled school trips) before regular dismissal time without parent/guardian personally signing them out in the school office, unless prior arrangements have been made with, and approved by, the school office. A student will be sent to the office for pickup only via a telephone call from the receptionist to the classroom teacher.

Withdrawal

Notice of transfer to another school should be made to the ECS registrar 30 days prior to moving for the transition of the student, class, and teacher. Withdrawal must be in writing by the parent or legal guardian. If a student withdraws, his/her tuition will be prorated on a daily basis (based on the current school year total days). There are no registration or classroom fee refunds.

6. Behavior, Discipline, & Restoration

*"Train up a child in the way he should go; even when he is old he will not depart from it."
(Proverbs 22:6)*

The Heart of Discipline at ECS

At Evergreen Christian School, we believe that every child is uniquely created in the image of God and possesses immeasurable value, dignity, and purpose. Because of this belief, student **discipline is understood as an opportunity to shepherd student's hearts and to raise up student leaders in partnership with parents and families.**

We recognize that children are continually learning how to make wise choices, navigate relationships, and develop self-control. As educators and administrators, we consider it both a privilege and a responsibility to walk alongside families in this important work. Our desire is that every interaction with students (even moments of correction) reflect the love, truth, grace, and wisdom of Jesus Christ.

The purpose of this policy is to provide students, parents, faculty, and staff with a clear understanding of the school's behavioral expectations, disciplinary procedures, restorative practices, and student support systems. **Consistency creates trust, and we believe families deserve to know exactly what to expect when behavioral concerns arise.** By clearly outlining our philosophy, processes, and possible responses, we aim to foster confidence, partnership, and transparency between home and school.

While every behavioral situation is unique, our commitment remains the same: to respond with both grace and truth, seeking not only to address behavior but also to shepherd each student's heart toward greater maturity in Christ.

Through consistent guidance, accountability, and discipleship, we desire that every student would mature in character, reflect Christ in their actions, and develop a genuine desire to do what is right.

School-Wide Guidelines for All Students at ECS

Our expectation of students is that they are obedient and respectful. Disruption, disobedience, defiance, disrespect and Dishonesty are cause for discipline. All students are expected to grow in Christian character traits. The school has established general guidelines to encourage students in this process.

Scriptural Alignment with our Discipline Policies

Biblical Principle	Scripture	Application at ECS
Discipline is an act of love.	Proverbs 3:11–12	<i>Correction demonstrates care and a desire for students to flourish.</i>
Speak the truth in love.	Ephesians 4:15	<i>Students are corrected with honesty, gentleness, and respect.</i>
Practice self-control and gentleness.	Galatians 5:22–23	<i>Adults model the Fruit of the Spirit during every interaction.</i>
Restore with humility.	Galatians 6:1	<i>Restoration is pursued whenever possible after wrongdoing.</i>
Forgive as Christ forgave us.	Colossians 3:13	<i>Students are encouraged to extend and receive forgiveness as relationships are repaired.</i>
Build one another up.	Ephesians 4:29	<i>Discipline should strengthen character and preserve dignity rather than shame or humiliate.</i>

Behavioral Management Systems: Teachers & Administration

Teacher-Managed Discipline: Three-Strike Rule

In-class discipline and behavioral corrections operate within a “three strike” rule. This breaks down to the following:

- ☐ **1st Warning:**
The teacher stops class to address behavior to students directly.
- ☐ **2nd Warning:**
The teacher gives a second warning for repeated behavior, students then need to step into the hallway or outside of the classroom. The teacher then connects with the student for a 1-3 minute conversation about their behavior.
- ☐ **3rd Warning:**
This is the third and final discipline step, where the behavior has now been repeated three times and the student needs to be sent to the office for Administrative support and consequences.

Minor Behaviors List (Teacher-Managed)

These behaviors are addressed by the classroom teacher using classroom management strategies, reteaching expectations, logical consequences, and parent communication when appropriate.

Major Behaviors List (Office/Administration-Managed)

These behaviors either compromise safety, demonstrate serious disrespect or misconduct, or require administrative investigation.

Office & Administration-Managed Discipline

Office and Administration managed discipline takes place dependent upon the severity of the behavior (major or minor), as listed below:

Behavior Breakdown

<i>Major Behaviors</i>	<i>Minor Behaviors</i>
Safety • Fighting • Physical aggression • Assault • Threats of violence • Bullying • Harassment • Intimidation • Throwing objects with intent to harm Defiance • Open refusal to comply after repeated interventions • Leaving supervision without permission • Running away from staff • Profanity directed at others • Extreme disrespect toward adults Bullying & Harassment • Repeated targeted teasing • Social exclusion campaigns • Cyberbullying • Discrimination • Sexual harassment • Racist or hateful language Academic Integrity • Cheating • Plagiarism • Forgery • Tampering with school records Property • Vandalism • Theft • Intentional destruction of property • Significant misuse of school technology Safety/Illegal Items • Weapons • Dangerous objects • Tobacco/vaping products • Alcohol • Drugs • Fire-setting • Fireworks	Classroom Disruption • Calling out • Excessive talking • Interrupting instruction • Making noises • Horseplay • Off-task behavior • Minor classroom disruptions Noncompliance • Refusing to follow directions (non-defiant) • Arguing briefly about directions • Not completing work • Refusing classroom responsibilities • Forgetting materials repeatedly Respect Concerns • Eye rolling • Mild disrespectful tone • Minor inappropriate comments • Teasing (non-targeted) • Talking back • Poor sportsmanship Responsibility Issues • Unprepared for class • Missing homework • Minor dishonesty (without significant impact) • Misuse of classroom supplies Technology Misuse • Off-task Chromebook/iPad use • Unauthorized websites • Playing games during instruction Physical Behaviors • Running indoors • Rough play • Minor horseplay without injury • Invading personal space Dress Code • Minor dress code violations • Uniform infractions Other • Tardiness

Serious Technology Misuse • Accessing pornography • Sharing explicit content • Inappropriate usage of AI (academic or personal) • Recording students/staff without permission • Threatening messages • Hacking school accounts Inappropriate Conduct • Sexual misconduct • Lewd behavior • Major profanity • Public indecency Repeated Minor Behaviors • Pattern of repeated classroom disruptions despite documented interventions • Repeated office referrals for the same behavior • Behavior intervention plan not being followed	• Hallway behavior • Lunch / recess expectations • Playground rule violations • Gum/food in class • Minor littering
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Discipline Flowchart & Matrix

The school reserves the right to discipline students for conduct that is determined to be inappropriate. It is in the school's sole and absolute discretion. Examples of conduct that may warrant discipline are below in our Discipline Matrix. This list is not exhaustive.

Below you will find the flowchart and discipline matrix of the applied consequence and next steps for each major and minor behavior, categorized into five levels of severity (1-least, 5-most).

These charts and systems are the direct process in which our Administrative team determines next steps and outcomes.

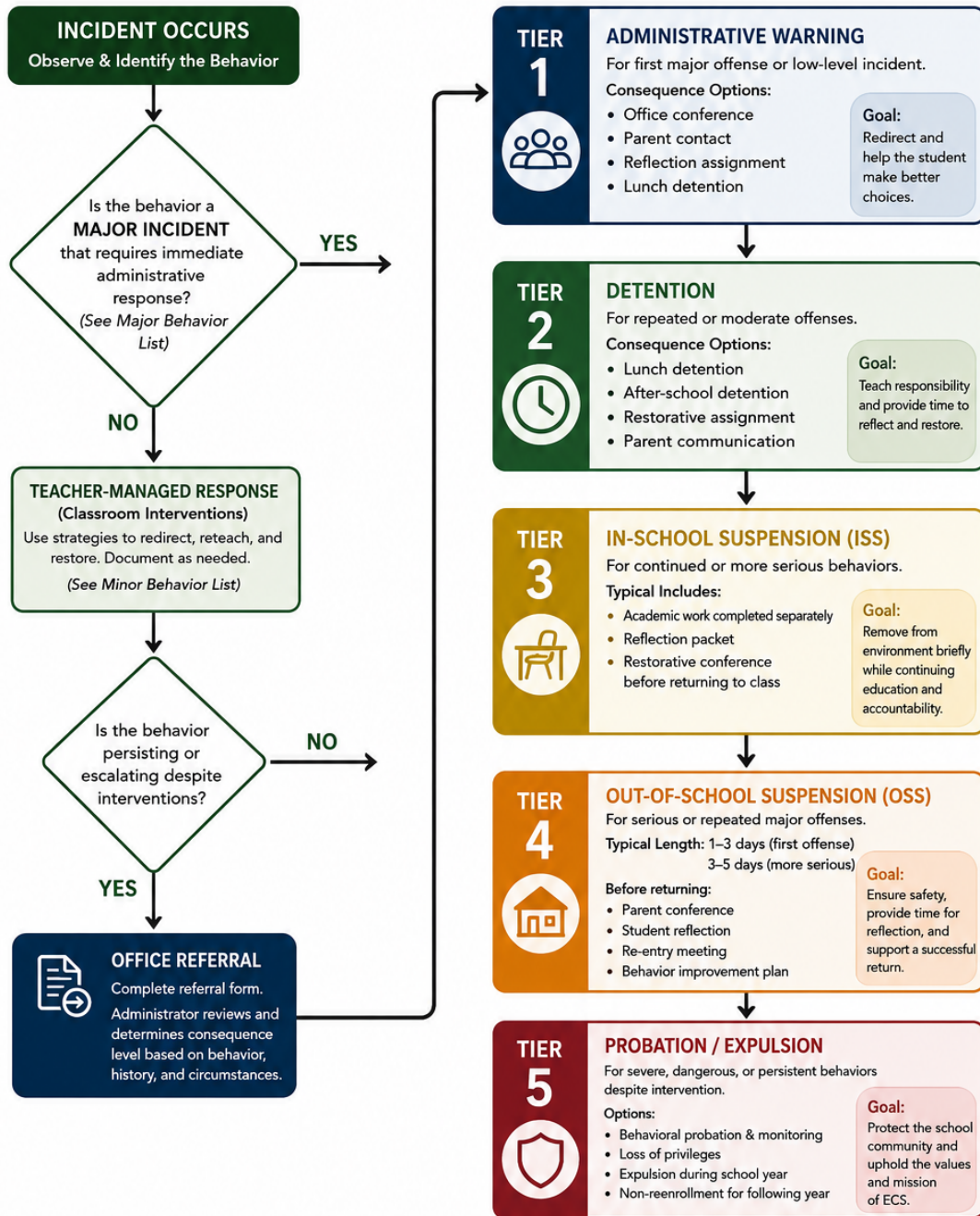
**Administration and leadership do withhold the right to change outcomes as needed depending upon individual circumstances.*

Discipline Matrix

Behavior	Level	Immediate Action	Follow-Up	Administrative Consequence
Off-Task Behavior	1	Teacher Reminder	Parent Contact	Lunch Detention
Classroom Disruption	1	Warning, Seat Change	Teacher Consequence	Lunch Detention
Excessive Talking	1	Teacher Reminder	Parent Contact	Lunch Detention
Minor Disrespect	1	Teacher Conference	Parent Contact	Lunch Detention
Dress Code Violation	1	Correct Immediately, Office Referral	Parent Contact	Change Clothes, Potential Lunch Detention
Minor Dishonesty	1	Teacher Conference	Parent Meeting	Detention
Unprepared for Class	1	Teacher Consequence	Parent Communication	Lunch Study Hall
Technology Misuse (minor)	1	Device Removed	Parent Notified / Technology Contract	Loss of Technology Privileges
Horseplay	2	Office Referral	Parent Contact	Lunch Detention
Inappropriate Language	2	Office Referral	Parent Meeting	ISS, Suspension (1 Day)
Repeated Classroom Disruption	2	Office Referral	Behavior Contract	ISS, Receives a 0% Grade
Cheating / Plagiarism	2	Academic Consequence	Parent Meeting	ISS, Loss of Privileges
Leaving Class w/o Permission	2	Office Referral	Parent Meeting	ISS or Suspension (1-2 Days)
Defiance / Refusal	2	Office Referral	Behavior Contract	Lunch Detention or Suspension (1-2 Days)
Bullying (first verified incident)	3	Investigation	Parent Meeting	ISS, Suspension (TBD)
Harassment	3	Investigation	Parent Conference	Suspension (1-2 Days)
Fighting (minor, mutual)	3	Office	Parent Conference	Suspension (1-2 Days)
Purposeful / Intentional Violence	3	Office	Parent Contact	Suspension (1-2 Days)
Vandalism	3	Restitution	Parent Meeting	Suspension (1-2 Days)
Theft	3	Investigation	Parent Meeting	Suspension (1-2 Days)
Safety Threats of Any Kind	4	Immediate Office	Investigation	Suspension (TBD), Safety Assessment
Physical Aggression	4	Immediate Removal	Parent Meeting	Suspension (TBD)/ Expulsion Review If Repeated
Racism / Racial Slurs	4	Immediate Removal	Investigation / Parent Meeting	Suspension (TBD)/ Expulsion Review If Repeated
Vape/Tobacco Possession	4	Immediate Office	Parent Meeting	Suspension (TBD)/ Expulsion Review If Needed
Alcohol Possession/use	4	Immediate Office	Parent Meeting	Suspension/ Expulsion Review If Needed
Drug Possession/use	5	Immediate Removal	Law Enforcement, if needed	Suspension/ Expulsion Review
Weapon Possession/use	5	Immediate Removal	Law Enforcement	Expulsion Recommendation
Serious Assault	5	Immediate Removal	Investigation	Expulsion Recommendation
Sexual Harassment/Assault	5	Immediate Removal	Investigation	Suspension/Expulsion
Terroristic Threats	5	Immediate Removal	Safety assessment	Expulsion Recommendation

ECS PROGRESSIVE DISCIPLINE FLOWCHART

*Our goal is to teach, restore, and help every student grow in
Respect, Responsibility, and Restoration.*



RESTORATION AT EVERY LEVEL

Whenever possible, we seek to restore relationships and help students grow. Restorative practices may include apologies, restitution, service, conferences, prayer, counseling, and goal setting.



We are committed to a safe, Christ-centered learning environment where every student is known, valued, and held to high standards with grace and accountability.

Additional Behaviors List

Disruption: (Definition) Disturbance or problems which interrupt an event, activity or process

- Behavior that adversely affects God's Word, ECS, and/or the student.
- Harassment or intimidation
- Bullying of any kind
- Vulgarity, profanity, obscenities, and inappropriate slang (verbal or non-verbal)
- Fighting, wrestling, aggression or rough housing
- Piggyback rides, picking up, carrying others or sitting or lying on laps
- False alarms and/or threats
- Blurting; talking when asked not to, out of seat excessively

Disobedience: (Definition) Refusal or neglect to obey

- Telephone abuse, texting, cyber bullying, Facebook or multimedia abuse
- Violations of school rules/policies
- Possession and/or viewing of pornographic or sexually-graphic or suggestive materials
- Chewing gum
- Inappropriate dress
- Use of electronics on campus, including but not limited to cell phones, iPods, iPads, computers
- Failure to turn in discipline slips and/or attend assigned detention
- Continued behavior after being asked to stop or start

Defiance: (Definition) A daring or bold resistance to authority or to any opposing force; open disregard; contempt

- Arrogance
- Insubordination
Arguing or challenging a teacher's instruction
- Non-participation in class
- Rebellion

Disrespect: (Definition) to lack special regard for authority; to show or express contempt for

- Unacceptable behavior including, but not limited to spitting
- Destruction or defacing of school property
- Gossiping
- Inappropriate comments to staff or students
- Arguing with a person in authority
- Unwholesome speech
- Taunt/tease/bothering others
- Extortion
- Gambling or betting
- Inappropriate gestures
- Truancy
- Unauthorized absence or tardiness from class
- Negative attitude or influence on other students

Dishonesty: (Definition) lack of honesty or integrity; disposition to defraud or deceive

- Theft or Stealing
- Deception
- Lying and misrepresentation
- Cheating
- Forgery
- Plagiarism

Other

- Arson
- Gang involvement
- Possession and/or concealment of a weapon; use of fireworks and/or explosives
- Use, possession, distribution and/or sale of drugs, drug substances, drug-like substances, drug paraphernalia, alcohol, tobacco, and/or tobacco or vaping products
- Violation of federal, state or city laws
- Assault or attempted assault including, but not limited to, kicking, hitting, slapping, body slams or blocks
- Immorality
- Improper boy/girl relationships (boyfriend/girlfriend relationships are prohibited); side hugs allowed with opposite sex

Consequences of Inappropriate Behavior

Generally, the school attempts to impose gradual disciplinary measures when a student engages in misconduct. However, attendance at ECS is a privilege, not a right, and no student has a right to a particular disciplinary process. The school may consider the severity and repetition of the behavior, the response of the student and parents, as well as any other factors the school deems relevant.

Violations of ECS' policy may result in, but is not limited to, a telephone call home to parent/guardian from student, oral or written warnings to the student and signed by parents/guardians, reflection document, disciplinary forms (failure to return this slip by the following school morning can result in further discipline), additional work assignments, loss of play time or privileges, walking laps, detention, student and or parent conferences, probation, counseling, correction, other intervention, up to and including suspension, campus work (clean up, etc.), temporary or permanent expulsion from the school. The nature and severity of the consequences for violating this policy will depend on the nature, frequency, and severity of the violation.

Definition of Bullying, Intimidation and Harassment

We recognize that harassment, intimidation and bullying are a widespread and persistent issue that can happen anywhere despite education and prevention efforts. We ask you to partner with us to address this issue and to ensure that our school is a safe and positive place for growing and learning.

Bullying: (definition) Use superior strength or influence to intimidate, hurt, or frighten someone else purposefully and repeatedly. Is done typically to force him or her to do what one wants. Bullying can be physical, verbal, emotional or social.

Cyber-Bullying is a serious offense. Children have killed each other and committed suicide after having been involved in cyber-bullying. Cyber-bullying could result in a misdemeanor cyber harassment charge, or if the child is young enough may result in the charge of juvenile delinquency. The definition of cyberbullying is when a child, preteen or teen is tormented, threatened, harassed, humiliated, embarrassed, where derogatory, demeaning or unwelcome messages are communicated or otherwise targeted by another child, preteen or teen using the Internet, interactive and digital technologies such as mobile phones by text messaging, email, social networking sites or any similar electronic means. This is prohibited.

Student behavior will not be inclusive to campus time but will extend to off hours, off campus behavior as cyber-bullying is not itself inclusive to school grounds because it has an effect on a student or can adversely affect the safety and well-being of a student while in school.

As discussed under the school's discrimination and harassment policy, we are committed to maintaining an academic environment where students feel safe at school and are treated with dignity and respect. For that reason, we do not tolerate harassment, intimidation or bullying of any kind to our students. What happens if it is reported? Each situation is different. Sometimes a report can be followed by quick intervention and resolution. These situations typically do not meet the definition of harassment, intimidation or bullying. When an incident or series of incidents meets the definition described above, the principal will conduct an investigation. This may include suspension of the student while the investigation is underway. The investigation includes interviews and notification of parents of both the alleged aggressor and the targeted student. If the outcome of the investigation indicates that harassment, intimidation or bullying has occurred, consequences may be assigned and a plan will be developed that will include a plan for follow-up.

Retaliation and False Reports

Retaliation against those who file complaints or make reports of harassment, intimidation or bullying, or participate as witnesses or otherwise cooperate with any investigation is also a violation of this policy. Intentionally making a false report of bullying is also a violation of this policy.

Weapons Policy

All students should not have to fear violence to themselves or others while attending school. Guns, knives, and all other weapons or articles used as weapons to inflict bodily harm are a hazard to a safe learning environment and the welfare of human beings. Any student carrying a gun, other weapons, or use of any object made to act or look like a weapon or threatening to carry a weapon on school property, even in jest, shall be subject to discipline, that may include automatic expulsion. The school has sole discretion in this situation.

Discrimination and Harassment

“Harassment” is defined as unwelcome conduct that is based on race, color, national origin, sex, age, disability, or any other characteristic protected by applicable federal, state, or local law applicable to Evergreen. As a religious nonprofit, Evergreen reserves the right to make employment decisions on the basis of religious belief and conduct; enforcement of religious conduct requirements does not, in and of itself, constitute harassment. Sexual harassment defined:

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and/or other visual, verbal, or physical conduct of a sexual nature, when:

1. Submission to such conduct is explicitly or implicitly made a term or condition of an individual’s employment or academic activities (including extracurricular activities).
2. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
3. Such conduct (whether intentional or unintentional) has the purpose or effect of unreasonably interfering with an individual’s work or academics, or of creating an intimidating, hostile, or offensive work or academic environment, and
4. Submission to, or rejection of, the conduct by the individual is used as the basis for a decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through Evergreen Christian School..

Where to Report Harassment or Discrimination:

Students who feel that they have been subjected to conduct that violates this policy (by an employee, student, parent, or person not affiliated with Evergreen Christian School) should promptly report the matter to the principal or their teacher.

Procedure for the Investigation of a Complaint of Harassment or Discrimination:

The school reserves the right to fully investigate every complaint, and to notify a student’s parent/guardian and appropriate government officials as the circumstances warrant. Students may be suspended during the investigation. Employees should refer to the employee handbook for additional information on how to proceed. Anyone with questions about this policy should contact the principal.

Behavior Contract/Probation

A behavior contract or probation may be imposed when the school believes a student has a behavior issue, including but not limited to a student with multiple detentions and/or has been suspended. This provides the student an opportunity to correct their behavior. It may also be used when enrolling a new student who has had problems in the past, but is seeking a new start at ECS.

The principal will meet with the student and parent if the student is placed on a contract or probation. the student does not show progress or improve to a level the school believes is satisfactory, the student must withdraw or be expelled from school. A

behavior contract or probation may be recommended for a variety of reasons including, but not limited to, disruption, disobedience, defiance, disrespect and dishonesty, a serious or repeated breach of conduct (as determined at the school's sole and absolute discretion), and the failure of the parents and/or student to partner with disciplinary procedures or rules of the school.

Suspension

"Suspension" shall mean denial of the right of attendance at any single subject or class, any full schedule of subjects or classes, or any school event for a stated period of time. The principal may suspend a student in his/her sole and absolute discretion. Suspension may include in-school and/or out-of-school placement, or Saturday work detention or suspension. An out-of-school suspension will require a student to be on probation upon his/her return from the suspension, which includes a behavior contract. Any student suspended may not participate in any school event the day or night of his/her suspension.

The principal may suspend a student for a variety of misconduct including, but not limited to, disruption, disobedience, defiance, disrespect and dishonesty, a serious or repeated breach of conduct (as determined at the school's sole and absolute discretion), and the failure of the parents and/or student to partner with disciplinary procedures or rules of the school.

The school may also impose an "emergency suspension" which is the immediate denial of the right of school attendance and events for a student as the school deems appropriate including, but not limited to, circumstances when the school believes the student presents a danger to themselves, other students, or school personnel, or a threat of substantial disruption of the educational process. Such emergency suspension shall continue until the school reinstates the student.

Expulsion

"Expulsion" shall mean the denial of the right of attendance at any single subject or class or any full schedule of subjects and events for an indefinite time period. An expulsion also may include denial of admission to Evergreen Christian School.

Attendance at ECS is a privilege. The school may expel a student for any reason without advance notice. Generally, expulsion may be recommended for any misconduct mentioned under the school's suspension policy above. However, conduct that threatens or presents a danger to the students, staff members or the public; demonstrates a continued pattern of misconduct; or violates Scriptural principles or federal or state law will most often result in expulsion. The school reserves the right to expel a student at any time in its sole and absolute discretion. Reinstatement of an expelled student may be considered after the student has completed one full year at another school and the student produces documentation of having completed the year successfully. Reinstatement is not guaranteed and subject to the school's discretion.

Appeals Process

In the event that a student has been suspended, expelled, and/or a parent does not agree with the action, an appeal process is available. All appeal requests will go through the ECS principal. The student will remain on suspension status until the appeal has been acted on.

If a preliminary meeting between the parent, student and principal cannot resolve the problem, the following procedures will be implemented:

Procedures:

The Parents will:

1. Notify the principal, in writing, of their desire to appeal the decision.
2. Make an appointment with the principal to begin the appeal process.
3. If unresolved, the parent notifies the principal, in writing, to set up a meeting with the Lead Pastor

The principal will:

1. Check with the Lead Pastor for a time and date of meeting.
2. Verify to the parent and student in writing, the date and time they may present their case.
3. The Lead Pastor will:
 - a. Meet with parent, student, Principal and other parties involved.
 - b. Discuss the results of the hearing and determine whether to reconsider their previous action.
 - c. The Lead Pastor may seek advice and/or clarification from ECC Board Members, but will then make a final decision.
 - d. Notify the parents and student, in writing, of the decision.

Academic Probation

A student may be placed on academic probation when the school determines the student has an academic deficiency. The school may send written notice to the parent or guardian and the student so that a mutual effort on the part of both school and home may be made to correct the academic deficiency. Administration may request a meeting with the student, parent, and teacher, if the student is placed on academic probation. A student who has been placed on probation is expected to make satisfactory progress within the probation period. If not, the administration has sole and absolute discretion to decide if the student will be able to continue at ECS.

Procedures

1. A student who receives two (2) or more F's and/or a combination of three (3) D's at the conclusion of a grading period may be placed on academic probation for one grading period following an evaluation by staff and parents. The teacher will notify the principal of a student at the end of each grading period who meets these criteria.
2. A conference will be held with the parents, teacher, student, and if requested, administration, to give an explanation of the student's academic standing, and to:

3. Place the student on academic probation and suggest remedial steps.
4. Establish an academic plan if the student has specific learning needs.
5. Subject the student to restrictions of extra-curricular activities.
6. Next, the academic status of the student will be reviewed by the staff and administration at the end of the next grading period.
7. After being placed on academic probation, a student who receives no F's and/or a combination of three (3) D's the next grading period will be removed from academic probation. Extra-curricular activities may be resumed.
8. After being placed on academic probation, if a student receives two (2) or more "F's" and/or a combination of three (3) D's on the report card at the end of the next grading period, the administration will determine whether the student will be allowed to remain in school.
9. Following removal or withdrawal from the school for academic reasons, a student may apply to be re-enrolled on academic probation if the following two conditions are met:
 - a. The student has attended another school for one full semester.
 - b. The student received no grade lower than a "C-" in any subject.

7. Dress Code

Philosophy of ECS Dress Code Policy

At Evergreen Christian School, we believe that clothing should reflect our commitment to honoring God, respecting ourselves and others, and creating a learning environment free from distraction. Students are asked to dress in a manner that is neat, modest, clean, and appropriate for all school activities.

**Administration reserves the right to determine whether clothing or appearance is appropriate for school.*

A Heart of Grace, Truth, and Mutual Respect

Dress code violations are viewed as **opportunities to partner with families in helping students learn responsibility and good judgment rather than as punitive offenses.**

At Evergreen Christian School, we believe every student is created intentionally in the image of God and is worthy of dignity, honor, and respect. Our dress code exists not to shame or single out students, but to help cultivate a school culture that reflects modesty, humility, self-respect, and consideration for others. We desire for every student to be known for their Christlike character rather than outward appearance, while also helping protect each student's safety, privacy, and God-given personhood.

Our goal is to teach students that the choices they make (including how they present themselves) can demonstrate respect for themselves, those around them, and the learning environment. As students mature, we view these conversations as opportunities to disciple the heart, encourage wisdom, and reinforce personal responsibility in a loving and grace-filled manner.

General Dress Code (All Students K–8)

Clothing

Students must wear clothing that:

- Is clean and in good repair.
- Fits appropriately (not excessively tight, oversized, or revealing).
- Covers undergarments completely.
- Covers the midriff, chest, and back at all times.
- Is appropriate for the day's scheduled activities.

The following are not permitted:

- Clothing with offensive, violent, sexual, or inappropriate language or graphics.
- References to drugs, alcohol, tobacco, vaping, or gambling.
- Clothing promoting hate groups or political messages intended to provoke division.
- Pajamas or sleepwear (except during approved spirit days).
- Costumes outside of designated school events.

Shorts, Skirts, Dresses, and Skorts

Must be:

- Modest in fit.
- No shorter than **7-inch inseam** or sit no more than **5 inches above the knee**
- Worn with shorts/bike shorts underneath if movement may compromise length.

Shirts

Shirts must:

- Cover shoulders (minimum 2-inch strap width).
- Cover the stomach even when arms are raised.
- Not be low-cut in the front or back.

Not permitted:

- Crop tops
- Tube tops
- Halter tops
- Spaghetti straps
- Off-the-shoulder tops

Pants and Leggings

Pants should:

- Be worn at the waist.
- Not drag on the ground.
- Be free from excessive rips or holes above the knee.

Leggings, jeggings, and athletic tights:

- May be worn under dresses or shorts.
- If worn as pants, they must be paired with a shirt or tunic that covers the hips and backside.

Shoes

Students must wear shoes at all times.

Acceptable footwear includes:

- Tennis shoes
- Boots
- Dress shoes

Not permitted:

- Crocs
- Slippers
- Slides / Sandals
- Any form of wheel shoes
- Bare feet

*PE classes and sports require closed-toed, athletic shoes. You will not be allowed to participate in your class without the proper footwear. This could result in a zero on participation for that day.

Outerwear

Hoodies, jackets, and sweatshirts may be worn indoors unless otherwise directed by teachers.

Hoods should remain down while inside school buildings.

Hair

Hair should be:

- Relatively clean and well groomed.
- Styled so it does not interfere with learning or safety.

Hair color should remain within naturally occurring shades unless approved for a special event.

Hats

Hats, caps, and hoods are not to be worn indoors unless:

- Approved for medical reasons
- Part of a school event
- Approved by administration

Hats are not allowed to be worn on Chapel days (Wednesdays).

Jewelry

Jewelry should not:

- Create a safety concern.
 - Become a distraction.
 - Include inappropriate symbols or messages.
-

Special Events and Chapel Dress Code

ECS Performance Dress Code

Because students will periodically participate in events that require attire beyond the daily school dress code, Evergreen Christian School has established a **Performance Dress Code** for designated school functions.

These events include, but are not limited to, the Christmas Program, academic competitions (such as the Spelling Bee, Geography Bee, and Math Olympics), academic awards ceremonies, chapel services for participating students, graduation ceremonies, and other special school events as determined by the administration.

- **ECS Chapel Dress Code Requirements:** On chapel days and special event chapels, students attire should reflect “Sunday clothes”, or church appropriate attire.

Students ON STAGE during chapel represent our school in both behavior and dress and must adhere to the following dress code guidelines:

- Boys: Nice shirts (no graphic tees, collared shirts preferred), no holes in pants or distressed denim
 - Girls: Nice blouses or collared shirts with pants (jeans without holes are allowed), skirts and dresses allowed (in compliance with overall dress code)
 - Both boys and girls: No shorts, very casual t-shirts, jeans with holes, joggers, hats, slides, or athletic leggings during chapel OR on stage.
- **Special Events, Chapels, & Holidays**
 - *Christmas Program:* Students are asked to dress up significantly for this event, and to adhere to the colors and styles selected by teachers and administrators.
 - *Veteran’s Day Chapel:* In reverence and honor of our veterans, students must dress as in Performance Dress Code and not wear casual attire, jewelry, and to adhere to the colors and styles selected by teachers and administrators.
 - *Academic Competitions/Award Ceremonies/Graduations:* Performance Dress Code attire is required for all of these events

Additional Guidelines for Grades 5–8

As students mature, we ask them to demonstrate increased responsibility in presenting themselves with care, respect, and intention.

Clothing Fit

Clothing should not be:

- Skin-tight
- Sheer or transparent
- Excessively oversized
- Designed to intentionally draw attention to the body

Makeup

Light, natural makeup is permitted.

The following are not appropriate:

- Heavy, very dark makeup
- Costume-style makeup

Administration may ask students to remove excessive makeup or have a discussion with parents.

Nails

Students may wear nail polish.

The following may be restricted:

- Excessively long / distracting acrylic nails
- Nails that interfere with classroom participation, writing/tech use, or PE

Jewelry & Piercings

Students may wear:

- Modest earrings
- Watches (Smart watches ONLY in school mode / turned off during school hours)
- Simple necklaces
- Small bracelets

Not permitted:

- Jewelry creating safety hazards or distractions
- Spiked jewelry
- Accessories that could be used inappropriately

Facial piercings may be prohibited unless specifically approved by administration.

Accessories

Students should avoid accessories that create distractions, including:

- Large costume accessories
- Excessive, large chains
- Sunglasses worn indoors (unless medically necessary)

Personal Hygiene

Students are expected to maintain good personal hygiene, including:

- Clean clothing
- Regular bathing
- Appropriate use of deodorant (5th-8th grade)
- Hair kept clean and groomed

Parents may be contacted if hygiene consistently impacts the learning environment.

Spirit Days & Dress Down Days

On designated dress-down and Spirit days:

- Clothing must still meet safety standards and modesty expectations.
- Ripped jeans must not expose skin above the knee.
- Athletic wear must remain appropriate.
- Administration may ask students to change if attire is deemed inappropriate.

Consequences

Students who are out of dress code may:

1. Receive a reminder or warning from a teacher/staff member.
2. Be asked to correct the issue if possible.
3. Contact a parent for a change of clothes.
4. Receive repeated dress code referrals for ongoing violations.

Dress Code Correction Process

Dress code concerns will always be handled with **discretion, kindness, and respect**. When possible, corrections will be made privately by a staff member of the same gender whenever appropriate, with every effort made to preserve the student's dignity and minimize embarrassment.

Students will never be publicly shamed, criticized, or disciplined in a manner that demeans their character or worth. Instead, staff members will calmly explain the concern, provide an opportunity for the student to correct the issue if possible, and partner with parents when additional support is needed.

If a clothing item or accessory does not meet dress code expectations and cannot be immediately corrected, parents may be contacted to bring an appropriate change of clothing. Repeated dress code concerns may result in additional conversations with the student and family to encourage consistency and reinforce school expectations.

Our commitment is that every dress code interaction reflects the love of Christ, demonstrating **grace, truth, and mutual respect** while maintaining the standards that help create a safe, orderly, and Christ-centered learning environment for all students.

8. Health & Safety

To maintain a healthy environment, students must be fever-free and symptom-free for 24 hours before returning after illness.

Medication must be stored in the office and administered only with a signed authorization form.

Head lice must be treated and removed before returning to class.

We conduct regular emergency drills for fire, earthquake, and lockdown procedures.

All staff are mandated reporters of suspected abuse and take student safety seriously.

Health Procedures

It is the parents' responsibility to ensure that your child/children are healthy and prepared to participate and learn at school. If a student appears to be ill and has symptoms indicating that they are ill, parents will be notified as soon as possible so the child can recover at home. Students who become ill or injured at school are cared for temporarily in the school office or nurse's office by the office staff or the school nurse, if present. If it is determined that the student should go home, parents or emergency contacts will be notified. For this reason, It is important that the office has current emergency contact information on file. Please update emergency information whenever changes occur.

If the student has a life-threatening (or potentially life-threatening) illness or chronic condition, a health plan must be on file at school prior to the student's first day of attendance. The plan must indicate what medications the child is on, if any, what emergency medications should be given and what treatments the child might require in the course of a day.

Immunizations

Washington law requires that all students attending school must provide proof of immunization or present a medical exemption signed by a physician or a personal/religious exemption signed by a parent or guardian on or before entering school. The most current immunization schedule is sent out in the registration packets in the winter for students expected to return in the fall. It informs families regarding the immunizations changes and what is required for the various grades. A blank immunization form can be obtained online on the ECS website, but is also sent out in the registration materials prior to the next school year and is available in the school office. Immunization forms must be completed in his/her entirety, including the date/month/year of all mandatory immunizations given, and the form must be signed by a parent/guardian. Exemption forms must indicate in detail which immunizations the student is exempt from receiving and the form should likewise be signed by a parent/guardian as well as your physician. Failure to comply with the immunization requirements will result in exclusion from school by order of the State Board of Health.

State law and school policy governing the administration of medications to students at school. For students to receive medications at school, a medication administration form must be completed and signed by the health care provider (M.D., Nurse Practitioner, Physician's Assistant or dentist), indicating what medication is to be administered, the dosage of the medication to be administered, the frequency of administration and the duration of time that it is necessary that the child receives the medication at school.

The medication law addresses only oral medications. Therefore, eye drops, ear drops and creams may not be administered at school by unlicensed personnel. A copy of this form can be obtained at the school office, accessed on-line at the ECS website or originates from the medical practitioner's office. It is not the responsibility of the school staff to obtain the completed form; it must be signed by the doctor and parents/guardians, and brought to the school by an adult accompanied by the completed form. **No medication may be carried to school by a student except in the case of students authorized by his/her medical care provider to carry inhalers and/or Epi-pens.**

- If the dosage changes for a medication the child has been receiving at school, a new form must be completed.
- A new medication administration form must be completed every school year and is required for over-the-counter medications and well as prescription medications.
- The medication must be provided in the original container with medication and dosage clearly indicated.
- Medications will be kept in a locked cabinet in the school office or the child's classroom.
- No medications, including over the counter drugs, may be kept in the student's possession in the classroom, unless it is an inhaler or Epi-pen, as previously noted.

It is the parent's responsibility to inform the school staff of the need and schedule for medication and the parent/guardian must sign the medication administration form agreeing to the statement that the school staff might not be able to administer the medication if school duties interfere, although every effort will be made by the staff to do so. If the parent/guardian does not agree to this condition, it might be necessary for the parent to come into school to administer the medication. At the end of the school year, medications that have not been picked up by a parent, will be destroyed and will not be available for administration the following school year.

Lice Policy

Upon discovery that a student has head lice, the school will notify his/her parents immediately to pick up the child from school so treatment can begin. All ECS staff are authorized to carry out visual checks for lice (observations without touching the student's head or hair). The principal will identify specific authorized staff members (i.e., school nurse, preschool director etc.) who will do a full physical exam of head for lice when it is deemed necessary. The heads of siblings and classmates will be examined as well. The child must be kept at home until all signs of head lice are resolved, to include the presence of nits (eggs). Information materials are kept in the school office to assist the parent/guardian in the treatment of head lice.

Concussions

ECS follows the state law regarding exclusion of athletes from play if the student suffers a concussion or a suspected concussion at school or during school-sponsored athletic activities. The student will be required to have an authorization to play by a medical provider before he/she will be permitted to resume playing. Please inform the coach or PE teacher if your child has suffered a concussion in any sport outside of school in the past. Second or later concussions can be very serious and cause permanent brain damage. Information regarding concussions is available in the school nurse's office, on the Olympia School District website and through the U.S. Department of Health and Human Services centers for disease control and prevention website.

www.cdc.gov/ConcussionInYouthSports.

An acknowledgement form must be signed by the parent that the materials regarding concussion have been read and understood prior to the child being permitted to play sports at ECS.

Returning to School after an Illness

A child should not return to school after an illness unless he/she is well enough to go outside at recess time. Only on rare occasions will an exception to this policy be granted. In these cases, a note must be sent by the health care provider and permission must be received from the office because the student will come to the office during the recess periods. In no case will the child be unsupervised. If your child has been running a fever, please keep the child home until the temperature has been normal (100 degrees or less) for 24 hours without the use of medications to reduce fever. If the child is found to have a temperature of 100 degrees or above, the parent/guardian will be called to take the child home. At ECS we take temperatures with Temp-a-Dot single use thermometers and/or Exergen temporal artery thermometers. If the child's temperature is found to be a borderline fever, it will be verified by both thermometers.

Child Abuse/Neglect Reporting

ABUSE PREVENTION POLICY AND CHILD ABUSE AND NEGLECT REPORTING
Evergreen Christian Community is committed to providing a safe environment for all participants, students, staff, and volunteers. Therefore, it shall be established that our organization will have zero tolerance of any and all inappropriate behaviors of any staff, volunteers and/or participants (including family and friends) occurring both on our premises and off. Evergreen Christian Community will hold everyone's safety as top priority and will strive to maintain this priority by holding all staff, volunteers, and participants accountable to our Abuse Prevention Policy and the procedures established in the Employee Handbook.

In addition, every allegation and inappropriate behavior will be handled in accordance with the established procedure for "Responding to Allegations" as found within the organizational written Employee Handbook.

In accordance with local, state, and federal laws, Evergreen Christian Community shall cooperate with all law enforcement officials, without delay, to the fullest extent possible when responding to any allegation of inappropriate behavior occurring both on our premises and off.

We are 100% committed to the safety of everyone as a core value in support of our organizational mission and purpose. We recognize that we cannot fulfill our organizational mission without maintaining a safe environment and culture. Because of this, we will hold this core value as top priority in all operational areas of the organization.

Definition of Abuse & Neglect:

Washington law defines abuse or neglect as “the injury, sexual abuse, sexual exploitation, negligent treatment, or maltreatment of a child by any person under circumstances which indicate that the child’s health, welfare, and safety is harmed, excluding conduct permitted under RCW 9A.16.100; or the negligent treatment or maltreatment of a child by a person responsible for or providing care to the child.” RCW 26.44.020.

The following are examples of inappropriate, boundary crossing interactions and communications with students. This is not an all-inclusive list and other similar activities should be avoided.

- Encouraging or allowing students to call you by an inappropriate nickname, or referring to a student by an inappropriate nickname, pet name, term of endearment, etc.
 - Touching students or their clothing in a non-professional way or in inappropriate places or touching students aggressively in frustration.
 - Making too personal comments to students about their clothing, hair, nail polish, personal habits, body parts, etc.
 - Making comments about your own body parts to students.
 - Invading personal space; standing or sitting too close; maintaining intense or lingering eye contact.
 - Giving or exchanging gifts, cards, or letters with an individual student.
 - Excessive attention toward a particular student.
 - Inviting or allowing students in your home; or visiting a student in their home or other location when parents aren’t present.
- The social media Policy in the Employee Handbook regarding appropriate communication with students must be adhered to.

There are times when use of appropriate physical contact in a public setting to show support and encouragement toward students who are receptive to the form of expression is appropriate. Examples of brief and appropriate displays of affection may include the following:

- Side Hugs.
- Holding hands with small children when they are upset.
- Holding hands while walking with small children.

- If touching is appropriate to instruction, remembering context, gender, and age of the student.
- A pat on the back.
- Handshakes, High Fives, Hand Slaps, and Fist Bumps.

All volunteers and employees are responsible for the safety and welfare of our students. If you observe any volunteer or employee engaging in any type of inappropriate or questionable behavior with a student or violating any aspect of this policy, you are required to report the information immediately. Any employee who engages in behavior that violates this policy, or fails to report such activity by others will be subject to disciplinary action, up to and including termination of employment. Any volunteer who engages in behavior that violates this policy, or fails to report such activity by others may be disqualified from volunteering at ECC or ECS.

Employees are required to read and agree to adhere to the Evergreen Christian Community Child Abuse Prevention Code of Conduct, which can be Found on the Staff Resources webpage or by contacting Human Resources.

Evergreen recognizes that Washington law requires certain persons to report suspected abuse or neglect to government officials and it expects employees to fully comply with Washington reporting requirements. In all cases, the employee or volunteer will also report the incident pursuant to the Internal Reporting Procedures described in the Employee Handbook and in the Abuse Prevention Policy. The ECS Principal or Chief People Officer may report the incident to local police or other appropriate government officials even if the employee or volunteer is not required by law to do so. Employees or volunteers with mandatory reporting obligations under Chapter 26.44 RCW are not relieved of their obligations by simply reporting the incident to Evergreen personnel.

If an employee has a question as to whether he or she is a mandatory reporter, he or she should contact the school Principal or the Lead Pastor.

Emergency Preparedness

Each classroom is provided with emergency supplies in case of an emergency. If your child is taking medications that are necessary to sustain life, they must have a three-day supply with them at school at all times. Bring them in a pharmacy container with your child's name and the current dosage needs to be clearly labeled, accompanied by the appropriate medication forms signed by your physician.

Safety

Students are urged to observe every safety precaution while at school. Students must report any accident to his/her own teacher, to the recess supervisor on duty, or to the office personnel. Students who persist in unsafe behavior will be disciplined.

Any students who experience any of the following injuries will be observed by our school nurse OR office staff and the parents will be notified on the same day:

- Head trauma of any kind
- Bleeding, broken skin, broken bones, etc.
- Going unconscious
- Visible upsetness (i.e. crying, screaming, gasping) from an injury

As further safety procedures, the school periodically holds fire, earthquake, and lockdown safety drills. It is important to keep the fire lanes clear and observe the parking regulations.

Wellness Statement

Evergreen Christian School is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity.

- **Goals for Nutrition and Physical Activity:**
Nutrition education is integrated into the core curriculum. Students are given opportunities for physical activity during the day through Physical Education classes, recess periods, and athletics.
- **Nutrition Guidelines:**
ECS sets guidelines for foods and beverages that are to be brought to school for snacks, lunches, and special activities. Please refrain from sending carbonated and energy drinks with your student to school. Children are not allowed to purchase carbonated drinks from the vending machine at the church unless after school or after extended care with a parent present.
- **Maintaining Student Wellness:**
The administration will develop and implement procedures consistent with this wellness statement and will monitor the extent to which this policy is being implemented.
- **Community Involvement:**
Parents and students will be informed of the goals and guidelines of this statement. Fitness measures will be reported on report cards for parent and student awareness.

9. Parent Engagement & Communication

Partnership with families is essential. We use email, newsletters, and conferences to maintain open communication.

Parents are encouraged to attend school events, serve volunteer hours, and model respectful behavior in all interactions.

Concerns should be addressed privately with the appropriate staff member before escalating.

Parent-Teacher Ministry (PTM)

The PTM Mission Statement is as follows: "To support Evergreen Christian School, its students, staff and families in raising up the next generation for the future through faithful service to God through our community."

The PTM is organized to nurture the relationship between ECS families and the school. The main functions of the PTM are to support the teachers, support the overall school community, provide opportunities to raise funds to enhance the experience and education of ECS students, and support the mission and vision of ECS. There are many opportunities to get involved with this ministry. For more information, please contact the school office or email Andrea.Evans@ecsolympia.com

Fundraising

It is our desire to continue to offer an excellent Christian education while keeping tuition costs as low as possible. Therefore, fundraising is critical to the ongoing upgrades and improvements to the school (such as what a bond or levy may provide in the public schools). Through partnering with our students, parents, and constituency, we raise funds together to support the ongoing vision of ECS: "Integrating excellent education with devotion to Jesus Christ." ECS sponsors two major PTM fundraisers during the school year: one in the Fall and one in the Spring. Throughout the school year, there may be additional opportunities to support our students for special events or celebrations.

Evergreen Christian School also holds two auctions each year. The first auction is held during the Family Fall Festival and the second is Visions Auction held in the Spring. The purpose of the two auctions is to raise funds for the school and individual classrooms. In addition to the auctions the ECS Development team may host a golf scramble and other development events.

It is important to have teachers, parents, and volunteer support in order for these events to be successful. To get involved please visit our school office or contact Andrea Evans at Andrea.Evans@ecsolympia.com.

Parent Responsibilities

Parents are asked to model good problem-solving skills for our students. ECS parents, staff, and students are responsible to determine facts and then address those facts for the child's welfare. Parents need to confer first with the classroom teacher and, if necessary, work with the administration should a question or concerns persist. Respect and reverence for the Lord Jesus is especially apparent as we address one another in honoring ways. If this should not occur, we ask parents to confer with the principal and work toward resolution for the sake of the school's mission and purpose.

We also expect that parents will not gossip or complain about Evergreen Christian School, any member of the staff, school policies and procedures, either in the presence of his/her children, with other parents, on social media, or in the community. This negative behavior can only breed strife, which affects the entire school.

Remember, children learn by example. If we, as adults, handle situations in a Godly, loving, and respectful manner, our children will learn to do the same, and ECS will maintain a strong, positive environment.

Parties and Invitations

Please do not allow your student to bring invitations for personal events unless everyone in their class is invited. In addition, so that feeling left out does not occur, please ask your student not to talk about a party they have been to that everyone in the class has not been invited to. This practices kindness.

Parent/School Communication

The school requires parent involvement in the educational process. Communication between the school and parents is critical. The school may communicate with parents through a variety of methods including, but not limited to, notes and memos, the school website, emails, bulk texting, phone calls, and additional parent/teacher conferences when necessary. Parents with concerns regarding his/her child should contact the teacher first before discussing them with the administration.

10. General Information & Operations

Stewardship Hours

Evergreen Christian School values the partnership of our families and encourages everyone to use their gifts to serve our school community. Family stewardship is an important part of supporting ECS and helping our students thrive.

Annual Stewardship Requirement

- **Preschool-only families: 5 stewardship hours** per family each school year.
- **K–8 families (including families with both Preschool and K–8 students): 20 stewardship hours** per family each school year.
- Families enrolling after the start of the school year will receive a **prorated hour requirement**.

Stewardship hours for the **2026–2027 school year** may be earned beginning the **first day of the previous summer** through the **last day of the school year**.

Please log your hours **within 30 days** of volunteering and **no later than the final day of school in June**. **No late submissions will be accepted after June 4, 2027.**

Ways to Earn Stewardship Hours

There are many opportunities to serve throughout the year, including:

- Parent-Teacher Ministry (PTM)
- Classroom volunteering
- School office or library assistance
- Tutoring students
- Field trip driving or chaperoning
- Helping with school events and activities
- Assisting with fundraisers and Development events
- Coaching or assisting with ECS athletics (Upward Sports does not qualify)
- Special projects as needed

Important Note

While we appreciate the time families invest in serving their churches and communities, **only volunteer service directly supporting Evergreen Christian School events and activities qualifies for stewardship hours unless otherwise approved.**

If you have questions about volunteer opportunities or need assistance logging your hours, please contact the school office. Additional opportunities to serve throughout the year are always welcomed and greatly appreciated.

Unfulfilled Hours Families who do not complete their required stewardship hours will be charged:

- **Preschool:** \$20 per unfulfilled hour
- **K–8:** \$25 per unfulfilled hour

Visitors

Evergreen Christian School requires all parents, visitors, and volunteers entering the campus while school is in session to sign in at the office to obtain a visitor's badge. This serves two functions. In the event of an emergency, the school office will know exactly who is on campus. More importantly a badge instantly identifies authorized visitors. Persons without a badge are not authorized to be on campus. Any visitor on campus without a badge will be asked to return to the office, sign in and retrieve a badge.

1. **Student Visitors:** Students must complete a "guidelines for student visitors" form available in the office. The form must be returned to the office before the proposed visit. While on campus, the visitor is responsible to follow all school rules, procedures, and instructions. The administration will seek teacher approval as necessary.
2. **Parent Visitors:** Parents are welcome to visit his/her student's classroom. Classroom visits are to be arranged through the school office and limited to one hour unless otherwise authorized as helping in the class. All visitors must sign in and out at the school office and will be given badges which must be visible at all times.

We appreciate your cooperation in helping us maintain a safe learning environment for all our students by signing in at the office every time you come on campus while school is in session.

Change of Contact Information

For your child's safety and well-being, if you move during the course of the year, or change your information, please provide your updated information to the school registrar so we can maintain necessary and appropriate contact with you especially in the event of an emergency. Please contact the school registrar at registrar@ecsolympia.com.

Extended Care Program

ECS operates a school care center, known as extended care, before and after school accommodating 5 years - 8th grades. If you would like further information, contact the school office for extended care information.

Financial Policy

Parents agree to complete and return the parental agreement (with the appropriate payment of fees). The school is an integral part and a ministry of Evergreen Christian Community (ECC). ECC has the right to use church funds for school expenses or purposes. Additionally, the school reserves the right to use the school finances in any way or manner it deems necessary, including using school funds for church expenses or purposes. Further, any designations of funds are merely suggestions and are not binding on the school.

Inspection of Property

Enrollment in the school constitutes consent by the parent/guardian to allow the child and his or her personal belongings to be “searched and seized.” The school expressly reserves the right to search any property brought on the school campus. This includes, but is not limited to, a search of backpacks, purses, pockets, lockers, desks and persons as it determines is necessary.

The school expressly reserves the right to examine the electronic content contained in a cell phone, pager, laptop computer, or other device confiscated at the school. The school reserves the right to grant an exception under this policy on a case-by-case basis for any reason and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent, or guardian whose child attends the school.

Insurance

Although the school carries liability insurance, it will not necessarily cover illness or accident to a student while at school. Parents should make sure his/her children have appropriate medical insurance.

Lost and Found Items

Each year students lose many possessions. Parents are asked to mark their children's belongings clearly and visibly with the child's name. The school office has a "lost and found" system. The school office will display quarterly the lost and found items outside in front of the office for several days, then remaining items will be donated. Parents and students are encouraged to check regularly for lost items. Please contact the school office to reach the Lost and Found coordinator.

Communication from Teachers

Communication from Teachers will be through Skyward, email, or Blooms. All teachers will respond to emails within 24 hours during the work week. All correspondence received during the weekend will be responded to within 24 hours of the following scheduled work day.

Parking Lot

Student safety is of the utmost importance to us. Please follow the traffic flow and parking zones as indicated by the parking lot in the for their safety.

Please **DO NOT** park in No Parking areas and **DO NOT** park in handicapped parking to drop off or pick up students unless proper handicap placards or license plates are visible.

We ask that you pay special attention to the driving circle at the front of the school and in front of the office. The left lane is for driving only. Under **NO CIRCUMSTANCES** should a vehicle stop in this lane OR in front of the office. The right side of the drop off area at the side of the building is striped for dropping off students. If you plan to walk your child

to class, please park in a designated parking space before walking to class. Please do not leave your car parked and/or unattended while it is running.

Please **do not** park in the designated area across the grass or across from the gym that is marked RESERVED. A penalty fee may be added to your tuition. Thank you for helping to keep your child(ren) safe!

School Closure Information

School closures or early dismissal due to snow, ice or other emergencies may be announced through our Skyward emergency alert system and broadcast over local radio and TV stations beginning around 6:30 a.m. and continuing at frequent intervals. Please do not call the radio station. Checking our Facebook families page or joining our Text in Church group to receive text notifications are the easiest methods to access an ECS specific closure, early dismissal, or emergency information.

Solicitation

Parents and/or students should not bring candy, food, cards, magazine subscriptions, etc. to school to sell for his/her own profit or other organizations. This activity is difficult to monitor and may conflict with school fundraisers.

Student Milk and Lunch

Milk is available each day for purchase. Milk tickets can only be purchased in the school office. Teachers may not accept any milk money from students. One half-pint of milk costs 30¢, or a ticket for 20 may be purchased for \$6.00. The classroom teacher holds the cards for the student.

Students must bring lunch each day. Microwaves are available for use in some classrooms. Please limit cooking times to two minutes. Parents will be notified to bring their student lunch in the event that he/she forgets.

ECS does partner with local businesses to provide a hot lunch option twice per week during the school year. Additional costs are required. Check out the website for ordering and the hot lunch schedule.

Yearbook

ECS produces a yearbook for Preschool through 8th grade. Parents may purchase a yearbook through the specified deadline either in the school office, or online through www.Treering.com. Students will receive a yearbook in June. Please direct any questions regarding the yearbook to Mrs. Heath at jennifer.heath@ecsolympia.com

Asbestos Hazard Emergency Response Act

It is the intention of Evergreen Christian School to comply with all federal and state regulations controlling asbestos and take whatever steps necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in the school office. All inquiries regarding the asbestos plan and asbestos related issues should be directed to ECS's designated asbestos program coordinator.