



Eastside Christian School

# **PARENT-STUDENT HANDBOOK**

**2023-24**

Academic Excellence · Commitment to Christ  
Since 1969

**14615 SE 22nd Street, Bellevue, WA 98007  
t: 425-641-5570 | f: 425-746-3155 | [www.ecswa.org](http://www.ecswa.org)**

# **Welcome to Eastside Christian School**

## **(Home of the Eagles)**

WELCOME to the 2023-24 school year at Eastside Christian School. ECS is honored that you have chosen to have your child (or children!) here with us, and we are committed to giving your child a top-notch Christian education.

To ensure that your child has a great year, we all must partner together and assume various responsibilities:

**ECS -**

- Provide a Christ-centered learning environment
- Teach and encourage your child at a high level
- Treat your family/child with respect and love

**Parents -**

- Know and follow the guidelines of the Student Handbook
- Partner with us in the education and growth of your “whole” child
- Communicate, volunteer on campus, and participate whenever possible

**Students -**

- Try your best and work hard
- Be positive and polite
- Grow your relationship with God

We look forward to working, learning, celebrating, building, and praying with you this year.

Corrine Nield – Principal

Daniel Rogers – Director of Spiritual Life

Tammy Luce – Vice Principal

**God is good, all the time!**

## Table of Contents

MISSION & VISION STATEMENTS.....	6
STATEMENT OF PURPOSE .....	6
PHILOSOPHY .....	6
STATEMENT OF FAITH.....	7
ACCIDENTS .....	8
ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL.....	8
ADMISSIONS.....	8
ALCOHOL AND TOBACCO AND OTHER BANNED PRODUCTS .....	9
ALLERGIES .....	9
APPOINTMENTS WITH ADMINISTRATION AND TEACHERS.....	9
ARRIVAL AND DISMISSAL TIMES .....	10
ATHLETICS – Middle School Only .....	11
ATTENDANCE.....	11
BIKE HELMETS.....	11
BOARD OF DIRECTORS/GOVERNANCE .....	12
BOY/GIRL RELATIONSHIPS.....	12
CARPools AND TRAFFIC .....	12
CHAPEL.....	13
CHILD ABUSE.....	13
CLASS SIZE .....	13
COMMUNICATIONS FROM SCHOOL .....	13
COMPLAINTS AND CONCERNS.....	14
COMPUTERS AND TECHNOLOGY .....	14
CONFERENCES.....	16
CURRICULUM.....	16
DISCIPLINE POLICIES AND SCHOOL RULES .....	16
DRESS CODE (Uniforms) .....	20
EAGLE CLUB .....	23
ELECTIVES (Middle School) .....	23
EMERGENCY CONTACT INFORMATION.....	23
EMERGENCY PREPAREDNESS DRILLS: FIRE, EARTHQUAKE & LOCKDOWN.....	24
FIELD TRIPS .....	24
FINANCIAL AID.....	25
FINANCIAL RESPONSIBILITY .....	25
FORGOTTEN ITEMS .....	26

FUNDRAISERS .....	26
GRADING SYSTEM AND REPORT CARDS (K-8) .....	26
GUM.....	28
HEALTH SCREENINGS .....	28
HIGH SCHOOL REGISTRATION.....	28
HOMEWORK.....	28
ILLNESS .....	29
LATE WORK POLICY .....	31
LIBRARY K-2.....	31
LICENSED CHILD CARE .....	31
LOST AND FOUND .....	31
LUNCH .....	31
MAKE-UP WORK .....	32
NOTICE OF NONDISCRIMINATORY POLICIES .....	32
OFFICE HOURS.....	32
PARENT TEACHER FELLOWSHIP (PTF) .....	32
PARENTSWEB / RENWEB.....	33
PARTIES & CELEBRATIONS AT SCHOOL.....	33
PET POLICY.....	33
PHONE USAGE .....	33
PHOTOGRAPHS OF STUDENTS.....	34
POTTY TRAINING REQUIREMENTS (PRESCHOOL) .....	34
PRAYER AND FLAG SALUTES .....	34
PRAYER GROUPS, PRAYER CONCERNS .....	34
PROMOTION AND RETENTION .....	35
RECESS AND PLAYGROUND RULES.....	35
RECORDS TRANSFER REQUESTS & TEACHER RECOMMENDATION FORMS .....	36
SAFETY AND SECURITY .....	36
SCHOOL CLOSINGS .....	37
SEARCH AND SEIZURE .....	37
SHARING (SHOW-N-TELL).....	38
SIGN IN AND OUT (PRESCHOOL).....	38
SNACKS (PRESCHOOL).....	38
STUDENT CLASSROOM PLACEMENT.....	38
TEXTBOOKS AND LIBRARY BOOKS (K-8).....	38
TEMPORARY REMOTE LEARNING OPTION (TRLO).....	39
TUTORING.....	39

VACATION.....	39
VISITORS AT SCHOOL .....	39
VOLUNTEER/SERVICE COMMITMENT .....	40
WEAPONS .....	41
WITHDRAWAL.....	41

# MISSION & VISION STATEMENTS

## Mission (short version):

Academic Excellence. Commitment to Christ.

## Mission (expanded version):

Our Mission is to engage our students, families and community in a Christ-centered learning environment where high standards and expectations and a commitment to the joyful pursuit of excellence are established to ensure that each student develops a life-changing relationship with Jesus Christ, acquires the skills and knowledge necessary to achieve academic excellence, and becomes a dedicated servant of the Lord, well equipped to impact this world for His glory.

## Vision Statement:

Our Vision is to provide all students with a Christ-centered learning experience in which each student (1) develops a meaningful relationship with God the Father, God the Son, and God the Holy Spirit as reported by the students themselves; (2) meets or exceeds all current academic standards as indicated by our adopted assessments; and (3) has a fruitful ministry as measured by their testimony.

# STATEMENT OF PURPOSE

## Purpose Statement:

The purpose of Eastside Christian School as a Christian private school is to:

- Enable students to grow and mature in Christian living
- Help students discover God's plan for their lives
- Provide strong academic challenges and training for each student
- Help students become productive citizens of our country
- Challenge our students to be a transforming influence in the community
- Develop the ability and desire to defend the Christian faith and its application to our world

Our program is designed for children whose parents or guardians have a personal faith in the Lord Jesus Christ and are committed to training their children in obedience to His Word.

The Bible is specific in stating the principles of a Christian education. "These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk to them when you sit at home and when you walk along the road, when you lie down and when you get up."

Deuteronomy 6:6-7

# PHILOSOPHY

The foundation of our educational philosophy is that absolute truth exists. This absolute truth comes from God and is revealed in His Word. We have a sincere love for children and have a desire to help develop each child in every area of life:

**Spiritually**, by incorporating into our daily program an awareness of God and His love for each child, teaching children to think spiritually as believers who know their God, and encouraging Christ-like character in each life; **Intellectually**, by stimulating curiosity and interest in gaining knowledge and encouraging enthusiasm for learning; **Socially**, by encouraging positive social interaction and cooperation in group activities and by developing a respect for their peers and teachers and a feeling of security and positive self-worth; **Physically**, by offering experiences that will develop the body for strength, dexterity, and health.

## STATEMENT OF FAITH

We Believe...

- The Bible is the only inspired, infallible, authoritative, inerrant Word of God. (II Timothy 3:16, II Peter 1:21)
- There is only one God, eternally existent in three persons: Father, Son and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30).
- In the deity of Christ. (John 10:33)
- In his virgin birth. (Isaiah 7:14, Matthew 1:23, Luke 1:35)
- In his sinless life. (Hebrews 4:15, Hebrews 7:26)
- In his miracles. (John 2:11)
- In his vicarious and atoning death. (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9)
- In his resurrection. (John 11:25, I Corinthians 15:4)
- In his ascension to the right hand of the Father. (Mark 16:19)
- In his personal return in power and glory. (Acts 1:11, Revelation 19:11)
- In the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; that men are justified on the basis of faith in the shed blood of Christ; and that only by God's grace and through faith are we saved. (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5)
- In the necessity of a personal confession and acceptance of Jesus Christ as Savior and Lord. (Romans 5:8-9)
- In the resurrection of both the saved and the lost: they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. (John 5:28-29)
- In the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28)
- In the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14, I Corinthians 3:16, I Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18)
- All truth is God's Truth. Our foundation is absolute truth, so we are committed to the integration of learning into faith and faith into learning. We have a sincere love for children and have a desire to help develop each child.

## ACCIDENTS

Accidents involving injury to a child's head will be recorded in the Office and communicated to parents via email. These students will receive a head injury alert bracelet to notify the school staff (and you) to observe the student for signs of a concussion. All other minor accidents are treated by the Health Room staff, who use their best discretion when determining whether a phone call to the parents is needed. If a child receives a minor cut or abrasion while in our care, the staff person will follow Pathogen procedures and wash it out with soap and water and apply a Band-Aid and/or cold pack. Any further treatment must be performed at home. In the event of a serious accident, parents and/or 911 will be called for immediate assistance. The Health Room staff will also document the event. All lead teachers and aides are certified in both CPR and Emergency First Aid.

The only parents who receive paper **Accident Report** forms are parents of All-Day Preschoolers. The Preschool teacher or Health Room staff will complete an Accident Report, noting how the problem was resolved, and the parents of all other children involved will be notified.

## ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL

ECS is a private, non-profit corporation serving the families and children of Eastside communities. We are fully accredited by the State of Washington and are a member school of the **A**ssociation of **C**hristian **S**chools **I**nternational (ACSI), the largest national, professional Christian education association in the country.

## ADMISSIONS

- ECS has a nondiscriminatory admissions policy. ECS is open to all children without regard to race, gender, color, or national or ethnic origin. ECS does, however, reserve the right to select students based on its own criteria of spiritual commitment, academic performance, and personal qualifications. Other potential disqualifiers include language barriers, behavioral problems, and special educational needs that our program cannot accommodate.
- A student's willingness to cooperate with the school administration and to abide by its policies and regulations is an important consideration. Each student must have a desire to further his/her Christian character while attending ECS.
- Parents must be committed to ECS's mission statement, purpose, philosophy, and statement of faith. In our K-8 program, at least one parent must be a professing Christian.

**International Students:** ECS welcomes international students who would like to study in the United States. Because of our rigorous academics and the strong Christian focus of our program, we require the following:

- **English proficiency:** Prospective students must speak conversational English at grade level.
- **Spiritual compatibility:** A student's family or host family must be Christian, willing to provide spiritual encouragement and support at home, or they must be interested in, and supportive of, learning about the Christian faith.
- **Tuition and fees:** All international students requiring an F-1 Student Visa must complete an I-20 application form and pay all fees and tuition prior to the student's first day of class. No volunteer service hours are required of I-20 families.

**Reenrollment of Current Families:** ECS encourages reenrollment for all Preschool -7th grade students. Accounts must be current in order to reenroll for the coming year. In order to be guaranteed a spot in the class, priority reenrollment must be completed by January 31st. This involves

- Completion of the ECS/Parent Agreement Form
- Payment of the non-refundable **Enrollment Fee**, assessed per family, per school year



If a family initially reenrolls but then withdraws, the family is responsible for all tuition and fees associated with the date of their withdrawal. *(Please see the Withdrawal Policy chart on the Tuition & Fees sheet.)* Withdrawal must occur by May 1st in order to be released from Tuition payment #1 (for the following year). Once Tuition payment #1 is paid, it is non-refundable and non-transferable.

**Sibling and New Student Enrollment Status:** Siblings of enrolled students will be considered for admission before students of new families. Every child will be evaluated on an individual basis.

**Age Requirements:** A child MUST BE at least 30 months old in order to attend ECS. Students less than 36 months need permission from the Preschool Director. According to state law, Kindergarten applicants must be 5 years old by August 31. For information about our Early Admittance policy, please contact the office.

## **ALCOHOL AND TOBACCO AND OTHER BANNED PRODUCTS**

ECS maintains a safe and healthy environment for its employees and students. Alcohol, tobacco (including vaping), illegal drugs, marijuana, and pornography are not allowed on the school premises.

## **ALLERGIES**

Allergies should be noted during the enrollment process in RenWeb. Allergy information will be made available to teachers and substitutes. If a student needs to have prescription allergy medication at school, parents must submit the **Medical Authorization Form** to the office with the medication. All medications are stored in the office, not the classroom, so that medications are in a central location and there is no misunderstanding of where they are located. Students experiencing mild allergy symptoms will be treated by Health Room staff with either (1) antihistamine medication parents have brought to be on file for their students' use or (2) Health Room antihistamine medicine that the Health Room staff has received permission from the parents to use. Students experiencing anaphylactic shock (breathing problems, shock, or change in mental status) who have an Epipen or other epinephrine auto-injector on file in the Health Room or Office will be administered their Epipen by ECS staff, and 911 will be called. Parents will then be notified.

Parents are asked to be considerate of other students' allergies when sending snacks with their children, or bringing snacks for any class function. When an allergic reaction poses a danger to a student in a classroom, that classroom will post that children in the class have a particular allergy and all classroom families will be notified that the classroom is "free" of that substance at whatever level is necessary to protect the well-being of the allergic child.

## **APPOINTMENTS WITH ADMINISTRATION AND TEACHERS**

Please contact the school office at least one day in advance to schedule a personal appointment with the Principal or other school administrators. This will enable us to give you the time and attention your family deserves. Please communicate directly with classroom teachers to arrange for Parent-Teacher meetings.

## ARRIVAL AND DISMISSAL TIMES

(See EAGLE CLUB for after-school hours.)

Classes start PROMPTLY as listed below.

<b>Class</b>	<b>Doors Open</b>	<b>Start Time</b>	<b>Dismissal Time</b>
Preschool AM	8:40 AM	8:45 AM	11:45 AM (12:00 for Pre-K)
All Day Preschool	8:40 AM	8:45 AM	3:00 PM
Kindergarten	8:25 AM	8:40 AM	3:00 PM
Grades 1-2	8:25 AM	8:40 AM	3:05 PM
Grades 3-8	8:25 AM	8:40 AM	3:20 PM

**Late Arrivals:** K-8 students arriving after 8:40 AM must check in at the school office to receive a tardy (Admit to Class) slip. The tardy slip must then be presented to the teacher for admittance to class. Preschool does not track tardies. Elementary students who are two (2) hours late to school will be marked absent for 1/2 a day.

### Planned Late Arrival or Early Dismissal from Class:

- Students may not leave the school premises or be excused from school before the regular school time without permission from a parent or guardian.
- Whenever possible, doctor, dental and all other appointments should be made outside of school hours.
- Parents (or authorized persons) must sign out the student on the **Campus Sign In-Out sheet** at the Main Office. The Office staff will have the student come to the Office for pick-up.
- The office staff may verify that the adult is authorized to pick up the student.
- When necessary, the office staff may permit the authorized adult to pick up the student in the classroom, using a **“Dismiss From Class”** pass. Teachers should not release a student without the **“Dismiss from Class”** pass or a phone call from the Office. As a courtesy to the teacher, reminders of upcoming early dismissals are encouraged.
- If returning on the same day, the student should be checked in at the office using the **“Campus Sign In-Out”** sheet. The student will receive an **“Admit to Class”** slip to present to the teacher, verifying that the office is aware of the student’s return. The parent may be asked to escort the student back to class.

If an All-Day Preschooler or K-5 student is not picked up within 10 min of dismissal, the student will remain with the teacher or be taken to the Office for supervision. Families will be billed a late-pickup fee of \$1 per minute after a ten-minute grace period. Middle School students must be off campus within 30 minutes of dismissal. With documented parent permission, Middle School students may pick up a younger sibling from a classroom.

On HALF-DAYS, all students will be dismissed at NOON except for preschool classes that normally dismiss at 11:45 AM.

**Student Supervision Outside of School Hours:** All children must be carefully supervised by an adult while on campus. Before and after school, ALL students ANYWHERE on campus must be under the direct supervision of a consenting adult.. “Supervision” means more than just proximity; the parent must actively monitor and be responsible for the child’s activities. For the safety of our students, it is important to strictly observe arrival and dismissal times. If you arrive earlier than 8:20 AM, you will need to supervise your student until 8:20 AM.

All students in Preschool through 5<sup>th</sup> grade must be supervised during parent-teacher conferences, sports events, on half-days, and during evening events.

## ATHLETICS – Middle School Only

ECS establishes competitive middle school sports teams for boys and girls, based on student interest and available coaches, athletic fields, and appropriate league competition. Currently, the offerings for 6th-8th grade students are girls volleyball, boys and girls basketball, coed track, and coed Cross-Country. Depending on interest, coed tennis, soccer, and golf may also be offered. 5th grade students are able to join a Middle School team if the team is not filled by middle school students and the Athletic Director feels that it is an appropriate allowance. A Middle School **Sports Medical & Permission Form** (including a physician's exam) and sports participation fee are required in order to participate in sports. Students must have a C– grade or better in all their classes in order to practice or play in games. If a student is absent from school, he/she will not be allowed to practice or play in a game scheduled for that day.

## ATTENDANCE

When a child will be absent from school, a parent/guardian should call the office and notify them of that absence.

**Preschool:** All-Day Preschoolers must be signed in and out of class by an authorized adult. Half-Day Preschool attendance will be taken by the teacher.

**K-8:** Attendance is tracked by the teachers and the Office and is recorded in the student's permanent file. Parents are encouraged to reinforce the importance of faithful attendance and the courtesy of being on time. Excessive absences/tardies are likely to affect a student's grade.

Absences for Middle School will be recorded by class period. If the student is present for one, two, or three periods, they will be marked as present for half a day. If present for four periods or more, they will be marked present for the whole day. When a student is absent for more than 18 days in a year, the administration will determine if the student is eligible to be promoted to the next grade.

**Middle School Tardies:** After 8 tardies, families will receive a letter from the school notifying them of the issue. At 12 tardies, a meeting with the Principal will be scheduled.

**Excessive Tardies/Absences:** For any student, a parent-teacher or parent-administrator conference may be scheduled if excessive tardies or absences are noted. Excessive tardies in elementary school will affect a student's eligibility for the "perfect attendance" award. Excessive absences may effect the student's ability to be promoted to the next grade.

**Planned Absences:** Family vacations and trips should be scheduled to coincide with school vacation days. While some class assignments can be made up, missed instruction and class time cannot. Teachers may assign students different or modified activities instead of the regular classroom assignments. A parent or guardian's written notification must be submitted to the teacher at least one day prior to the absence. Planned absences of more than one day require one week's notice. Student work requested in advance is due on the first day back in school.

## BIKE HELMETS

Preschoolers who intend to ride on tricycles during recess must wear a bike helmet. Helmets should be labeled with the child's name and brought to and from school every school day. Because of limited storage space, helmets cannot be left at school. For health reasons, helmets may not be shared among students.

## BOARD OF DIRECTORS/GOVERNANCE

ECS is an independent, non-profit religious 501(c)(3) entity incorporated in the State of Washington and a private school approved by the Washington State Board of Education. ECS is operated by an appointed Board of Directors. ECS is not governed by any church or denomination. The Board of Directors' responsibilities include 1) Mission/Purpose, 2) Policy, 3) Process, 4) Financing, and 5) Evaluation.

The Board of Directors meets at least once each month from September through June. The first part of every meeting is open to parents of ECS students for informational viewing. Parents may also make an appointment to present information to the Board.

Concerns directed to the Board are valued and treated confidentially. The Board will attempt to respond to concerns in a timely manner. Minutes will be posted outside the school office and on ParentsWeb. A list of board members with contact information will also be available on ParentsWeb.

## BOY/GIRL RELATIONSHIPS

We teach our students to maintain godly attitudes and behavior toward the opposite gender and strongly encourage them to invest their social energy into developing solid friendship skills rather than pursuing romantic relationships. Students are to refrain from outward displays of romantic affection.

## CARPOOLS AND TRAFFIC

Transportation to and from school is the responsibility of each ECS family. Carpooling is encouraged and is arranged between families.

**Preschool Only:** Parents must park and walk preschoolers to class. All-Day Preschoolers need to be signed in and out at their classroom, and all authorized signatures for pick-up and drop-off must be on file. Please do not leave younger siblings alone in the car.

### General Guidelines:

- Follow the Traffic Pattern Plan available on ParentsWeb and in the school office.
- Do not park in the Reserved VIP or Disabled parking spaces without authorization.
- The maximum speed limit on school grounds is 5 mph at all times.
- Use extreme caution at all times, especially when backing up.
- Keep each child in sight. Hold hands with younger children when walking to class. Please use sidewalks and walkways where available.
- No running.
- To maintain a safe environment, license plates of drivers who are not following school traffic regulations will be reported to the office.

**K-8 AM Drop Off:** Please drop off K-8 children between 8:20 and 8:40 AM. There is no supervision on school grounds before 8:20 AM. If you are dropping your child off, please do so in the designated area for your child's grade. Do not leave your car unattended in the drop off lane or drop children off outside of the designated drop off area. Not following these guidelines is a safety issue and it creates bottlenecks and causes real inconvenience for everyone else.

Younger children may be dropped off if accompanied by an older student who can responsibly walk them to class. To facilitate a speedy drop-off, please have students exit the vehicle on the passenger side only with all their belongings in hand. Please pull forward as much as possible so traffic does not back up.

**PM Pick Up:** For security reasons, parents or carpool drivers must pick up some students at their classrooms. However, other students (grade levels) will have pick-up lanes with a pick-up “process.” Please follow the pick-up process of your child’s grade level. By following the correct process, ECS can visibly verify that students have left with an authorized adult. Middle school students must directly report to a parent or carpool driver and be off campus by 3:45 PM. A Middle School student may pick up a younger sibling from the classroom as long as the Middle Schooler’s name has been added to their sibling’s approved pick-up list on Renweb.

## CHAPEL

Preschool Chapel is held once a week in the Chapel. Elementary and Middle School Chapel is held every Monday. If Monday is a holiday, Chapel will be held that Tuesday. K-8th grade students are required to attend Chapel in their official Chapel uniforms. On hot days, the teacher or an administrator may give students permission not to wear their monogrammed cardigan sweaters. Students are expected to be attentive and respectful. Awards for Christian character traits are given at the Chapel held on the first Monday of the month. Parents are welcomed and encouraged to attend Chapel.

## CHILD ABUSE

All staff members are mandated by state law to report suspected child abuse. If they “know or have reason to believe” that a child is being physically, emotionally, or sexually abused, they are required to contact the Child Protective Services (CPS) and make a report.

## CLASS SIZE

Class size is limited to 20 students for each K-5 grade class and 24 students for each 6-8 grade class. The larger preschool classrooms can accommodate 14 students and the smaller ones 10 students. Board approval is needed to exceed these limits. An instructional aide will assist in the preschool when the class size exceeds 10, and in elementary school when class sizes reach 12 (K-1), 15 (2nd), 18 (3rd-5th). The amount of aide time allocated for each grade level is at the discretion of the Principal.

## COMMUNICATIONS FROM SCHOOL

ECS will communicate regularly with parents via email or through one of the channels listed below. Thursday is our general information day.

- **Thursday Newsletter:** You will receive a school newsletter every Thursday via email. You can choose to access it via a link or by opening an email attachment. Paper flyers will sometimes be sent home with the YOUNGEST student in the family. Please be proactive in looking for the Newsletter, familiarizing yourself with any communications, and responding, if needed, in a timely manner. The same info will be posted on ParentsWeb.
- **ECS Website:** [www.ecswa.org](http://www.ecswa.org) Our school website provides information on uniforms, our hot lunch program, curriculum, test scores, and much more. The school calendar is posted under Student Life.

- **Parents Web** provides an electronic connection to classroom information, including assignments and grades, and access to calendars, forms and flyers distributed throughout the year (look under Resource Documents).
- **Emergency and/or Health Notices:** From time to time, an emergency or health notice may be sent home to families.

## COMPLAINTS AND CONCERNS

Concerns about your child's academic or social experience or classroom procedures should be discussed directly with your child's teacher first and at the earliest possible time. Please do not let issues or concerns go unreported; teachers are very interested in making sure your child's experience is exceptional. If your concerns are not addressed satisfactorily by your child's teacher, then please speak with an Administrator. Complaints against a specific person should be handled in the Biblical manner described in Matthew 18:15. Murmurings and rumors are not appropriate.

Operational and safety concerns should be brought to the attention of the Administration as soon as possible, either in person or in writing. Inquiries and requests for clarification of policies and procedures should be addressed to the Administration, as should any complaints against any policies, procedures, and practices.

## COMPUTERS AND TECHNOLOGY

Technology education is a vital part of our curriculum at ECS. Teachers guide the students in learning to use a variety of computer programs and web tools to complete class projects and develop keyboarding proficiency. Many classrooms throughout the school have computers to enhance daily academics. All middle school students have their own device (tablet or laptop). Students will also have access to computer carts. However, the school retains the right to install programs or limit access to programs on those computers to support the educational efforts of the school. The school employs an Internet filter that is compliant with CIPA (Child Internet Protection Act) guidelines. Students are instructed in appropriate Internet use and taught to notify the teacher or close the program/window if inappropriate content is encountered. Middle School students are to abide by the technology contract. It is highly recommended that Middle School students only use their computers for school related tasks before and after school. Parents should carefully monitor their Middle School student's computer use at home.

**Middle School technology usage:** We are very blessed to have access to computing devices (laptops, tablets, smart phones, etc.) and the internet at Eastside Christian School (ECS). Such technology brings a world of information and resources into the classroom and allows for more engaging learning activities. With this technology, however, come certain expectations and responsibilities. Using these computing devices and the internet is a privilege, not a right.

- Students are expected to treat school owned computing devices and other equipment with the utmost care.
- Students may only use electronic devices (laptops, tablets, smartphones, smart watches, etc.) with the teacher's permission, and may only use programs or websites that the teacher has said that they may use at that particular time. Electronic devices may only be used for academic purposes unless given permission by the teacher to use them for some other purpose. A teacher (or designated adult) must be in the classroom to supervise students when they are using computing devices.

- Students should only log on using their assigned user-name and password. Students may not change their password without the teacher's permission.
- Students may not attempt to bypass any installed filters or computer security or monitoring systems.
- Students are prohibited from using any online "chat rooms" or social network sites, such as Facebook, Google +, Twitter, Instagram, Snapchat, MySpace, Pinterest, Tumbler, or Vine. This is NOT a complete list. If students have a question about the appropriateness of a particular website, they should either avoid using the website or ask the teacher.
- Students may not open, read, or send email without the teacher's permission, and then may only use email for that one specific task. Email is not the preferred method for transferring or backing up files. Students should never open an email attachment from someone they do not know. It might contain a virus.
- Students are prohibited from using or exploring any online video sites such as YouTube, Netflix, Hulu, etc. (this is not a complete list) unless the teacher has provided a specific link of a video for the students to watch. In such a case, the students will be expected to watch that particular video, but no others.
- Students should also avoid these types of websites: gaming, gambling, friends' personal web pages, "slam pages" that put down others, dating sites, adult sites, music swapping sites, humor/joke sites, etc.
- If students should happen to stumble upon a website or page with inappropriate content, they should immediately click the "Back" button or close that tab. They should not show the website or page to other students. If students believe that other students might accidentally open the same website or page, they should report it to their teacher, who may request to have the website blocked.
- Students are expected to give full credit and properly cite their sources for information found online. Students are prohibited from copying and pasting text from an existing web page to pass off as their own work. This is considered plagiarism and cheating. This violates school/class policy and may even be illegal!
- Students are expected to save all of their class assignment files into their school network folder and/or OneDrive account. They are also expected to back up their files daily onto a flash drive and to bring the flash drive with them to class every day (this provides them access to their files even if the internet connection is down).
- Students are not allowed to install any programs or download any content onto ECS owned computers without the teacher's permission. Students may customize their desktop, but may only use one of the pre-installed Microsoft Themes. Students may not download or install any backgrounds, themes, wallpapers, etc. Students may NOT install any widgets on ECS owned computing devices without the teacher's permission.
- The school printers are to only be used for printing school-related items. If a document has more than five pages, students should ask the teacher for permission before printing. When printing from a website, students should use Print Preview and then print only the specific pages they really need. Some web documents can be very long!
- At the teacher's discretion, students may be allowed to use computing devices in class. However, devices must remain powered off until the teacher provides permission to use the devices.
- Sadly, there are predators online, so students must be aware! If something doesn't feel right, it probably isn't. Students should never give out their full name, address, or telephone number on the Internet. If a name is required, they should only provide their first name or a pseudonym (fake name) and the name of their school (if required). Students should NEVER agree to meet anyone in person that they meet online. If students use social networks outside of school, they should adjust their privacy settings so that strangers cannot view their personal information.
- Students should be mindful of netiquette (online etiquette). Electronic communication does not allow for facial expressions or body language, so messages meant in a joking manner are often misinterpreted. Students should be very careful of the wording they use in their online communication.
- Students may not wear smart watches to school on test days. On non-test days, smart watches are allowed. However, if a teacher notices the watch has become a distraction, the student will be asked to take the watch off.

- Phones are not to be used at school unless a teacher has given a student permission to use their phone.
- Electronic devices are not to be used for listening to music unless specific permission has been granted by the supervising teacher.

## CONFERENCES

**Preschool:** Parent-teacher conferences will be held in November.

**Elementary and Middle School:** To encourage communication, parent-teacher conferences are scheduled for all K-8 families at the end of the first trimester. Report cards are handed out and discussed at this first conference. Optional spring conferences may be scheduled after second-trimester report cards have been distributed. Any parent or teacher may initiate the scheduling of a conference. Schedule conferences at least 24 hours in advance to ensure quality conference time. Teachers are usually not able to “conference” without some notice.

Please check the school calendar and Thursday Newsletter for this year’s conference dates. School will be closed and/or reduced to a half-day during conferences. K-5 grade teachers will post sign-up sheets at their classrooms. Middle school conferences will take place in the chapel. “As needed” conferences may be arranged with the teacher at any time.

## CURRICULUM

**Preschool:** The Preschool curriculum is Christ centered, theme oriented and play based, incorporating the Zoo-phonics, Touch Math, and Handwriting Without Tears programs. The children are given many opportunities to explore, discover, imagine, and create. Kindergarten-readiness skills are emphasized, using developmentally appropriate practices.

**Elementary/Middle School:** Our elementary/middle school curriculum focuses on strong phonetic reading programs and core courses that are thorough in content and sequential in development. The curriculum combines a Christian worldview with the highest academic content. It is God’s truth taught by qualified Christian faculty. Our program offerings—designed to prepare students for higher learning—meet or exceed all academic achievement levels and state requirements.

## DISCIPLINE POLICIES AND SCHOOL RULES

ECS expects students to act in accordance with ECS’s Statement of Faith. As a school, we believe that children naturally want to do well and receive praise. We offer children a structured environment, clearly taught and frequently reviewed rules and expectations, and frequent praise for good choices and behaviors. While we recognize that our children are not perfect “angels,” this system of clarity, structure, and praise serves to create a wonderful learning environment. When a child makes a poor decision, the child is corrected in a respectful and loving manner, and the child receives consequences appropriate to the nature of his/her poor choice. ECS does not use corporal punishment.

These behavior guidelines are established for the safety of our children and to provide a positive atmosphere for all students and teachers. If a student repeatedly struggles with behavioral issues, seriously limiting the student’s ability to maintain academic standing and causing them to be a continuous disruption to peers and teachers, the school may recommend professional Christian counseling and/or withdrawal from the school.



## **PRESCHOOL DISCIPLINE**

“Discipline” comes from the word “disciple,” which means to teach. We believe that by teaching children to make good decisions, we move them in a positive direction that will help develop independent behavior and positive self-esteem. When a child experiences difficulty in making good choices, following directions, or maintaining interpersonal relationships, the teacher may assist the child in “solving” his/her problems while maintaining the integrity of all of the children. Typically, talking and praying with the child or a time-out (one minute per year of age) in a specified chair, away from the rest of the class but within sight of the teacher, is all that is needed. If this strategy does not help redirect unacceptable behavior, the teacher will enlist the help of the Preschool Director, and a conference may be called with parents, the teacher, and the Director in attendance.

## **ELEMENTARY AND MIDDLE SCHOOL DISCIPLINE**

Discipline at ECS is based upon the Biblical pattern of handling discipline and behavioral matters with the love of God (Hebrews 12:7-13). Discipline is what you do because you love young people and will not permit them to continue attitudes and behaviors that are hurtful to themselves and to others. Good discipline is based upon respect for one’s self and for others, with the main objective being the growth of Christian character and a lifestyle more pleasing to the Lord.

Hebrews 12:11-13: “No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.”

Inappropriate behavior is disrespectful and disruptive and requires the attention of staff and parents. The primary purpose of discipline is to restore relationships with God and each other. Discipline at ECS has three goals:

- Learning: preparing children to make better decisions the next time they are confronted with a similar situation
- Restitution: making things right (i.e. asking for forgiveness, repairing, fixing, or replacing an item, etc.)
- Consequence: providing consequences for misbehavior (i.e., time out, loss of privileges, etc.) to help children learn

It is each student’s responsibility to understand and follow School Rules. Parents/guardians can help by reviewing them with their children. It is the responsibility of all faculty and staff members to clearly teach and enforce these rules at all times throughout the school day and at school-sponsored events.

### **SCHOOL RULES:** Student Responsibilities/Expectations

Luke 6:31: “Do to others as you would have them do to you.”

#### **Honor God**

- Ask, “Are my actions honoring God?”

#### **Be Safe:**

- Walk, don’t run
- Keep hands and feet to self
- Bring only approved items to school

#### **Be Willing**

- Be positive
- Try your best

#### **Be Respectful:**

- Be polite

- Be honest
- Follow directions
- Use appropriate language
- Treat other's property well

**Be Responsible:**

- Be prepared
- Be organized
- Be on time
- Complete all work

**Routine Discipline:** Most discipline is handled in the classroom by the teacher. At recess and during other school activities, the supervising aide or staff member will address behavioral problems as they arise, with the goal of maintaining order and an environment of respect. Routine discipline may sometimes result in a verbal or written advisory to the parents, especially if incidents recur. Parents are expected to respond to this advisory with respect for the teacher and the authority of the school. If a situation warrants greater intervention, the student will be referred to the administration. This involves recording the incident on RenWeb and notifying the parents. Teachers and/or administration will then be directly involved in the student/parent conversations and consequences that follow.

**Progression of Consequences for K-5:**

- **1st minor offense:** The student is warned and the expected proper behavior is outlined.
- **1st major offense or 2nd minor offense:** Expected behavior is reviewed. Student loses free time or the opportunity to participate in school activities. Student must make restitution, parents are notified, and the incident is recorded on RenWeb.
- **Next offense:** Expected behavior is reviewed. Student loses significantly more free time and opportunities to participate in school activities. Student must make restitution. Parents meet with Principal to develop a plan of action.
- **Next offense:** Suspension

Serious offenses may result in suspension or expulsion on the first offense. Serious offenses include (but are not limited to):

- **FIGHTING** or physically engaging another student or adult is completely unacceptable. Students are to use words to problem solve.
- **DISHONESTY** in any form will not be tolerated and will result in serious consequences. As a Christian community, we are committed to the truth and strive for integrity in all things. **PLAGIARISM**—taking credit for someone else's ideas or work— is an act of dishonesty. Middle School Students agree to abide by the ECS Honor Code at the beginning of the year.
- **ELECTRONIC DEVICES** of any kind should not be brought to school unless the student has received permission from a teacher and will be using the items for educational purposes. This includes music players, hand-held video games, and other devices. These items can be a distraction, and their security cannot be guaranteed. If electronic devices are brought to school, they must be turned OFF and stored in a locker or backpack while the student is on campus. Laptops, iPads, or Tablets are allowed ONLY if being used for school-related activities. Any unauthorized use of electronics may result in the device being confiscated. ECS recognizes that many students carry cell phones. During school, cell phones should not be used, seen or heard without staff permission. (See **PHONE USAGE**, page 26.)

- **ITEMS NOT ALLOWED ON CAMPUS:** Any form of tobacco, alcohol, drugs, pornography, weapons (including facsimiles or look-alikes) are not allowed on campus. Bringing any of these items to school will result in immediate disciplinary action. Possessing a firearm or dangerous weapon on campus will be considered a serious offense with consequences that may include immediate expulsion and a report to the local law enforcement authorities.
- **BULLYING:** Any actions deemed to be bullying and harassing in nature run counter to everything that we embrace as Christians. Those actions are unacceptable and will result in a swift and serious response.
- **STEALING:** The taking (or use) of someone else's property without their permission.
- **USING "UGLY" WORDS** to denigrate or belittle others, or swear words that destroy the positive learning environment.

**Middle School Detention Program:** Students will be assigned Detention for behaviors that do not conform to ECS expectations. Detentions are assigned by school staff. Detention runs from 12:30-12:50 PM under an Administrator's (or some other designee's) supervision.

When assigned, the Detention is to be served the next school day with the assigned staff person. If a parent is unable to drop their child off the next day, the parent needs to contact the Principal and request that their child's Detention be served the following day. If students arrive late to Detention or fail to serve on the assigned day, an additional day of Detention will be assigned. If a detention is not served within 5 school days of its being assigned, the student shall be suspended for 1 day. While in Detention, students will complete a Behavior Reflection Sheet that will help the students debrief the initial issue and problem solve how to make better choices moving forward. When a Detention is assigned, the staff member will give a paper and/or electronic notice to the student and send an email to the parent.

**Expulsion:** The Principal has the authority to expel a student in consultation with the School Board. Expulsion results in permanent removal from the school's programs. A request for review (grievance procedure) may be submitted to the Administration and the School Board, but the expulsion will remain in effect while the grievance is pending.

**Off-Campus Issues:** Off-campus issues/behaviors that cause problems at school will be addressed by the Administration, and may result in consequences or some other form of action by the Administration.

## **DRESS CODE (Uniforms)**

ECS students are expected to maintain a neat appearance, dressing in a manner that is safe and comfortable for the activities of a school day, as well as respectful of themselves and others. Modesty should be maintained at all times. Clothing and appearance should never be a distraction to the learning environment.

### **Preschool Dress Code**

Preschool children are not required to wear the school uniform, but we DO ask that children be dressed with the intention of having fun! All students should have a change of clothes in their backpacks in case of extreme messiness or accidents. Shoes must be worn at all times. We recommend sneakers/tennis shoes that are conducive to running and outdoor play. Please, no slide-on sandals or flip-flops. Remember to send a hooded jacket in bad weather, as we will usually have some type of outdoor activity, rain or shine.

### **Elementary and Middle School Dress Code**

ECS maintains an official “Chapel” Uniform along with a Standard Dress Uniform (Please refer to the following pages). All students are expected to be in Chapel Uniform or Standard Dress Uniform while at school or at off-campus school events.

#### **P.E. Uniform (Grades 5-8):**

Plain navy or white t-shirt (please label all clothing).  
Navy blue ECS shorts or plain navy blue sweatpants.  
Tennis shoes and white socks

**Violations** of the Dress Code will generally be handled by the classroom teacher with a warning call home and/or a request that a change of clothing be brought to school. Repeated violations of the Dress Code or personal appearance expectations will be referred to an administrator, who will employ progressive consequences to remedy the situation, this includes detentions or suspensions. The administrator reserves the right to determine the appropriateness of personal appearance and to make occasional exceptions.

#### **Special Occasions (Formal Wear):**

Please refer to the guidelines for free dress. In choosing a formal outfit for the Father Daughter Dance or for Graduation, all guidelines regarding modesty, undergarments and length will apply. For girls: If the top of an outfit does not match the guidelines, you will need to wear a sweater or opaque shawl while at school sponsored event.

#### **Purchase**

Uniforms (girls’ jumpers and skirts) are available through Lands End. They can be purchased through their online store at <https://www.landsend.com/pp/SchoolSearch.html?>. Chapel sweaters can be purchased through the front office. Purchasing fee will be charged through FACTS.



<b>GIRLS CHAPEL UNIFORM:</b> Chapel, some field trips, off-site competitions	
<b>HAIR ACCESSORIES:</b> Solid navy, white, red No hats, hoods or sunglasses may be worn indoors. All hair accessories must be school colors.	
<b>HAIR:</b> Away from the eyes; no extreme styles or coloring.	
<b>JEWELRY:</b> Small and tasteful, not distracting or unsafe. <b>MAKE-UP:</b> 6th-8th grade only, in good taste; no visible tattoos or body piercings.	
<b>TOP:</b> White blouse (short or long sleeves) or plain white polo shirt. Navy cardigan sweater with ECS logo purchased through ECS.	
<b>BOTTOM:</b> (No shorter than 2" above the knee) Grades K-3: Classic Navy Large Plaid jumper from <i>Lands End</i> . Grades 4-8: Classic Navy Large Plaid skirt/skort from <i>Lands End</i> .	
<b>HOSIERY:</b> Grades K-3: Black, white or navy socks or tights Grades 4-8: May also wear skin-tone shades of nylons (Leggings are acceptable if a formal look is achieved )	
<b>SHOES:</b> Black shoes K-I only: Sneakers or other footwear worn on regular dress days is allowed.	



<b>GIRLS STANDARD DRESS: All other school days/events</b>	
<b>TOP</b>	
<b>Color:</b> Solid white, red or navy blue <b>Style:</b> Collared tops or turtlenecks, sweatshirts, fleece jackets, sweaters, sweater vests <b>Length:</b> Short or long sleeves, well-fitting <b>Logo:</b> Plain or ECS only	
<b>BOTTOM</b>	
<b>Color:</b> Khaki, navy blue, Classic Navy Large Plaid from <i>Lands End</i> , dark blue denim <b>Style:</b> Pants, shorts, cargo or capri styles, skirts, skorts <b>Length:</b> Well-fitting, no shorter than 2" above the knee (No shorts viewable below the hem. No overalls, sweats, warm-up/nylon pants, or jeggings/leggings that are worn as pants.)	
<b>HOSIERY:</b>	
<b>Grades K-3:</b> Black, white or navy socks or tights <b>Grades 4-8:</b> Skin-tone nylons also OK; leggings under skirts acceptable: black, white, navy blue with matching socks.	
<b>SHOES:</b> Any shoes suitable for recess and PE. (No flip-flops.)	



### **GIRLS' GUIDELINES FOR SEMI-FORMAL EVENTS**

- Avoid revealing styles or fabrics; no tight or strapless styles.
  - Length should be no shorter than 2 inches above the knee.
- If unsure, please consult with a female middle school teacher.





### BOYS CHAPEL UNIFORM: Chapel, some field trips, off-site competitions

**HAIR:** Neat and above the collar, cut/groomed away from the eyes.  
No extreme styles or coloring, and no hats, hoods, or sunglasses worn indoors.

**JEWELRY:** No earrings, make-up, or nail polish. No visible tattoos or piercings.

**TOP:** White polo shirt with ECS logo or plain white polo shirt, worn tucked in.  
(Short or long sleeves)  
Navy cardigan sweater with ECS logo purchased through ECS.

**BOTTOM:** Navy pants (traditional fit) with dark, neutral-colored belt. (No jeans)

**SOCKS:** Dark socks

**SHOES:** Black shoes  
K-I only: Sneakers or other footwear worn on regular dress days is allowed.

### BOYS STANDARD DRESS: All other days/events

#### TOP

**Color:** Solid white, red or navy blue

**Style:** Collared shirt, turtlenecks, sweatshirts, fleece jackets, sweaters and sweater vests. Shirts may be untucked if worn neatly.

**Length:** Short/long sleeves, fitting well

**Logo:** Plain or ECS only

#### BOTTOM

**Color:** Khaki, navy blue, dark blue jeans

**Style:** Pants, shorts, cargo-style pants, fitting well

*(NO overalls, sweats, or warm-up/nylon pants in class.)*

**SOCKS:** Navy blue, white, black, khaki, gray

**SHOES:** Any shoes suitable for recess and PE. (No flip-flops.)

### BOYS' GUIDELINES FOR SEMI-FORMAL EVENTS

Please dress to show respect for others and not call attention to yourself. Dress to honor the atmosphere of the event and all the people who have worked hard to put it on.

- Plan ahead. Find out what is expected and borrow what you don't have.
- Shirts should be worn tucked in.

### GIRLS & BOYS: "Free Dress" and "Spirit-wear Fridays"

The last Friday of each month is usually designated a Free Dress Day and announced in the Thursday Newsletter. Students' clothing must be well-fitting, in good taste, and in good condition. Overalls, sweats, and warm-ups are acceptable. Tops need to completely cover midriff and back. Undergarment straps should not be visible. Collar lines should maintain modesty. All shorts and skirts need to be long enough to reach past the finger tips when hands are put straight down to your side. Shorts must be pulled up to waist. Clothing may not be see through. The first Friday of each month is usually designated as Spirit Wear Friday. On Spirit Wear Fridays, students may wear any ECS-related T-shirt or sweatshirt with their standard uniform. Spirit Wear can be purchased [online](#) and it is also given out during the year (Science Fair, Field Day, etc.).

## **EAGLE CLUB (After School Enrichment Program)**

**After Care for All-Day Preschoolers** is available from 3:05-5:30 pm for an hourly fee. According to Washington Administrative Code (WAC) 170-295-2020, preschoolers may remain in care a maximum of ten (10) hours each day.

**K-5th Eagle Club** is available from 3:00 to 5:30 PM on school days. The Club includes time for homework, snacks, art, reading, outdoor play and more. The after-school Eagle Club is billed on a monthly basis. Families must prearrange for children to attend Eagle Club. There is no drop-in service. Please be sure to notify the office of any allergies or special instructions for your child. If a family has more than one child in Eagle Club, the fee is discounted 15% for the 2<sup>nd</sup> child, 30% for the 3<sup>rd</sup> child, and 45% for the 4<sup>th</sup> child.

For safety and liability reasons, all on-campus students who are not under direct adult supervision must be in the care of Eagle Club or Preschool supervisors. Middle-school students have until 3:45 pm to make their way off campus.

**Early/Late fees:** Students in Eagle Club after the stated hours of operation will be billed an additional \$1/minute in late fees. This fee will be included on your monthly statement.

**K-8 After-School Classes:** When possible, we offer Fall, Winter, and Spring sessions of after-school classes for an additional fee. Most classes are taught by outside providers. Those students taking an after-school class will be taken directly to the class by their teachers, or the student will be taken to Eagle Club by their ECS teacher and picked up by the after-school instructor who then takes them to class. When the after-school class is finished, students are to be picked up by parents directly from the class.

## **ELECTIVES (Middle School)**

Middle School students will receive an Electives Request Form via email prior to the beginning of the school year. The deadline for the receipt of this form will be clearly stated on the form. Students will be responsible for reading the instructions, completing and returning this form to the office in order to enroll in their electives. Students will be given enrollment priority based on the following criteria....

### Students whose forms are received by the deadline:

- Student grade level (higher grades will get priority)
- The date the form is received
- Class size limitations
- Student preference
- Interest in a class (minimum number needed for class to be offered)

### Students whose forms are NOT received by the deadline

- The date they are received by the office
- Class size limitations

## **EMERGENCY CONTACT INFORMATION**

Parents are responsible for ensuring that the school has current information regarding emergency contacts in case of illness or injury. Contact information can best be kept up to date on ParentsWeb. When a student becomes ill or is injured during the school day, it is extremely important that the school know who to contact if parents cannot be reached. Parents should notify the school office if any phone numbers change. The office will inform teachers and other staff as needed.

## EMERGENCY PREPAREDNESS DRILLS

Emergency evacuation, fire, earthquake, and lockdown (and possibly Shelter-In-Place) drills help students learn what to do in case of a real emergency. Students are taught to conduct themselves as if a real emergency is occurring and to follow the instructions of teachers and administrators as they execute our Emergency Preparedness Plan.

Teachers will explain procedures and the route to be used in leaving the classroom before the first drill. In the event of a real evacuation, students will only be released to their parents or to persons listed on the *Emergency School Closure form*.

Emergency supplies are stored on site for each student. In addition, each family should provide a “comfort kit” for each of their children in the event that students are on campus for an extended period of time. For a “comfort kit” description and explanation, please contact the school office or go to ParentsWeb.

In the event of an actual emergency while school is in session, parents should not telephone the school or attempt to enter a school building. Communication with parents in the form of texts, emails, or phone messages will be sent out as soon as possible. Upon arriving at school, parents should look for signs or staff members directing them to the Student Pick-Up/Reunification Area. Students will be under the supervision of our Student Care committee.

If the campus needs to be evacuated and students relocated, signs will be posted to direct parents to the new location. The *School Closure Emergency Pick-Up Authorization Form* will be followed and act as the record of the student’s release.

## FIELD TRIPS

Every class will take at least one field trip during the year to enhance their classroom studies. An info/consent form will be sent home prior to the outing, indicating the level of uniform required and any need for sack lunches or snacks. Students must return these forms their teacher. Field trip fees will be billed through FACTS. Accepting phone calls or other written permission as authorized parental consent will be at the discretion of the Administration. Students may be denied participation if behavioral expectations have not been met. If participation is denied, an alternate activity may be assigned to replace the curricular elements missed.

**Parent support:** Parents often assist on field trips by providing transportation and supervision. Each teacher/grade level will determine the number of chaperones needed and how those chaperones will be selected (if not enough openings are available). When accompanying a class on a field trip, parents are responsible for supervising the students under their care and supporting the learning taking place. This requires parents to be both mentally present and physically attentive. In most cases, the cost of a chaperone’s admission and parking are worked into overall student costs. All other expenses (i.e., gas) are the responsibility of the chaperone/parent. Drivers are expected to be in compliance with Washington State seat belt laws and air bag safety regulations for front-seat passengers. They must also provide ECS with current copies of the following:

- Washington State Driver’s License
- Proof of adequate insurance coverage (a minimum coverage of \$100,000 liability per person for bodily injury; \$300,000 liability per incident for bodily injury for all vehicle occupants; and \$50,000 liability for property damage)



Siblings and other guests may not attend K-8th grade field trips. A limited number of siblings and guests may attend Preschool field trips with the permission of the teacher. At no time during a field trip may a parent smoke, drink or be under the influence of alcohol or drugs.

**All-Day Preschool:** Each car must have

- A first-aid kit that meets the requirements of WAC 170-295-5010
- An adult with written documentation on file of current CPR and first-aid training
- An adult meeting lead teacher qualifications (according to licensing requirements)

## FINANCIAL AID

The awarding of financial assistance (FOR TUITION ONLY) is at the discretion of a committee created by the Board of Directors. The application for Financial Aid must be *resubmitted annually* with registration. All financial aid is given on the basis of need as determined from the Parent/Guardian Confidential Financial Aid Application. Factors such as yearly income, number of children at ECS and/or at other private schools, special family circumstances, etc., are all taken into account.

ECS now processes financial aid through FACTS. Based on the financial information provided through FACTS, a manageable tuition level is calculated and shared with the Financial Aid Committee. This *helps* us make fair and objective financial aid decisions.

To begin an application, please go to <https://online.factsmtg.com/aid> and “Create an Account.”

- Our school’s District Code is ES-WA. If you search for “Eastside Christian School,” please include zip code 98007 to eliminate other schools with the same name.
- **NOTE:** A \$40 application fee applies. You will also need to provide your most recent tax return documents for verification purposes.
- If you have financial aid questions for ECS, please email [financialaid@ecswa.org](mailto:financialaid@ecswa.org).
- You can also access this page through an existing Renweb account:
  - Log into your account
  - Click on Financial > Apply for Grant & Aid
  - Create an Account

Applicants will be notified by US mail of any financial aid offered. Please sign & return the document to ECS.

## FINANCIAL RESPONSIBILITY

ECS encourages all families to carefully plan how they will afford the cost of private schooling for their children. The parent/guardian is financially responsible for all tuition and other charges. If you cannot keep current with your tuition, please be responsible for withdrawing your children from school and making arrangements for the payment of your balance. The Director of Finance and/or School Board Treasurer is available for confidential financial counseling. Please direct all questions about your account to the Finance office. The Director of Finance (David McKinney) can be contacted by email at [dmckinney@ecswa.org](mailto:dmckinney@ecswa.org).

**Tuition:** Eastside Christian School has contracted with FACTS, an online tuition payment service. Families signing an enrollment contract must enroll in FACTS and choose a payment plan in order to have tuition deducted automatically from your bank account. Tuition is always paid one month in advance with September’s tuition paid in June. There are no tuition reductions for absences due to illness, or vacations of any length, or for paying the entire (10 months) tuition in advance. All returned NSF (Non-Sufficient Funds) payments may accrue a fee of \$30 in addition to any fees charged by FACTS.

**Delinquent Accounts:** If an account is more than 60 days past due, the Finance office will send the family a payment plan to get the account current and a request for at least one tuition payment within 30 days. If the school receives no response after 30 days, the account will be sent to collections.

**Financial Hardship:** Families experiencing financial hardship can discuss a repayment schedule with the Director of Finance. If the situation is not resolved by the end of the school year, the family will be ineligible to enroll for the next school year.

## **FORGOTTEN ITEMS**

**Preschool Only:** Items forgotten at home may be taken to the classroom.

**K-8:** If it is necessary to drop-off items to students during the school day (lunches, books, etc.), parents must bring the items to the school office (NOT the classroom). The office staff will make sure the items are sent to the classroom.

## **FUNDRAISERS**

All families are encouraged to support school fundraising in order to help ECS maintain a quality Christian education program. Our Parent Teacher Fellowship (PTF) conducts several fundraisers per year to support classrooms, teachers, and family activities. Administration-sponsored fundraisers (like the Auction) support major enhancements to the property, curriculum, programs, and staffing to ensure the legacy of ECS continues well into the future.

**Pay-to-Play Events** are not fundraisers. All fees/charges are structured to cover the cost of the events (e.g., Father-Daughter Dance, Game Nights, sports team fees, etc.).

## **GRADING SYSTEM AND REPORT CARDS (K-8)**

K-8 report cards are issued after every trimester. The first trimester report cards will be given to parents during the fall parent conferences. Report cards for the remaining grading periods will be sent home with students. Final report cards and test scores will not be released until all tuition, fees, and fines are paid and all outstanding school materials like textbooks are returned.

To follow your child's progress, you may access ParentsWeb to view homework assignments, tests, and attendance records. The younger grades rarely post grades online.

### **Kindergarten Grading System**

4 = exceeds standards  
3 = at standard  
2 = approaching standard  
1 = not at standard

### **1st-2nd Grade Grading System**

4.0 = 95-100	2.5 = 70-79
3.5 = 90-94	2.0 = 60-69
3.0 = 80-89	1.0 = 59-0

### 1st-5th Grade Behavior Scale

4 = Almost Always  
3 = Usually  
2 = Sometimes  
1 = Seldom

### 3rd-5th and Middle School Grading System

Evaluation of student progress is a continuous process. In evaluating achievement, teachers examine all aspects of student development, including homework, participation, tests, project scores, organization, and independence.

A = 93-100	B+ = 88-89	C+ = 78-79	D+ = 68-69	F = <59
A- = 90-92	B = 84-87	C = 74-77	D = 64-67	
B- = 80-83	C- = 70-73	D- = 60-63		

I = A temporary grade indicating that work has not been completed by the student (for a justifiable reason).

### HONOR ROLL (MIDDLE SCHOOL)

To be eligible for HONOR ROLL, a student must have:

- 3.7 Grade Point Average (GPA) or higher for the grading period in question (trimester or cumulative)
- NO grade lower than an A-
- Students with all A-'s or higher will receive an "A Honors" designation.
- Students with a 4.0 GPA will receive the special "4.0 Honors" designation.

Middle School level classes will be weighted, based upon a variety of criteria: core class/elective, homework level, number of classes per week, etc. Generally, classes will be weighted as follows:

1.0	Core classes (Bible, English, Science, Math, Social Studies)
0.8	7th grade Electives meeting five days/week
0.4	4th grade Electives meeting 2 days/week

Letter Grade Converted to Grade Point Average (GPA):

A	4.0	C+	2.3	D+	1.3
A-	3.7	C	2.0	D	1
B+	3.3	C-	1.7	D-	0.7
B	3.0			F	0.0
B-	2.7				

Middle School students must have a 1.67 grade point average at year's end (calculated only using the grades from the 5 core classes) in order to move to the next grade level.

**Short-Term Exchange Students** (enrolled for less than one year) will be given a grade for each trimester of attendance. If their enrollment is for a very short period of time, there is the option of pass/fail grades. Along with the pass/fail grades, a short written narrative/general comment about participation, work completion, etc. can be produced when requested. These students are expected to do everything the other students are assigned, and in the same timely manner, unless otherwise arranged.

## GUM

Students are not allowed to chew gum at school. Exceptions may be made by individual teachers for some testing situations.

## HEALTH SCREENINGS

Parent volunteers periodically provide optional screenings for vision, hearing, and speech concerns. Parents will be notified in advance of any screenings and may elect to have their student not participate. It is recommended that parents do not depend on or expect the school to routinely provide these screenings. All families should regularly have their children checked by a medical professional for vision, hearing, and all other general health matters.

## HIGH SCHOOL REGISTRATION

**Private High Schools:** In order to meet private high school application deadlines, please submit information requests to the ECS office in EARLY DECEMBER. This includes teacher referral forms, transcript requests, etc. In general, you should complete your application materials before Christmas break, as many schools have early-January due dates. Important: All high school application materials must go to the ECS office (not directly to teachers). The office will distribute materials to the individual teachers, gather additional documents, and return the packet to you (or forward it to the high school).

**Public High School:** We recommend that you contact your local public school before the February break to ascertain the critical dates for orientation, scheduling, and signing up for sports. Public schools often require a copy of your current utility bill and/or other documents to confirm your residency within district boundaries. Again, contact the ECS office with any document requests. Teachers will be happy to consult with you regarding the appropriate core class placement for your child.

**High School Visitations:** Please schedule high school visitations on non-ECS school days whenever possible. Missing too many school days may negatively impact your child's studies at ECS.

## HOMEWORK (K-8)

Homework supplements and reinforces classroom learning and may be assigned in all grades. The length of time a student devotes to homework may be affected by make-up work, special projects, and/or extra-credit work, as well as the individual needs and motivation of each student. The amount of homework your student has may also be a reflection of how well s/he uses class time. The following is a *general* daily homework guide:

Kindergarten – Second Grade	0-20 minutes per night
Third – Fifth Grades	30-60 minutes per night
Sixth – Eighth Grades	60-80 minutes per night

In addition, please set aside 10 to 30 minutes daily for reading time, which could include you reading to your child, your child reading to you, or your child reading independently. Parents can help make homework an effective learning experience by giving encouragement, showing interest, and acknowledging that the responsibility ultimately rests with the student.

## MIDDLE SCHOOL HOMEWORK, TESTS, AND ASSIGNMENTS

Homework is considered an important aspect of middle school life. Not only does it support in-class work, but it also promotes the development of individual responsibility, independent work practice, good work habits, and organizational skills. These skills will be imperative for students in the high school setting and beyond.

Parents are strongly encouraged to regularly monitor their student's RenWeb page and talk with their student about his/her grades, attendance, tests, assignments, etc. Teachers will do their best to keep their RenWeb pages up to date, but it is ultimately the student's responsibility to manage his/her schoolwork.

As noted above, middle-school students can expect an average of 60-80 minutes of homework daily, plus independent reading time. Please understand that at this level of study, some weekend homework can be expected, due to long-term assignments or tests given on a Monday. An effort is made by all teachers to coordinate their scheduling of tests. No student should have more than two tests or major projects due in core subjects on any given day.

Late work incurs a penalty and after a period of time, may result in no credit. Teachers outline their late work policies at the beginning of the school year. (See **LATE WORK POLICY**) Any deviations from the school policy are at the discretion of the teacher, in consultation with the Principal.

### **ELIGIBILITY REQUIREMENTS FOR ATHLETICS & OTHER EXTRACURRICULAR PROGRAMS:**

During the given month, the student must have at least a "C-" grade point average in all classes. In addition, the student should have minimal missing or late assignments and no outstanding disciplinary issues that may result in the student being ineligible for athletics and other ECS activities.

**NEATNESS AND ACCURACY OF ASSIGNMENTS:** Assignments will be checked for neatness and accuracy. The quality and appearance of student projects and assignments reflect a student's desire to achieve the best marks possible. Students are encouraged to always do their best.

## ILLNESS

**Preschool:** State regulation WAC 170-295-3030 requires that a person capable of recognizing common signs of communicable diseases or other evidence of ill health observe each child upon his/her arrival at the school. A child who is ill upon arrival will not be admitted or will be separated from the other children until a parent/guardian can pick up the child. All-day Preschool families, please refer to the Childcare Center Health Policy Manual.

**All students:** If a student becomes ill during the school day, s/he will be sent to the office/health room. Office staff will care for the child, taking the child's temperature and administering first aid if necessary.

If the child's temperature is above normal (100 degrees F) or if the child is obviously too ill to participate in class, a parent or designated contact person will be called to take him/her home. If parents cannot be reached, the procedures outlined on the **ECS Medical Release and Information form** will be followed.

A student who has a temperature of 100 degrees or higher should not attend school until his/her temperature registers as normal for at least 24 hours without the aid of fever-reducing medication. Likewise, a student with a contagious condition such as chicken pox or pink-eye (conjunctivitis) should not attend school until the condition is considered no longer contagious. Parents must immediately notify the school of a child's contagious condition so classmates' parents can be informed. The identity of the student will be kept confidential. ECS has specific

standards that must be adhered to in an effort to help keep all of our children healthy. Please keep your child at home if they exhibit any of the following symptoms:

Fever 100 degrees or more	Diarrhea	Sore Throat
Reddish or pink eyes with or without drainage	Lethargic Behavior	Earache
Unusual skin rash	Vomiting and/or Nausea	
Colored discharge from runny nose	Excessive coughing or crying	
Abdominal pain with headache and unusual tiredness and unusual paleness		

If your child has any of the above symptoms, please keep him/her home for at least 24 hours after they are symptom-free or after complete treatment has been administered. In the case of head lice, the student can remain at school but should begin anti-lice treatment as soon as possible after it's diagnosed.

### **Hand Washing/Cleanliness (Preschool)**

Staff and children must wash their hands as soon as they arrive in the classroom, after using the rest room, before eating a meal or snack, and when their hands are soiled. Our staff monitors hand washing and assists a child when needed. Staff and children are to dry their hands with paper towels. To eliminate the spread of germs, the staff periodically cleans and disinfects all objects. ECS complies with all state guidelines for sanitary practices. All ECS staff and students are encouraged to wash their hands frequently.

### **Medication and Health Care**

Students who become ill or are injured while at school will be treated in the office in accordance with standard first-aid procedures. If an emergency arises, parents and/or 911 will be called for immediate assistance.

Administration of both prescription and non-prescription (over the counter) medicines, including but not limited to pain relievers, or cough syrup, require a completed **Authorization for Administration of Oral Medication at School form** on file in the school office. This form requires the signature of a licensed health professional prescribing within the scope of their prescriptive authority, as well as the signature of a parent/guardian. The form is good for one year and must be resubmitted each new school year. For the office to administer mild medicines (like cough drops), an authorization form with the parent signature is also required, but does not need a doctor's signature.

State law requires that all medicine be in its original container with the correct name and a non-expired date. State law allows the Principal to consult with a school nurse or designated and trained staff person to permit the student to self-administer medicine. The Principal and nurse will take into account the age, maturity, and capability of the student, the nature of the medication, the circumstances under which the student will or may have to self-administer the medication, and other issues relevant to the specific case before authorizing a student to carry and/or self-administer medications at school. Except in the case of multi-dose devices (like asthma inhalers), students shall have access to only one day's supply of medication at a time. Violations of any conditions placed on the student permitted to carry and/or self-administer his or her own medications may result in revoking that permission and imposing discipline when appropriate. Students are not, under any circumstances, permitted to give another student medication.

## **LATE WORK POLICY**

**Elementary Level:** Elementary teachers will explain their late work policy for assignments and homework at the beginning of the year. Late work may incur a grade penalty.

**Middle School Level:** Because students have access to all assignments and are able to turn in assignments online, all assignments are to be completed on the day due (regardless of attendance). Late work at the Middle School level has the following grade consequences:

- If the assignment is one day late, it can receive at most 75% credit.
- If the assignment is two days late, it can receive at most 50% credit.
- If the assignment is more than two days late, no credit is given. (0 credit)

For unusual or extreme situations, the student may talk with the teacher and request an extension, but the teacher is under no obligation to grant the extension.

If a test is missed because of absence, the test is to be taken the day of return.

## **LIBRARY K-2**

The ECS Library is only open to teachers or students/parents under a teacher's supervision. Teachers will monitor the checking out and returning of all books. Books can be taken to the classroom or home, again with teacher permission.

## **LICENSED CHILD CARE**

Our All-Day Preschool is licensed by the State of Washington through the Department of Early Learning, and therefore complies with the childcare regulations presented in WAS 170.295. A license is posted in each room. Children are supervised at all times.

## **LOST AND FOUND**

Please note that the school is NOT responsible for lost or stolen articles. We recommend that all personal items be labeled and valuables not be brought to school. Valuable items that are "found" will be turned in to the school office. All clothing and other items found around campus will be placed in the cabinet near the first-grade bathrooms. All items found in the Gym will be placed in the Lost & Found cabinet in the Gym building hallway. If an item is not claimed within two weeks, it may be disposed of at the discretion of the office staff. Official school uniform items will be donated to ECS families.

## **LUNCH**

ECS has arranged for a hot-lunch program that provides food daily food services for a fee. Lunches are ordered online through a website offered by the ECS Lunch Service.

**FORGOTTEN LUNCHES:** Parents delivering a child's lunch to school should bring it to the school office, not the classroom.

## MAKE-UP WORK

**Make-Up Work for grades K-5:** Homework arrangements can be made in advance so the child will not fall behind in class. In some cases, assignments and school work will be given upon the student's return. Students will be allowed to make up work within a reasonable period of time: usually two days per day absent. Consideration will be given to students missing several days in a row or those too ill to prepare for school. Handouts, worksheets, tests and quizzes may be provided, but we are not able to replicate the classroom instruction and group activities. While we make every effort to allow students to "catch-up," some grade impact may occur with extended student absences. Depending on the length of absence and the circumstances, teachers have the option of modifying or canceling/excusing missed homework. Alternative work may also be assigned, like a reading or written assignment in lieu of class work.

**Make-Up Work for Middle School students:** Because the Middle School curriculum and assignments are almost completely available online, it is expected (except for extreme situations) that students will be able to complete assignments and turn them in on time, regardless of attendance. If there is any question about what is due or how assignments should be completed, students should advocate for themselves and contact each teacher by phone or email. Tests will be taken the day the student returns. For absences beyond two days, the parent or student should email teachers to clarify the work that is expected to be completed during the absence.

Thank you for your support as we work together to foster increased independence and responsibility for our middle school students.

## NOTICE OF NONDISCRIMINATORY POLICIES

ECS is open to all children without regard to race, gender, color, or national or ethnic origin. ECS does, however, reserve the right to select students based on its own criteria of spiritual commitment, academic performance, and personal qualifications. A student's willingness to cooperate with the school administration and to abide by its policies and regulations is an important consideration. Potential disqualifiers include language barriers, behavioral problems, and special educational needs that our program cannot accommodate. The ECS administration welcomes a conversation regarding our ability to meet your child's special academic needs. ECS complies with all WA state age requirements for preschool through middle school. The ECS Board has final authority over registration, but any issues should be directed first to the Principal.

## OFFICE HOURS

During the school year, ECS's office is open from 8:30 am to 3:30 pm. During the summer, modified hours are in place. The Finance office is generally open from 9:00 am to 4:30 pm.

## PARENT TEACHER FELLOWSHIP (PTF)

All parents are members of PTF by virtue of their children attending ECS. The purpose of the PTF is two-fold:

- 1) To provide opportunities for parents to build friendships and community with each other
- 2) To support and serve the students, teachers, and administrators of the school in order to accomplish the overall mission of ECS. PTF coordinates many fundraising, enrichment, teacher-appreciation, and family events.

The PTF contact is [ptf@ecswa.org](mailto:ptf@ecswa.org).



Members of the PTF Executive Board are elected in accordance with the approved by-laws and are under the authority of the Principal and ECS School Board. All PTF meetings are publicized in the school newsletter and are open to all. Parents are strongly encouraged to attend and participate in the life of the school through the PTF.

## **PARENTSWEB / RENWEB**

Go to [www.renweb.com](http://www.renweb.com) to access school-wide and classroom information (District code: ES-WA). Middle School teachers update class information at least once per week, and elementary teachers update at least every other week. Parents are encouraged to create a log-in and utilize the site regularly. Middle school students may also need to access Renweb through a parent's log-in. Newsletters, flyers, forms, and menus may be found on Renweb under Resource Documents.

## **PARTIES & CELEBRATIONS AT SCHOOL**

If you would like to send special treats to class to celebrate your child's birthday, please make arrangements with the teacher. For health and safety reasons, we encourage you to bring store-bought treats and check with the teacher regarding food allergies.

Unless the entire class is being invited, please handle off-campus or private party invitations outside of class and through the mail to avoid hurt feelings. Class directories can be found on Ren-Web.

ECS honors and observes Christian holidays, especially Christmas and Easter. ECS neither endorses nor condemns Halloween, but encourages Fall Harvest-type parties in order to respect the beliefs of all ECS families. Halloween costumes are not allowed in school, even if Free Dress Day falls on October 31st.

## **PET POLICY**

Pets are not permitted on campus due to liability issues and out of respect for students who are either allergic to animals or frightened by them. The only exception would be for service animals, such as Seeing-Eye dogs. If a student wishes to bring a pet to school for "show and tell," the owner of the pet must register the animal prior to bringing it on campus and must sign a pet liability release form in the office.

## **PHONE USAGE (including cell phones)**

Students are allowed to use the school phone by permission only. Arrangements for playing with friends after school, athletic practices, etc., should be made prior to coming to school. Teachers and students do not receive telephone calls during class time. Messages from parents may be left with office staff, who will pass on the message to teachers and students during lunch, recess, or at the end of the day.

Student cell phones must be turned off during school hours and kept in lockers or backpacks. If a student is expecting a message during the school day, he or she must receive staff permission before using his/her phone. Any student found in violation of this policy will be subject to the following:

- 1st offense: reminder/warning
- 2nd offense: cell phone will be confiscated and must be picked up by a parent

ECS is not responsible for lost or stolen cell phones.

## PHOTOGRAPHS OF STUDENTS

Occasionally, photographs of students and school activities are used for promotional purposes or as fundraising items at the school auction. If a parent does not want his/her child's photograph to be made public in such ways, a written statement must be sent to Danielle Jobe in the office ([djobe@ecswa.org](mailto:djobe@ecswa.org)) or the appropriate boxes must be checked on the ECS/PARENT Agreement Form or Photo Permission Form.

## POTTY TRAINING REQUIREMENTS (PRESCHOOL)

ALL children MUST be potty trained. This means that the child has the ability to plan for and take care of his/her own bathroom needs. Pull-ups MAY be worn by children who might be accident prone, but teachers are NOT required to change "wet" pull-ups. In the event of an "accident," teachers will help the child change clothes and will bag up soiled clothing to be taken home. If a child has repeated accidents, the teacher may request a conference with the Preschool Director and a parent to determine a course of action.

## PRAYER AND FLAG SALUTES

Every homeroom begins the day with prayer, led by either the teacher or students. Classes also recite daily salutes to the American flag, the Christian flag, and the Bible, and offer a prayer of thanks before snacks or lunch.

### **The Pledge to the American Flag**

I pledge allegiance to the flag of the United States of America and to the republic for which it stands,  
One nation, under God, indivisible, with liberty and justice for all.

### **The Pledge to the Christian Flag**

I pledge allegiance to the Christian flag and to the Savior for whose Kingdom it stands.  
One Savior, crucified, risen and coming again with life and liberty for all who believe.

### **The Pledge to the Bible**

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path.  
I will hide its words in my heart that I might not sin against God.

## PRAYER GROUPS, PRAYER CONCERNS

The school staff meets every school day morning for devotions and to pray for our staff, students, and families. We strongly encourage our families to include ECS and our entire community in your daily prayers. Additionally, we encourage parents, extended families, and friends to consider participating in one of the prayer opportunities listed below:

**A weekly Moms-in-Prayer group:** An Open Prayer Time for ECS the week before school starts, coordinated by the Director of Spiritual Life

If you wish to join others in prayer or have a prayer request to share, please contact the office.

## PROMOTION AND RETENTION

Students are promoted once a year in June, based on their fulfillment of the requirements of the grade and on other pertinent factors. If a teacher and the administration believe that a student needs more time to master the work of a grade, it would be to the student's educational advantage to repeat the grade rather than be promoted to the next. If a student is being considered for retention, his/her parents will be advised within a reasonable time prior to the end of the school year. The Principal is the final decider on behalf of the school in all promotion and retention situations. Middle School students must maintain at least a 1.67 GPA (calculated using grades from the 5 core classes) in order to move to the next grade level.

## RECESS AND PLAYGROUND RULES

The Preschool playground is reserved solely for preschool use.

Playground safety is a top priority at ECS. Adult supervisors will have children in view at all times. Supervisors will be proactive, moving around play areas and interacting with students. Students must ask permission from a supervising adult to leave the playground (to go to the bathroom, drinking fountain, or classroom). A friend will be sent with the student, in keeping with our "buddy system." Upon their return, the students must check in with that same adult. Students are to respect ALL adults in authority— teachers, aides, parents. Students are expected to follow directions the first time, every time.

When the recess supervisor blows the whistle or rings the bell, students need to stop what they are doing and return to class or get in line, as directed by the teacher, an aide, or other adult supervisor.

### **General Recess Rules:**

- Anything on the ground stays on the ground. No picking up or throwing sticks, pinecones, rocks, debris, etc.
- Stay off the retaining walls.
- Run / move under control.
- No digging.
- No climbing fences.
- The fenced preschool playground is only for preschoolers and supervised Enrichment groups.
- No tackling, wrestling, pushing, tripping or karate-type moves.
- No running through any swing area.
- Recess is over when the bell rings or the whistle is blown. For the safety of those who are lining up or leaving, all shooting or throwing of balls must stop.

### **SWINGS:**

- Swing straight in a seated position only.
- Only one child on each swing.
- Share the swings (count 30 swings/person).
- Stop swing before getting off.
- Do not jump from swing while in motion
- Do not lay head down and lie back—it's very dangerous
- Preschool swings: No more than three on a swing at one time. Feet inside the tire.

### **TRIKES: To be used by Preschool and Kindergarten only**

- Sit on seat
- One at a time

- No bumping
- No wheelies
- On path only, not down ramp
- Helmets required

#### SLIDES:

- Feet first
- Up ladder—down slide
- One child down the slide at a time

#### LARGE PLAY STRUCTURES: Safety rated for students age five and above only

- No running on or near structure
- No pushing or shoving
- No climbing on outside of slide, outside walls, or on roof
- No pulling students off bars
- No games of “tag” on any play structure

#### BASKETBALL:

- No hanging on the net or rim
- Non-contact

#### FOUR SQUARE, HOPSCOTCH: Let courtesy and common sense be your guide.

#### Equipment Rules:

1. Students should not bring any toys or equipment from home for use on the playground. ECS will provide adequate and appropriate equipment for each class to use on the playground (jump ropes, hula hoops, balls, basketballs, bouncy balls, soft foam balls, trikes, etc.).
2. Students are expected to take care of school equipment. If equipment is taken out, the student is responsible for returning it to its proper storage container, to the supervising teacher, or to the classroom.
3. All preschool and kindergarten students need to bring a helmet from home in order to ride the trikes.

## RECORDS TRANSFER REQUESTS & TEACHER RECOMMENDATION FORMS

All records transfer requests and teacher recommendation forms should be submitted to the ECS Office (not directly to teachers). The office will track and distribute the materials to the individual teachers, gather additional documents, and return the packet to you (or forward it to the school). Please allow at least 48 hours for records transfers and a week for teacher recommendation forms.

## SAFETY AND SECURITY

- The campus is under constant (recorded) video surveillance.
- All visitors must check in at the school office upon arrival.
- All visitors must wear an identification tag (furnished by the office).
- With their teacher’s permission, K-8 students may move about the campus while classes are in session to run an errand (e.g., deliver a message to the office) or go to the restroom. Grades K-5 students should utilize the “buddy system” (minimum of two students) whenever possible.

- ECS has a “closed campus” policy: No student may leave the campus during school hours without an authorized adult.
- ECS has a security guard who is on the premises during the school day.
- The school has a fence which surrounds all student and classroom areas. The fence gates close from 9 am to 2:45 pm. If you need access to the school during the day, please enter the school through the Main Office doors.

## SCHOOL CLOSINGS

- The Principal will determine whether to close the school if weather or other emergency dictates.
- If necessary, the Principal will add an appropriate number of school days to the calendar based on state hour requirements.
- The Principal (or /her designee) will be responsible for having closure information on the school answering machine, email, text, ParentsWeb (“Announcements” box), our school website (ecswa.org) and KOMO-TV.
- Snow closure guidelines for ECS do NOT necessarily follow the Bellevue School District, since ECS families come from various areas.
- Parents should listen to public broadcasts and avoid phoning the school during snow days or other closures.
- If school is dismissed early but parents cannot pick up their children early, students will be supervised in school until the usual dismissal time or until parents can safely pick them up.
- Permission to release students to persons other than parents must be stated on the *School Closure* form; otherwise they will not be released, even to carpool families.
- All announcements are for one day only; new announcements will be given each day.
- NO ANNOUNCEMENT MEANS NORMAL OPERATIONS.

## SEARCH AND SEIZURE

Students of private, independent schools have a limited expectation of privacy under the U.S. Constitution. Although ECS has broad discretion in deciding to conduct reasonable searches of students' backpacks, desks, or other equipment or materials brought on campus, ECS is mindful of students' reasonable expectations of privacy and balances these expectations with the goal of maintaining overall safety and discipline in the school. Searches will be conducted if there is a reasonable suspicion of illegal or immoral activity on the part of the student or if there is the possibility of bodily harm to the student or others at ECS, based upon credible information received.

The school has the right to perform unannounced searches, seize contraband, and give information to law enforcement agencies based on information discovered during a search. If contraband is seized, law enforcement agencies will be informed immediately.

Students will be accorded a higher degree of privacy when searches of a student's person are involved. Personal searches (i.e., backpack, purse, pockets) will be performed in private by a school administrator or teacher of the same sex, with another adult witness of the same sex present. Parents will be notified of the search as soon as possible. Strip searches or body cavity searches will never be performed by ECS personnel.

## **SHARING (SHOW-N-TELL)**

Many teachers incorporate “sharing activities” in their classes. Sharing is an important event in a child’s day, so please take time to help your child select his or her item and be able to articulate the significance of the item. Please note that any type of weapon (or facsimile) is not allowed at school.

## **SIGN IN AND OUT (PRESCHOOL)**

All adults dropping off and picking up all-day preschoolers must have their names and signatures on file with the school. A parent must sign the attendance sheet when a child is brought into the All-Day Preschool classroom. The parent must also be sure that the staff is aware of the child’s presence. If the child is dropped off by a carpool driver or nanny, a staff member will sign the child in. The person picking up the child at the end of the day (if other than parent) must be specified in writing. That person must sign the child out of the program at the end of the day. The guardian should also check the child’s cubby for any announcements or communications from the Director or the school office.

## **SNACKS (PRESCHOOL)**

Snack time is always an important learning and sharing time for our preschool classes. As the children gather around to enjoy a nutritious snack, teachers are able to talk with them about science, senses, chemistry, color, math and a multitude of other concepts. Each child will have the opportunity to help select a nutritious snack food to share with his/her class on the assigned day(s). Teachers will either assign snack days to students or post snack sign-up sheets for the month. All-day classes will be given a monthly menu with a letter outlining state food requirements. To ensure the health and safety of all our children, please provide packaged foods. This will cut down on food handling, thus reducing the spread of germs. If the snacks need preparation, please discuss this with the teachers, as they may be able to incorporate the preparation activity into a class project. If bringing fresh fruit, which must be uncut, please make sure to wash the fruit thoroughly before bringing it to class. Parents are also asked to be considerate of food allergies when bringing snacks for any class function. In cases of severe food allergies, parents may be asked to provide their child’s own food for snack time. Water is always provided and drinks, such as 100% fruit juices, are welcome on a limited basis.

## **STUDENT CLASSROOM PLACEMENT**

The Principal, with input from the teachers, makes all final decisions regarding student classroom placement. After gathering input from parents and teachers, students are carefully placed in classroom groupings that create positive educational environments and allow for all students’ continued growth.

## **TEXTBOOKS AND LIBRARY BOOKS (K-8)**

Students are assigned a set of textbooks at the beginning of the school year, with the condition of the books noted. Students are responsible for the care and proper use of textbooks, as well as any other school books, and for the return of all books. Report cards will not be issued to students who have outstanding fines for damaged or lost books.

## TEMPORARY REMOTE LEARNING OPTION (TRLO)

The Temporary Remote Learning Option (TRLO) is a virtual offering for ECS Middle School students that is intended for emergency long-term absences beyond a family's control. The TRLO program is defined and explained on the ECS website under "Community", then "Documents & Forms," the "Parent Student Handbook," and then "Temporary Online Option."

## TUTORING

Teachers have limited availability to help students in need of extra help outside of class. While teachers are very happy to help when they can, please remember that they must give up lunches, prep time, and family time in order to do so. Students who would benefit from ongoing tutoring are encouraged to seek outside, off-campus help. Should any ECS teachers be available for paid tutoring, they would not be permitted to tutor a student enrolled in his/her own class and would not be allowed to tutor on campus. These policies are in place to avoid any potential conflicts of interest.

## VACATION

Family vacations and trips should be scheduled to coincide with school vacation days, as noted on the school calendar. ECS observes all Christian holidays.

- If a child is living temporarily with relatives or friends or is being cared for at home by someone other than a parent, please notify the office and teachers in writing, giving authorization for pick up and medical care.
- For K-5, if traveling for an extended period of time, speak with your child's teacher about work that could be provided or assigned. Typically, reading or writing that can be done independently is a reasonable alternative to trying to duplicate classroom assignments.
- Middle school students with more than 18 absences in any course may not receive credit.
- Tuition is not refunded or prorated for absences or vacations of any length.

## VISITORS AT SCHOOL

Because our campus is spread out and is shared at times with renters (which potentially have their own set of visitors), all visitors to the school are required to sign in at the office immediately upon entering the grounds. This applies to ALL volunteers, friends and family, workers, and any other person not enrolled at, or employed by, ECS. However, no sign-in or pass is needed at Drop-off and Pick-up times.

- Visitors will receive a Visitor's Pass as proof of sign-in.
- Other adults are encouraged to kindly inquire about the nature of a visitor's business if he or she is not wearing the proper I.D.
- Adults should courteously direct or escort an unidentified visitor to the office so they can sign in and receive a pass.
- Students should not attempt to confront an unfamiliar adult or older teenager, but should instead notify the teacher and/or office if they notice a person not wearing a Visitor's Pass.
- Students' guests are not allowed on campus without prior approval of the school office and teacher(s).
- All-Day Preschool parents are free to visit their child's classroom without prior notice, but please report to the office first.

## VOLUNTEER/SERVICE COMMITMENT

The Volunteer/Service Commitment program is designed to involve parents in the mission of the school. Not only do children benefit from parent involvement, but tuition costs are kept lower when needed services are regularly performed by parents.

ECS requires each family to volunteer the following number of hours during the year, based on the oldest student:

<b>Full-day student</b>	<b>30 hours</b>
1/2 day student, five days a week	15 hours
<b>1/2 day student, four days a week</b>	<b>12 hours</b>
1/2 day student, three days a week	9 hours
<b>1/2 day student, two days a week</b>	<b>6 hours</b>

Families need to report their volunteer service hours via ParentsWeb to get credit for the hours. After you log in,

- ⇒ Click on Family
- ⇒ Click on Family Home
- ⇒ From drop down menu in the center of the page, select on your name
- ⇒ Click on the “+” sign in the Service Hours box and enter your hours

All hours will be tabulated by the administrative staff, who will then send out notices regarding your balance as needed. In mid-May families will be billed a dollar amount for every unmet hour of volunteer service. Any hours fulfilled or entered after the billing may be submitted to the Office Manager and will result in a credit to your account—but only through June 30th of the associated school year.

All parents/guardians who will be assisting with “in school” volunteer work **MUST** have a background check performed prior to helping in class. This is typically done at enrollment. All other helpers, including family members, will need to acquire the form from the school office. This helps to ensure the safety of all our students. All volunteers must sign in at the office to receive a Visitor’s Pass.

**Volunteering in the Classroom:** Most teachers will publicize volunteer opportunities via handouts or sign-up sheets posted on the bulletin board near the classroom door. The All-day Preschool has additional requirements for volunteers, which are covered in the New All-Day Parent Orientation.

**Volunteering for committees or events:** Early in the school year, parents have an opportunity to sign up for various volunteer opportunities, including chairing or co-chairing an event or serving on a committee. Other opportunities are advertised throughout the year in the Thursday newsletter or online at Sign Up Genius.

**Room Parents:** Teachers greatly appreciate having one or two parents serve as Room Parents to help them

- Organize class parties and class projects
- Contact and arrange drivers for field trips and
- Coordinate the class auction project



## **WEAPONS**

It is a violation of Eastside Christian School policy and Washington State law for any person to carry a firearm or dangerous weapon on school premises, in school-provided transportation, or in other areas being used for school activities. This includes but is not limited to slingshots, brass knuckles, guns, knives, clubs, nunchaku sticks, throwing stars, air pistols, or air rifles. A copy of the Revised Code of Washington (RCW) related to this policy is available online. A student shall not possess nor transmit any object that can reasonably be expected to endanger the student or others. Any incident involving a dangerous weapon, a firearm, or an object likely to be mistaken for a dangerous weapon or firearm will be considered an “Extreme Offense” according to the ECS discipline policy guidelines. Any acts that could constitute a violation of state law will be promptly reported to the appropriate law enforcement authorities.

The one exception to this policy is a trained and licensed safety personnel designated by the School Board to have a weapon on campus.

## **WITHDRAWAL**

To withdraw from school, a student must submit a NOTICE OF WITHDRAWAL to the school office thirty days prior to the last day of attendance. Notification of withdrawal will be reported to the Finance office on your behalf. Failure to submit a 30-day notice will result in the assessment of a penalty equal to one-tenth of the annual tuition. The school office will inform the necessary staff and instructors of the withdrawal.

**PLEASE NOTE:** Families who reenroll for the following school year must withdraw by May 1 in order to be released from the financial responsibility of Tuition Payment #1. This first payment is non-refundable and non-transferrable, even to siblings.