

ACADEMIC YEAR

2019/2020



EAST VALLEY
CHRISTIAN SCHOOL

Student Handbook

Proverbs 22:6

Train up a child in the way he should go:
and when his is old, he will not
depart from it.



EAST VALLEY
CHRISTIAN SCHOOL

2715 South White Rd
San Jose, California
95148

Phone: (408) 270-2525
E-mail: evcsoffice@gmail.com

School Hours: 8:15am - 3:00pm
Office Hours: 8:00am - 4:00pm

TABLE OF CONTENTS

Mission Statement	1	Campus Visitation Policy	12
Articles of Faith	1	Transportation Rules	12
Admission Policies	2	Student Drive Thru Policy	12
Admission Procedure	3	Emergency Procedures	13-15
Financial Policy	3-4	Uniform Dress Code	16
Extended Care	5	Personal Electronic Policy	17
Attendance	5	Responsible Technology Policy	17-18
Curriculum	6	Student Hot Lunch	19
Classwork & Homework	6	Lunch Rules	19
Homework Times	6	Playground Rules	19-20
Grading Scale	6	Student Conduct	20
Grade Promotions	11	Harassment Policy	21-22
Grade Reporting	7	Complaint & Investigation	
Standardized Testing	7	Procedures	22
Textbooks & Supplies	7	Parental Involvement	23
Grade Promotions	8		
Graduation	8		
Communications	8		
Academic Integrity	8-9		
Medical Guidelines	10-11		
Physical Education	11		
Closed Campus Policy	11		

MISSION STATEMENT

East Valley Christian School was established in 1988 as a ministry of East Valley Pentecostal Church to assist its members and other interested families of the community in training their children according to the Biblical commandments found in Deuteronomy 6:5-9; Proverbs 22:6 and II Timothy 2:15. The teaching of Biblical principles is the primary objective of our school. We intend for our students to be first-class citizens of the Kingdom of God, faithful members of a Bible-believing church, and academically balanced students. This translates into the following objectives:

1. To insure that each child comes to a saving knowledge of Jesus Christ, achieves a higher level of Christian maturity, attains a deeper commitment, and becomes a more effective witness for the Lord.
2. To provide a quality education that will empower each student to excel academically.
To emphasize the individuality of the person and to assist each child in properly responding to himself and others: to develop self-confidence, individual God-given talents and abilities in creativity, goal setting, forecasting, communications, academics, and the principles for success.
3. To promote self-discipline by training them to be relevant, consistent, appreciative, responsible, and thorough in attitude, character and actions.
4. To assist each child in seeking his purpose for life's service and necessary preparation for eternity through emphasis upon biblical relevance, and to prepare him for that purpose through an emphasis on excellence in his spirit, soul, and body.
5. To compensate for inadequate educational backgrounds.
6. To eliminate grade level failure and repetition.
7. To help each child to learn how to live to honor the Lord by meeting the daily responsibilities with which God has entrusted him.
- 8.

ARTICLES OF FAITH

We believe...

The Bible to be inspired of God; the infallible Word of God (**II Timothy 3:16**)

The bible is the only God given authority with which man possesses; therefore, all doctrine, faith, hope, and all instruction for the church, home or school must be based upon, and harmonized with, the Bible. It is to be read and studied by men everywhere.

There is one ever living, eternal God, infinite in power and Holy in nature, attributes, and purpose and possessing absolute, indivisible deity (**I Cor. 8:6; II Cor. 5:19; Eph. 4:6; Joel 2:28**)

The Bible standard of full salvation is repentance, baptism in water by immersion in the name of the Lord Jesus Christ for the remission of sin and the baptism of the Holy Ghost with the initial sign of speaking with other tongues as the Spirit gives the utterances (**Acts 2:4, 38; 8:16; 10:46-48; 19:5-6; Matthew 28:19**).

ADMISSION POLICIES

- East Valley Christian School (EVCS), a ministry of East Valley Pentecostal Church, accepts students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, nationality and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletics, and other school administered programs. To do so would be in violation of Christian principles set forth in God's Word, the Bible, our sole guide in these matters.
- Every child's progress and behavior as well as timely application are used to determine admission for the following year.
- Priority enrollment will be given to qualified returning EVCS students and their siblings. Only students whose accounts are in good standing will be considered for re-enrollment.
- Returning students who have been accepted for the upcoming school year may be subject to re-evaluation if they are withdrawn before the current school year is completed. Admission to EVCS is selective. Application for admission includes screening to determine whether the prospective students will likely meet EVCS standards and program goals. Testing does not guarantee space availability.
- Beginning class placement is tentative, based on the results of our admissions test. If it is determined that a different class assignment is more suitable, the administration will advise parents and make the necessary adjustments.
- Class size and teacher-pupil ratio will vary, based on several factors; these, and final class placements, will be determined by the administration. Those factors include, but are not limited to, scholastic expectations, curriculum, quality control, teaching techniques, positive cooperation between home and student, student motivation, and self-esteem.
- All students agree to uphold the EVCS Discipline Guidelines determined by each classroom. EVCS reserves the right to immediately terminate or suspend the enrollment of any student at any time for violation of the Discipline Guidelines or for failure of the parents to support its enforcement. EVCS may amend these guidelines as deemed necessary by school authorities.
- All students have specific dress and grooming standards, and agree to abide by them. Dress and grooming standards, as well as uniform requirement sheets, are listed in these guidelines.

It is our expectation that parents and students will support and cooperate with the teaching and administrative staff of our schools. Our schools are structured and administered to achieve the stated goals of the mission statement of the schools. If a student and/or parent is not in agreement with our goals, and find themselves in substantial disagreement with the administration or teaching staff, we would recommend that they seek a different environment to achieve the goals that are important to them. If in our estimation, it is apparent that a parent and/or student is in substantial disagreement with the administration of East Valley Christian Schools, we will require them to remove their student(s) from our schools, refund the unused tuition promptly, and cooperate fully in the transfer of the student to the school of choice as designated by the parent.

ADMISSION PROCEDURE

Request an EVCS Information Packet via e-mail or by calling the school office.

Schedule a meeting with the school Principal. In this meeting, it is required that at least one parent enrolling the child attend. A copy of the child's previous report card and most current Achievement Test scores must be submitted. At the conclusion of this meeting, a time will be scheduled for the child to be given a diagnostic test. (\$100 Assessment Fee is due at the time of the test) *If a review of your child's report card and/or Achievement scores reveal they are at grade level, then a diagnostic test may be bypassed. All kindergarten students must pass an entrance exam with a score of 80% or better, before they are accepted into EVCS (East Valley Christian Preschool Students are exempt from the exam).*

If a student is accepted for enrollment, a \$200.00 registration fee along with an enrollment packet, and an immunization record must be submitted.

Conditions that could prevent a student from being accepted in our school are:

- Functioning more than one level below their chronological grade level.
- A history of behavioral issues and/or learning issues that prove to be incompatible with our learning system or beyond the scope of what our program provides.
- Failure to return a completed enrollment packet.
- **New students will be placed under a temporary 6-week probation to insure their compatibility with our program.**

FINANCIAL POLICY

Your first tuition payment is due in August and your final tuition payment is due in May .

"*The account*" is defined as the tuition owed to East Valley Christian School during the period of time in which the child is an active student in our school and in our records maintenance system. The tuition for this student is specified in the Financial Agreement Form, as well as the Schedule of Fees Form.

"*The person(s) responsible for this account*" is defined as the individual(s) who are responsible for insuring the complete and full payment of the tuition owed to East Valley Christian School. Whoever signs the **Financial Agreement Form** will be contacted in the event that the account becomes delinquent.

In addition, they solely hold the authority to terminate the account, should it be terminated for any reason not initiated by East Valley Christian School. If an account is terminated, it must be paid in full up to the date of termination (the desire to terminate the account must be submitted in writing to the school's office by the person(s) responsible for the account).

The undersigned understands that should they withdraw their student(s) from EVCS for any reason, the school will pro-rate the Annual Tuition. If students are withdrawn in the middle of the week, the entire week will be charged. If they should desire to re-enroll, a new registration fee must be paid.

FINANCIAL POLICY CONTINUED

All payments are due on the designated payment date of each month. If they are not paid by the tenth day of the month, the student whose account is delinquent could face dismissal. ***Delinquent accounts may incur a late charge.*** In the case that the child is dismissed and the parents or guardians desire to have their student re-enrolled in the school, their account must be paid in full and a letter must be submitted to Pastor Rodney Nielson. If a student is dismissed for any reason other than a delinquent account, the school will pro-rate the annual tuition. If the child is withdrawn in the middle of the week, the entire week will be billed for. All payments can be made directly to:

**East Valley Christian School
2715 S. White Road, San Jose, CA 95148**

Kindergarten: \$6,500.00 (10 payments of \$650.00)

Grades 1-4: \$6,000.00 (10 payments of \$600.00)

Grades 5-8: \$6,000.00 (10 payments of \$600.00)

The tuition does not represent the total amount you may spend during the year. The undersigned parent(s), promise to pay East Valley Christian School the Annual Tuition shown above which is for the tuition for the current school year. They also agree to pay any additional charges, which their student(s) may incur for curriculum, before and after school care, supplies, cost of replacement or repair of damages caused by them, etc. Any additional costs that you will incur are for childcare, field trips, uniforms, and supplies, etc. Returned checks must be replaced with cash or money orders and all late fees and bank charges will be added to the delinquent account.

The undersigned parents understand that during the school year, the After School Program (ASP) cost is ***not*** included in the Annual Tuition. This care applies to the time your student(s) is at school for more than 30 minutes before or after school. ASP includes the time of arrival in the morning from 7:00 a.m. until 7:45 a.m., and from 3:15 p.m. until 6:00 p.m. In addition, ASP will begin 15 minutes from the time school is dismissed on predetermined minimum days. I/(We) also understand that a late fee is charged if I/(we) fail to pick up our student(s) before 6:00 p.m. and an *Emergency Use Fee* will be charged if a student remains in ASP without proper registration. I/(We) further understand that it is my/(our) responsibility to properly sign my/(our) student(s) in or out of the After School Program to prevent undue charges.

At the end of any academic year, any delinquent accounts may be turned over to a collection agency. East Valley Christian School reserves the right to use the revenues generated from operating the school for whatever purpose(s) that we deem necessary and appropriate.

EXTENDED CARE

Parents are requested to not drop their children off at school before 8:00 a.m. and to pick them up promptly after dismissal and before 3:30 p.m. If this is not possible, staff members will be available for Child Care (ASP) at 7:00 a.m. and until 6:00 p.m. Students are to go directly to the ASP area upon arrival or after school until their parent arrives. Parents are requested to sign them in or out. ASP will be charged at rates shown on the Annual Fee schedule.

ATTENDANCE

School attendance is compulsory in the state of California. All absences except for illness, medical or dental services, or for attending funeral services of family members and close friends are discouraged.

Procedures when absent:

When a student is absent, parents are asked to call or email the school by 8:15 a.m. indicating the reason. This lets us know that you are aware that your child is not in school. You can leave a message anytime on the school voicemail.

Absences for reasons other than illness, bereavement, etc. are to be cleared by parents with the principal prior to an absence utilizing the *Extended Absence Contract*.

Make-up work:

Keep in mind that providing make-up work takes extra time for the teachers, especially at times when a number of students are absent. When you take your child out of school for reasons other than illness, you must realize that you are forfeiting certain classroom activities and experiences that cannot be made up. Teachers are not required to give homework in advance for family vacationing, however they may choose to assign work to students using the *Extended Absence Contract* for absences longer than 2 consecutive days.

Tardy Policy:

Promptness to class is very important. The tardy policy was developed to reduce the number of interruptions and cut down on having to *re-teach* those who enter late.

- School begins at 8:15 A.M. each day.
- Students will be considered tardy at 8:16 A.M.
- **Students who arrive after 8:25 A.M. (excused or unexcused) must be accompanied by a parent to the office to acquire a tardy slip.**
- The following are considered *excused tardies*:
 - Medical or dental appointments (requires a note from the doctor or dentist)
 - Traffic accidents (personal involvement)
 - Funeral

Please note that any reason for being tardy not listed above will be considered unexcused.

CURRICULUM

EVCS employs the highly successful Bob Jones curriculum. This curriculum is dedicated to instilling a Christian education into students. Biblical themes of Creation, Fall, and Redemption are used to emphasize academic disciplines. EVCS students are met with academically rigorous coursework that promotes the ability to analyze, evaluate, and innovate. Student materials contain descriptive text and questions that promote thinking, while photos, illustrations, maps, charts, and other media are used to encourage deeper understanding.

CLASSWORK & HOMEWORK

Each class has their own policy on homework and classwork. Teachers will communicate their policies with their students on the first day of school. Parents will be notified of policies via the Welcome email or when they attend Back to School Night.

HOMEWORK TIMES

Below is listed average times for students to spend on their homework. If a student, on a regular basis, spends more time than what is stated below, please notify the teacher, so that adjustments may be made.

Kindergarten 15 minutes per night Monday -Thursday

1st Grade 20 minutes per night Monday -Thursday

2nd Grade 30 minutes per night Monday-Thursday

3rd Grade 30 minutes per night Monday-Thursday

4th Grade 40 minutes per night Monday-Thursday

5th Grade 50 minutes per night Monday-Thursday

6th Grade 60 minutes per night Monday-Thursday

7th-8th Grades 90 minutes per night Monday-Friday

The above time should include assigned reading, Bible memory, homework and studying for tests.

GRADING SCALE

The EVCS grading scale is as follows:

92-100 A
91-84 B
83-72 C
71-64 D
63 and below F

GRADE REPORTING

All teachers post grades on the web-based program QuickSchools. Each student and parent is issued a password enabling access to grades. Students and parents are encouraged to regularly review progress on QuickSchools. Official reports will be mailed at the end of each quarter.

Report Cards

The grading system of our school is designed to give parents a true indication of the student's progress or lack thereof. Report Cards are given to students to present to their parents following the nine-week grading period. Parents can monitor their child's grades using our online school management system, Quickschools.

STANDARDIZED TESTING

Students at EVCS demonstrate their academic growth not only through grades, but also by standardized testing.

Terra Nova Testing takes place during the 3rd Quarter for students in grades 1-8. Standardized test scores are used to monitor student progress within EVCS, and are not ranked against other schools in the district or area. Parent copies are available upon request in the school office. Request for scores should be made one day in advance via email. Parents wishing to discuss their child's grades are asked to schedule an appointment with the principal.

TEXTBOOKS & SUPPLIES

All textbooks are provided for the students. Textbooks are on loan and are to be handled carefully. You will be required to pay the full replacement cost as well as shipping for lost or damaged books.

Students in grades 3rd-8th are issued an assignment agenda, which is to be utilized on a daily basis for tracking classwork, homework, and projects.

Below is the list of general supplies each student will need:

- #2 Pencils
- Erasers
- Notebook paper (K-5th Wide Ruled, 6-8th College ruled)
- Glue sticks
- Scissors
- Crayons/color pencils
- Pencil box
- Backpack
- 2 Boxes of Kleenex
- Holy Bible KJV (large print for grades K-3)
- Dictionary (Grade Appropriate)

Additional supplies required by grade level can be found in the Back to School Packet.

GRADE PROMOTIONS

Upon enrollment in the school, students are assigned a grade level based upon their age and previous academic achievement. At the end of each academic year, the student is promoted according to the following criteria:

- Ability to express a thorough knowledge of their grade academics.
- Maturity and character reflect those of Christ.
- Tuition is paid with no outstanding balance.

GRADUATION

The school will hold a graduation ceremony for students promoted into the next level of education. All graduates promoted into the next level of education will need to meet the above-mentioned requirements at least one full week before the date of the ceremony. Failure to meet this deadline may result in exclusion from the graduation ceremony.

COMMUNICATIONS

Communication between the partnership of home and school is vital to your child's school success. Do not hesitate to contact the teacher any time you have a direct question about your child. Contact the principal if you have a concern relating to broader issues concerning your child, school policies, or school activities. The principal and the staff are eager to communicate with you. You can send an email to the staff or call the school office at any time and you will receive a response as quickly as possible.

Scheduled parent/teacher conferences will be held at the end of October. These conferences will be scheduled by appointment.

At the beginning of each month the EVCS office will send out the monthly announcements. Important dates and reminders will be listed. Please take time to read it and take note of up coming events involving your child.

ACADEMIC INTEGRITY

In addition, plagiarism is also a form of cheating.

Plagiarism involves representing another person's words or ideas as your own by not properly citing the source and giving credit to the author or creator. Students can protect the integrity of their work by learning how to properly cite sources and being diligent to do so on any project or paper.

Some (not all) examples of plagiarism may be found below for your convenience:

- Copying and pasting another persons work without citing the original author.
- Repeating another person's words/phrases without properly citing the original author.
- Paraphrasing another person's ideas, arguments or thinking and posing it as your

ACADEMIC INTEGRITY CONTINUED

In addition, plagiarism is also a form of cheating.

Plagiarism involves representing another person's words or ideas as your own by not properly citing the source and giving credit to the author or creator. Students can protect the integrity of their work by learning how to properly cite sources and being diligent to do so on any project or paper.

Some (not all) examples of plagiarism may be found below for your convenience:

- Copying and pasting another person's work without citing the original author.
- Repeating another person's words/phrases without properly citing the original author.
- Paraphrasing another person's ideas, arguments or thinking and posing it as your own.

Consequences of Cheating

1. Student receives a grade of zero on the assignment in question with no opportunity to replace the grade, including extra credit. An Administrator will call the parents. Student will receive a detention and/or At-Home Suspension.
2. Subsequent episodes of cheating will be subject to further disciplinary action up to, and including, At-Home Suspension or Expulsion.

Consequences of Plagiarism

1. First offense in any subject area: Student receives a grade of zero on the assignment in question with no opportunity to replace the grade, including extra credit. The student's parents are notified, and the incident is recorded in the student's file. The student will serve a School Suspension and/or At-Home Suspension. An Administrator will call the parents.
2. Second offense in any subject area: Student receives a grade of zero on the assignment in question with no opportunity to replace the grade, including extra credit work. The student will be At-Home Suspended (1-3 days). The At-Home Suspension will be noted in the student's permanent record and may affect further schooling admissions. The Principal will meet with the parents and student.
3. Third offense in any subject area: In addition to a grade of zero on the assignment, the student will be At-Home Suspended (3 days) and it will be noted in the student's permanent record and may affect college admission. The Principal will meet with the parents and the student. The student may be subject to expulsion from East Valley Christian School.

If a student has any concerns or questions about how to cite material for a particular assignment, the student has the responsibility to consult his/her teacher.

MEDICAL GUIDELINES

Illness Policy

Do not send your child to school if he/she is ill. While at school, if your child has a fever or any health concerns, you will be called to take your child home. Parents must have their child picked up within one hour of being contacted. This decision is at the discretion of the school for the welfare of your child, other children, and staff.

Illnesses can spread quickly in a classroom placing classmates and staff at risk. Follow these guidelines to limit the spread of germs at school:

- Children must be fever free for 24 hours before returning to school. Fever is defined as 100.0 ° F or higher.
- Children awaiting results from a throat culture must remain at home until a negative result is known.
- Children with a positive strep culture must be treated with prescribed antibiotics for 24 hours before returning to school.
- Children that have been vomiting or have had diarrhea must remain home until the vomiting or diarrhea has stopped for 24 hours.
- When a student will be absent due to illness, parents are asked to contact the school by 8:15 A.M. indicating the reason. An email sent to both the school office and your child's teacher is highly recommended.
- The state mandates that parents notify the school if they or their children contract a communicable disease such as chicken pox, hepatitis, measles, etc. The school will notify parents if their child is exposed at school to a communicable disease.

Medications

No staff member will be allowed to administer medications without parental authorization in writing. Prescription drugs are to be left in the school office with a note from the child's parent explicitly giving the school staff permission to administer said medications, inhalers as well.

Prescription & Non-prescription Medication

No school employee is permitted to administer medication (prescription or over-the-counter medicine) to a student without written parental consent. If medication needs to be taken during school hours, parents must complete and sign an **Authorization for Administration of Medication** form and submit it to the school office. Verbal permission will not be accepted in lieu of written permission and instructions. In addition, prescription medication must be provided in the pharmacy container and non-prescription medication must be provided in the original container. Only designated school personnel will administer medication. *Authorization for Administration of Medication* forms may be obtained through the office and must be renewed each year.

The school does not keep a supply of non-prescription pain relievers or medication on hand for students' use, nor does the school allow students to carry or administer their own medication except inhalers. Students failing or refusing to take medication pursuant to these rules are subject to dismissal from school.

Immunizations

The state mandates that all children must be immunized in order to attend school. All students must be vaccinated against Diphtheria, Polio, Tetanus, Measles, Mumps, and Rubella. Refer to the State School Immunization Record for the current requirements.

MEDICAL GUIDELINES CONTINUED

Emergencies

In the case of an emergency, we will attempt to contact the parent or guardian. If neither can be reached, we will contact the names listed on the child's emergency form, and the paramedics if necessary.

EVCS No Lice/Nit Policy

If a student is found to have lice and/or nits, parents will be called to pick up their child. Students with lice and/or nits will not be allowed in the classroom. Students returning to school after being sent home with lice and/or nits will need to be checked at the office before being allowed back to class.

Medical and Social Advantages of the No Nit Policy:

- Prevents continuing infestations caused by the surviving and hatching of nits.
- Maximizes the opportunity to eliminate repeated chemical treatments aimed at killing head lice that hatch from remaining viable nits.
- Eliminates confusion – *“Were these eggs here before or do they represent a new infestation?”*
- Contributes to improved standards of personal hygiene and self-esteem, protecting children from ridicule and rejection.
- Enhances uninterrupted class time for the majority of the children and prevents lost days at work that can be costly for parents. While absence from school or child care is a loss of educational opportunity and an encumbrance to working parents, readmitting an infested child is not the solution. A policy for head lice must consider not only the infested child, but also his or her peers who have already been successfully deloused or who have not yet been infested. All this considered, the No Nit Policy remains a sensible approach that sets the standard to serve and protect all the children in the group.

PHYSICAL EDUCATION

A note from a parent or guardian is necessary for a student to be excused from participation in physical education. This note will remain in effect for one minor illness/injury only, to a maximum of three consecutive school days. After three days, a doctor's verification is required. Only appropriate, approved clothing is permitted for PE courses.

CLOSED CAMPUS POLICY

Students may not leave the school grounds during school hours without permission from the teacher or principal and must be accompanied by their parent. Students are not permitted to leave the school grounds for lunch.

CAMPUS VISITATION POLICY

All visitors to the East Valley Christian School campus must sign in at the main office located on the second floor of the main building.

Student visitors from other secondary schools are not allowed on campus during regular school hours without checking in at the school office. Visitors are to wear a visitor's badge, and adhere to all school policies and rules at all times while on campus. Failure to do so will result in the visitor being asked to leave the campus.

Parents wishing to visit the classroom must make prior arrangements with the teacher. Students may not bring friends, relatives or younger brothers and sisters to attend school with them. We cannot be responsible for the supervision of students who are not enrolled at East Valley Christian School.

All visitors, including former students, are subject to approval by the school's administration. Students who have been expelled, or asked to leave EVCS, are not permitted to visit the campus for any reason without the written consent of an EVCS administrator.

TRANSPORTATION RULES

Transportation rules are developed for the safety of all children and for the sanity and well-being of the drivers who transport our children. We are convinced that all students can behave appropriately and safely while riding with a parent or chaperone.

BASIC TRANSPORTATION RULES:

1. The driver is in charge at all times. Passengers will obey willingly.
2. Hands, arms, and heads are to be kept inside the windows at all times.
3. There is to be no yelling at persons outside the vehicle or throwing of anything inside or outside of the vehicle.
4. Passengers will not carry anything that could cause harm to another student.
5. Damage to a chaperone's vehicle will be reported immediately and students who do damage will be required to pay for any repairs or replacements.
6. Drivers are **not** permitted to make any schedule adjustments or stop changes.

STUDENT DRIVE-THRU DROP-OFF POLICY

Available from 8:00am - 8:15am for all EVCS students

1. Please use the first driveway on White Rd, when entering the Drop-Off Area
2. Follow the cones towards the designated Drop-Off staff
3. Do not allow your child to get out of the vehicle until reaching the staff member
4. The staff member will open the door for your child to get out
5. After dropping off your child, you may follow the cones out of the Drop-Off Area

As a recommendation, please do not keep belongings in the trunk. The Drop-Off System is quicker and more effective when the child has his/her belongings close by.

EMERGENCY PROCEDURES

FIRE EMERGENCY PROCEDURE

Signal: Alarm to sound accompanied by the flashing of hazard lights.

Procedure during class time:

1. Students exit classroom via specified doors and WALK in orderly lines.
2. Students evacuate the building by designated routs to the assembly area (see map).
3. Teachers:
 - a. Take your EMERGENCY KIT and attendance cards with you.
 - b. Check that all students are out of the classroom.
 - c. Check that all exits are clear.
 - d. Close classroom door.
4. In assembly area, teacher takes roll and accounts for each child.
5. Students in classrooms other than their own are to remain with that class until given permission to rejoin their class by both teachers.
6. Students remain in orderly and silent lines until an all clear signal is given.

Procedure used before school, during lunch, and recess:

1. Students await instruction from staff on the yard and WALK to assembly area.
2. Students wait in orderly and silent lines for their teacher, or other supervising adult, to conduct them to their proper place in assembly area.

Procedure during P.E.:

1. Teacher, or supervising adult, stops play, organizes class(es) into silent and orderly lines and directs class(es) to the assembly area.

Procedure when not in your own classroom:

1. Teachers and students should be familiar with assembly area and evacuation route designated for that classroom or area.
2. The EMERGENCY FOLDER should accompany the class and be used by the teacher, or supervising adult, to account for all student

A student found to have participated in the ringing of a false alarm on campus may be dismissed from East Valley Christian School.

EMERGENCY PROCEDURES CONTINUED

EARTHQUAKE EMERGENCY PROCEDURES

If you are inside a building:

1. Stay where you are until the shaking stops. Do not run outside. Do not get in a doorway as this does not provide protection from falling or flying objects, and you may not be able to remain standing.
2. Drop down onto your hands and knees so the earthquake doesn't knock you down. Drop to the ground (before the earthquake drops you!)
3. Cover your head and neck with your arms to protect yourself from falling debris.
 - a. If you are in danger from falling objects, and you can move safely, crawl for additional cover under a sturdy desk or table.
 - b. If there is low furniture or an interior wall or corner nearby, and the path is clear, these may also provide some additional cover.
 - c. Stay away from glass, windows, outside doors and walls, and anything that could fall, such as light fixtures or furniture.
4. Hold on to any sturdy covering so you can move with it until the shaking stops. Stay where you are until the shaking stops.

If getting safely to the floor to take cover won't be possible:

- Identify an inside corner of the room away from windows and objects that could fall on you. The Earthquake Country Alliance advises getting as low as possible to the floor. People who use wheelchairs or other mobility devices should lock their wheels and remain seated until the shaking stops. Protect your head and neck with your arms, a book, or whatever is available.

If you are outside when you feel the shaking:

- If you are outdoors when the shaking starts, move away from buildings, streetlights, and utility wires. Once in the open, "Drop, Cover, and Hold On." Stay there until the shaking stops.

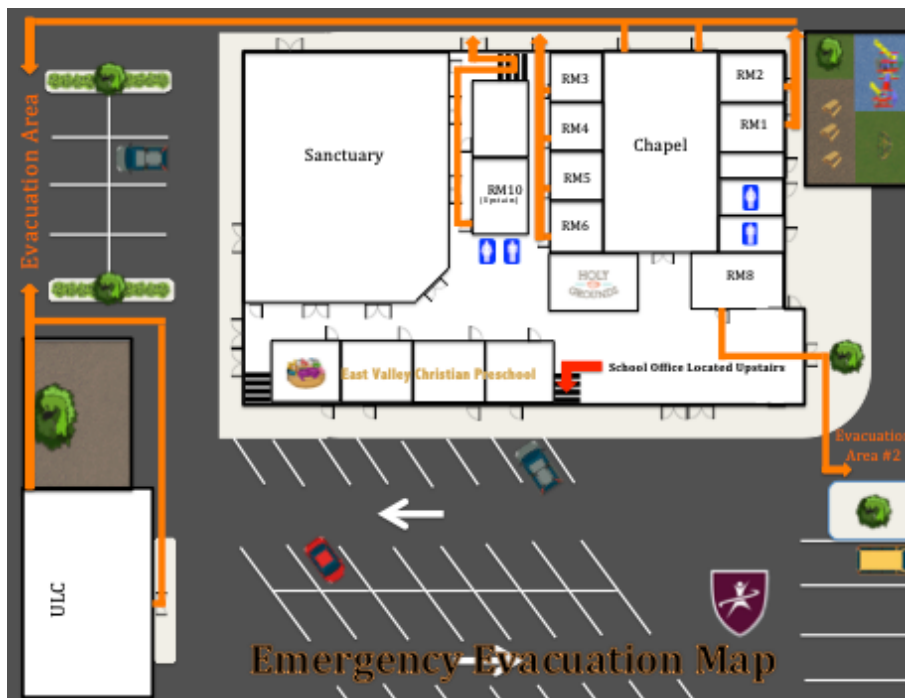
EMERGENCY PROCEDURES CONTINUED

HUMAN HAZARD PROCEDURES: INTRUDER

To prevent intruders on campus, EVCS administrators keep doors secure, require sign-in sheets for visitors, and use cameras and staff to monitor entryways.

In the event of an intruder, EVCS will contact law enforcement agencies for their assistance. Procedures are put into action to alert and protect students and faculty/staff.

1. Determine what procedures should be activated depending on the location and nature of the intruder.
2. If appropriate and safe to do so, request intruder to leave campus in a calm, courteous, and confident manner.
3. Notify law enforcement and School Resource Officers to assist if necessary. Provide a description and location of intruder.
4. Keep intruder in view until police or law enforcement arrives. Stay calm. Do not indicate any threat to the intruder.
5. Isolate intruder from students. Lock classroom and office doors. Close blinds and stay clear of windows and panes of glass.
6. Remain inside rooms until the “all clear” instruction is announced



UNIFORM DRESS CODE

The outward appearance of students is often a reflection of themselves and their school. Well-dressed students promote an atmosphere conducive to learning. Basic attitudes about clothing and cleanliness learned at school and in the home will also be evident in the student's own character. Good grooming is a matter of self-discipline and indicates self-respect. For these reasons the school established the following uniform for all school functions. Any student out of uniform or wearing items that are not approved will not be admitted to class and a call will go home.

The uniform list is both inclusive and exclusive. This means that everything on the list is required and everything not on the list is excluded. All students attending our school must consistently adhere to this code. For specific styles, colors, and sources, please read see the Uniform Requirements listed below. The uniform is required at all school functions except for specific events in which case you will be notified by school administration.

Uniform Requirements:

Boys K-8: Maroon or gray polo shirt with navy pants. Sweaters and other outerwear may be maroon, navy, gray, or black. Shoes may be white, maroon, navy, gray, or black. Belts may be navy, black or brown

Girls K-2nd: White "Peter Pan" collared button up shirt with a knee length burgundy plaid jumper. Sweaters and other outerwear may be maroon, navy, gray, or black. Shoes may be white, maroon, navy, gray, or black. Socks as well as hair accessories need to remain within the uniform color scheme. Girls must wear shorts under jumpers and skirts.

Girls 3rd-8th: Maroon or gray polo shirt with a knee length burgundy plaid skirt. Sweaters and other outerwear may be maroon, navy, gray, or black. Shoes may be white, maroon, navy, gray, or black.

Socks as well as hair accessories need to remain within the uniform color scheme. Girls must wear shorts under jumpers and skirts.

- All outerwear must be within the EVCS color scheme or a logo'd uniform item.
- No sweats, jeans, or jogging warm-ups may be worn as, under or over the uniform.
- Hats may only be worn during recess time.
- Students' belongings should be marked (especially sweatshirts and outerwear) so that they can easily be identified.

Dress Code

The following examples will serve as a guide for students, parents, and school personnel:

- Shoes, with enclosed toes, are to be worn at all times. No slip-on shoes without backs are permitted. Athletic type shoes must be worn on P.E. days.
- Cosmetics are not allowed.
- All jewelry must be tucked inside clothing or left inside the student's backpack at recess/break time.
- Girls may wear stud type earrings only.
- Hats, caps, or sunglasses may not be worn in the classroom, chapel or assemblies unless there is a medical reason.
- No clothing that advertises secular rock groups, alcohol, or offensive material.
- No tank, halter, crop or spaghetti strap tops.
- No shirts or blouses that allow skin to show at the waist.
- No underwear showing on male or female students.
- "Bike shorts," "yoga pants," or those of similar style or fitting may only be worn under skirts and jumpers.

PERSONAL ELECTRONIC DEVICE POLICY

The use of various electronic devices (cell phones, MP3 players, iPods and the like) is forbidden for use by students on campus and in classrooms from 7:00 AM to 6:00 PM due to the distractions they cause. If any of these electronic devices are being used or becomes a distraction during the proscribed time, it will be taken away from the student and given to the principal for follow-up action.

RESPONSIBLE TECHNOLOGY USE POLICY

EVCS integrates technology use into our school's educational program at every level. Internet use will be under the guidance of our classroom teachers. These individuals closely supervise students' use of technology on campus. As a modern technology, the Internet has the potential either to serve or dishonor Christ. The *Responsible Use Policy* exists for students' safety and with the intention of forming, informing, and transforming students to impact contemporary society for Christ.

Online Behavior:

Be Kind. Observe a Christian standard of behavior, etiquette, and sensitivity towards others. We are committed to honor the name of Jesus Christ and the dignity of others. In general, use God honoring language in all online communications.

This ethic is to be observed in all online behavior, including personal email and social media. Ask permission before posting photos or videos of your fellow students. All incidents of cyber bullying, harassment, racist or sexist language, or other inappropriate use will result in serious consequences

Be Aware. Always assume the information you send or post may be viewed by people for whom it was not intended. Never assume your message, post, or photos will be private. Information lives on the Internet indefinitely. If messages, photos or videos of you are posted by a fellow student without your permission, ask a teacher or administrator for assistance.

Be Safe. Refuse to provide personal or confidential information, such as your address, phone number, or age to others over the Internet. Never agree to meet a person that you have met online. Notify your parent or teacher if a stranger attempts to meet or contact you.

Be Honorable. Refuse to engage in any activity on a computer or mobile device that violates school rules as well as local, state, and federal laws. This includes plagiarism; violation of copyright laws, illegal downloads of software, music, movies, unauthorized scanning of images or documents, etc. In addition, it is

RESPONSIBLE TECHNOLOGY USE POLICY CONTINUED

Use of Technology:

Educational Use: Technology at EVCS is primarily for academic use. Rules regarding moderate recreational use vary by classroom. Know the rules of your campus, classroom teacher, or technology teacher.

Use of Resources: Our finite resources are precious. Please conserve paper and ink by previewing your documents, sending electronically whenever possible, and learning to use the networked printers appropriately. Our bandwidth is a limited resource. Respect the needs of others by not streaming content for non-educational use during the school day. Your time is also a limited resource. Use it wisely!

Care of Technology: Each student has the responsibility to protect our technology resources. This includes not having food, drink, gum, or candy near any EVCS technology devices.

Monitoring Policy: Authorized staff may audit individual Internet user access and have access to all network activity, including what files a user downloaded, what information and graphics were viewed during a network session, what messages were sent, and what sites a user visited.

Security: Students are required to report to an administrator any known security vulnerabilities, including the possession of passwords by unauthorized persons.

Network: The EVCS network is protected by filtering and monitoring software.

Respect the property of others. The ability to access certain information does not mean you have the right to do so. Do not attempt to bypass any password or filter device.

Discipline: All technology use (including, but not limited to, the use of personal or school-owned mobile devices, computers, and phones) is subject to the Discipline Policies as outlined in the Student Handbook.

If a member of the administration of EVCS determines that actions or participation by a student in social media or other electronic communications causes harm to or endangers the school, its personnel, or any student, appropriate disciplinary action will be taken by the school.

All EVCS policies regarding financial liability for misuse of school resources apply.

Violations of the *Responsible Use Policy* may result in any of the following consequences:

- Discussion about incident with student(s) involved.
- Meeting with parents, teacher, and principal.
- Immediate (temporary or permanent) removal from all network access and/or technology use at school.
- EVCS detention, suspension, expulsion, and/or legal prosecution depending on the severity of the infraction(s).

STUDENT HOT LUNCH

Students may purchase hot lunch via ChoiceLunch or they may provide their own sack lunch. There are **no** facilities for hot water or heating food.

ChoiceLunch school code: **EVCS**

LUNCH RULES

1. Observe proper table manners.
2. Listen to and follow directions from adults in the lunch area.
3. Put all trash and recyclables into the proper receptacles.
4. Keep hands, feet, food and objects to yourself when waiting in line and in the lunch area.
5. Walk at all times in and around the lunch area.
6. No eating or drinking on the playground.

PLAYGROUND RULES

1. Students are expected to obey directions given by all supervisors and adults while on the playground. Students are not allowed in any of the play areas without adult supervision.
2. Stay within playground boundaries and away from any areas deemed off-limits.
3. **No closed games.** If another student wants to play, he/she must be allowed to play.
4. All kids may participate, but the child who brings the ball may determine the game.
5. Players waiting to enter a game must stand in a line outside of the area of play.
6. Play equipment rules:
 - a. Slide feet first **DOWN** the slides; do not climb up.
 - b. One way only on bars.
 - c. Swings must be shared. Approximately 3 minutes per turn.
 - d. No jumping off swings.
7. For your safety, do not carry pens or pencils on the playground. Throwing is only allowed with balls (no hard balls) or Frisbees. No throwing or picking up dirt, sand, rocks, tanbark, rubber filler, or sticks.

PLAYGROUND RULES CONTINUED

- Kickball, touch football, soccer, and baseball/softball should be played on the side lot, not on the black top/basketball areas.
- No throwing balls or playing handball against buildings.
- Do not climb on walls, fences, trees, railings, ledges, bushes or attempt to go on the roof.
- No eating or drinking on the playground. Snacks should be consumed at the lunch tables. **Chewing gum and seeds are not permitted.**
- Respect other people's space. Keep your hands and feet to yourself. No play fighting, wrestling, or ball tag.
- Be courteous, polite and a good sport and speak respectfully to each other. Avoid rough play, ***NO TACKLE FOOTBALL, NO PLAY FIGHTING, RED ROVER, ETC.***
- NO horseplay in or around outdoor restrooms or drinking fountains.
- NO running in the buildings or hallways.
- Do not play in an area unless there is teacher supervision.
- Keep all valuable items at home or in the classroom. Items brought to school are the student's responsibility. Show and tell items will stay in the classroom.
- Stop play and line up when the whistle is blown.
- Swearing or abusive language will not be tolerated and should be reported to a teacher on duty or a yard duty volunteer.
- Permission must be obtained from a teacher or yard duty supervisor to retrieve balls.

STUDENT CONDUCT

All conduct, whether in or outside of school, should be governed by Christian principles.

Students are expected to live in a spirit of cooperation and respect for faculty and fellow students.

Students are required to show respect for the property of others (school or other students). When there is damage to property, the damage and reasons for it will be reviewed by the principal and the teacher in charge. If the damage is due to carelessness, mischief, or willful disregard for school rules, the child and/or parents will be billed for the replacement cost of the damaged item.

No loud noises, running, or loitering in the hallways. No playing games in the restrooms or halls.

The playground equipment is provided for the enjoyment of the students. Students should keep from rough play or misuse of the equipment. They must also remember to share with their fellow students. Any playground equipment lost or damaged due to carelessness, mischief or willful disregard is to be replaced by the child and/or parents.

HARASSMENT POLICY

East Valley Christian Schools is committed to providing a learning environment that is free from harassment in any form. Harassment of any student by any other student or employee is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough

A charge of harassment shall not in and of itself, create the presumption of wrongdoing. However, substantial acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment, which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or gender. Harassment can occur any time during school or during school related activities creating an intimidating, hostile or offensive educational environment.

It includes, but is not limited to, any of the following:

Verbal Harassment: Derogatory comments and jokes; threatening words spoken to another person

Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement

Visual Harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, or gestures.

Sexual Harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress.
2. Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance

Specific examples of sexual harassment include, but are not limited to:

1. Making unsolicited sexual advances and propositions.
2. Using sexually degrading words to describe an individual or an individual's body.
3. Displaying sexually suggestive objects or pictures.
4. Telling inappropriate or sexually related jokes.
5. Making reprisals, threats of reprisals or implied threats of reprisals following negative response to sexual advances.

HARASSMENT POLICY CONTINUED

It is the responsibility of East Valley Christian School to:

Implement this policy through regular meetings with all administrators, ensuring that they understand the policy and its importance.

Make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward strict enforcement.

Remain watchful for conditions that create or may lead to hostile or offensive school environment.

Establish practices designed to create a school environment free from discrimination, intimidation, or harassment

It is the student's responsibility to:

1. Conduct themselves in a manner which contributes to a positive school environment.
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing.
3. Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome.
4. Report all incidents of discrimination or harassment to the principal.
5. If informed he or she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.

COMPLAINT AND INVESTIGATION PROCEDURES

The following procedures must be followed for filing and investigating a harassment claim:

1. The student must first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to the principal, or to a teacher who will report it to the principal.
2. The student alleging harassment will be asked to complete a formal, written complaint with parental assistance if necessary. The claim will be investigated thoroughly, involving only the necessary parties.
3. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on administrative leave (suspension if allegations involve a student) during the course of the investigation.
4. Once the facts of the case have been gathered, the principal, in consultation with the pastor or other supervising parties, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment.
5. If the complaint is against a non-employee or non-student, such as a parent, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

PARENTAL INVOLVEMENT

Parent Orientation and conferences promote a good understanding between parents or guardians and the faculty/administration of this school. Every parent is required to participate in these informative and helpful programs.

Back to School Night is held at the beginning of the school year to introduce staff members and allow parents to meet their child's teacher.

Parent-Teacher Conferences with the teacher are scheduled following the first and third grading periods.

To better understand our program, parents are asked to spend some time in the classroom where they will experience classroom routines and procedures. Parents may request an appointment during the year by contacting the teacher at least one day in advance.

Parents are welcomed and encouraged to participate in school functions through volunteering. They are invited to contact their child's teacher to inquire about ways they can be involved with school events. The required amount of time to spend volunteering is 20 hours per family per year.

It is our expectation that parents and students will support and cooperate with the teaching and administrative staff of our schools. Our schools are structured and administered to achieve the stated goals of the mission statement of the schools. If a student and/or parent is not in agreement with our goals, and find themselves in substantial disagreement with the administration or teaching staff, we would recommend that they seek a different environment to achieve the goals that are important to them. If in our estimation, it is apparent that a parent and/or student is in substantial disagreement with the administration of East Valley Christian Schools, we will require them to remove their student(s) from our schools, refund the unused tuition promptly, and cooperate fully in the transfer of the student to the school of choice as designated by the parent.

Policy Regarding Parental Behavior, Language, and Communications

It is our expectation and policy that all parents, family members and guardians having students enrolled in any of the East Valley Christian Schools will behave, communicate and relate to others in a fashion and attitude that demonstrates personal maturity and the Christian principles of grace, love, patience, kindness, gentleness and self-control – both in word and deed. We would reasonably expect to see these behavioral qualities on display at all times while on East Valley Christian School property, but also when serving or traveling as chaperones, participants, or drivers on school sponsored trips, volunteering for any school sponsored function or activity, and during all sporting events, whether that be at-home on EVCS property or during away games.

Profane, degrading, obscene, threatening or harassing language and/or behavior, should it occur, will not be tolerated on school property or during any school sponsored functions. Any physical incidents such as fighting, wrestling, grabbing, punching, assault, battery, or a credible-threat thereof may be reported to the local police jurisdiction in which the behavior has taken place.

EVCS Administration does not intend to impose undue restrictions on behavior as long as it is within the stated boundaries. Actual violations of this parental behavior and communication policy that have been substantiated may result in sanctions or limits on future parental involvement in school functions, the banning of a student from EVCS activities or sports, removal or expulsion of the student from EVCS, up to and including administrative cooperation in the legal prosecution of the offending party as justified by the alleged offense.