

EVANGELICAL SCHOOL

466-1599

PARENT-STUDENT HANDBOOK

2019-2020

OUR VISION

Evangelical School will graduate well-rounded students and responsible citizens through a superior school experience based on Christian principles.

OUR MISSION

Evangelical School is committed to providing a total educational experience for each student. While we believe in the importance of having a solid foundation of knowledge in core subjects, such as math, reading, writing, science, and social studies, we also recognize the importance of a varied curriculum, offering classes in health, music, physical education, Spanish, and technology. Through our Discipline With Purpose program and religious instruction, we teach moral values and build strong character. Promoting high standards, students, parents, and staff share the responsibility for advancing the school's vision.

SCHOOL FACTS

SCHOOL HOURS

Kindergarten - Grade 2	8:45 a.m.- 3:15 p.m.
Grade 3 - Grade 8	8:45 a.m.- 3:30 p.m.
Office Hours	8:00 a.m.- 4:00 p.m.
Phone:	466-1599
Fax:	466-9498

Siblings are dismissed at the youngest child's dismissal time.

EARLY DISMISSAL HOURS

Kindergarten - Grade 2	12:00
Grade 3 - Grade 8	12:15

LUNCH PERIOD

Grades 3 - 5	11:30 - 11:50
Grades K - 2	12:00 - 12:20
Grades 6 - 8	12:30 - 12:50

ADDRESS CHANGES

Please notify the school whenever there is a change in information regarding whom to contact (or their phone numbers) in case of an emergency.

STAFF

Maria Baalman, M.S.	Principal
Shelly Gentelin, B.S.	Kindergarten
Jaime Hillyard, B.S.	Kindergarten
Rachel Porter	Kindergarten Aide
Erin Shewmaker	Kindergarten Aide
Christina Eales, M.A.	First Grade
Kim Sears, B.A.	First Grade
Crystal Kraut, B.S.	Second Grade
Kara Urioste, B.A.	Second Grade
Daria Helfrich, M.S.	Third Grade
Alysia Bailey, B.S.	Third Grade
Marissa McRae, B.S.	Fourth Grade
Stephanie Hawkins, M.A.	Fourth Grade
Michelle Decker, B.S.	Fifth Grade
Kristen Nolle, B.S.	Fifth Grade
George Van Voorhis, B.A., B.A. Religion Ed.	Sixth Grade Math & Science,
Melissa Chapman, M.A.	Sixth Grade Language Arts & SS,
Terri Guymon, B.S.	Seventh & Eighth Grade Math
Monica McGill, B.S.	Seventh & Eighth Grade Language Arts
Dave Schiber, B.S.	Seventh & Eighth Grade Science
Kay Helfrich, B.A.	Seventh & Eighth Grade Social Studies
Ashley Smith, M.S.	Computer 3-8
Lisa Norooz, B.S.	Library & Resource K-5
Tracy Spihlman, B.A.	Music K-5
Sharyn Luedke, M.S.	Physical Education
Steven Helfrich, Master of Divinity	Religion 6-8
Kelly Rich, B.S.	Religion K-5
Patty Gwilliams	Spanish K-8
Kristin Pranger	Health 6-8
Julie Harris, B.S.	Administrative Assistant
Amy Bloemker	Secretary
Ann Fergurson	Before/After School
Claire Gorman	Before/After School
Abby Barton	Before/After School
Lexi Conrad	Before/After School
Angie Crane	Before/After School
Macy Crane	Before/After School
Josie Hagen	Before/After School
Ashley Heistand	Before/After School
Emily Walsh	Before/After School

**EVANGELICAL SCHOOL BOARD
2019-2020 School Year**

- | | |
|--|--|
| 1. Kristin Pranger, President
1810 Paris Drive, Godfrey | 303-8313
kristinpranger@yahoo.com |
| 2. John Hamilton, Vice-President
1802 Montview, Godfrey | 558-6030
alumjohn@charter.net |
| 3. Missy Struif, Secretary
1819 Seminole Lane, Godfrey | 580-4472
missystruif@aol.com |
| 4. Dennis Dintelmann, Treasurer
12433 Sycamore View Ln, Godfrey | 466-2743
piasaden@gmail.com |
| 5. Steve Jutting
5700 Valleyview Dr, Alton | 972-1982
sbjutting@aol.com |
| 6. Chris Russell
718 Winter Lane, Godfrey | 466-2190
cnrarr@att.net |
| 7. Meghan Schrupf,
5300 Shannon Drive, Godfrey | 466-2010
bqbeagles@hotmail.com |
| 8. Megan Stevenson
4514 Eagle Ridge Ct., Godfrey | 433-1213
megrstevenson@hotmail.com |

EVANGELICAL SCHOOL BOARD COMMITTEES

PERSONNEL COMMITTEE

Kristin Pranger
Maria Baalman
Pastor McCaskey
Chris Russell
Megan Stevenson

BUDGET COMMITTEE

Kristin Pranger
Maria Baalman
Pastor McCaskey
Steve Jutting
Meghan Schrupf

SCHOLARSHIP COMMITTEE

Kristin Pranger
Maria Baalman
Pastor McCaskey

Dennis Dintelmann
Missy Struif

GENERAL INFORMATION

ENTRANCE REQUIREMENTS

Students must be five years of age by September first to enter kindergarten. A student's birth certificate is required for proof of the student's age.

All incoming kindergarten students will be screened to assess school readiness. All new students entering in grades 1-8 will also be screened to ensure grade level performance. To aide in making this determination, records from the previous school will be reviewed. If it is determined after the screening and record review that the student is ready for the grade level coming into, then he/she will be temporarily placed for a trial period set by the principal. If after this trial period, there are no issues either socially or academically, the student will be granted permanent placement.

TUITION AND FEES

Tuition is paid yearly or in ten monthly payments, August through May, through the direct payment method. The amount of the monthly tuition will be automatically transferred from your checking account. Payment options include the month's tuition be transferred on the 1st or 15th of the month, or half withdrawn on the 1st, and half withdrawn on the 15th of the month. The direct payment authorization form is due on fee payment days the first week of August. This form gives Evangelical School the authorization to debit your account electronically, per your instructions, for payment of tuition. Without the form, the registration process cannot be completed.

Other methods of payment include:

- 1) Payment in full at the beginning of the year, by check, charge, or cash. A service charge of 4% will be added to payments paid by credit card/debit card.
- 2) Monthly payment charge to your credit card by the same method of direct payment from your checking account. A service charge of 4% will be added. Credit card numbers will be kept secure.

If the school receives notice of insufficient funds for two consecutive months without prior arrangements having been made, parents can be asked to seek educational instruction elsewhere. The school will continue to attempt collecting the amount due past the 10 month installment period until which time the account is brought up to date.

Book rental and supply fees are due the first week of August and cover all materials used. The school furnishes all supplies.

An enrollment fee is due the first week of February for the following school year. After the due date, the fee will increase to \$125.00, and after 30 days, the fee will increase to \$150.00, of which \$50.00 will be applied to the August tuition payment.

All current year fees and any outstanding balance must be paid before the start of the school year.

Evangelical United Church of Christ Evangelical Schools Tuition Policy

Purpose: This policy establishes the minimum requirements for payment of tuition to Evangelical Schools by members of Evangelical United Church of Christ who wish to participate in this program.

Scope: This policy implements the following – A minimum term of membership in Evangelical United Church of Christ before program eligibility; a process for requesting financial aid; and continuation of the school tuition line item in the church budget.

Membership: Only members of Evangelical United Church of Christ meeting the worship participation requirements for one (1) calendar year or longer, as described below, are eligible to participate in the program. One (1) calendar year is defined as 365 days from 1 May to 1 May prior to the start of any school year.

A member can be the: birth parent(s), adoptive parent(s), legal guardian(s), foster parent(s), or grandparent(s) with legal custody of the child or children attending Evangelical Schools. Hereafter, anyone in this category is called Parent.

Church members who participate actively in the church through Sunday morning worship are eligible to receive the benefit of the Evangelical Schools Tuition Policy for the school year in which, during the past twelve (12) months (1 May to 1 May), at least one Parent of the Evangelical School child and the child are present at Sunday morning worship services on 50% or more of the Sundays. Participation in the worship will be recorded by the Parent and child on the ritual of friendship sheet which is used at each worship service.

All ritual of friendship sheets will be collected and retained for one year by the Pastor to verify participation. Each church school family will receive quarterly attendance summaries from the Elders. Any family who falls below 50% attendance requirement will not be eligible for the benefit of the Tuition Policy for the following school year and will be required to pay the non-member rate.

School Tuition Process: All members in good standing, as defined above, will be charged tuition at 90% of the rate charged to non-church members or those who have not met the requirement for participation as defined above.

Church Member School Scholarships: Members wishing to participate in financial aid program must file an application with the Pastor. The application must be filed by May 1 of any year for participation in the program for the following school year. Applications are confidential and are not to leave the possession of the Pastor.

As part of the application process the applicant must produce a signed copy of page one(1) of their Federal Income Tax Return. A Financial Aid Committee consisting of the Pastor, the School Principal, and the Consistory President will meet by June 1st to compile all applications and determine the level of financial aid which is available to each applicant. Should the parent be faced with extreme financial hardship during the school year he/she may contact the Pastor for reevaluation of their situation with regard to financial aid. Reevaluation includes those members in good standing who had not previously applied for financial aid.

Dear Evangelical School Families,

I am beyond excited to begin the 2019-2020 school year! It was a productive summer of professional learning! Mrs. Gentelin and I attended a conference that focused on math and reading in the kindergarten classroom. Mrs. Daria Helfrich attended a conference that focused on reading and writing. Ms. Hilyard, Mrs. Luedke, and Mrs. Spihlman attended a Discipline With Purpose Workshop, and Mrs. Decker and I attended training provided by the Crisis Prevention Institute.

This year, teachers & staff will focus on four elements: Relationship, Relevance, Rigor, and Reflection. Students need to feel safe and welcomed at school and in the classroom; we will work hard to build **relationships** with our students. They need to know that all staff are interested in them as individuals, both personally and academically. Teachers and staff will work together to see that our students have a successful year while maintaining a level of academic **rigor** and **relevance** that is appropriate at each grade level. Teachers and staff will be **reflective** practitioners who continuously evaluate their instructional practices and student achievement to make informed decisions in their classrooms. These are my expectations for all staff at Evangelical School.

Communication is vital for a successful school program. Please make sure that you are reading the Wednesday digital newsletters. Furthermore, please make sure that you are reading the newsletters sent home from your child's teacher. Please feel free to contact your child's teacher(s) or myself with your questions, concerns, or "feel good" stories.

This is going to be a great year! We welcome new staff to our school. New to Evangelical School is Ms. Jaime Hilyard who will be teaching kindergarten. Mrs. Erin Shewmaker will be the aide in Mrs. Gentelin's kindergarten class, and Ms. Rachel Porter will be the aide in Ms. Hilyard's kindergarten class. We also welcome Mrs. Kara Urioste who will be teaching second grade, and Ms. Alysia Bailey who will be teaching third grade. Mrs. Kristin Pranger will be teaching health to students in grades 6-8. Mrs. Tracy Spihlman will be teaching music to students in grades K-5. Mrs. Patty Guilliams will be teaching Spanish to students in grades K-8, and Mrs. Lisa Norooz will be our school's librarian and resource teacher. Welcome to all!

Your support will go a long way in helping make this a successful school year!
Thank you in advance for that support, and we look forward to the adventure ahead!

Sincerely,
Maria Baalman
Principal

STAFF DEVELOPMENT

The first Wednesday afternoon of some months is reserved for Staff Development. Students are dismissed at 12:00/12:15 p.m. The After School Program is available on the first Wednesday of the month when there is early dismissal. Students attending will need to bring a lunch.

ARRIVAL PROCEDURES

Students are to arrive no earlier than 8:30 a.m., unless they are registered for the Before School Program. Students will be marked tardy for the day if they are not in their classroom by the 8:45 a.m. bell. Under no circumstance, should a child be left unattended at an entrance door.

SCHOOL SAFETY

All doors where students enter will be secured at approximately 9:00 a.m. every day. All visitors must enter the school at the school office entrance. There is a doorbell to the right of the door for your convenience. All visitors must sign in at the office, pick up a visitor's badge, and inform the office staff of the nature of the visit.

EMERGENCY/DISASTER RESPONSE

The students participate in emergency drills throughout the school year, which include fire, disaster, and lock down drills. Should it become necessary to evacuate the building, students will be escorted to Resurrection Lutheran Church across the road from our campus. Parents/guardians will be contacted by phone using the School Messenger phone blast system. The major television networks will be notified to make emergency announcements.

DISMISSAL FOR SPECIAL CIRCUMSTANCES

All students being dismissed during school hours are to be picked up in the office. A written note from a parent is requested for a student to leave school before the student's 3:15/3:30 dismissal time. The request should state the reason for early dismissal and be brought to the school office. If an unexpected appointment arises during the day, parents are asked to call the office.

DISMISSAL PROCEDURES

Kindergarten through second grade will dismiss at 3:15 p.m. Families that have more than one child in our school will follow the dismissal time and schedule of the youngest child. Children without younger siblings may not be dismissed until the later dismissal time. Third through eighth grade will dismiss at 3:30 p.m.

Kindergarten students will be dismissed from the lower level. Drivers should enter at the Pierce Lane entrance, loop up through the parking lot, and pull all the way around in the circle near the atrium doors (door #9). For the safety of the students, drivers are to wait in line rather than parking and escorting students through traffic. Teachers will be on duty to assist students finding their cars and to ensure good traffic flow.

First and second grade students will be dismissed from the upper parking lot at the front entrance of the church (door #3). Drivers are to form a line through the preschool parking lot to the right of the church. This enables the cars in line to be off the service road. Parents are to form a line around the circular drive and continue to move forward as cars leave. Parents may park in the lot to the west of the church and escort their children to their car. Children will not be allowed to cross traffic in the parking lot without adult supervision.

Third through eighth grade will dismiss at 3:30 p.m. Third, fourth and fifth grade students will be dismissed from the north atrium entrance by the circle garden (door #9), and sixth through eighth grade will dismiss from the southeast door entrance (middle school hallway-door #12) of the Family Ministry Center. Please do not get in line until 3:25 to allow time for the kindergarten dismissal.

BEFORE AND AFTER SCHOOL CARE

Before and after-school care is available to all students. Before-school care starts at 7:00 a.m. and runs to 8:30 a.m. Students should enter and leave the building at the north atrium door (door #9). After-school care runs from 3:15-6:00 p.m. Parents may call for their students by ringing the bell at the north atrium door (door #9). No breakfast is provided in before school, but students may bring something from home to eat. A snack is provided for students attending the after-school program. On half days, after-school care is provided, but students will need to bring a lunch with them to school. The time is structured for various activities including homework time. Children are told of the expectations, and consequences for poor choices. The use of Discipline With Purpose skills are encouraged during this time, and a discipline cycle is followed. If a child receives three discipline referrals for inappropriate behavior, the student will be excluded from the care program for three days.

ATTENDANCE

1. Attendance is recorded first thing in the morning. Adjustments are made as needed. Tardy students are to check in at the office before going to class.
2. Homeroom teachers, as well as the school secretary, are responsible for keeping accurate attendance records.
3. In marking the student's attendance, the general policy is:
 - a. Any child not in the classroom at 8:45 a.m. is marked tardy.
 - b. Children present at 8:45, but who leave at or just after lunch are marked for a ½ day's absence.
 - c. Students leaving for a short time for medical reasons will be excused if a note from doctor/dentist is provided.
4. A written request from parents/guardians is required for a student to leave school before the time of dismissal. The request must state the reason for the early dismissal and should be given to the homeroom teacher. After three consecutive absences, a note from the child's doctor is required.
5. Parents should **try** to arrange medical and dental appointments after school hours, on free days, or during school vacations.

6. Parents/guardians must come into the school office to sign-out the child for a dismissal during the school day and if returning to school, the student must be signed in upon his/her return.
7. Parents must request pre-arranged absences in writing to the homeroom teacher in advance. An example of such an absence might be a family vacation. If a student is not in good academic standing, parents may be asked to reconsider the absence. **Students who are absent (pre-arranged) from school for extended vacations other than the regularly scheduled calendar holidays will not be given schoolwork prior to the absence. Teachers are not responsible for re-teaching material missed during a vacation. Teachers may provide general guidelines concerning academic tasks.**
8. Parents may request that schoolwork/homework be available for pick up in the office at the end of the school day. Schoolwork/homework will be given to students who miss school due to vacation upon their return. Students will be given the same number of days to make up work as they were absent. Saturdays not Sundays are calculated into their allotted days for make-up work.
9. Regular attendance allows a student to make the best use of the educational opportunities offered in our school. Parents/Guardians have the responsibility for their child's regular attendance at school and should notify the school prior to an absence. When a student is absent, a parent/guardian should call the school before 9:00 a.m. If no contact is made between the parent and the school, the absence will be unexcused. After the 3rd absence (excused or unexcused), the school requires a medical excuse from the student's doctor or medical professional for the absences to be considered excused.
10. Ten percent absentee/tardy rate is considered excessive. Any child with absences/tardies totaling 16 for the year is deemed excessive. Any child with excessive absences/tardies in one year may be considered for retention in the same grade for the next year. Upon documentation of cumulative absences/tardies, parents/guardians, and the Regional Office of Education, if need be, will be informed. Appropriate procedures for referring truancy cases to the court will be employed.
11. Excused absences/tardies that are considered non-cumulative include the following:
 - a. Illness of a student
 - b. Death in the family or of a close friend
 - c. Critical illness of a near relative
 - d. Dental or medical appointment when prior arrangements have been made

TARDINESS

Opening exercises begin promptly at 8:45 a.m. and aid the student in approaching the school day with a positive attitude. Therefore, students need to arrive at school a few minutes before this time, so that they may get organized for the day. Arrivals after the 8:45 a.m. bell will be counted as tardy. Late arrivals due to doctor or dentist appointments will not be recorded as tardy as long as an excuse from the doctor/dentist is turned into the teacher. All late arrivals must enter through the school office and check in.

Kindergarten – Fifth Grade: Students will be allowed three tardies per quarter. After three tardies, the student will not be allowed to attend recess on the day of any additional tardies. Parents will be notified after the student receives three tardies. The student will miss recess on the day of the next tardy and will be denied recess on the day of each tardy thereafter, for the remainder of the quarter.

Sixth – Eighth Grade: Students will be allowed three tardies per quarter. After three tardies, the student will serve a silent lunch. After receiving three silent lunches, the student will then serve a 45 minute detention after school. Parents will be notified that the student will serve the detention on the next school day. For each subsequent tardy in the quarter, the student will serve a detention the following day.

DRESS CODE

BOYS: Grades K – 8

Pants: Navy blue or dark khaki poly-cotton or chino **uniform** pants fitted at the waist not the hips. Pants may be pleated or have a plain-front. No rolled or dragging pants. Pants may be purchased from JCPenney, Land’s End, Fischer’s Uniform Company, or any other store that sells pants made specifically to be worn as part of a school uniform – **NO EXCEPTIONS**. Jean-cut/five pocket pants or cargo pants are **not** acceptable uniform attire.

Shorts: Navy blue or dark khaki poly-cotton or chino **uniform** walking shorts (no more than 3 inches above the knee and not below the knee). Shorts may be pleated or have a plain-front. Shorts may be purchased from JCPenney, Land’s End, Fischer’s Uniform Company, or any other store that sells shorts made specifically to be worn as part of a school uniform – **NO EXCEPTIONS**. Jean-cut/five pocket shorts or cargo shorts are **not** acceptable uniform attire. They are worn at the waist and are not baggy.

Shirts: Red, white, maize/yellow, or navy blue uniform, short or long sleeved, with a collar. Shirt must be tucked in at all times. The only permitted logo on the polo is the Evangelical School logo.

Sweatshirts: Uniform sweatshirts are a plain or have the school logo on them, red, white, maize/yellow, or navy blue. Sweatshirts may be crew, full zip, hooded, or three quarter zip. These must fit properly (no oversized sweatshirts). A uniform shirt must be worn under the sweatshirt. Evangelical sweatshirts are available to purchase through the school.

Sweater: Uniform sweaters are a plain or have the school logo on them, red, white, maize/yellow, or navy blue, knit, crew, V-neck, or cardigan.

Turtlenecks and T-shirts: May not be worn alone. May be worn under the uniform shirt but must be one of the uniform colors.

Belt: A belt must be worn daily with pants or shorts with loops.

Socks: Socks must be worn with shoes.

Shoes: Tennis shoes are required on P.E. days and are highly recommended at all times. Tennis shoes need to have white soles and be non-marking. Shoes laces are to be tied securely.

Hair: Hair must be clean, well groomed, and not in the eyes. No extreme hairstyles are permitted. (Example: no logo or other design cuts or unnatural colors)

Jewelry: Boys may not wear earrings during the school day or at school functions.

GIRLS: Grades K – 8

Jumper/Skirt/Skort: Regulation plaid, no more than 3 inches above the knee. These may be longer but not shorter. Skirts may not be rolled at the waist. Jumpers/skirts/skorts must be purchased from the Fischer's Uniform Company.

Pants: Navy blue or dark khaki poly-cotton or chino **uniform** pants fitted at the waist not the hips. Pants may be pleated or have a plain-front. No rolled or dragging pants. Pants may be purchased from JCPenney, Land's End, Fischer's Uniform Company, or any other store that sells pants made specifically to be worn as part of a school uniform – **NO EXCEPTIONS**. Jean-cut/five pocket pants or cargo pants are **not** acceptable uniform attire.

Shorts: Navy blue or dark khaki poly-cotton or chino **uniform** walking shorts (no more than 3 inches above the knee and not below the knee). Shorts may be pleated or have a plain-front. Shorts may be purchased from JCPenney, Land's End, Fischer's Uniform Company, or any other store that sells shorts made specifically to be worn as part of a school uniform – **NO EXCEPTIONS**. Jean-cut/five pocket shorts or cargo shorts are **not** acceptable uniform attire.

Shirts: Red, white, maize/yellow, or navy blue uniform, short, or long sleeved with a collar. Shirt must be tucked in at all times. The only permitted logo is the Evangelical logo.

Sweatshirts: Uniform sweatshirts are a plain or have the school logo on them, red, white, maize/yellow, or navy blue. Sweatshirts may be crew, full zip, hooded, or three quarter zip. These must fit properly (no oversized sweatshirts). A uniform shirt must be worn under the sweatshirt. Evangelical sweatshirts are available to purchase through the school.

Sweater: Uniform sweaters are a plain or have the school logo on them, red, white, maize/yellow, or navy blue, knit, crew, V-neck, or cardigan.

Turtlenecks and T-shirts: May not be worn alone. May be worn under the uniform shirt but must be one of the uniform colors.

Belt: A belt must be worn daily with pants or shorts with loops.

Socks: Socks must be worn with shoes.

Leggings: Girls can wear capri or long leggings or tights under jumpers and skirts; they may not wear loose pants or pajama pants.

Shoes: Tennis shoes are required on P.E. days and are highly recommended at all times. Tennis shoes need to have white soles or be non-marking. Shoes laces are to be tied securely. No clogs, crocs, sandals, or any type of backless shoe.

Hair: Hair must be neat and clean and not in the eyes. No extreme hairstyles will be permitted. (Example: colored an unnatural color, like blue or pink.)

Jewelry: Excessive use of jewelry is not permitted (including but not limited to rings on several fingers, large or dangling earrings, necklaces, and bracelets, etc.).

NON-UNIFORM DAYS

Jeans must be in good repair – no holes.

Skirts and shorts may not be more than 3 inches above the knee.

Leggings may only be worn with long shirts or sweaters, no cut-offs, sundresses, tank tops, spaghetti straps, low cut or sleeveless shirts, or shirts that show the midriff. Skin-tight tops, skirts, dresses, shorts, or pants will not be permitted.

T-shirts with references to beer or alcohol, or with inappropriate slogans may not be worn. Oversized T-shirts are not permitted. T-shirts depicting bands with inappropriate song lyrics may not be worn.

Footwear is limited to regular dress code requirements.

Students are not allowed to dress down on worship days.

Please note that clothing items worn on either uniform or non-uniform days must be in good repair – no rips, holes, or stains.

All sweatshirts and outerwear should be labeled with the student's first and last name. Students need to wear warm outdoor clothing during the winter months, so they may participate in outdoor recess. Hats/hoods and mittens/gloves need to be worn to school on cold days. The children will go outside for recess whenever possible, so warm clothing is important.

Students who do not follow the dress code will be given a dress code violation slip. All dress code violations will be sent home to parents.

- **Kindergarten – Fifth Grade:** After three violations, the student will miss a recess for any additional violations.
- **Sixth – Eighth Grade:** After three violations, the student will serve an after-school detention the following day for any additional violations.

Students, who on more than one occasion violate the dress code for non-uniform days, may lose the privilege of dressing down

LUNCH

The children have lunch in Heggemeier Hall. Third, fourth, and fifth grades have lunch from 11:30-11:50. Kindergarten, first, and second grades have lunch from 12:00-12:20. Middle School students have lunch from 12:30-12:50. Students are expected to keep the eating area clean by observing good table manners and properly disposing of trash. **Please send a napkin or paper towel with your child. They will use this to help keep their area clean.** Students are not allowed to throw unopened food away that has been brought from home. We feel this procedure allows you to be aware of your child's eating habits. Students are also not allowed to trade food or give food away.

Lunch duty is supervised by *the administration*, special teachers, teacher's aides, and parent volunteers. If this is something you would like to volunteer your time to do, please let the office know.

Children have the option of bringing a lunch from home or purchasing hot lunches. For those wishing to purchase hot lunches, a monthly menu will be sent electronically. Children can select which lunches they would like to purchase for the month. If bringing a lunch from home, lunch boxes or bags should be clearly labeled with the student's first and last names. Milk is available and may be purchased by the semester. If a child forgets his/her lunch, the school will provide a peanut butter and/or jelly sandwich, crackers, and fruit or cookie for a \$3.00 charge.

Parents are welcome to bring in a special lunch at any time and join their child for lunch.

Children are not allowed to purchase items from the vending machines or use the microwave to warm up food.

VENDING MACHINES

Students are not allowed to buy items from the vending machines in the building while at school. Parents may buy soda and/or snacks for their child, if they so choose. Teachers are not allowed to buy items for students from the vending machines at any time.

RECESS

Kindergarten and first grade will have a morning recess from 10:00-10:20, and another recess from 1:00-1:20. Second and third grade will have recess from 12:30-12:50. Fourth and fifth grade will have recess from 12:00-12:20.

WEDNESDAY DIGITAL COMMUNICATION

Our school office will send out an email each Wednesday starting the second week of school. This email will contain information meant to keep you informed about pertinent news here at school. Anything that is sent to the entire school such as newsletters, calendars, or flyers will be sent via email on Wednesdays. Please take the time to look over this information. There may be times when you will need to print something out.

CALENDAR

The Monthly Calendar will be sent via email on the last Wednesday of each month.

MEDICATION

If at any time during the year your child needs prescription medication to be administered during the day, a form, signed by your physician, needs to be completed and turned into the office with the medicine. This form can be faxed to school (466-9498). If it is more convenient for you to come to school and give your child his/her medication, please come to the office, and we will have your child meet you there. In addition, a "Parental Authorization" form needs to be completed and turned into the office for dispensing both prescription and non-prescription medications. In addition, for students with severe food or environmental allergies, an action plan must be on file. All forms are available in the school office or on our school's website.

ILLNESSES/ACCIDENTS

When a student becomes ill or injured at school, the parent or person specified on the emergency form is contacted. Therefore, it is imperative that the school has an emergency phone number for each student. If this information changes during the school year, please be sure to notify the school office.

When a student is absent from school, please contact the school office to let us know the reason for the absence.

Parents should keep children home if they have a fever, are vomiting, or have a persistent cough. Children are required to be symptom/fever free for at least 24 hours without medication, before returning to school.

P.E. EXCUSES

Students may not be excused from participation in physical education class without a written note from a parent or guardian. In unusual circumstances when a student needs to be excused for more than one week, a written doctor's statement is required.

WATER BOTTLES

Students are allowed to carry water to school in clear, plastic bottles only. Students may not carry any other beverage and may not flavor their water in any way. Staff have the right to inspect water bottles if they have reasonable suspicion that they contain anything other than water.

CELL PHONES/SMART WATCHES

Cell phones and smart watches are not allowed to be used/worn at school. Students bringing these devices to school must turn them in to the teacher when they arrive. Devices will be returned to students at dismissal time. If you have to message your child, please call the school office. If these devices are seen or heard during the school day, they will be taken to the office where the student's parent may pick it up at the end of the day.

EMERGENCY SCHOOL CLOSING

When the principal determines that a dangerous condition exists, announcement of school cancellations will be made by 6:00 a.m. via the phone blast system. Cancellations can also be seen on KSDK News Channel 5, KMOV News Channel 4, and FOX News Channel 2. Our school will appear as Evangelical School-Godfrey. You may also check the television station's website for school closings. Please be aware that on days where School Messenger has heavy volume, it may take longer for the message to get to you, **over which we have no control. School Messenger is notified first and television stations next**, so check all sources of information. If the weather becomes inclement after the school day begins, we will not close school. Parents are welcome to pick up their children early if they feel the roads are becoming hazardous.

CURRICULUM

Reading	Physical Education
Language Arts	Computer Education (2-8)
Science	Spanish
Social Studies	Religion
Math	Music (K-5)
Library	Health (6-8)

Curriculum Night is held in the fall usually during the first week of school. Check the calendar for the exact date. All families should be represented. At this time, teachers review the curriculum, explain homework procedures, and are available to answer your questions. Parents not able to attend Curriculum Night should make arrangements to meet with the classroom teacher at another time.

GRADING SCALE

100	A+	77-82	C
96-99	A	75-76	C-
93-95	A-	73-74	D+
90-92	B+	67-72	D
87-89	B	65-66	D-
85-86	B-	Below 65	F
83-84	C+		

PROGRESS REPORTS

Students' papers are graded daily and returned. Throughout the course of a week you should see a representative sample of work in each subject area. Reviewing these papers with your child will keep you apprised of his/her progress and will indicate to your child your interest in his/her work. Learn Boost, an online grading system, is used by middle school teachers to report grades. With a code, parents of middle school students may access their child's grades in all subjects. In addition, progress reports will be sent home for students in K-5 mid-way through each quarter. Progress reports for middle school students will be available online.

Report cards are issued four times a year. See the yearly calendar for dates. The final report card of the year will be mailed in early June.

Parent-Teacher Conferences are held after the first and third quarters have been completed. Kindergarten-fifth grade parents are assigned an appointment time. Middle school teachers will have open office hours for parents to stop in and pick up their student's report card. Parents are also contacted informally throughout the course of the year, via email, note or phone, regarding progress or problems. If you would like an additional conference during the course of the year, please contact your child's teacher.

CHROMEBOOK INFORMATION

The focus of providing Chromebooks to our third-eighth grade students at Evangelical School is to provide the necessary tools and resources to aid the 21st century learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. The individual use of Chromebooks is a way to empower our students to maximize their full potential and to prepare them for post-secondary education and the modern workplace. The Chromebook is a next generation device that makes learning more engaging and accessible.

At the beginning of the year third-eighth students will be issued their Chromebook only *after* the students and their parents/guardians have signed and returned the User Agreement. The Chromebooks are property of Evangelical School and are on loan to the students during their time here. Chromebook use is a **required** component of the students' lessons in all classes. Students in grades sixth-eighth travel with their Chromebooks and therefore, they are required to purchase or rent from the school a case. Students must be

responsible with their Chromebooks, following the rules and proper handling as stated in the Acceptable Use Policy. Students will be held accountable for any damage and associated fees incurred as listed in the Chromebook Handbook and User Agreement.

REMEDIATION

Early detection/intervention is key if we wish to ensure a student progresses. A teacher should make every effort to help a student who is struggling either academically or behaviorally using typical classroom interventions.

Our school uses a multi-tier approach called Response to Intervention (RTI) for early identification and support of students with learning and behavior needs.

When a student fails to progress with Tier 1 instruction, it is time to move to Tier 2 and initiate the BEST (Building Educational Support Team) process. This is a team approach to helping a student become more successful in the classroom. If a meeting is requested, team members would include the classroom teacher/teachers, the student's parents/guardians, the principal, and any other individuals that have knowledge of the student's performance. The teacher should contact the principal if he/she needs to start this process

RETENTION

All efforts of remediation must be exhausted before retention is considered. First, teachers discuss the possibility of retention with the principal. The parent is then notified of the school's concern no later than the end of the first semester except in a special case where it may be necessary to make this decision at a later date. Active remediation techniques, as described above, are put in place, and the parents/guardians remain actively involved and updated on the child's progress.

Criteria to be considered are:

1. Academic readiness
2. Social and/or emotional readiness
3. Poor Attendance
4. Other pertinent circumstances
5. Students failing two or more major academic areas (Computers, Music, PE, are considered. Any two failures in these areas combine to equal one major academic area.)

PLEASE NOTE: When a student needs to be retained, it may be an indication that our school cannot provide for his/her needs. These needs can be academic, social/emotional, lack of good attendance, etc. The school would then ask that the parents/guardians seek education for their child elsewhere.

Parents/guardians who have children with behavioral issues that are beyond what a regular education teacher can manage may also be asked to seek education for their child elsewhere.

HOMEWORK POLICIES

Primary and intermediate students will be given homework during the week but will not usually have homework over the weekend, unless it is work to complete long-range projects. Middle school students may have homework over weekends or work to complete on long-range projects. Homework may consist of work the student did not finish during

the course of the day, enrichment activities, or reinforcement of the concepts being learned. Time spent on homework should not exceed thirty minutes per night for primary grades (K-2) or one hour per night for intermediate grades (3-5) and between an hour to an hour and a half for middle school (6-8). If you have questions about homework or time spent, please contact your child's teacher. Children will not call home for work left at home.

HOMEWORK PROCEDURES

Kindergarten through eighth grade will receive homework assignments. These assignments are meant to reinforce material learned in school. Students in kindergarten will receive a homework sheet on a weekly basis. These sheets will state the assignments the students are to complete. Students in first and second grade will write assignments in their take home folders. Please refer to these folders for details. Third through eighth grade will use an agenda. Students are to write down each assignment when it is given to them and check off each assignment as it is completed. Please encourage your child's use of this tool. Assignments are expected to be completed and returned to school according to the teacher's directions.

Vacations during the school year are discouraged, but if a student needs to be absent for an extended period of time, he/she will be given missed assignments upon return to school. If a child is ill, homework may be requested by a phone call to the office and picked up at the end of the day. Homework for grades K-2 will be ready no sooner than 3:15. Homework for grades 3-8 will be ready no sooner than 3:30. Students will be given time equal to the number of days absent to complete assignments that have been missed. (Example: If a student is absent three days, he/she, upon return, will have three days to make up the work missed.) Work turned in late may receive a lower grade.

HOMEWORK GUIDELINES

Homework serves an important purpose in your child's school life. It is a way to help your child develop work and study habits that will assist him/her throughout the years spent in school. You can help your child develop some routines that will be of assistance in successfully completing homework assignments.

The following suggestions are offered for this purpose.

1. Ask your child each day if he/she has homework. Parents are encouraged to look over their child's assignments. By asking your child about homework, you are helping him/her to remember that there may be an assignment to be completed.
2. Help your child set a regular time each day for homework to be completed. Right after school may not be the best time, since your child may need a break. Whatever time you choose should be one in which the child is free of any other responsibilities.
3. Provide your child with a quiet place to work and study where he/she is not disturbed by younger children or pets.
4. Time spent on homework will vary with the individual child. However, in general, the policies indicated above should prevail. If you find that time spent is consistently not

within the designated guidelines, discuss this matter with your child's teacher. Additional time spent on homework may lead to frustration rather than increased learning.

5. Homework is designed to be completed by the student. However, it is a good idea to look over your child's work. Encourage him/her to be NEAT. (If work is sloppy, have your child redo it.) When you discover errors, point them out to your child and see if he/she can correct them. If your child seems not to understand the material, note this on the homework paper so that the teacher may take appropriate action.

6. Occasionally circumstances may arise which prevent a child from completing his/her homework. A brief note to that effect would be appreciated.

STANDARDIZED TESTING

In April, third through eighth grade students take a nationally standardized achievement test called the Terra Nova 3. The Home Report for students is given out at the spring Parent/Teacher conference or sent home in the last report card of the year.

LIBRARY

All students visit the school library for instruction and to checkout books. Fines are not charged for overdue books, but students are encouraged to bring their books back on time. Parents are asked to pay for books severely damaged or lost.

FIELD TRIPS

Field trips are taken during the school year to illustrate or expand the curriculum. Parents may be contacted for driving (if the trip is local) or assisting. Permission forms will be sent home with the students and must be returned in order for a student to participate. In the event of snow days or severe weather, the trip will automatically be cancelled. It may not be rescheduled, depending upon circumstances.

Fourth graders journey to Springfield by bus to learn more about Abraham Lincoln. Fifth graders spend three days at DuBois Center in DuBois, Illinois, as part of an environmental education program. Eighth graders have the opportunity to spend a week in Washington D.C.

Trips such as Camp and Washington D.C. will have an informational meeting for chaperones so that they know the guidelines established by the teachers. These meetings are mandatory for parent chaperones. Trips of any nature will have written guidelines for the parents to help them better assist the teacher.

Parents will be notified of the dates of classroom trips as soon as possible so that if they are asked to chaperone, they can make arrangements. Names will be selected at random for chaperones.

Only designated chaperones are allowed on field trips. The number of chaperones per trip may be limited. A background check will be conducted on all parents that accompany students on overnight trips. Parents who provide transportation for students on field trips will be asked to provide proof of car insurance.

WORSHIP

Worship services are held in the sanctuary every Wednesday at 9:00 a.m. for students in grades K-8. All students are required to attend and dress-down passes cannot be used on these days. Parents are welcome.

RELIGION

All students receive religious instruction each week. The content of this instruction is Bible based and is non-denominational from the New International version.

COMPUTER INSTRUCTION

All students in grades 2-8 receive computer instruction. Times and activities vary with the grade of the student. We have an acceptable use policy in effect for all students that will be using the internet. Use of the internet is a privilege and inappropriate use will result in the cancellation of those privileges. Teachers will deem what is inappropriate use, and their decision is final. We have firewalls installed on our computers that limits internet access, and the computer teacher will also monitor use as students complete projects.

MUSIC INSTRUCTION

Students in grades K-5 will receive vocal music instruction on a regular basis. Students in fourth and fifth grade also learn to play the recorder. Students in kindergarten through second grade present the Christmas program, and third through fifth grades present the spring musical. All performances are part of the music curriculum, and all students are expected to participate. Parents must notify the music teacher well in advance of a performance if their child is unable to attend. Students who are unable to attend a performance do not participate in rehearsals held at school but will be given something to work on during that time. Students who can't meet the performance requirement due to non-attendance will be given an assignment to complete at home. Middle school students have the opportunity to join the Evangelical Choir. The choir performs special music on occasion.

PHYSICAL EDUCATION

All students receive instruction in physical education throughout the year.

SPANISH/ART

All students receive Spanish or art instruction depending on the availability of an instructor.

DISCIPLINE CYCLE

Opportunities to teach children the 15 self-discipline skills, which are the base of Discipline with Purpose, abound within any school day. Because teachers believe that confrontation (coming face to face) is part of their task as disciplinarians, they welcome opportunities to help children help themselves. The adults in the school routinely handle all disruptive behavior on the spot.

Broad rules that affect the daily living together of all members of the school community include these:

1. Respect yourself and others as a child of God.
2. Contribute to the learning environment.
3. Follow school and classroom procedures.
4. Practice Self-Discipline skills.

These rules apply throughout the entire building. Procedures listing how the rules look and sound in common areas are listed below.

Respect yourself and others as a child of God.

Looks/Sounds Like

Doesn't Look/Sound Like

Being neat and clean in appearance	Unclean, sloppy in dress or appearance
Asking for help in an appropriate way	Borrowing without permission
Honoring others' space and things	Getting into others' desks/belongings
Including classmates in activities	Joining cliques, using putdowns, gossip
Giving attention at Worship and assemblies	Disrupting at Worship and assemblies
Showing common courtesies	Fighting, pushing, name-calling.
	Laughing at the mistakes of others

Contribute to the learning environment

Looks/Sounds Like

Doesn't Look/Sound Like

Attending school promptly and regularly	Being tardy
Attending to classroom learning	Distracting the teacher or classmates
Talking with pride about our school	Talking negatively/disrespectfully about school/staff/students
Being silent/quiet in the halls	Running or yelling in the halls
Participating in learning activities	Unwilling to cooperate with others.
Returning homework on time	Failing to complete assignments
Playing safely on the playground	Endangering others when playing.

Follow School and Classroom Procedures

Looks/Sounds Like

Doesn't Look/Sound Like

Reporting to the office if tardy	Chewing gum or eating during or between classes
Following lunchroom and playground procedures	Bringing radios, video games, toys or inappropriate items to school
Leaving from the office for any early appointments	
Returning completed field trip permission Forms on time	

The fourth broad rule, practice self-discipline skills, can be accomplished by demonstrating the fifteen life-skills that are the foundation of Discipline with Purpose. These skills are posted in all the classrooms and Heggemeier Hall. Each family has a set of skills to post in their home.

Each classroom teacher has adopted some version of these four rules. The teachers work with the children to make sure the rules are understood and the reasons for the rules are taught. Children learn that each adult may have different procedures for helping them follow the rules.

In addition, each classroom teacher has an established Discipline Cycle that lists consequences for not following the rules. All teachers work with the students to determine acceptable consequences. Be sure to ask your child's teacher about the discipline cycle being used this year. The system used should help your child grow in the self-discipline skill of UNDERSTANDING RULES AND THE REASONS FOR RULES.

BULLYING/CYBER-BULLING PREVENTION

If a student displays any of the following behaviors, he/she will be sent to the office with a referral form.

1. Is in physical or psychological danger or puts another in danger.
2. Is irrational or unreasonable.
3. Pushes beyond the limits of respect in speech or actions.
4. Repetitive unacceptable behavior.

Parents will be informed of the incident and consequences by phone or note. The Illinois General Assembly requires all schools to have a policy regarding bullying. Our school has adopted a policy that states bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned characteristics is prohibited. No student shall be subjected to bullying:

- (1) During a school-sponsored education program or activity;
- (2) While in school, on school property, school associated transportation, or at school-sponsored or school-sanctioned events or activities; or
- (3) Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment;
- (4) Through the transmission of information from a computer that is accessed off school property or from the use of technology or an electronic device that is not owned by a school district if the bullying substantially interferes with or limits the victim's ability to participate in opportunities offered by a school.

“Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students.

CODE OF CONDUCT POLICY FOR PARENTS/GUARDIANS & VOLUNTEERS

Evangelical School, a ministry of Evangelical United Church of Christ, aims to provide an open, welcoming, and safe environment for all. We believe that all parents/guardians and volunteers play a valuable role in the life of the school where everyone's contribution is valued and respected. We encourage parents/guardians, volunteers, and community members to support and participate in the life of the school.

Evangelical School needs to ensure all parents/guardians, volunteers, staff, students, and any other persons involved in the school adhere to clear guidelines regarding appropriate interaction and communication with one another, with students and staff at our school, with church staff, and with members of the governing board of the church.

This code of conduct for parents/guardians and volunteers outlines the type of practice we require all adults working and volunteering in our school to follow. It will assist in ensuring the safety and well being of children, families, and staff. The Code of Conduct is a broad outline of behavioral principles, expectations and ideals. This policy will provide guidelines to promote desirable and appropriate behavior to ensure that all interaction with students and adults is respectful, honest, courteous, sensitive, tactful and considerate. The policy applies to all school sponsored events, or events/activities that take place on church/school grounds.

The behavioral practices to follow in relation to students include:

- Be a positive role model at all times.
- Always speak in an encouraging and positive manner.
- Regard all students equally and with respect and dignity.

The behavioral practices to follow in relation to other adults and staff of the school and church include:

- Use respectful, encouraging and accepting language.
- Respect the rights of others as individuals.
- Give encouraging and constructive feedback rather than negative criticism.
- Accept staff decisions and follow their directions. Speak with the staff member if you have a problem complying with any directions.
- Refrain from public criticism (**INCLUDES SOCIAL NETWORKS**) of children and staff at the school and church.
- Under NO circumstances should a student, parent/guardian, or member of the staff be approached in a confrontational manner.
- Responses to emails and telephone calls are not expected to be instantaneous or out of normal working hours, unless of an urgent nature. Normal service standard suggests that an acceptable response time for emails is within 48 hours.

SCOPE

This code of conduct applies to all adults, including parents/guardians, volunteers, extended family, visitors, and others while involved in any activities related to Evangelical School.

The staff is responsible for:

- Respecting the individual needs of families in all interactions, both verbal and non-verbal.
- Working with colleagues, the Board, and parents/guardians to provide an environment that encourages positive interactions and supports constructive feedback.
- Providing guidance to parents/guardians and volunteers through positive role modeling and when appropriate, clear and respectful directions.

Parents/guardians are responsible for:

- Reading the *Code of Conduct*
- Abiding by the standards of conduct as set out in this policy.

Procedure for dealing with a breach in the code of conduct:

- A first and final warning meeting and subsequent letter being issued to inform the relevant person/s that another breach of conduct will not be tolerated.
- The withdrawal or suspension of a student's place in the school due to the parent/guardians serious breach of the code of conduct. This action will only be taken if no other alternatives are deemed appropriate.

ADDRESSING PARENT CONCERNS

Should a parent have a concern on the behalf of an individual student, or about a procedure or policy in a classroom or in the school, the parent must first bring the matter to the attention of the teacher or staff member involved. If a satisfactory resolution is not reached, the parent may then contact the principal. If a satisfactory resolution is still not reached, the parent may ask the principal *in writing*, for an opportunity to take the matter to the School Board.

ORGANIZATIONS

SCHOOL BOARD

This is the governing board of the school. School Board members are responsible for making school policy and overseeing the operation of the school. Members must belong to the church and are elected at the church's annual meeting in June to serve a two-year term.

School board meetings are held on the fourth Tuesday of every month (August through June). If you have general questions or suggestions for the board, please contact the principal or the school board president.

EPIC

E.P.I.C. stands for Evangelical Parents Interested in Children. It is a support group of the school. Any parent/guardian of a child attending Evangelical School is automatically a member; a parent's involvement and support for the E.P.I.C. Planning Board is a matter of personal commitment.

The Planning Board serves as a representative of all parents and acts in their behalf. Parents not presently serving on the Planning Board will be kept informed of the Planning Board's actions and activities by special notice on the back of the monthly calendar.

Verbal updates of E.P.I.C. business may be presented by the E.P.I.C. Planning Board at any social or special event sponsored by E.P.I.C. Current E.P.I.C. Planning Board members and a list of the events sponsored by E.P.I.C. is listed below.

It is assumed that parents will be in agreement with the projects and decisions made by the Planning Board. Parents are welcome to attend these meetings. Parents are encouraged to

submit their ideas or comments by contacting the E.P.I.C. Board President, at least one week prior to the next regularly scheduled meeting, to place items on the agenda.

All parents are highly encouraged to become involved in some of the activities sponsored by E.P.I.C. Yearly fundraising projects are listed below, along with the people who are in charge of the particular events.

Minutes and financial records of the E.P.I.C. Planning Board are filed in the school office and are available for inspection by any parent upon request.

E.P.I.C. OFFICERS 2018-2019

Administrative Coordinator

Maria Baalman mbaalman@evangelical-school.org (School) 466-1599

President

Jessica Riney jesslynnerrn@outlook.com 409-5123

Vice President

Erin Shewmaker erinmolly514@yahoo.com 791-6904

Secretary

Sara Geisler sgeisler@ghalaw.com 558-4743

Treasurer

Kirby Ontis kirbyslu@gmail.com 967-1105

E.P.I.C. PLANNING BOARD

Amazon Smile

Chair: Jolene Sherman jsherman@stltoday.com 444-4676

Co-Chair:

Aunt Katie's Cottage

Chair: Jacquelyn Cato Jacquelyn.cato@yahoo.com 698-3114

Chair: Amy Taul amy.taul@gmail.com 780-5905

Box Tops

Chair:

Co-Chair:

Butter Braids

Chair: Karen Jockisch ntmyflt75@yahoo.com 971-8268

Co-Chair:

Cookie Walk

Chair: Erin Bull erinabull@gmail.com 407-6889

Co-Chair: Penny Waltz pennywaltz1011@gmail.com 975-6728

Dining Out			
Chair: Jolene Sherman	jsherman@stltoday.com		444-4676
Co-Chair:			
Grandparents' Day			
Chair: Anne Alcazar	alcazaranne@gmail.com		407-6198
Co-Chair: Heather Pinter	hpinter@bethalto.org		815-508-1745
Papa John's			
Chair: Jolene Sherman	jsherman@stltoday.com		444-4676
Co-Chair:			
Pie Sales			
Chair:			
Co-Chair:			
Polar Express			
Chair:			
Co-Chair:			
Shop-A-Roo			
Chair: Jolene Sherman	jsherman@stltoday.com		444-4676
Co-Chair:			
Spirit Wear			
Chair: Noelle Reedy	noellereedy1314@gmail.com		580-0781
Co-Chair:			
Teacher Appreciation (Elementary)			
Chair: Jessie Williamson	bjrace70@sbcglobal.net		779-0489
Co-Chair: Sara Snyder	sara.snyder06@gmail.com		581-9193
Thanksgiving Feast			
Chair:			
Co-Chair:			
TJ's pizza			
Chair: Jessie Williamson	bjrace70@sbcglobal.net		779-0489
Trunk-or-Treat			
Chair:			
Co-Chair: Abby Ontis	abbysas1999@yahoo.com		201-4423
Yearbook			
Chair: Ann Ferguson	annferguson@gmail.com		407-8305
Co-Chair:			

Teacher Appreciation (Preschool)

Chair:

Co-Chair:

Santa's Secret Shop (Preschool)

Chair:

Co-Chair:

Secret Pal (Preschool)

Chair: Jessie Williamson

bjrace70@sbcglobal.net

779-0489

Co-Chair: Sara Snyder

sara.snyder06@gmail.com

581-9193

Teacher Appreciation (Preschool)

Chair:

Co-Chair:

E.P.I.C. ACTIVITIES

During registration in August, there are sign-up sheets outside the office if you would like to sign up at that time for an activity. Each of the sheets will have a brief explanation of what is entailed to help you decide what you would like to be involved in. A brief explanation of each of the activities is found below:

Hot Lunches: Parents are needed to help organize the paperwork involved in organizing the hot lunch program. A parent volunteer from each classroom is needed to make lists for the classroom teachers so that they know which day(s) a child has purchased hot lunch.

Teacher Appreciation Lunches: On the first Wednesday of the month, when there is early dismissal, parents prepare lunch for the elementary teachers. Parents can choose a month during the school year where the entree', salad, or dessert is provided for the teachers' noontime meal. A dinner is also offered to the teachers the evening of Parent/Teacher Conferences. Parents are asked to donate time to serve the meal the evening of Parent/Teacher Conferences or provide a food item.

Aunt Katie's Cottage: Prior to Christmas vacation the children are given the opportunity to purchase special gifts for parents, grandparents, etc. Parents are asked to donate a number of gifts for Aunt Katie's Cottage based on the number of items their child/children will be purchasing. Parents are asked to volunteer the day of the event to help the children shop, and also a few days prior to the sale to help set up.

Yearbook: Throughout the year pictures are taken of a variety of activities that take place to help make our yearbook memorable. Parents are asked to send in pictures of events occurring in classrooms during the school year. The chairman and co-chairman work throughout the school year to compile the yearbook. Yearbooks are ordered in the spring and distributed in the fall of the following year to children.

Thanksgiving Feast: Held for the students during the week before Thanksgiving, parents assist students in food preparation, set up tables in the gym the night before, decorate, help serve and clean-up after the meal.

SUPPORT OUR SCHOOL SERVICE HOURS PROGRAM (Participation Required for the 2019-2020 School Year)

We are excited to continue “Support Our Schools” (SOS) Service Hours Program. We recognize how important involvement is in helping make a rich learning environment for our children and for making every one of our special events a huge success. We believe that the program is necessary in order to continue to offer the many activities that enrich our students’ school experiences.

We are requiring each Evangelical family to contribute 10 hours of time and/or talents for the 2019-2020 school year. To accommodate parents who work outside the home, extended family members may help fulfill the 10 hour commitment.

There are many ways families can contribute during the day, evening, or even on weekends. A list of opportunities has been created from which to choose. The list is available on our website. It is our intent to continue to add to the list more opportunities for those family members that work outside the home.

In an effort to improve the program, we have developed a digitized version of the log sheet for reporting and logging the hours that you volunteer. This log sheet is available on our school’s website. The school’s office staff will track hours, and families will receive quarterly reports of fulfilled volunteer hours.

The School Board has determined that there will be a \$25.00 dollar assessment for each unfulfilled hour for the 2019-2020 school year.

STUDENT ACTIVITIES

BIRTHDAYS

Students may celebrate their birthdays by bringing a treat to school for their classmates. Those students who have summer birthdays may celebrate their “half birthday”. Parents should contact the student’s teacher in advance to schedule the birthday treat.

Students are not allowed to distribute birthday party invitations at school unless everyone in the class is invited. Invitations can also be handed out if a girl is inviting all the girls in the class or a boy is inviting all the boys in the class.

SPECIAL DAYS

Refreshments for all special days listed below are provided by the Room Parents. **Students or parents other than room parents cannot bring any additional treat or item to give to the class.** The classroom teacher will contact the Head Room Parent to coordinate the refreshments. Any celebration, other than those listed below, needs to be cleared through the office.

Halloween- For students K-5: Students, desiring to wear costumes, should bring them to school in a grocery bag clearly labeled with the student’s first and last name. Students

will be given time to change into their costumes before the parade begins.
For middle school students: Celebrations will be coordinated at the classroom level by the homeroom teacher.

Christmas - Students do not engage in a gift exchange with each other; however, gifts are collected for donation to needy families.

Valentine's Day - For students in K-5: Students are to bring a valentine for every student in their class. Students may bring valentines for other students or teachers in other grades. For middle school students: Classroom teachers will coordinate activities.

Holy Week - Students will participate in special activities through the week.

Field Day - All students, K-5, participate in this event held in the spring of the year.

Talent Show - A Talent Show is held on the last day of school for any students wishing to participate.

SCIENCE FAIR

A Science Fair is held each fall and all students are invited to participate. Eighth graders are required to do a science fair project. Students in seventh and eighth grade receiving awards at our fair whose projects are clearly experimental in nature (they ask a question and do an experiment to find the answer rather than constructing a display or building a model) are eligible to participate in the SIUE Science Fair. More information will be provided to students at the appropriate time.

SCOUTS

Evangelical has scouting programs for both boys and girls. Meetings are held after school. Information pertaining to scouts will be distributed to the students through the Wednesday email.

SPORTS

Boys and girls in fourth through eighth grade may participate in sports through the community's parochial schools sports league. Students may play on the following teams during the designated season: Girls- volleyball, cheerleading, basketball, and softball. Boys- volleyball, basketball, and baseball. Certain sports may not be offered if there is not enough interest. The league determines this. Students wishing to play sports must maintain a "C" or better average. If a grade falls below a "C", the student will be ineligible to play until the grade is brought up.

DRAMA CLUB

Students in Middle School have the opportunity to be in Drama Club.

BAND/VIOLIN

Students in grades 5th-8th have the opportunity to be in the Band program. Students may

take violin beginning in the third grade.

STUDENT COUNCIL

Students in Middle School have the opportunity to be elected to the school's Student Council. Members are required to maintain a "C" average or better, demonstrate leadership skills, and Christ-like behavior at all times. Student Council promotes school spirit and raises funds for special school projects and activities, which benefit all students.

YOUNG AUTHORS

Students are encouraged to participate in the Young Authors' program each year. Student books are selected to represent our school at the district and state Young Authors' conferences. This activity encourages students to write and illustrate their own books.

SPELLING BEE

Each January, Evangelical students in grades 4-8 have the opportunity to participate in our school spelling bee. Our school winner is then entered in the area competition sponsored by the St. Louis Post Dispatch.

SERVICE PROJECTS

Each class will take part in a service project at some point during the school year. The classroom teacher will select the service project his/her class will participate in. Additional service projects are a possibility.

MISCELLANEOUS

BOOK CLUB

Students may purchase paperback books at a discount through our school's Book Club program. Each month fliers are sent home with the students advertising the books for sale that month. Students wishing to order books return the order form and payment to school. **Checks must be made payable to the individual book club** and sent to each student's classroom. In two to three weeks the books are sent to the school and distributed to the children. There are no fees or minimum number of books to buy and students may participate whenever they choose. The school receives bonus points for every dollar spent, and these are redeemed for books, computer software, audio-visual items, and other educational materials.

BOOK FAIR

A Book Fair is held twice each year. This event is separate from the Book Club mentioned above. The school receives a percentage of the net profit, and this money is used to buy materials for our school library and classrooms.

BOXTOPS FOR EDUCATION

The school participates in the Boxtops for Education program sponsored by the General Mills Corporation. Box tops from General Mills' cereals and other products are redeemed for cash. Students may bring boxtops to school at any time

RECYCLING

The school helps the environment, supports others in the community, and earns money/materials through a number of recycling projects. The school collects tab tops from aluminum cans, eyeglasses, ink jet/laser jet cartridges, cell phones, and paper.

ASBESTOS MANAGEMENT PLAN AVAILABLE

The asbestos management plan, required under the Asbestos Hazard Emergency Response Act (AHERA), is available for your review upon request. A copy of the plan for the building is located in the principal's office. The plan can be viewed by any person during normal school hours by making an appointment with the school office. This plan provides information regarding six month inspections, third year re-inspections, and response actions. Questions regarding the information contained in this plan should be directed to the school principal.