

EVANGELICAL SCHOOL

466-1599

PARENT-STUDENT HANDBOOK

2021-2022

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. We believe in the importance of having a solid foundation of knowledge in core subjects, such as math, reading, writing, science, and social studies. 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 and 1st	8:30 a.m. - 3:00 p.m.
Grades 2 nd – 8 th	8:30 a.m. - 3:15 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 (in most cases).

EARLY DISMISSAL HOURS

Kindergarten and 1 st	12:00
Grades 2 nd – 8 th	12:15

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
Ashley N. Smith, B.A.	Kindergarten
Rachel Porter	Kindergarten Aide
Erin Shewmaker	Kindergarten Aide
Christina Eales, M.A.	First Grade
Kim Sears, B.A.	First Grade
Crystal Cox, B.S.	Second Grade
Jan Whaley, M.A.	Second Grade
Daria Helfrich, M.S.	Third Grade
Marissa McRae, B.S.	Fourth Grade
Jacob Sowa, B.S.	Fourth Grade
Michelle Decker, B.S.	Fifth Grade
Kristen Nolle, B.S.	Fifth Grade
Kay Helfrich, B.A.	Middle School Social Studies
Monica McGill, B.S.	Middle School Language Arts
Terri Guymon, B.S.	Middle School Math
Brenda Paynic, M.S.	Middle School Math
Don Fuller, B.S.	Middle School Science
Abbie Rister, B.A.	Physical Education
Tracy Spihlman, B.A.	Music
Melissa Chapman, M.A.	Library
Kristin Pranger, A.S.N	Health
Kelly Rich, B.S.	Religion - K-5
Steven Helfrich, B.A, M.DIV	Religion - Middle School
Julie Harris, B.S.	Administrative Assistant
Amy Bloemker	Secretary
Ann Fergurson	Before/After School
Abby Barton	Before/After School
Lexi Conrad	Before/After School
Angie Crane	Before/After School
Macy Crane	Before/After School
Mia Crane	Before/After School

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

John Hamilton, President

Steve Jutting, Vice President

Dennis Dintelmann, Treasurer

Megan Stevenson, Secretary

Eric Schrumpf

Chris Russell

Margaret Renken

Becky Crawford

EVANGELICAL SCHOOL BOARD COMMITTEES

PERSONNEL COMMITTEE

John Hamilton
Steve Jutting
Maria Baalman
Pastor MeCaskey
Chris Russell
Megan Stevenson
Margaret Renken

BUDGET COMMITTEE

John Hamilton
Maria Baalman
Pastor MeCaskey
Steve Jutting
Becky Crawford

SCHOLARSHIP COMMITTEE

John Hamilton
Maria Baalman
Pastor MeCaskey

Dennis Dintelmann
Steve Jutting
Eric Schrumpf

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 aid 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 2% 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 most 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.

STAFF DEVELOPMENT

The first Wednesday afternoon of each month 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. Visitors to our building will be extremely limited. Anyone needing to drop something off should ring the buzzer at door #4 and the office staff will greet you at the door. If a parent/guardian or designated person comes to pick a student up prior to the end of the school day, he/she needs to come to the school office entrance and request the student. An office staff member will bring the child to the door.

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 Gradelink 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 at the office door. A written note from a parent is requested for a student to leave school before the student's 3:00/3:15 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 and first grade will dismiss at 3:00 p.m. Second through eighth grade will dismiss at 3:15 p.m. Families that have more than one child in our school will follow the youngest child's dismissal time.

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 lower atrium door (door #9). After-School care runs from 3:00-6:00 p.m. Parents may call for their students by ringing the bell at the lower 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 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.
7. 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.
8. 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.
9. 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.
 10. 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 door 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, 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, 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, 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/skort 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, 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, 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, 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/rips.

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. Students are expected to keep their 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 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 jelly sandwich, crackers, and fruit or cookie for a \$3.00 charge.

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

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. 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 available for view on Gradelink.

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). 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.

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.

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 keep them in their backpack. 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 Gradelink has heavy volume, it may take longer for the message to get to you, **over which we have no control. Gradelink 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
Language Arts
Science
Social Studies
Math

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

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 kindergarten-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 kindergarten-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 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.

REMEDICATION

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, Health, 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

First through eighth grade will receive homework assignments. These assignments are meant to reinforce material learned in school. 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-1 will be ready no sooner than 3:00. Homework for grades 2-8 will be ready no sooner than 3:15. 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.

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
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 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.

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.

BULLYING/CYBER-BULLING PREVENTION

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 24 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.

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.

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.

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.

STUDENT COUNCIL

Students in Middle School have the opportunity to participate in 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 may do so online. 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.

RECYCLING

The school helps the environment, supports others in the community, and earns money/materials through a number of recycling projects. The school collects 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.