



Education for a Lifetime with Christ

Parent/Student Handbook

Revised in 2011-2012

EVANGEL CHRISTIAN SCHOOL
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Dear Parents:

We are delighted you have chosen to enroll your child at Evangel Christian School. We realize the financial sacrifice is great when your child is placed in a Christian school, but we believe the educational and spiritual benefits received from a Christ-centered education are well worth the money spent. Parents, you are vital to the success of our program, and we always appreciate your support and input in our school. During the year, both administrators and teachers will be available to communicate with you concerning school-related needs.

Proverbs 22:6 states: “Train up a child in the way he should go, and when he is old, he will not depart from it.” Training the youth of today, with the continued pressures from peers as well as other negative pressures from the world, is an extreme challenge. This is where Christian schools can succeed when other educational institutions fail. We can provide a superior academic program as well as spiritual instruction and character building through the Divine guidance of the Holy Scriptures. With these instructional objectives and with the use of well-qualified teachers, students are certain to have a successful educational experience.

This Parent/Student Handbook, available on-line and in print, outlines Evangel’s program, rules, and regulations. We ask that you review this handbook with your child to ensure that all regulations are understood. We will be asking your child to sign an honor pledge during the first week of school. We appreciate your cooperation and pray the Lord’s richest blessings on your family this year.

Sincerely,
Dr. Roger Hoagland
Superintendent

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“16 Ways to Help Your Child Do Well in School”
by Dr. Paul A. Kienel,
Past President of Association of Christian Schools International

Successful students behave in certain ways. They have the “right” attitude. They’re motivated, they pay attention, they’re relaxed, and they ignore distractions that might interfere with learning. And, when they need help with school work, they know how to get it. None of those things are inborn, but they can be learned. And you, as a parent, can help a child learn them.

Here are several ways you can help your child do well in school.

1. Take a personal interest. Show a personal interest in the learning tasks facing your child.
2. Don’t banish your child to his/her room to study. Be available for interaction with your child.
3. Teach organizational skills. Begin by training your child to be a list maker—listing things they need to do at home and at school. [Teach your child to be responsible with his/her planner.]
4. Start on the toughest subjects first.
5. Use memory perks. Teaching your child to use memory mechanisms can be helpful and fun.
6. Look for the main ideas.
7. Read in small segments.
8. Set goals and deadlines. Help your child identify reachable goals and set deadlines to reach them
9. Monitor your child’s learning skills. Be sure your child has mastered a skill before moving on.
10. Make your home a learning laboratory.
11. Take notes. [Reading a chapter is not always enough. Show your child how to take notes on the main points or how to summarize the information.]
12. Help your children prepare for tests.
13. Help your children check their homework.
14. Praise your children for their successes. Don’t belabor failures. Look for improvement in your child’s work. Commend your child whenever possible.
15. Don’t pressure your children beyond their capabilities. Albert Einstein, Henry Ford, and Winston Churchill were all low achievers in school, yet, you will agree, they did quite well in later years.
16. Pray. Urge your child to hold prayer conversation with God about school work.

Children need the right amount of parental push. “A child’s success depends less on IQ than it does on what parents do at home to help youngsters achieve.”

HISTORY

Founded in 1970 by Pastor W.L. Rodgers and Mrs. Rodgers, Evangel Christian School has been located on Fern Valley Road and then on Minors Lane. Evangel offers students a Christian environment with dedicated and concerned teachers and administrators.

Since our first graduating class in 1974, Evangel has graduated hundreds of young men and women who have chosen many fields, such as medicine, law, business, military, pastoral, and missionary. Evangel is proud of the men and women who are the alumni and has become over the years a respected part of the educational community of Louisville, Kentucky.

PHILOSOPHY OF EDUCATION

Evangel Christian School educates students based on a Christian World View. The Bible, God's inspired, holy and inerrant Word, is the foundation of all instruction. God is the Creator of all things. By Him and for Him were all things created and without Him nothing would have been created. Our measure of knowledge is the result of our ability to see, measure, study, and formulate rules to explain all that God has created. God is sovereign, omniscient, omnipresent, and omnipotent, controls all things through the power of His Word. In light of these presuppositions Evangel Christian School will teach the following truth at all levels in all programs.

1. We believe that the Bible is the only inspired, inerrant Word of God.
2. We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe that Jesus Christ was God incarnate, born of a virgin and lived a sinless life. He died a substitutionary and atoning death on the cross. He arose bodily from the grave and ascended into heaven where He sits at the right hand of God.
4. We believe man was created in the image of God. Being descended from Adam, he inherited a sinful nature and is totally unable to save himself from the consequences of sin.
5. We believe in redemption from sin through faith, believing in the shed blood of Jesus Christ and by accepting Him as Lord and Savior. This born again experience is necessary to receive eternal life and the promise of an eternal home in Heaven. There is a spiritual unity of all believers in our Lord Jesus Christ.

6. We believe that through the power of God's Word and the Holy Spirit it is possible to live a sanctified and righteous life before God and the world.

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MISSION STATEMENT

The mission of Evangel Christian School is

*To honor and glorify God in all we do

*To serve our families and our communities by providing biblically based, Christ-centered education in a safe environment, conducive to learning, producing academic excellence, and spiritual enrichment

*to produce Christian leaders who are profoundly motivated to reach the lost and change the world with the Gospel of Jesus Christ

VISION

The vision of Evangel Christian School is to produce righteous generations who are trained, educated, empowered, and anointed to take an active, successful, and influential role in society. To produce generations who are actively growing in the faith, taking roles of leadership in the community, serving others, and continuing to grow academically through all stages of life.

CORE VALUES

*God, the Creator of all things and His world, is the final authority for the Christian in matters of faith and practice.

*Jesus Christ should be our role model for all actions at all times.

*All individuals are uniquely created by God and endowed with specific gifts and abilities. We will honor and respect each individual as a creation of God. We will encourage individuals to discover, use, and develop their skills to give glory to the Creator.

*We exist to serve and strengthen the family, God's basic social structure. By nurturing and training people in an atmosphere of wholeness and godliness, the Christian School is an extension of the family.

*We exist to develop godly character by regular study, understanding, and practice of God's ways and truths.

*We will strive for excellence in all we do.

*We will teach by godly example, excellence in leadership, and scholastic achievement.

*We create a partnership for nurturing, training, and educating incorporating staff, faculty, parents, students, and churches.

*We will reach out to the community through student ministries whose aim is to reach the lost, encourage the saints, and challenge others to pursue spiritual development.

*We will impart specific knowledge and training that will give students a technological advantage over other educational institutions.

* We will be careful stewards of our resources through responsible management of time, talents, money, and possessions.

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STATEMENT OF CIVIL RIGHTS

Evangel Christian School does not permit discrimination because of race, color, sex, age, handicap, or national origin (pursuant to Title VI of the Civil Rights Act of 1964).

ADMISSIONS POLICY

Evangel Christian School does not discriminate on the basis of race, color, sex, age, handicap, or national origin. One of our guiding principles is to embrace diversity in our student body.

A. Evangel will use the following assessment to determine the admission of students:

An interview with the principal is required for admittance. It is important that the family have the following ready to turn in by the interview:

- Completed application
- Preliminary or final grade reports from the preceding year
- National or state testing scores
- For grades 9-12, an official transcript indicating grades and credits given.
- Payment of application fees
- Immunizations and birth certificate
- Attendance records
- Previous behavior records may be required such as documentation of any behavior issues from previous schools and/or proof of counseling.
- A letter from the student's pastor may be required
- Community service hours for grades 9-12.

B. Acceptance

1. Students will be accepted, accepted with conditions, or not accepted.
2. A letter of notification will be sent to the family within two to three days after all records and documentation are received.
3. Students are admitted on a first-come/first-served basis.
4. Students are admitted according to the availability of space in the applicable class.
5. The school reserved the right to deny admission to any student who applies.

SCHOOL HOURS

Elementary Hours	8:00-2:50
Junior and High School	8:00-2:55

ARRIVAL AND DEPARTURE

DROP OFF POLICY FOR ELEMENTARY: Due to the flow of traffic, no drop offs are allowed at the main doors. All cars will enter at the tennis courts off of Dupin and circle around to the second entrance. The passenger side of the car should be facing the school for the student's safe exit from the vehicle. All cars must exit the parking lot area by using the Dupin Lane exit. All students will report to the cafeteria and remain there until the teachers escort students to their classrooms.

DROP OFF POLICY FOR HIGH SCHOOL: Parents dropping off high school (with or without elementary siblings) must pull into the main entrance off of Minor Lane and turn left at the left hand side of the building with the passenger side facing the first set of doors. High school students arriving before 7:50 A.M. must wait in the cafeteria. Student drivers must enter at the same entrance from the road and park in the high school parking lot.

AFTERNOON PICK UP POLICY FOR ELEMENTARY: Every elementary family will receive an eagle with the student's number. The eagle must be hanging from the rearview mirror with the number facing out. NO student will be released to a car unless the number is the one issued for the student and clearly visible to the school personnel. Parents will keep the same number throughout the elementary years. Cars will enter at the tennis courts on Dupin and circle around to the second set of doors, passenger side of the car facing the school for the student's safe entry into the vehicle. Once the student is safely in vehicle, cars will exit the parking lot back onto Dupin. If the parents wish to pick up the elementary student from the main office, they must park in the front parking lot and check out the student through the main office staff. If students have not been picked up by 3:10, they will be escorted to the after care program. There will be a charge for this program. Any person not on the designated pick up list will not be allowed to take a child off campus without the written permission of the parent.

AFTERNOON PICK UP POLICY FOR HIGH SCHOOL: Follow the same procedures as drop off. All high school students in the building after 3:15 must report to the high school after care program unless they are with a coach, teacher, or parent. There will be a charge for this program.

LATE ARRIVAL/EARLY PICK UP: All students arriving after school has begun will enter through the main entrance and sign in at the respective office. NO student will be allowed in the classroom without a note from the office. Any elementary or high school

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student leaving early will need to be signed out in the respective office. No student will be allowed to leave unless the parent comes in to sign them out. Parents of student drivers who wish for them to sign out early must send in a note authorizing this. The parents will be contacted by phone to verify this. No student driver will be allowed to take another student in his vehicle without his parent's permission, and the parents of the passenger must personally sign out this student.

All parents who drive their children to school should not remain in the building in the morning, nor should they come in before the bell rings in the afternoon.

BAD WEATHER CONDITIONS

Evangel Christian School will close when Jefferson County Public Schools closes—however, there will be exceptions. Closings will be announced in the mornings on WHAS and other stations. When Jefferson County announces that they will have a delayed start, Evangel will begin classes at 8:00 unless it is announced as a delayed start. Once school is in session at 8:00A.M., Evangel will stay in session a full day. Parents are welcome on these days of inclement weather to pick up their children early. The school will not allow students to use the phone to call home; students will be told that their parents will come in to pick them up if they feel that driving conditions are becoming unsafe. Student drivers may be signed out by a parent phone call due to inclement weather; however, no student may leave campus with another student in his vehicle unless the parent personally signs him out.

ATTENDANCE

Regular and punctual attendance is expected for all Evangel students. After each absence, a written excuse must be submitted from the parent/guardian indicating the nature of the absence. Personal illness, death in the family, injury, and unavoidable circumstances (as determined by the principal) constitute excused absences. All students with unexcused absences will receive zeroes for missed work. Fifteen missed hours in any class(excused or unexcused) will require the completion of additional assignments in order to receive credit for the class. Twenty or more hours of absence from any class (excused and/or unexcused) will result in a loss of academic credit for the class. For elementary, twenty days of absence (excused or unexcused) could jeopardize promotion.

If a student's absence is excused, on a test day, the student must make up that test on the day of his return—before school, after school, or during IRT/special activities class. Make up work is required to be completed within three days of the return to school.

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Seniors are allowed to participate in an approved School to Work program through UPS, in an approved co-op job (minimum of twenty hours per week), or in an approved college class at an approved college or university.

TARDINESS

Students are required to arrive no later than 8:00 A. M. Persistent tardiness will affect the grade received in the first period class or in the subject begun at 8:00 A.M. in the elementary grades. Four unexcused tardies are allowed per semester. Unexcused tardiness will result in zeroes for that course work, will also lower the student's conduct grade (high school), and will result in a half hour detention on the day of the tardy. In order for a tardy to be excused, it must be a personal illness, dental or doctor's appointment, or a death in the family. The principal will judge the notes to determine excused or unexcused reasons for both parent's notes and student drivers' excuses.

Tardiness to class throughout the day causes a disruption and a loss of instruction time. A student must bring a note from the teacher or staff member who delayed them or obtain an unexcused tardy slip from the office. Persistent tardiness to use the restroom or the phone is unacceptable.

MAIN OFFICE

The main office is open daily from 7:30 A.M. to 3:30 P.M. When a student in grades one through six is going to be absent or tardy, parents are asked to call the office to leave a message with the secretary. All students in grades one through six are to sign in and out through the main office. Parents must personally come in to sign out these students so that their safety will be insured. All financial and sports department business is conducted in the main office. Students are not allowed to make personal calls in the main office or use the duplicating machine.

JUNIOR AND SENIOR HIGH SCHOOL OFFICE

The high school office is open daily from 7:30 A.M. to 3:15 P.M. When a student is going to be absent for the day or tardy, parents are asked to call the office to leave a message with the school official; otherwise, parents will be called concerning absences. All students in grades seven through twelve are to sign in and out through the high school

office. Students who turn eighteen (or older) while attending Evangel School are still required to abide by the rules of signing out of school. Students are not allowed with or

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without a parent's permission to sign out for lunch. Parents may come in to sign out their own children to take to lunch; however, failure to return before the next class will result in an unexcused tardy or absence. Junior and high school students are not allowed to make personal phone calls from the high school office phone or to use the duplicating machine.

LOST AND FOUND

The Lost and Found will be located in the high school office. There will be a small charge to return these items. Items left unclaimed will be donated to the Goodwill. Please check in the office as soon as your child is missing an item.

STUDENT MEDICATIONS

All student medication must be dispensed in either the main office or the high school office by designated office personnel. A medication log is maintained for all medicines dispensed to each student.

Tylenol: Evangel requires a Tylenol release form on file in order to give Tylenol to a student.

Non-Prescription Medicine: The school does not keep non-prescription drugs in the office. Students who need to take medicine (such as Tylenol, cough drops, or anti-acids) must have a note from the parent/guardian with instructions and provide the medication to the school personnel.

Prescription Medications: Students who need to take prescription medicine at school must have an AUTHORIZATION TO GIVE MEDICATION form filled out, notarized, and filed in the office. The medication must be in the original prescription bottle. No prescription medication can or will be dispensed without this completed form. Students taking regular prescription medication should have this form on file by the beginning of the school year. Parents, whose students have been diagnosed with conditions that require medication to facilitate learning in the classroom, must provide the office with these medications which will be dispensed with parental approval. Prescription medications are locked in the office. **STUDENTS SUFFERING FROM ASTHMA AND USE AN INHALER SHOULD PROVIDE THE OFFICE WITH ONE FOR**

EMERGENCIES. Students are not allowed to keep prescription medication or asthma inhalers on them unless the office has a doctor's statement requiring this.

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SICKNESS/ACCIDENTS

Students who become sick will report to the school office with the permission of the classroom teacher. The office will contact a parent to arrange for the student to leave school due to illness or injury if necessary. In case of an accident on campus, an accident report form will be sent home to the parent.

FIRE, TORNADO, EARTHQUAKE, INTRUDER DRILLS

ECS will conduct periodic safety drills in accordance with state requirements. Each teacher will have an evacuation plan in his or her classroom. Teachers will inform all students of these plans. It is the students' responsibility to cooperate with these plans. Students must never pull the fire alarm. This type of a prank will have both school consequences and will also have legal consequences.

IMMUNIZATIONS

All students must have a current immunization certificate on file at the school. All first and sixth grade students must have a physical examination prior to opening of school. Parents will receive notification when their children need to update their vaccinations. Failure to complete vaccinations risks the health of our children.

FUNDRAISING

As in most Christian schools, Evangel does not charge the families for all the expenses of operating our school. To help offset this difference, the sponsors conduct various fundraising projects throughout the year. ECS requires that all students participate in the fundraiser benefiting their particular class, sport, or activity. Fundraisers have been used to purchase playground equipment, computers, and other important equipment for the school.

CELEBRATIONS

Parents who wish to celebrate a birthday or a special event may make arrangements with their child's teacher in the elementary. Any school-sponsored event will be announced

by a notification letter from the teacher. High school students' parents who wish to celebrate birthdays must have the permission of the principal. No invitations for private parties are to be distributed at school.

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LOCKERS

All junior and senior high school students will be assigned a locker for the school year. Sixth grade has lockers available to facilitate the transition into the high school. Students are to maintain their lockers with care. A damaged or defaced locker will result in the student paying for repairs. Lockers must be kept neat and clean with no papers or materials hanging out of the doors. Lockers may be decorated on the inside (no permanent decorations allowed), but not the outside. **LOCKERS MUST BE LOCKED AT ALL TIMES.** We recommend a key lock, with the student and the sponsor each keeping one. If the student does not bring in a lock, one will be provided for him by the high school office for a rental fee. Switching or sharing lockers is not permitted.

VISITORS

Visitors are welcome in the building from 8:00 A.M. to 3:30 P.M. All visitors must sign in and out in the main office. Arrangement may be made with the principal for students or parents to visit the school or classrooms. "Shadowing" experiences may also be arranged with the principals three days in advance of the visit. Visitors are welcome to have lunch with students in the cafeteria if they are parents, pastors, guardians, grandparents, or alumni. Unauthorized visitors or anyone who has not signed in should be reported to the main office and will be asked to leave the school property.

SCHOOL LUNCHES

Evangel Christian School offers a well-balanced lunch for \$3.00 per meal/ \$3.50 for adults. Ala cart is available (extra milk 25cents). All school lunches need to be paid for in advance. Students may bring their lunches, if they wish; however, we ask that parents provide well-balanced meals. If there is any hardship in buying lunches, parents are encouraged to apply for reduced or free meals. Qualification for this program is determined by the family's income. Each morning, students will be asked to indicate whether or not they will be eating a school lunch that day. This is important, as failure to indicate that could result in a lunch designated on the menu not being prepared for the student; however, the child will receive an alternative lunch.

Parents may go on line to make a payment on their child's lunch account or to check their child's current lunch balance. Payment can be made at

www.evangelchristianschool.com. All check or cash lunch payments should be brought to the main office in a sealed envelope.

Basic rules of conduct apply to the lunchroom. Students are to wait in line, single file, to be served. They should remain seated unless disposing of their trash. Students are required to help clean the tables for the next group eating. QUIET CONVERSATION is allowed, but not loud talking or loud laughing or beating on the tables. No food is to be eaten anywhere else in the building except in the cafeteria or other designated areas.

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Students are to wait at the tables until the dismissal bell rings before proceeding to the lockers. Students wishing to use the bathrooms or telephones must get permission from the supervising teacher. Elementary classes will have their tables called to go back to the classroom.

Evangel has a “closed campus.” Students are not allowed to go out for lunch unless a parent signs them out and escorts them. Students are not allowed to call restaurants for lunch delivery or to call their parents or friends to have lunch delivered. No restaurant food is to be eaten in the cafeteria.

DRESS CODE

The dress code at Evangel Christian mandates the wearing of uniforms, which we believe creates a sense of unity among the students, teaching them both obedience and conformity, while creating a professional atmosphere which is inexpensive and convenient for parents. Uniforms usually eliminate some problems frequently found in schools, such as peer pressure and feelings of low self-esteem among those who are unable to afford more expensive, fashionable clothing. We believe incorporating a jeans day will allow the students an opportunity to dress down appropriately.

Uniform policy—(non-Chapel Days)--will be enforced in the halls and the classrooms during the entire day. This includes uniform khaki pants or acceptable elementary uniform khaki skirts, blue or maroon official school polo shirt, belt, socks (solid white, black, or brown), and tennis shoes with laces (solid white, black, or brown only and toes and heels covered) or dress chapel shoes (details below). Undershirts must be white. High school girls can only wear the uniform plaid skirts or khaki pants. No undershirts with writing on them are allowed. Elementary girls may wear the approved jumpers and navy or khaki skirts.

Jeans day policy will be enforced in the halls and the classrooms during the entire day as well. This includes 100% cotton official Evangel Spirit, crew neck t-shirts or sweatshirts with sleeves. They must be long enough to tuck in (the t-shirt must not be tight fitting), full length blue (no other colors) jeans or blue jean skirts (with no holes), belt, socks

(white, black, or brown), and tennis shoes with laces (solid white, black, or brown only and toes and heels covered) or dress chapel shoes (details below).

Chapel day attire will be white, Oxford cloth shirts with official Evangel logo and ties with khaki pants, belt, socks (white, brown, or black), and proper chapel shoes (no tennis shoes—see below) for the boys. Chapel day attire will be white, cotton blouses with a

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collar and sleeves with official Evangel logo and uniform Parker plaid skirts no shorter than 3 inches above the knee, socks (white, brown, or black) or hose (white, black or brown), and proper shoes (no tennis shoes—see below). *Elementary chapel attire* will include school polo shirts, khaki pants or skirts/jumpers, socks (white, black or brown), and proper shoes.

All outer garments must be official school sweaters, jackets, or sweatshirts—solid navy blue on chapel day. Students must wear the uniform polo shirt under the outerwear. Students in violation will be sent to the appropriate office. We expect students to look neat and clean. To assure that instructional time in the classroom is not lost, students and parents should take care of dress code issues before 8:00 A.M.

- Tennis shoes with laces (solid white, black, or brown only and toes and heels covered) may be worn with the uniform and on jeans day, but are not allowed on chapel day for the high school. No light up shoes.
- Chapel day shoes must be solid leather, suede, or vinyl dress shoes. No canvas or cloth shoes. Toes and heels must be covered. Shoes must be solid navy, dark brown, or black with limited design on the outside. No white soles on the shoes. No house shoes—interior lining must be the same material as the outside of the shoes. No boots or high heels allowed on chapel, jeans, or uniform day.
- Shirts must be tucked in at all times.
- No hats or head gear are to be worn inside the building.
- No earrings may be worn by the boys in the school or at school functions. Students are not permitted to wear rings in pierced body parts. Earrings are to be worn only in the lobes of girls. Tattoos must be covered up.
- Boys and girls wearing slacks must wear white, black, dark brown socks. **Girls may wear leggings or leg warmers that are black, brown, or white.**
- Tight fitting clothing will not be allowed.
- Belt buckles must be modest and appropriate.
- Sandals, mules, flip flops, and house shoes are not allowed.
- Shorts/skorts are not allowed.
- No chain link types of necklaces are allowed. No chains from the belt are allowed. No gang representations will be allowed.

The administration reserves the right to determine the appropriateness of the attire.

The required attire for athletics and physical education classes will be specified by those teachers and coaches. The required attire for any field trip will be specified by the sponsor.

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HAIR AND SHAVING

Boys' hair must be kept above the collar, ears, and eyebrows at all times. Braids are acceptable as long as they meet these conditions. Beads are not acceptable in the boys' hair. Small beads are acceptable for the girls. Boys may not have hair with lines or figures shaved into it. Mohawks are not allowed. Unusual or bizarre haircuts will not be allowed. Boys may not color their hair any unusual colors. Frosted hair and blond hair is allowed. The school administration reserves the right to make all final judgments in this matter. Moustaches are acceptable—no other facial hair.

FINANCES

Parents will be required to pay the following fees: registration, tuition, book fee, activity fee, transcript fees, and other charges based upon the students' needs.

Every family will be on monthly payments through FACTS (automatic monthly payment tuition withdrawal program) unless they pay in full at the beginning of the year. Registration fees must be paid at least two weeks before the start of school, and book fees must be paid by July 15th. Athletic fees must be paid **to the finance department** before the student is put on the roster and allowed to practice in that sport.

Evangel will make no refunds on registration or book fees. Students whose tuition payments are behind may not be allowed to return to school until the balance is paid.

Students who transfer to another school or need their transcripts mailed to a college must have all fees and charges paid before their records will be sent.

SPECIAL FEES

Several classes at Evangel will have additional fees. These classes include chemistry, biology, computers, art, and others. English teachers will also require the purchase of several novels each year. Teachers are responsible for collecting and using these fees for materials for the students.

CURRICULUM

The goal of Evangel Christian School is to provide the student with an atmosphere that encourages success through Christ in scholarship, leadership, spiritual growth, and

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servanthood. Academic achievement will be stressed in all areas of the school curricula. To achieve these goals and to provide diversity and a high quality education, Evangel has incorporated several educational programs, including ACSI, A Beka, and Bob Jones University Press, Prentice Hall, and Glencoe. Students who lose books or do not take proper care of the books will be charged for their replacement.

Because the Bible is the most important textbook in our school, each student is required to have a King James version.

All students in grades one through six will have scheduled classes in art, Spanish, physical education, music, and computers. Elementary students will have regular library time; middle and high school classes will be taken to the library during their regular academic classes.

Students are also required to participate in certain events throughout the year. All students must attend orientation night, achievement exams, ACT (required for all juniors and seniors) testing, Olympics day, and other special events. Students in grades one through six, as well as choir students, are required to perform in the Christmas and spring programs.

High school required courses include the following: Bible, English, history, mathematics, information technology, and science each year with health and physical education in the ninth grade. Students are also required to take appreciation of the visual and performing arts and two years of the same foreign language. Because of enrollment, students here take a pre-college curriculum with few electives.

Students enrolled in an elective or seniors taking an additional class not necessary for graduation may transfer to another class during the first three weeks of school. Once the transfer date has passed, a student who drops a class will receive an F for the semester in that class. Students are assigned to classes on a first-come, first-serve basis according to their preparation, ability, and attitude.

ACADEMIC POLICIES

Our quest is for academic excellence at Evangel Christian. We are fully accredited by the Kentucky Department of Education in cooperation with the Non-Public School Commission. We endeavor to hire only state certified and experienced Christian teachers.

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GRADING

Grades for every subject are given twice during nine week period—once for progress reports and once for report cards. These dates are indicated on the school calendar. These grades will be e-mailed home and posted on-line or mailed to parents who do not have an e-mail address.

In the high school, parents are encouraged to make an appointment with any teacher to see the papers that have been completed during any grading period. Please contact the teacher personally or the office for an appointment. In the elementary, students work will be sent home weekly in the Wednesday folder.

GRADING SCALE

Numerical %	Grade	Description
90-100	A	Excellent
80-89	B	Good
70-79	C	Average
60-69	D	Poor
59-0	F	Failure
	S	Satisfactory
	U	Unsatisfactory

All students who receive all A's and B's on their report cards will be on the honor roll. Students who receive all A's and B's and no more than one C will be on the honorable mention roll.

INCENTIVES

Evangel Christian School is committed to encouraging students to succeed in all areas. Each week the sponsoring or grade teacher will chose a student to honor as STUDENT OF THE WEEK.

At the end of each year, ECS conducts awards day. The following awards will be presented: Subject Area Awards, Christian Witness Awards, Perfect Attendance Awards (students must be in attendance every day that school is in session from 8:00 to the dismissal bell at 2:50 or 2:55), GPA Awards, President's Academic Excellence Awards, President's Physical Fitness Awards, and Most Improved Student Awards.

The two Principal's Awards are the highest honors given from ECS. These awards are given to the students who demonstrate the highest qualities of scholarship, leadership, spiritual growth, servanthood, citizenship, and dependability.

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HOMEWORK

Elementary students should plan on 20-60 minutes of homework per night. Junior and senior high school students should plan on 45-90 minutes of homework per night. Homework is a part of graded, required work. Assignments will be written in planners/notebooks at the beginning of each class by the students. Students are required to bring the planners/notebooks to each class. Failure to bring the planner/notebook will result in consequences.

Teachers will be posting assignments on their individual calendars at www.evangelchristianschool.com.

If parents do not have access to the internet, they will need to purchase a planner and should check the student's planner nightly.

Parents will be contacted if homework is not being turned in or completed. After school and lunch sessions may be assigned to complete homework.

PARENT/TEACHER CONFERENCES

The first scheduled Parent/Teacher Conference will be held according to the school calendar for grades one through twelve. For all grades, the teachers will call parents to request a conference or parents may schedule a conference through the office. Parents need to make an appointment if they wish to see a teacher regarding a school-related problem. Approaching a teacher in the hallway before or after school, as well as during class time, is not permitted.

ACHIEVEMENT EXAMINATIONS

Students in grade one through twelve are given a standardized, comprehensive achievement examination in April of each year. The examination tests all major academic areas. The computer-scored results list the student's grade level and ranking on

a national percentile scale. The results of these examinations will become available during the summer and will be mailed to the parents.

Freshmen and sophomores are not encouraged to take the ACT or SAT until they have completed several upper level mathematics classes. Sophomores and juniors take the PSAT in October and are encouraged to take the ACT at least once during their junior year. Seniors are required to take the ACT in October, if they have not taken the test yet. Seniors should take the test at least twice since scores raise an average of two points on

the second test taking. Register for the ACT at www.act.org. The school code is 181-528. This code must be on all registrations. The ACT is required to graduate and to enter college; however, the SAT may be substituted at some colleges. You may also register on-line for both of these tests: act.org and collegeboard.com.

REQUIREMENTS FOR GRADUATION AND PROMOTION

Students in grades one through eight are promoted on the recommendation of the parent, teacher, and administration. Students are not encouraged to skip grades at Evangel without prayerful and thoughtful consideration concerning the social issues and maturity rate as well as the academic issues.

Students in grades nine through eleven are promoted according to the number of credits earned. Students at Evangel must complete twenty-six state-accepted credits in order to graduate. Credits from students transferring in will be accepted or unaccepted by Evangel's standards. The following are required for graduation:

Subject	:	Pre-College:
Bible	4 (1/2 credit for morning sessions and ½ credit for the class)	
Science		4
Mathematics		4
History		3
Health/PE		1
English		4
Appreciation of Arts		1
Foreign Language		2
Information Technology		2
Electives		2

Students with diagnosed and documented special learning needs may have special non – pre-college schedules. Students should be tested through commercial companies rather

than the public school systems. Commercial companies work in conjunction with the private school community.

COMMUNITY SERVICE/VOLUNTEER HOURS

Part of the mission of Evangel Christian School is to produce young men and women with a strong commitment to servanthood; therefore, volunteer hours of community

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service are required for graduation.

Ninth Grade	20 Hours
Tenth Grade	30 Hours
Eleventh Grade	40 Hours
For Graduation	50 Hours

Forms for the documentation of these hours are available in the high school office.

GRADUATON AND BACCALAUREATE

Seniors are required to attend the bacculaureate and commencement exercises and to meet all financial obligations. Seniors who do not meet the minimum credit requirement to graduate may make up work through independent study or summer school. They will be allowed to participate in all ceremonies if arrangements for completion have been made, but the high school diploma will not be issued until all requirements have been met.

VALEDICTORIAN POLICY

The graduating senior(s) with the highest grade point average will be chosen as the class valedictorian(s). This person must have attended Evangel Christian School for at least two years, and must have at least eight credits in the major subjects from Evangel. The Parent Teacher Fellowship will award scholarships to both the valedictorian(s) and salutatorian(s).

SUMMER SCHOOL AND INDEPENDENT STUDY POLICIES

The counselor will issue admission tickets for independent study and summer school to students who have failed classes. The school will not issue tickets to students who are interested in skipping a grade or earning enough credits to graduate early. Students who

wish to take classes not offered at Evangel may see the administrator to discuss this request.

DISCIPLINE POLICY

The overall purpose of this discipline policy is to provide information and guidance to staff, teachers, parents, and students of Evangel Christian School. It must be carefully read and studied. It provides the policy governing the behavior of students. It is not a

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complete set of rules and regulations and consequences; however, these policies will be used by the teachers and administration to maintain a Christian atmosphere at the school and to maintain classrooms with learning environments.

Evangel Christian School is different from public and other private schools. We are a Christian educational institution. Our faith beliefs demand that our choices will be different from other secular educational organizations. Our choices will reflect biblical values and standards. Our criteria for social events and opportunities, sporting events, classroom and school conduct, and all aspects of student life may look very different than what you are accustomed to in other schools. Our choices have been made to avoid being taken captive (Romans 12:1 and 2; Colossians 2:8) “by hollow and deceptive philosophies that depend on human tradition and principles of this world rather than on Christ.”

The Bible teaches that parents are the primary disciplinarians of their children. Evangel Christian School will uphold and support this relationship while recognizing the teacher, a godly representative of the parent while in the classroom, is responsible for maintaining discipline and a quiet and cooperative learning environment. We believe that a qualified teacher with biblical governing principles will handle adequately almost any situation that might arise in the course of his or her teaching duties.

In the course of reading this, you decide that you do not agree with our perspectives or requirements, we respectfully ask that you not enroll your child. Both parents and students must be willing to abide by these standards and expectations.

By signing the application for admission or re-admissions, parents are stating that they understand and are willing to comply with the content of this Student/Parent Handbook.

The discipline policy will be effective and productive only if the following are adhered to:

1. Students must have a desire to attend Evangel Christian School. Parents must determine if the student is appreciative of his or her enrollment at the school. Parents must agree that the student is submissive to the parental oversight and

direction in this decision. Evangel should not be used as a harbor to shelter a child from the influences of the world. Resentment in the heart of a student will drive them away from God rather than to God. Parents should discuss available options for schooling and the student should understand the parent's right to speak and are willing to trust them with this decision.

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2. Students should possess a respect for authority. The authority of the school will only be as effective as the authority of the parent in the life of the student. If the student is not respectful of the parent's authority, he or she will not be respectful to the staff and administrative authority. ***Willing submission to authority** If as a parent you find your student unwilling to submit to your authority, please recognize that the school staff is put in a difficult situation if we cannot appeal to the parents to support our discipline policy and correct their children in support of the school.
3. Students must show respect to the school staff and fellow students at all times. The scriptures direct us to honor and serve one another.
4. Students are expected to honor the laws of the state and our country. The pledge of allegiance to our flag is said every morning.
5. Students must honor their bodies in accordance with the Scriptures. The body is the temple for the Holy Spirit.
6. Students must have soberness and seriousness of purpose for the academic tasks. We require all students to take their studies seriously and understand the importance of a good education to future success.
7. Students must have a respect for the philosophy and content of Christian faith. Students must respect the Bible and listen respectfully as it is read and/or discussed.

PARENTAL SUPPORT

The school expects your support in providing for the best Spiritual and safe learning environment possible. We expect your support in the following areas:

1. Read this handbook and discuss it with your child. Make sure everyone knows the standards of behavior, dress, and cooperation that are expected at Evangel.
2. Insist on regular attendance for your child. Vacations should be scheduled during non-school days.
3. Arrive promptly at school in the mornings. Late arrivals hinder your child's progress and disturb the class.
4. Supervise your child's homework. Your child must be instructed on how to use the planner properly and consequences must be the result of not bringing home

the planner. Each teacher will make sure that the planner is filled in for the homework assignment, but you as the parent are responsible for getting the planner home and making sure the work is completed at home and returned to school with the student the next day. Some students require careful supervision in this area—others are ready to take on this responsibility independently—you know your child’s abilities.

5. Support in the disciplinary action. Evangel will enforce the policy in a fair and firm manner. Your support is required. We must work together. Parents who fail to support the school and any disciplinary action may be asked to withdraw their child from the school.

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6. Serve in the Parent/Teacher Fellowship and in the classroom. The school will grow stronger by your active participation and service. Sign up at Fall Festival for the PTF.
7. Participate in school functions. Missing the activities of your child during his school years is a time that can never be made up. Go to the games, programs, open houses, etc. Display good sportsmanship as an example for your child.
8. Volunteer at the school or during sporting events.
9. Participate in fundraising projects at the school.
10. Promote the school. We encourage parents to promote our school within the community. This greatly helps us.
11. Pray for the students, the staff, the teachers, and the administration. Prayer Works!
12. Communicate with the school. Notes get lost and a quick word in the hallway may be soon forgotten, but each teacher can be contacted by calling the school office to leave a message for that teacher or e-mailing. Please communicate with the staff.

STUDENT PERSPECTIVE

It is important that the students have the same goals and perspectives at the school. We expect the student to cooperate with these perspectives:

1. Attendance at Evangel Christian School and receiving a Christian education is a privilege. An attitude of gratefulness and willingness to be under the direction and oversight of a Christian faculty and administration should be expressed at all times.
2. Paying attention to the authority figure is mandatory. When addressed by an adult, a student is expected to reply respectfully with “Yes, ma’am” or “Yes, sir”. The response of “Huh” or “Yaw” will not be tolerated.
3. Immediate obedience is required. Students are expected to pay attention to the authority and respond quickly. Foolish, uncontrolled behavior will not be tolerated. Our culture tries to convince our children that there is no need for orderliness, appropriateness, or respectful behavior. We need to enforce all the boundaries of appropriate dress and behavior.

4. Acceptance of high standards and appropriate expectations is necessary. Complaining, whining, and arguing over assignments, directions, or expectations of the teachers is not acceptable.
5. Stewardship of God's property is required. A clean school and surrounding grounds makes for a good environment. Students will be asked to pick up their trash in the classrooms and cafeteria and gym. Students will not be allowed to write on desks, walls, bulletin boards, doors, etc.
6. Compliance with the dress code. Our dress code exists for the purpose of insuring modesty, appropriateness of academic atmosphere, and a biblical distinction of role and gender.

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7. Willingness to ask for help. Students should be encouraged to ask their teachers for help and to ask questions. The teachers and administration are eager to help our children reach their full potential at Evangel—we are committed to this ministry.

Behavior Standards

Minor violations include the following:

- dress code violations (students needing appropriate attire will be sent to the office)
- un-tucked shirts and sagging
- tardiness to class
- chewing gum
- not bringing the correct books, paper, or pen/pencil
- failure to complete homework
- working on another subject during class
- copying homework from another student
- writing in books
- eating in the classroom
- changing seats or out of seat without permission
- running in the hallways
- cutting in the lunch line
- cutting part of a class
- leaving class without permission
- slang words used in place of cursing
- talking excessively during class/any verbal disruption
- unacceptable restroom behavior
- inappropriate cafeteria behavior
- committing other offenses deemed unacceptable by the teacher or principal

Consequences for these violations could be detention and/or drop in conduct grade.

Major violations include the following:

- cheating on tests
- confrontational body language
- name calling and cursing verbally or on paper
- plagiarism

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- inappropriate gender contact/sexual behavior
- horse play
- hitting of any kind
- vandalism of school property or another student's property
- theft or possession of stolen or lost property
- leaving classroom without permission, cutting class, or school
- failure to comply with an authority's request
- driving violation on campus
- prohibited items such as noise makers/nuisance items
- or any other behavior deemed unacceptable by the teacher

These more major offenses will be dealt with in the office—in terms of conduct grade lowering, in-school suspension, out of school suspension, or expulsion.

Grounds for Expulsion:

- * bringing a weapon of any kind on campus (police will be called)
- harassment (name calling (even in jest), especially racial slurs, physical or emotional bullying, in person or by cell, text, or social internet sites—police will be notified)
- making a threat (even in jest)---police will be called
- fighting
- alcohol use or smoking on campus or at a school function
- drug use or possession or drug paraphernalia on campus or at a school function
- pornography (as defined by the administration)
- drug use or any other illegal activity during a student's personal time will be dealt with by the school if it can be proven

Cell phones, Ipods, or any electronic device other than a calculator will be confiscated by the teacher—"If we see it or hear it, it's ours." These items will be turned into the office.

Cell phones and other electronic devices will not be returned until the parent comes to the office. The second offense—the cell phone will stay in the office for 30 days. Any other offenses are punishable by the principal.

Backpacks and purses are to stay in the lockers while students attend classes.

IN-SCHOOL SUSPENSION

In-school suspension (ISS) will be used as a disciplinary measure lasting an appropriate number of days for violations. Students in ISS will be required to attend school on that day but will be placed in seclusion with no class contact. The student

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will be given assignments for the day and will be expected to complete and return each assignment that day. Upon successful completion of assignments, credit will be given. In-school suspension will usually be served on the next day of attendance. In-school suspension students receive an F in conduct.

OUT-OF-SCHOOL SUSPENSION

Out-of-school suspension (OSS) will be a disciplinary measure used for serious infractions of the behavior code. Students who are placed on an OSS will not be allowed to attend school or any school-sponsored function through the duration of the suspension. At the discretion of the administration, students may be allowed to make up any assignments (including quizzes and tests) given during OSS. In all cases, parents and student will be required to secure student participation in a community service activity for a period of time equivalent to the school day(s). Upon completing the community service, documentation from the community agency will be required. It is the responsibility of the parent to ensure that the student returns the community verification to the office on the first day when the student returns to school after serving OSS. Out-of-school suspension students receive an F in conduct.

COUNSELING

Counseling will be required for certain offenses. This counseling may be obtained through Evangel World Prayer Center, your home church or an acceptable counseling agency as deemed by the principal. Verification of counseling hours must be submitted to the principal before, during, and after the required counseling time.

PROBATION

Students who demonstrate an unwillingness to cooperate with the Evangel program may be placed on probation. Parents will be given a copy of the guidelines for this probation. Failure to comply with those guidelines may lead to expulsion. Contracts may be requested to allow students to continue at Evangel due to behavior violations, attendance violations, or grade deficiencies.

EXPULSION

Expulsion will be a final disciplinary measure for violations of the behavior code. Students who are expelled from Evangel will not be permitted to return to the campus during school hours or attend functions of the school. Expulsions are under the guidelines of the principal, superintendent, and the school board.

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READMISSION

We reserve the right to deny a student admission to Evangel the following year if he or she has failed classes due to a lack of effort or poor preparation for our pre-college curriculum, if he or she is unwilling to be obedient to the authority of his or her teachers and/or administration or if he or she has health issues that prevent the student from attending class regularly. If the administration believes that the student would be better served by another school, Evangel will not allow readmission.

OFF-LIMITS AREAS

Certain areas of our building and campus are off-limits to students. Students are not allowed to be in any area without staff or teacher supervision. Students are not allowed in the following areas unless receiving prior written permission from a school official:

- other student's desks or lockers
- any teacher's desk, files, personal items, or storage areas
- classrooms or outside areas without staff supervision
- parking areas near or in cars
- school kitchen
- gymnasium
- basketball courts before or after school
- teachers' workroom
- sanctuary, chapels

Student drivers are not permitted to go to their vehicles (or the vehicle of another student) during the day without the express permission of the principal. Students are

allowed to leave the school and go to another building on campus ONLY if granted permission by a school authority.

SEARCH AND SEIZURE

Any teacher, accompanied by a witness, may legally search a student's desk, locker, backpack, bag, purse, books, or automobile if the teacher has a reasonable suspicion that the student is engaging in activities violating school rules or state law. Reasonable suspicion is defined as having testimony from an adult or two students, seeing unusual activity occurring around a locker or car, or seeing a student trying to hide something in a desk, locker, or car. Personal searches will only be conducted if substantial proof has been presented and will only be conducted by the appropriate gender principal.

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PROHIBITED ITEMS

Bringing in the following items will result in disciplinary measures according to the guidelines:

- *Drugs or alcohol
- *Anything that could be a weapon (includes pocket knives)
- *Any hand-held games or devices.
- *CD players, radios, iPod, or any other MP3 players.
- *Stink bombs, water guns, shaving cream, or any other annoyance devices.
- *Toys.
- *Anything that could be considered pornographic.
- *Anything deemed unacceptable by the teacher or principal.

Cellular telephones must be locked in the lockers from 7:45-2:55.

CHAPEL SERVICES

Once each week, there will be a service in chapel for elementary and secondary students. Attendance is required at these services. Services are provided by associate pastors, youth pastors, and children's pastors from Evangel World Prayer Center.

Students are required to be quiet, reverent, and respectful during chapel services. They are not allowed to break behavior guidelines or dress code guidelines. Students must stand during the praise and worship section of the chapel.

SPORTS

Evangel Christian School offers a variety of Christian-centered athletic programs depending on the interest expressed. They include football, basketball, baseball, softball, volleyball, soccer, golf, tennis, track, and cheerleading. Students are required to maintain a 2.0 GPA at all times and may not be failing any core subject and pass a physical each year in order to participate in these events. Coaches will also have penalties for players who have low conduct grades or are assigned detentions and miss practices. The school is a member of the Kentucky High School Athletic Association and abides by their rules and regulations, but our students are held to higher expectations in athletics.

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HIGH SCHOOL CHOIR

Students at Evangel Christian School in grades one through eight will have regular music instruction to allow them to participate in the choir. Students may elect to join the ensemble which meets during IRT.

DRIVING PRIVILEGES

Students who are sixteen years of age and wish to apply for a driving permit must first receive from the counselor a verification of school enrollment form. Students must be passing all classes and have regular attendance.

Students who are licensed operators may drive to and from school under the following conditions:

1. Obey Kentucky traffic laws.
2. Use extreme caution in the parking lot and obey the safety patrol and adult monitors and their instructions.
3. Observe the 10 MPH speed limit in the parking lot.
4. Loud automobiles are not permitted: mufflers are required; radios must be turned down.
5. Cars may not be moved during the school hours without the permission of the principal. Students may not go to their cars.

Students may lose their driving privileges if these rules are broken.

ASSIGNMENT OF CLASSES

Students in grades seven through twelve are assigned to sections by the high school principal. Students registering for high school classes beginning in the ninth grade will be assigned on a first-come/first-serve basis. When classes fill up, students will not be allowed to choose those electives. Parents of students in grades one through six may request a teacher; however, several other factors must be considered before a student will be assigned to a class.

CONCLUSION

We pray that after you and your child have taken the time to read this handbook and discuss Evangel as a possible school choice for next year that you will actively pursue registering in our program. We ask for your support and cooperation in our endeavor to provide your child with the best possible Christian education.

If you need assistance with any school related matters, please feel free to contact the teachers, principals, or the superintendent. We are here to serve you. We wish to extend our appreciation to you for the financial sacrifice made to send your child to our school. We give God the glory for helping us to have such a fine Christian school, for without Him, this school would not exist. With God's help and your support, Evangel Christian School will provide the very best in Christian Education for a Lifetime with Christ, through Christ, and in Christ.

