

POLICY CHAPTER 5 - ACADEMIC AND STUDENT AFFAIRS

CONTENTS

- 5.100 Philosophy of Christian Education
- 5.200 Goals of Christian Education
- 5.300 Academic Policies and Procedures
- 5.400 Safety Policies and Procedures
- 5.500 Other Policies and Procedures

5.100 Philosophy of Christian Education

5.105

Christian World View

Based upon the ECS Statement of Faith, Christian education at Eugene Christian School deals with all dimensions of life as viewed from a Biblical perspective.

Reality - God is the personal and purposeful Creator and represents the guiding force of the universe. Reality in life involves the understanding that God is real and is active in the lives of men, women, and children today.

Truth - All truth is God's truth. Truth is consistent throughout the universe. Truth exists and is an absolute. God has shown Himself through His Scriptures, and man's understanding of truth comes through a study of the inspired Word of God and an understanding of His creation.

Knowledge - All knowledge must be put in the context of Biblical truth. Any knowledge or personal conviction that serves as a guiding principle in an individual's life must be based on truth as revealed in God's inspired Word.

Man is created in the spiritual and moral image, or likeness, of God. Man's essential nature is his freedom to choose to decide for himself what his behavior will be and what he will think, become, and do. Man's essential freedom of choice is affected by his inherent nature and his environment of good and evil. Therefore, he is in need of special help to choose good and to find fulfillment in a reconciled life made possible by Jesus Christ, the divine Son of God.

5.110

Basic Truths of Christian Education

In order for an education program to be academically sound and instructionally effective, it must be founded upon Christian educational principles that recognizes the true nature of God, of truth, of knowledge and of man. Implicit in Christian education are these basic truths:

1. Man does possess a spiritual dimension (Genesis 1:26 - 27).
2. Education involves the total being: spiritual, intellectual, physical, and social.
3. Each person possesses unique individual potential traits, and needs (Romans 12:3-8).
4. The educational experience must involve (as a primary emphasis) the development of Christian beliefs, attitudes, and skills toward zealous applications.
5. An integration of Biblical truth will be an inseparable and primary part of the total educational process. Christian concepts will be unified with, inseparable from, and central to the academic offerings.
6. Youth needs a steady influence while preparing to live in a complex society. Only the Bible has the answers to man's needs and longings, and therefore, will serve as our final authority on all questions.

5.115

Why the Christian School?

Parents are mandated by God to educate their children. Children are gifts from God (Psalm 127:3-5). Parents are responsible to "train up" their children in the way of the Lord and not in the ways of the world (Proverbs 22:6; Ephesians 6:4). God's people are told, "Thus saith the Lord, learn not the way of the heathen...For the customs of the people are vain..." (Jeremiah 10:2-3). Proverbs 19:27 states, "Cease, my son, to hear the instruction that causeth to err from the words of knowledge." It is obvious that God has been very careful to instruct and warn parents as to the type of education a child is to receive. In God's economy of things, He has ordained three basic institutions: the Family, the Church, and the State. In fulfilling parental responsibility for the education of children, the family usually seeks help and support from one of the institutions outside the home. Since there is no Biblical authority for the state being involved in education, the creation of a Christian school serves as an extension of the home in assisting the parents in fulfilling their Christian responsibility to "train up" their children. (Pr.22:6) Eugene Christian School recognizes that, by Biblical mandate, the parents are the primary educators of their children, and that the parents delegate instructional authority to the Christian school so their children may receive godly training and instruction in God's truth. (Lev. 10:11; Deut.4:9-10; 6:7; 11:19)

5.120

Purpose of Christian Education

The overall purpose of Eugene Christian School is to prepare students to live in obedience to God in our secular world, similar to the example of the Old Testament prophet Daniel during his captivity in Babylon.

Our purposes are:

To give God the glory in all things. (Joshua 7:19; I Samuel 6:5b; Jeremiah 13:16)

To provide an educational experience that is designed to point the child to God.
(Deuteronomy 6:5; Psalm 34:11; 132:12; Mark 12:30)

To give the students a Christ-centered education (Colossians 1:16-18).

To support the efforts of parents as they accept and fulfill their responsibility to give their children a Christian education (Psalms 78:1-7; Deut. 6:7; Proverbs 6:20-23; Proverbs 22:6).

To turn the ears of the students to their parents so that they will listen to them and receive their instruction. The school should strive to reinforce the child's obedience and loyalty to his parents (Malachi 4:5-6; Proverbs 4:1; Proverbs 20:20; Isaiah 38:19).

To encourage students to put their trust in Jesus Christ for eternal life (Romans 10:13).

To train students to be able to recognize godly men and women who live their lives in obedience to God (Philippians 3:17).

To equip children to view and evaluate all of life, experience, and knowledge from a Biblical perspective (Isaiah 55:6-9; Proverbs 16:25)

To equip students to make decisions and actions based on Biblical truth, understanding the times. (Psalm 19:8-10; 119: 10-11, 18, 33-37, 43-48, 97, 103, 163, 167; II Chronicles 12:32).

To encourage students to have a personal relationship with God, which manifests itself in knowing, loving, and fearing His authority (Proverbs 1:7, 2:1-5; Matt. 22:36-37).

To develop an understanding of one's unique responsibility to God and to one another (Philippians 2:1-4; I Corinthians 13:1-7).

To help students realize their capabilities and limitations and how to make the most of them, equipping them for growth, Christian service, and church leadership (II Timothy 1:8-9; Ephesians 1:3-12).

To prepare students to defend their faith in a well-reasoned manner according to Scripture; to be a living witness to God's truth through the Lord Jesus Christ; to provide practical ways to propagate Christian faith to future generations (Matthew 28:19- 20).

5.200 Goals of Christian Education

5.205

General Goals of Christian Education

1. Grounding and knowledge in the faith:

Our goal is for students to grow in their understanding of the Scriptures as the only inspired Word of God, God's guidebook. (Psalms 119.1)

2. Ability to apply Bible knowledge to life situations:

Our goal is for students to develop the ability to apply Biblical knowledge in all aspects and areas of their lives. Students will be able to give a defense for the hope that is within them. (Ephesians 4:14)

3. Christian character.

Our goal is for students to develop strong Christian character based upon the internalization of Biblical truth and its practical application and outworking in life.

4. Strong liberal arts education: Our goal is to provide excellence in education for our students, through subject content, study skills, expectations, and high standards, based on commitment to the Judeo-Christian foundations of American ideals. (If students are practicing goals 1 and 2, a desire for excellence will be a natural out-flowing.)

5. Ability to discern truth: Our goal is for students to learn to discern truth by evaluating themes in academic subjects, including literature, history, science, and contemporary issues, in light of Biblical truth, and to apply these truths to life choices. They will learn the fundamentals of academics, including Bible, Language Arts, Mathematics, Social Studies, and Science (Daniel 1:17).

6. Ability to communicate in both written and oral forms: Our goal is for students to develop the ability to communicate, clearly, logically, and effectively through reading, writing, speaking, and listening.

Communication is central to learning and growing, and is a gift from God which believers should develop and use to His glory.

7. Respect for authority and others: Our goal is for students to respect others and those in authority over them, be it government, parents, teachers, policemen, employers, etc., based upon Biblical standards, and in accordance with our conflict resolution policy.

8. Sense of responsibility for community: Our goal is for students to develop and practice compassion and Christian love for the unsaved and for those in need.

9. Desire for continued learning: Our goal is to instill in students the desire to be lifelong learners, both for formal higher education and informal learning experiences.

10. Confidence in who they are as people: Our goal is for students to develop a confidence by knowing who they are in Christ, who God is, and what abilities God has given them to use for Him and society. Our goal is to give them an appreciation for the physical body God gave them through the fundamentals of physical fitness, including nutrition and hygiene (I Corinthians 6:19-20).

5.210

Student Outcomes and Goals

Our students are encouraged by teachers and staff, in cooperation with their families, to apply, practice, and demonstrate the following, in accordance with the precepts of the ECS Mission Statement:

1. Christ-centered, Bible-based education:

* strive for excellence in all things, to glorify God * think and reason from knowledge of Scriptural principles
* develop a thorough, consistent, Biblically-based Christian world-view * apply Biblical principles to every area of life, making life decisions based on Gospel precepts, Godly counsel, and Holy Spirit insights * develop a sense of purpose and destiny with awareness that God has a plan for their lives (Jer.29:11-12) * prepare to fulfill God's calling and assignments

2. Personal relationship with Jesus Christ

* love God and desire to serve and glorify Him (Colossians 1:16-18) * love Jesus and accept Him as Savior and Lord, trusting Him for eternal life (Romans 10:13) * develop a personal relationship with God, knowing, loving, and fearing Him (Proverbs 1:7; 2:1-15; Matthew 11:35-37)

3. Excellence in moral character

* develop strong Christian character, integrity, and moral qualities, with Christ-like conduct * love truth, beauty, wisdom, virtue, and righteousness * develop and practice the fruits of the Spirit (Galatians 5:22-23) * develop and practice self-discipline and self-control

4. Excellence in academics

* develop diligence and perseverance in work, as unto the Lord * develop a love for learning which will continue throughout life * develop God-given abilities, talents, and creativity * develop ability to communicate clearly, logically, and effectively, through reading, writing, speaking and listening * develop the ability to use technology to create and to enhance their work in various subject areas.

5. Excellence in service

* love other people and serve God by ministering to them, with help, compassion, and mercy, as a living witness of God's truth and love through Jesus Christ * love and respect their parents, listening to and receiving instructions from them (Malachi 4:5-6; Proverbs 20:20; Isaiah 38:19) * understand their unique responsibility to God and to one another (Philippians 2:1-4; I Corinthians 13:1-7) * realize their capabilities, using them in becoming equipped for growth, Christian service, and Church leadership (II Timothy 1:8-9; Ephesians 1:3-12). * defend their faith in a well-reasoned manner according to Scripture, and provide practical ways to propagate Christian faith to future generations (Matthew 28:19-20).

5.215

Christian School Goals for Teachers

1. Insure that every staff member is a growing, mature Christian that models and clearly teaches

God's Truth.

2. Provide a salary structure and benefits that would allow and encourage staff members to commit their total working attention to their job at Eugene Christian School and attract them to stay.
3. Provide benefits for the staff that would meet their needs.
4. Assist teachers in providing a classroom environment that is enjoyable for teachers and students.
5. Encourage and support continual formal and informal spiritual and professional development of teachers.
6. Develop a close personal, professional and spiritual bond among the staff members so they can unitedly serve students and parents.

5.220

Value of Biblical Application

We believe that deriving practical applications from and modeling of God's Word are essential to completing our mission consistent with Biblical truth. Accordingly, we believe:

1. That a Christian, faith-based education is essential to the achievement of our mission.
2. That Christian schools exist to support parents and the church in fulfilling the parents' Biblical responsibility to educate children.
3. That teaching God's Word, and teaching how to apply God's Word, is essential to education.
 - a. All truth is God's truth.
 - b. It is important to have knowledge of and appreciation for the attributes of God.
 - c. The work of the Holy Spirit is significant.
 - d. Prayer is essential.
 - e. Every individual is of value; all are uniquely created in the image of God.
 - f. That a personal relationship with Christ is essential.
4. That every aspect of curriculum should be permeated with God's Word, including teaching on:
 - a. the natural world.
 - b. human history and God's activity in it.
 - c. humanity, its cultures, and how we are to live in the world.
5. That a Biblically consistent education must be modeled as well as taught.

Therefore, all faculty and staff..

- a. are born-again Christians who model Christ.
- b. embody excellence.
- c. demonstrate a servant's heart.
- d. serve in harmony.
- e. engage only in activities consistent with Biblical truth.

5.300 Academic Policies and Procedures

5.305

Role of Academics in a Christ-Centered Education

In a Christ-centered education, academics include developing a Biblical world and life view. The mastery of knowledge, development of independent thinking, and discernment of God's truth are the fruits of the academic process in a Christian school. The overall premise is that "the fear of God is the beginning of knowledge..." (Proverbs 1:7a)

5.310

General Categories: Policies and Procedures

The Administrator shall establish procedures and implement policies regarding academic and student affairs, including, but not limited to, the following major categories:

Admissions

Academic Affairs

Appeals Process

Conflict Resolution

Discipline

Student Activities

Safety

Other

Most of these areas have both policies and procedures. In this policy handbook, procedural areas will be not be fully developed, but will be listed below. For areas in which policy exists, the policies will be explicitly stated. Reference to parents will include legal guardians.

5.315

Admissions Policy

1. Spiritual Expectations

- * Parent(s) and students must regularly attend a Bible-believing church.
- * The desire of the STUDENT must be to attend our school (grades 5- 8).
- * Parents and students shall express their agreement with the school's philosophy and handbook policies (See Item 8. Interview Expectations, below.)
- * Parents who desire to enroll their children in our school shall express as their primary motive for enrollment that of continuing the Christian training which has already begun in the home.
- * Parents must understand and embrace the Biblical concept that they are their children's

primary educators, with all the attendant responsibilities, and that they delegate authority to the Christian school to educate their children.

* The student must be willing to cooperate with objectives of the school, recognizing they are under the authority of God's Word, and exhibit a teachable spirit.

2. Academic Expectations

* Students must meet the course requirements as assigned by the teacher. Course requirements must be completed in order to receive credit for the course.

* Incoming students in the elementary grades may be administered a placement test to determine academic progress.

* A student must attend school for not less than three-fourths of the total days of the term in order to receive grades. Absences must not total more than two weeks per quarter.

3. Age Requirements

* A child must be 5 years old as of September 1st to enter kindergarten, and 6 years old to enter 1st grade.

* The age of an enrolling student shall be typical of that of his/her designated class.

* However, if a child is judged ready by the Administrator, and space is available, exceptions may be made.

4. Placement

* Guidelines for grade placement for all students will be determined by teacher recommendation and available records. Final decision will be made by the Administrator.

* Our school reserves the right to adjust and/or modify course selections and/or combination of classes at each grade level based on final class and/or course enrollments.

5. Parental Expectations

* Parent shall attend the meetings, conferences, and school functions that apply to their children.

* When discipline is necessary, the school may require that a parent/guardian come to the school to be involved in the disciplinary procedure.

* Immunizations and records of immunizations must be kept up-to-date. Parents must notify the school office or nurse as their children receive additional shots.

* Parents are required to submit to a criminal history check if they work with or around children.

6. Physical Expectations

* All students are expected to participate in all normal classroom activities, including P.E.

We may not be able to accommodate students with severe physical handicaps (unless parents are willing to supply what is needed).

* According to Oregon law, a student transferring to an Oregon school must have a physical examination by a doctor, if an out-of-state physical has not been done within the past six months, and be current in their immunizations.

7. Dress Code

* We seek to foster five equal and complimentary values through our dress code: modesty, academic attire, wholesome message, the heart (character), and creativity. The dress code at our school is not based on school uniforms, rather allows for variety in creativity and comfort, and yet is appropriate for school attire.

8. Enrollment Expectations

* All parents, upon enrolling their children in the school, will pay registration, submit the appropriate paperwork, and have an interview with the Administrator to consider whether there is adequate foundation for partnership between ECS and the family.

* Parents must be willing to accept, without reservation, the ECS Statement of Faith and Foundational Philosophy of Education and sign the ECS Parent Agreement Form. It is expected that they will be involved in a Bible-believing church.

9. Re-Admissions Policy

* Students in good standing would be eligible for re-enrollment the following year.

* Students who have been placed on probationary status the previous year will be reviewed by the Administrator.

5.320

Academic Procedures

Listed below are procedural areas which will be developed by the Administrator and will be found in the ECS Parent Manual. The asterisks refer to items for which policy is elsewhere stated. This list includes, but is not limited to, the following:

Grading

Weight of Activities

Raising a Low Grade

Zero Grades

Late Work

Achievement Testing
Achievement Tests
School Ability Index (SAI) Curriculum
Texts & Programs
Excused Absences
Pre-planned Absences
Un-excused Absences
Absence Activities
Tardiness
Make-up Work
Routinely excused absences
Pre-planned absences
Un-excused absences
Appeals Process Procedures
Class Size Closing School
Conflict Resolution Procedures (Ref. ECS Parent Manual)
Library
Function of the Library
Procedures of the Library
Parent-Teacher Conferences
Policy Review- Five-Year Study

5.325

Academic Policy

1. Bible: Policy on Doctrinal Matters

Eugene Christian School is a Christian School which supports the historic authority of the Bible. We ask our teachers not to dwell upon any doctrine which could be divisive. We ask the same of our parents when performing in a school function. (See Parent Manual.)

Bible Doctrines That May Be Freely Taught in the Christian School

1. God is a Trinity-Father, Son & Holy Spirit. (Mt. 3:16-17; 28:19; 2 Cor.13:14;1 Pet.1:2)
2. God created all things supernaturally. (Gen. 1 & 2)
3. Man was created for God's glory. (Gen. 1:26-27; Is. 43:7; Rom. 11:36; Rev.4:11)
4. Man rebelled against God. (Gen. 3:6-8, 13)
5. Sin entered by rebellion. (Gen. 3; 6:5; Rom. 3:10-18; 5:12)

6. Man can be restored to God only by atonement. (Lev. 16:30; 23:26-32; Heb. 9:22)
7. Old Testament atonements are a foreshadowing of the sacrifice of Christ. (Heb.10:1-18)
8. Christ made full atonement for sin. (Jn 14: 6; Rom. 3:25; 2 Cor. 5:21; Heb.10:10-12)
9. Justification is by grace through faith. (Rom. 3:21-30; 4:6-8; 2 Cor. 5:19; Gal.2:16)
10. Repentance toward God. (Acts 20:21; 2 Pet. 3:9)
11. Lordship and faith. (Rom. 10:9; Eph. 4:5)
12. Baptism (but not method). (Acts 2:38; 22:16; Col. 2:12)
13. Eternal life and everlasting death. (Jn. 11:25, 26; Rom. 6:9,10)
14. Heaven and hell. (Gen. 1:8)
15. Virgin birth. (Matt. 1: 21-25)
16. God's love and God's wrath. (Rom. 1:18; 5:8, 9)
17. The Bible as the infallible Word of God. (Ps. 119:89; Mk. 13:31; 2 Tim. 3:16)
18. Christ is coming again (but not when). (Matt. 24:27; 25:13 1 Thess. 4:13-18)
19. All unrighteousness is sin. (Rom. 5 & 6)
20. The Holy Spirit dwells in believers. (Acts 2:4, 38; 4:31; Jn. 14:16,17; Eph. 1:13-14)
21. Missionary work and evangelism. (Matt. 28:19-20)
22. After death- Judgment. (Matt. 12:36; Rev. 20:12)
23. Godly respect for all in authority. (Rom. 13:1-7; Eph. 6:1-6; I Tim. 5:17; 6:1-2)
24. Man is born in sin. (Rom. 3: 9-20)
25. The heathen are lost without Christ. (Rom. 3:23; 10:9; Col. 2:13)
26. Christ, our power and wisdom. (2 Cor.12:9; 2 Tim.1:7; Col.2:2-3; Jam.1:5; Rev. 5:12)
27. Christ, our Righteousness (2 Cor. 5:21; Rom. 3:22; 5:21; Phil. 3:9)

2. Class Size Policy

The maximum classroom enrollment is set at 24 students. The Administrator is given the authority to adjust these figures where circumstances warrant.

3. Length of School Year

The length of the school year will comply with state standards, and is developed by the Administrator with approval from the Board.

4. Policy Review

It is the policy of the school that all major phases of the school's program, including school philosophy, school goals, instruction and curriculum services, shall be carefully studied and evaluated biennially. The results of such studies shall be used to implement on-going improvements.

5.330

Appeals Process Policy

1. School policy holds that a parent / student may appeal a disciplinary action taken by a teacher, staff person, or Administrator.
2. Documentation - The appeal process is facilitated by documentation of incident- date, time, who, where, what occurred.
3. School policy holds that the parent / student has the right to bring in an eyewitness or character witness to the appeals process as a support person.
4. The procedure which the parent / student must follow to appeal is:
 - * Appeal to the teacher. * Appeal to the Administrator. * Appeal to the Board. * The first level may solve the issue; if not, the second, or third; the Board as a whole is the last venue in which to appeal.

5.335

Conflict Resolution Policy

Scriptural Guidelines for Conflict Resolution (Refer to ECS Parent Manual)

As people pursuing the goal of Christian education, our expectations and perceptions are bound to come into conflict. In Christian relationships the priority of love should direct all our actions as a reflection of the loving submission of Christ to the Father. The way we resolve conflicts and perceived offenses will demonstrate the reality of God to a watching secular society (John 13: 34-35).

Let us submit to God's Word in observing a carefully outlined procedure designed to sustain harmony and dignity in the resolution of differences as found in Matthew 18:15- 17. *And if your brother sins, go and reprove him in private; if he listens to you, you have won your brother. But if he does not listen to you, take one or two more with you, so that by the mouth of two or three witnesses every fact may be confirmed. And if he refuses to listen to him, tell it to the church; and if he refuses to listen to the church, let him be to you as a Gentile and a tax-gatherer.*

First Principle - Confidentiality

“Tell him/her alone” - Share the conflict with only the person who has offended. This avoids the cancer of gossip in the life of the school. A face-to-face, person-to-person dialogue will almost always bring resolution, providing the matter is dealt with in a straightforward manner with the good of forgiveness in mind.

Second Principle - Keep the Circle Small

After at least two contacts are made and issues remained unresolved, they should bring it to the Administrator “that in the mouth of two or three witnesses every work may be established” (Matthew 18:15-

17). Such a meeting should be initiated only with prayer and humility, with both parties agreeing to submit to reproof or correction as needed.

Third Principle - Reconciliation

If issues remain unresolved, then the Administrator should explain the conflict or problem to the School Board president. The president will determine how the problem should be presented to the Board.

Four goals should be sought at all three levels of the resolution sequence:

1. A clear understanding of the problem. 2. Resolving the issue in a God-honoring manner. 3. Reproof and correction as necessary. 4. Forgiveness and wholehearted restoration of those who make amends.

In the Christian school environment, problems should not be shared with uninvolved persons. They should insist that the conflict be brought to the attention of only the offending person and those who Biblically and sequentially would be part of the solution.

5.340

Discipline Procedures and Regulations

Listed below are procedural areas which will be developed by the Administrator and will be found in the ECS Parent Manual. The asterisks refer to items for which policy is elsewhere stated. This list includes, but is not limited to, the following:

Biblical Basis of Discipline

Purpose of Discipline

Procedures of Discipline

Academic Discipline

Attitudinal/Behavioral Discipline

Before and After School Rules

Boy-Girl Relations

Manners Offenses

Major Offenses

Minor Offenses

Dress Code Policies (Refer to Admission Policy, above)

Guidelines for Boys

Guidelines for Girls

General Guidelines

Implementation

5.345

Discipline Policy

1. Biblical Basis of Discipline

God is a God of peace (order); created in His image, we are to do all things properly and in an orderly manner (Heb. 12: 33, 40). Scripture often reflects this order in speaking of those institutions ordained by God, e.g. family, church, and government. Eugene Christian School, as an extension of the family and the church, should reflect this orderliness.

Scripture also teaches that proper discipline is an essential part of a child's human and spiritual development (Prov. 3:11-12; 13:24; 19:18; 23:13-24). The ultimate goal of all discipline is to train the child to become Christ-like.

2. Purpose of Discipline

The purpose of correction is restoration. "...that (students) may grow up into Him in all things, which is the head, even Christ..." (Eph. 4:15). The goals of discipline are to encourage the development of a child's potential, foster personal responsibility by each child, and maintain an atmosphere conducive to learning in the school.

5.350

Student Activities Procedures

Listed below are procedural areas which will be developed by the Administrator and will be found in the ECS Parent Manual. The asterisks refer to items for which policy is elsewhere stated. This list includes, but is not limited to, the following:

Chapel

Field Trips

Piano and Instrument Lessons

* Student Activities and Events

* General Philosophy

* Extra-curricular Sports

* Field Trips

* Parties and Socials

* Student Council - Qualifications and Responsibilities

* All School Musicals or Events

* Graduation Activities

Procedures Faculty Supervision

8th Grade Service Class

5.355

Student Activities Policies

1. Student Activities and Events Policy

General Philosophy, Purposes, and Goals - Student activities are to reveal Jesus Christ, develop Christian character and service, promote fellowship and bonding, and encourage the development of skills, concepts, attitudes, and values consistent with the statement of objectives of the school. Some of these activities may be optional, and this list is not exhaustive.

- a. Extra-curricular Sports - To apply learned skills to game situations, promote team spirit and cooperation, to respect the talents and abilities of one another, to yield to authority, to enjoy the game, to stay physically fit.
- b. Field Trips - To extend teaching and learning beyond the classroom by giving “real life” experiences to students or an opportunity to experience something not possible in the classroom.
- c. Parties and Socials - To enjoy the holidays, birthdays, or special events; to have an opportunity to fellowship and bond outside of the regular academic routine.
- d. Student Council (Middle School) “Salt Shakers” - To teach students basic parliamentary procedure; to plan Middle School socials; to be a representative voice of the Middle School; to serve the school by making recommendations that could be beneficial; to encourage school spirit.
- e. All-School Musicals and Events - To promote fellowship; to enjoy and appreciate talents God has given among us; to promote school spirit.
- f. 8th grade and Kindergarten Graduation Activities - To honor graduates; to give them an opportunity to be of service to the school and to show appreciation; to give them an opportunity to enjoy themselves during their last experiences together as a class and as part of Eugene Christian School.
- g. ACSI Activities - To enrich the academic areas (Math Olympics, Spelling, Speech, Musicales, Young Authors, Science, and Art Fairs, etc.). ACSI activities are determined each year by the Administrator and staff, subject to budgetary limitations.

2. Coaching - Team Sports and Activities Policies

Guidelines for Coaches, Teachers, and Participants

Even though our students often belong to teams supervised by outside organizations such as Kid-sports, our school name is given to a team and reflects our image. It is the policy of Eugene Christian School to provide a set of guidelines for all coaches and participants in sports, and to encourage them to read and follow these guidelines to ensure that our school philosophy is being upheld through the athletic teams representing it.

5.400 Safety Policies and Procedures

5.405

Safety Procedures

Listed below are procedural areas which will be developed by the Administrator and will be found in the ECS Parent Manual. The asterisks refer to items for which policy is elsewhere stated. This list includes, but is not limited to, the following:

* Child Abuse Disaster and Earthquake Preparedness Fire Drills * Health Care - Oregon State Policy
Physician-Prescribed Medication Policy Non-Prescription or Over-the-Counter Medication Policy
Neighborhood Disaster Procedure Playground Expectations/ Rules Expectations of Children Rules for the Children Safety Rules for the School For Children For Parents Rainy and Foggy School Days Bicycle Safety Rules * Sexual Harassment Policy

Procedure - What to do if a student or teacher experiences sexual harassment.

[Please Note: BOLD words and phrases in the following sections are done for emphasis, not as proposed additions, unless so indicated.]

5.410

Safety Policies

1. Child Abuse Policies

We will follow federal and state laws requiring us to report allegations of suspected child abuse to the proper governmental authority when there is a reasonable suspicion or reasonable basis for believing that physical or emotional abuse, sexual abuse and exploitation, inadequate supervision, or other forms of abuse have occurred. It is the school's policy not to contact parents in advance of making a report to legal authorities.

2. Health Care Policies

a. Immunization - Oregon State Law According to the Oregon Immunization requirements (ORS 433.273), a statement signed by the parent of a child transferring to a school facility must be provided within 30 days of initial enrollment. The statement documenting evidence of immunization status will be provided on a Certificate of Immunization Status form available in the school office. It is to be signed by the parents. The control of communicable diseases is imperative to the health and education of every child and family.

b. Illnesses - In order to discourage the spread of communicable diseases, it is the policy of Eugene Christian School that students be kept home if they are ill.

Many illnesses begin with a cough, sore throat, and/or fever. A student with any of these symptoms will be isolated from the class and sent home as soon as possible.

Students may contact the medical consultant with any physical or medical problems that require special attention in school. This will enable the consultant to work with the teacher in developing the best care for your child while in the classroom.

To excuse a student from recess or outdoor activities, a written note must be sent from the parent to the teacher.

3. Physician-Prescribed Medication Policy

Prior to administration of any medication by the school, both the Physician Statement of Need and the parental Request for Medication Administration forms must be completed and filed in the medical consultant's office.

A separate set of forms (physician and parent) must be completed for each administration of a medication and whenever changes are made in the medication, dose, or child's reaction. It is the parent's responsibility to assure that these forms are current and complete.

New forms (physician and parent) must be submitted at least once a year. Medications must be brought to school in their original containers. The school has the right to prohibit the administration of any drugs or procedures that appear to be beyond the ability of unlicensed school personnel (e.g. injections.)

Emergency medications may be carried by the student when both the Physician Statement of Need and the parental Request for Medication Administration have been completed and indicate the need for the student to have medication on his/her person at all times.

4. Non-Prescription or Over-the-Counter Medication Policy

The administration of non-prescription or over-the-counter types of medications often require judgment as to the student's need or the amount that should be taken in light of the described or observed symptoms.

Therefore, students with parental permission may self-administer non-prescription or over-the-counter drugs independently.

Prior to administration of any non-prescription medication by the school or self-administration by the student, the parental Request for Medication Administration form must be completed and filed in the medical consultant's office. Non-prescription or over-the-counter medications must be stored in the medical consultant's office as well.

5. Sexual Harassment Policy- (Federal law) (see ECS Parent Manual)

(Employee-Employee; Employee-Student; Student-Student)

Eugene Christian School is committed to maintaining a uniquely Christian working academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

5.500 Other Policies and Procedures

5.505

Other Procedures

Listed below are procedural areas which will be developed by the Administrator and will be found in the ECS Parent Manual. The asterisks refer to items for which policy is elsewhere stated. This list includes, but is not limited to, the following:

Gym Use

Materials Preservation

Lost and Found

Lunch and Milk Program

Non-custodial Parents Policy

Pictures

Record Keeping

Medical

Academic

Telephone Use

Transportation Visitors

5.510

Non-Custodial Parents Policy

Divorced and separated families are realities of contemporary life which affect Eugene Christian School's responsibilities to its students. The following guidelines have been adapted to assist the school in situations where a non-custodial parent wishes to become involved in school-related activities of a child or wishes to have contact with or take custody of the child while the child is at school:

1. Ordinarily, the school will not resist or interfere with a non-custodial parent's involvement in school-related affairs or access to the parent's child or the child's records unless the school is presented with a court order or comparable legal document restricting such involvement or access. The school will not otherwise choose sides between parents.
2. A non-custodial parent may not take custody of a child or remove the child from school premises unless the parent presents either a written court order or a written authorization signed by the custodial parent permitting such custody.
3. If the actions of parents, custodial or non-custodial, become disruptive to the operations of the school, the school has the right to restrict access by such parents and to take other necessary action.
4. Concerning student activities that require parental consent, the school will accept consent only from the custodial parent unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.

5.515

Transportation Policy

1. Drivers must have adequate insurance, on file in the school office. 2. All students must wear seatbelts, and no child should be seated behind an air bag. 3. Parents must provide car-seats that meet the Oregon law for any school-related trips. 4. On school field trips, every vehicle must have a cellular phone. 5. All drivers will follow Oregon laws.

[Revised and updated by ECS BOD this 12th day of May, 2015]

[Revised and updated by ECS BOD this 21st day of March, 2017]

[Revised and updated by ECS BOD this 16th day of April, 2019]

Marie Andreasen, President Board of Directors