

Escondido Christian School

Kindergarten - 5th Grade

ADMINISTRATION

PASTOR JOEL PHILLIPS
Superintendent

DR. PAT KLOSE
Principal

PAT HAAG
Vice Principal

BONNIE STECK
Administrator

LINDA WYCINSKY
Administrative Assistant

JODY LEDUC
Preschool Director

TAMI BENTLEY
Athletic Director

ECS Mission Statement

Escondido Christian School, working together with the home and church, provides a nurturing Christ-centered spiritual, academic, social, cultural, and physical foundation in a Biblically-based environment, guiding children into a daily walk with Jesus Christ to produce Kingdom-driven citizens.

**ECS is
Kingdom - driven
Christ-centered
Biblically-based**

Phone Numbers:

ECS (760) 745-2071
Preschool (760) 745-6296
Day Care (760) 745-2414
Fax (760) 745-1905

Website: www.ecslions.org

Physical Address:

923 Idaho Ave.
Escondido, CA 92025

Mailing Address:

P. O. Box 300157
Escondido, CA 92030

Table of Contents

Governance Board	3
Motto	7
Nondiscriminatory policy.....	7
Power Learning Program.....	7
Statement of Faith	8
ECS Philosophy	8
School-wide Learning Results	9
School Schedule	10
Attendance Policy.....	10
Absentee Make-Up Work, Sudden Illness, Medication.....	12
Parent/Visitor Sign In Policy	13
Homework Policy.....	13
Academic Requirements for Annual Promotion.....	15
Retention Policy & Communication	15
Dress Code	17
School Rules	19
Classroom Rules & Positive Incentives	21
Student Catch Program	21
Discipline	22
Enforcement of Policy.....	22
Suspension and Expulsion	22
Drug, Violence & Special Issues	22
Field Trip Guidelines	24
School Library Procedures	25
Student Drop Off/Pick Up Procedures.....	26
Day Care Rates and Policies.....	28
Financial Policies.....	29
Earthquake Plan.....	30
School Policy and Domestic Disputes	30
School Policy and Law Enforcement Personnel.....	30
Notification of Parent’s Rights Concerning Student Records.....	31
Maps	
Student / Parent Standards (to be returned in September)	
Computers Acceptable Use Policy (to be returned in September)	

Escondido Christian School Governance Board

Governance Board

Escondido Christian School (ECS) and Escondido Christian Preschool (ECP) are a ministry owned and operated by Escondido Christian Center (ECC), a Foursquare Church. This requires that ECS and ECP comply with the Articles of Incorporation of the Foursquare Church International, as well as Foursquare Bylaws. It is therefore necessary that ECC's Senior Pastor and Church Council maintain final authority in the administration of ECS and ECP. With that said however, it has become increasingly clear that a more "hands-on-approach" to the administration of the school is needed. Seeing this need, the ECC Pastor and Council have appointed a School Governance Board.

The School Governance Board is comprised of ECC Senior Pastor, ECS Principal, ECP Preschool Director, in addition to a Board Chairperson who is appointed by the Principal. Parents, teachers, Church staff, and Council members are appointed by the Church Council based on recommendations from the Principal. Their term of service is two years and each member will rotate from the board at the discretion of the Superintendent.

Governance Board Member Qualifications

Members of the Governance Board must be in full agreement with the vision and purpose of ECS and ECP. The following are to be observed:

- * Must have accepted the Lord Jesus Christ as their personal Lord and Savior
- * Must be committed to the mission and philosophy of ECS and ECP
- * Must be an active member in good standing and regularly attend a local Bible-believing Christian Church
- * Must demonstrate a genuine interest in the spiritual life and Christian education of children
- * Must be committed to regular prayer for ECS and ECP and seek the Lord's wisdom
- * Must demonstrate personal integrity and appreciation of Christian values in education
- * Must have the ability to:
 - * work with others
 - * be willing and capable of assuming responsibility
 - * be supportive of ECS and ECP
- * May not be a member of the PTF Coordinating Committee, or a relative of an employee of ECS, ECP, or ECC

Mission for the Governance Board

Escondido Christian School Governance Board (ECSGB) exists to assist Escondido Christian Center's administration and leadership over the school. ECSGB has been given the authority to process various issues related to the operation and administration of the school in a detailed fashion, and make recommendations to the Church Council for their final decision. ECSGB is to govern all decisions, discussions, and recommendations with our motto: Home, School, Church...Partners in Christian Education.

Core Values for the Governance Board

- * Consistent faith in God being able to do anything

- * Concern for spiritual health, as well as academic
- * Value intellectual integrity
- * Promote justice, mercy, and peacemaking in our families and school culture
- * Good stewards of resources, finances, and time

In establishing the Governance Board for ECS, we are taking a step in selecting people to advise, and on their advice, determine the larger policies of the school.

Main Duties of the Governance Board

The Board Chairperson is responsible for planning, managing, and facilitating the activities of the board. The Chairperson and Principal must work closely together. The Governance Board under the direction of the Senior Pastor and Church Council of ECC will:

- * Determine mission and basic values
- * Maintain standing policies on all aspects of governance
- * Support the Principal and assess his/her performance
- * Ensure effective organizational planning
- * Approve the major goals, or desired results, and the strategic plan
- * Ensure financial solvency and integrity
- * Approve, monitor, and strengthen school programs and services
- * Help represent the school externally
- * Ensure the legal as well as ethical integrity and maintain accountability
- * Encourage and nurture the Principal and staff
- * Evaluate and improve itself
- * Speak as one voice, not many
- * Deal with ends, not means
- * Govern only during duly called board meetings and have no authority out-side of board meetings
- * Make impartial decisions
- * Model the values of the school
- * Oversee policy and operations of the PTF
- * Promote a desirable learning environment
- * Form the basis for dealing with student issues and infractions

Parent Teacher Fellowship

Parent Teacher Fellowship (PTF)

The PTF is a parent-based organization that operates under the covering and direction of ECSGB and is designated to be a forum wherein parents and teachers can gather to discuss ways in which the school program can be better served. These school programs then, are to be a viable service to our students and parents. The PTF:

- * Provides financial support to the school
- * Uses its fund-raising efforts and designated funds to support programs requested by parents, teachers, and the administration

PTF and Service Activities

The PTF coordinates a number of service activities that benefit ECS and ECP. Among these activities:

- * Back to school luncheon for teachers
- * Weekly contact/encouragement for teachers
- * New parent orientation
- * Christmas breakfast and teacher bonuses
- * Teacher appreciation week
- * Host PTF meetings
- * Provides financial support to the school

ECSGB has established a Coordinating Committee for the PTF which functions as its governing board. All of the efforts of this board are conducted under the covering of the Principal and ECSGB.

PTF Coordinating Committee Qualifications

Members of the PTF Coordinating Committee must be in full agreement with the vision and purpose of ECS and ECP. The following are to be observed:

- * Must have accepted the Lord Jesus Christ as their personal Lord and Savior
- * Must be committed to the mission and philosophy of ECS and ECP
- * Must be an active member in good standing and regularly attend a local Bible believing Christian Church
- * Must demonstrate a genuine interest in the spiritual life and Christian education of children
- * Must be committed to regular prayer for ECS and ECP and seek the Lord's wisdom
- * Must demonstrate personal integrity and appreciation of Christian values in education
- * Must have the ability:
 - * to work with others
 - * be willing and capable of assuming responsibility
 - * be supportive of ECS and ECP
- * May not be a member of the Governance Board, or a relative of an employee of ECS, ECP or ECC

Mission of the PTF Coordinating Committee

The PTF exists to assist Escondido Christian School and the ECSGB in its efforts to provide an outstanding educational program through fundraising efforts. The PTF is to work under the authority of the Principal and ECSGB in all of its efforts in conjunction with our motto...Home, School, Church...Partners in Christian Education.

Core Values of the PTF

- * Consistent faith in God being able to do anything
- * Concern for spiritual health, as well as academic
- * Value intellectual integrity
- * Promote justice, mercy, and peacemaking in our families and school culture
- * Good stewards of resources, finances, and time

The Duties of the PTF Coordinating Committee shall be:

- * To transact necessary business in the intervals between meetings and such other business as may be referred to it
- * To create and direct special committees for the special fund-raising events such as the Picnic
- * To prepare and submit suggestions and questions put before the PTF by parents
- * To plan and implement a program of interest to parents at each PTF meeting

Regular meetings of the PTF shall be held during the year on the second Tuesday in the months of October, January, March, and May. Special meetings of the PTF may be called as needed by the Principal

Motto

HOME, SCHOOL, CHURCH, PARTNERS IN CHRISTIAN EDUCATION

Escondido Christian School is affiliated with and administered by our sponsoring church Escondido Christian Center. Pastor Joel Phillips is the superintendent of the school, and as such, the school is under his leadership and direction. As an educational institution, ECS is guided in business and management issues by Escondido Christian Center Church council along with the superintendent. The ECS Governance Board assists in matters of policy and the Principal is responsible for implementing these decisions.

Nondiscriminatory Policy

Escondido Christian School admits students of any race, sex, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, sex, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Power Learning Program

We offer to students in the ECS regular classrooms (grades 1 -8), the Power Learning Program which is designed to be a "pullout" program. The PLP Center allows a child one-on-one teaching in a small classroom setting. While in the class, the child concentrates on the specific subject(s) needing attention. He/she then returns to the regular classroom, rejoining the class for other subjects. Fees for this program are additional. They are not included in the tuition.

Escondido Christian School Statement of Faith

1. We believe that the Bible is the inerrant Word of God. As such, it is fully trustworthy in all it teaches and affirms.
2. We believe that God is our loving heavenly Father who has revealed Himself as God the Father, God the Son, and God the Holy Spirit. God is therefore a Trinity, or Triunity, three distinct Persons, yet of one and the same essence.
3. We believe that all men are sinners by nature and cannot be saved except through faith in the death and resurrection of Christ. Therefore, we speak of the "new birth" as a radical spiritual transformation when the old life is put away and the new life in Christ is received.
4. We believe in the personal work of the Holy Spirit in the life of the believer equipping him for service and exalting Jesus Christ in his life. The phrase "baptism of the Holy Spirit" is used to indicate the special anointing and empowering in the life of the believer.
5. We believe in the personal and imminent return of Jesus Christ to this earth. Every believer is admonished to be prepared for and anticipate His coming.
6. We believe that the Church is the Body of Christ on earth and Jesus Christ is its Head. The Church is comprised of all who have accepted Jesus Christ as Lord and are living a life consistent with that confession.

ECS Philosophy

Escondido Christian School embraces the motto "Home, School, Church . . . Partners in Christian Education." Believing that it is the primary responsibility of the parents to educate and train their children, ("Train a child in the way he should go, and when he is old he will not turn from it. Prov. 22:6; Deut. 6: 4-9), E.C.S. strives to come alongside the home, in working together with the church, to equip and inspire young minds in their pursuit of Godly wisdom as they work to gain a deeper understanding and intimate knowledge of their Maker and world He has created for them. It is our belief that every human being is uniquely imprinted with the image of God ("Then God said, 'Let us make man in our image, in our likeness, and let them rule over the fish of the sea and the birds of the air, over the livestock, over all the earth, and over all the creatures that move along the ground.'" Gen. 1:26), and should therefore be given every opportunity to discover and pursue their highest God-given potential. It is our high calling to create a safe and nurturing, Christ-centered environment where students can grow and be challenged both spiritually and academically; as well as, socially and physically. Understanding the awesome power of God's transforming love ("Therefore, if anyone is in Christ, he is a new creation; the old has gone, the new has come!" II. Cor. 5:17) we at E.C.S. remain steadfast in continually presenting the Gospel message, and giving opportunity for all students to come to know Jesus Christ as their personal Lord and Savior.

Expected School-wide Learning Results

Lovers of God

- Have accepted or been challenged to accept Jesus Christ as personal Savior
- Develop a knowledge and understanding of the Bible
- Successfully integrate Christian ideas into their lives
- Develop a Christian world-view

Investigative Learners

- Apply appropriate strategies in order to learn concepts and skills
- Take personal responsibility in the life-long learning process
- Formulate and apply truth based upon Biblical principles

Obedient Lifestyle

- Accept consequences for life choices
- Participate in activities which promote fitness and health
- Demonstrate positive and productive citizenship

Natural and Effective Communications

- Read with comprehension and develop a personal enjoyment of reading
- Write with clarity, coherence and good grammar
- Value listening as a tool for learning and understanding
- Speak with confidence and command of language
- Appreciate and express themselves through the arts
- Develop skills to utilize technology for learning

Skilled Thinkers and Problem Solvers

- Be able to compare, analyze, and evaluate effectively
- Transfer learned skills to new situations
- Use logical and effective decision making skills
- Apply God's Word and reasoning to discern truth and universal principles from secular views

School Schedule

6:30 - 8:00	All early arrivers meet in Daycare Central (additional charge)
8:00 - 8:25	Playground open
8:25 - 8:30	Students in Class (Tardy bell at 8:30)
9:40 - 10:10	Kindergarten Recess
9:55 - 10:10	First and Second Grade Recess
10:05-10:20	Third - Fifth Grade Recess
11:30-12:10	Kindergarten - Second Grade Lunch
11:50-12:30	Third - Fourth Grade Lunch
12:00-12:40	Fifth Grade Lunch
3:00	School Dismissed
3:00-3:15	Parking Lot Pick-up
3:15	Children sent to Daycare
3:31 - 5:45	Extended Daycare (additional charge)

Attendance Policy

One of the cornerstones of successful education is the development of regular school attendance patterns. Students cannot expect to mature intellectually and socially by not attending school on a regular basis.

Absences

A daily attendance record is maintained by the teacher and a copy retained in the school office. A pupil who is absent is required to bring a written excuse to the teacher before being readmitted to school. *Note: If homework is desired, please e-mail the teacher by 10:00 a.m. or check our web-site. Homework will be available for pick up in the office. The only legal reasons for absences, according to state law, are verified illness of the student, bereavement, verified dental, medical or optometry appointments.

Students will be allowed five unexcused absences per year. If a student has more than five unexcused absences, he/she will receive a "0" for all work that is required for that day and any other unexcused day. A student may be classified as truant after five days of unexcused absences. Teachers will provide makeup work as their schedule permits. Work that is requested ahead of a planned absence will not be available due to the disruption to class scheduling.

Students who have accumulated numerous absences without a doctor's note may be called before the principal to review the student's attendance pattern. Students who have demonstrated attendance inconsistencies during the current or previous years will be monitored after 10 absences. Should there be questionable absences, a problem with make-up work, attitude, or effort, the student may have certain restrictions or conditions placed on him/her. Doctor notes verifying illness are examples of restrictions that may be used.

In keeping with the policy at the Escondido Unified School District, any student who exceeds 24 absences per academic year may be subject to the retention policy. This policy will be enforced at the principal's discretion. To improve student attendance, the superintendent or principal shall implement positive steps to identify the reasons for a student's absences and to help resolve the problems caused by those absences. Such strategies shall focus on early intervention and may include, but not be limited to, communication with parents/guardians.

Truancy

Students may be classified as truant if absent from school without a legal excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a legal excuse on three occasions in one school year, or any combination thereof. Such students shall be reported to the superintendent or his/her designee. (Education Code 48260)

The parent/guardian of a student classified as truant shall be notified of the following: (Education Code 48260.5)

- a. The student is truant.
- b. The parent/guardian is obligated to compel the student to attend school.
- c. The parent/guardian who fails to meet this obligation may be guilty of an infraction of the law and subject to prosecution pursuant to Education Code 48290-48296.
- d. The parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the student's truancy.
- e. The student may be subject to arrest by a probation officer, a peace officer, a school administrator, an attendance supervisor, or his/her designee under Education Code 48264 if found away from home and absent from school without a valid excuse.

A student classified as truant may be subject to suspension or expulsion. The principal or his/her designee is the final authority in all cases of truancy at Escondido Christian School.

Perfect Attendance

An award is given at the end of each year to students who have had perfect school attendance for the entire year. We encourage parents and students to set their sights on receiving this award. Unexcused tardies will affect this award. A student who has more than two unexcused tardies for the year will not receive this award.

Tardies

It is the parent's responsibility to see that the student arrives by 8:25 a.m. each school day. A student is considered tardy if they are not in their seat and prepared to begin the day at 8:30.

Enforcement of Tardies

Each student is allowed two unexcused tardies each quarter without comment from the school. The third unexcused tardy in the same quarter will result in a notice being sent home which must be signed and returned. At the fourth unexcused tardy the teacher will contact the parents by phone. The fifth unexcused tardy will result in a conference with the administration. If a 6th unexcused tardy occurs after the conference, the student may be suspended from school with no make-up work allowed. It is at the discretion of the Principal as to the number of suspended days.

Rationale (tardy enforcement)

We realize that in some cases tardies are caused by car pools, siblings, parents or other circumstances. We have attempted to take these exceptions into account with this policy. Most frequently, however, we hear students saying they are late because they simply did not get up on time or they got to bed late the night before.

It is our attempt to build self-confidence and personal responsibility into each student by requiring them to be punctual to class each day. Tardy students create confusion and interrupt classroom procedures: this lateness is unfair to the students who have struggled to be on time. We will be reasonable, fair and consistent in the enforcement of this policy.

Special Circumstances

Students arriving after the start of school or leaving before regular dismissal time must report to the office. Please try to make all appointments for your student after school hours. However, if your child needs to be picked up early, be sure that you send a note or e-mail the teacher in the morning indicating what time to send him/her to the office. Your child will be picked up at the school office. It is mandatory at that time that you sign your child out. Sign in is also required upon the child's return. (The office staff can sign your child back in, if you want to drop him/her off in front of the school office).

Absentee Make-Up Work

When a student is absent, he or she has one day to make up work. If a student is absent two or more days, he/she may have an equal amount of days to make up the work. This may be flexible depending on the student's circumstances. A homework request must be e-mailed to the teacher before 10:00 a.m. in order for the teacher to get a homework packet ready for pick up in the school office at 3:00.

Sudden Illness

If your child develops a fever of 100 degrees or more, has vomiting, or at the school administration/staff discretion, you will be asked to come pick up your child.

Medication

If your child has an allergy, is taking regular medication, or is recovering from an illness (and is no longer contagious) and still requires medication, it may be given at school if:

Instructions regarding administering medication are left in the office by filling out and signing a

“Medication Release Form” and prescription is in original container. We also can distribute cough drops from the office, but they must be in their original package, with a “Medication Release Form” completed and signed. All possible effort will be made to give medication on time, but due to the nature of our school program, there may be days when that will not be feasible.

Parent/Visitor Sign In Policy

We have established an expanded policy for parents and visitors to our campus. The reason for this is twofold. First and foremost, as our enrollment continues to grow we want to ensure the safety of our students and to be sure that all on-campus visitors check in with the office. We have visitor badges for the adults. We ask that you help us in our efforts by wearing a badge while you are on campus and return it to the office when you leave. The second purpose is to limit the number of interruptions to the classrooms. The students need to give their teachers their undivided attention in order to master the concepts being presented. Please help us by following these guidelines:

If your child needs a lunch or other items delivered to them, please bring it to the office. The office staff will deliver it at a time that will be the least disruptive to the classroom.

Communications with teachers need to be handled after school hours or by a note or e-mail. By following this format the teachers will be allowed to focus all of their time and energies on the students during class time.

Any parent wishing to visit a classroom must be cleared by the school office. The office staff is very eager to meet your needs, so we request that you respect the work environment.

We are grateful for the involvement of our parents. Please be aware that we want that to continue and even increase! The students, and staff alike, greatly benefit from your diligence and commitment. Please respect the work environment in the office and limit social conversations with other parents.

Homework Policy

Escondido Christian School has a traditional philosophy of learning that encourages the value of homework. We have felt it necessary to outline the purpose and scope of homework at ECS and to encourage parental involvement in each child's educational experience.

The Value of Homework

- a. Learning to do research
- b. Learning to work independently

The Purpose of Homework:

- a. To reinforce skills learned
- b. To improve skills

- c. Acquiring habits of organization
- d. Developing good study habits and time
- c. To increase knowledge
- d. To connect the school world with budgeting the home

The scope of homework will vary depending on the grade level. For the most part a student should have some homework every afternoon except Wednesdays. Wednesday night is a family night at church; we do not assign homework with the expectation that parents will attend church services with the children. Exceptions to the Wednesday-no-homework policy will be homework that has been assigned earlier in the week but is due on Thursday.

Students should expect homework on Friday afternoons although teachers have the freedom to make Friday a no-homework day if they so choose.

Assignments may be given to cover a two or more day period. When such assignments are given, teachers will count this time into their other daily homework assignments.

We commit to families that our homework assignments will be reasonable, appropriate and specifically oriented to the students' level of learning. We ask parents to commit to encourage each student to give his/her best effort to their homework assignments. We further request parents to stay in contact with the teacher should the student show obvious signs of stress or if the child spends inordinate amounts of time with homework.

Normally, a child should spend a set amount of time on homework. Special projects will occasionally require more time and parents are strongly urged to support such exceptions. If your child routinely spends more time than the time outlined below, it could be an indication of another issue, such as a lack of attention in class, failure to complete in-class assignments, not grasping a concept, or poor organizational/ study skills.

Time spent on one night's Homework should be approximately:

Kindergarten	10 – 15 minutes
1 st & 2 nd grades	20 – 30 minutes
3 rd – 5 th grades	30 – 45 minutes

Reading Goals *

First Grade	2000 pgs.	1 book report per quarter
Second Grade	2500 pgs.	1 book report per quarter
Third Grade	3500 pgs.	1 book report per quarter
Fourth Grade	3500 pgs.	1 book report for each book
Fifth grade	2500 pgs.	3 book reports per quarter

*Note regarding Reading Goals - The reading goal is a lifestyle; it is not included in homework minutes

Academic Requirements for Annual Promotion

Each student will be evaluated at the end of the year and be recommended for promotion or retention. The following criterion are used to make this determination:

- Classroom Performance/Earned Grades
- Student Maturity/Social Skills
- Stanford Achievement Test Scores
- Outside Student Assessment (optional)

It is our desire to keep parents informed concerning low performance to the best of our ability and every effort will be made to work with the student to strengthen deficient skill areas.

Low and Failing Grades and Retention Policy

It is the belief of the Escondido Christian School Administration that all students should be able to maintain grades that reflect that the curriculum materials are being mastered from year to year. With this in mind, the following policies will be in effect.

Low and Failing Grades

Any student receiving three or more D's or any combination of three D's and F's during a grading period will be placed on Academic Probation for a period of one quarter as deemed necessary by the principal. If grades do not improve during the probation quarter, the student may be subject to expulsion from Escondido Christian School. Any student receiving 3 D's or any combination of 3 D's or F's on the fourth quarter report card may be required to provide proof of tutoring during the following summer on the subjects which received D's or F's and/or receive a conditional pass.

Retention Policy

Students in 3rd - 8th grades may be required to repeat the year if they earn 3 or more F's for the year in major subjects (Bible, English, Reading/Phonics, Science, Math and Social Studies). A student at this level who fails less than 3 courses would be encouraged to attend summer school and/or receive tutoring to strengthen skills prior to the next school year. The student may receive a conditional pass.

We believe that in certain cases retention is a necessary and appropriate tool in the educational strategies that are used for the development of children. In rare cases, retention is necessary because of academic failure. This is less likely to occur in an upper grade. However, in most instances, especially in grades K - 8, retention is not recommended because of social, emotional, or behavioral factors. While it is recognized that this is a serious action with potentially long range impact on children and families, retention will be recommended in certain circumstances. The difficulties that may be created must be minimized. The prayer of our school would be that through the retention experience the student would meet with success in the classroom and develop age-appropriate levels as well as social and emotional behaviors.

Communication

With any family, good communication is essential to maintain good, healthy relationships. Escondido Christian School strives to keep communication lines open in all areas by using the following tools:

Back to School Night/Open House

In September the school hosts a special evening where parents can come to school and meet the teachers. At that time, the teachers explain their classroom policies and curriculum. In late May, parents again visit the classroom to view student accomplishments for the year.

School Directory

Shortly after the school year begins, each family receives an all-school directory that contains the names and phone numbers of all the families who have enrolled students in Escondido Christian (unless a family has opted at the time of registration to have their phone number deleted). This directory is free to every family, but in the event of losing it, a replacement cost of \$5.00 is required to receive a new one. Please note that the directory is to be used for personal family contact only. Information may not be used for business solicitations.

Website

Our website is www.ecslions.org. The web page provides valuable information and announcements for the school, plus the ability to click on each teacher's page for class announcements and assignments.

Parent-Teacher Conferences

After the first quarter of school has been completed, the school schedules parent-teacher conferences. At this time, parents can meet with teachers to review their student's progress. In addition to this scheduled session, teachers are willing to have personal conferences with parents as needed.

Problem Solving Procedure

The staff at Escondido Christian School welcomes questions and comments from parents and students. Though they work hard to communicate clearly and keep misunderstanding to a minimum, they also recognize that no school system, teacher, or student is perfect. Occasionally problems or difficulties may arise for individual students. If this occurs and the student or parent feels an issue needs to be addressed specifically:

Step 1: The student or parent should first contact the teacher in keeping with the Matthew 18 principle. Most misunderstandings can be worked out by simply discussing the matter openly with the teacher in charge. Please contact the school for a teacher appointment.

Step 2: If, after contacting the teacher, the parent is not satisfied with the situation, they may contact the principal, who will review the problem and work with the teacher and parent to resolve the issue. For very serious problems the principal may also elevate the matter to the superintendent and/or Governance Board.

Dress Code

The standards of Escondido Christian School include the concepts of modesty and decorum for all students and faculty. In keeping with these standards, Escondido Christian has adopted a prescribed uniform. The rationale for a uniform is quite simple: students take school more seriously if they are dressed in appropriate clothing. Since school is primarily a place of work, a uniform can help preserve a school "work" atmosphere. At the same time, we realize we live in a warm, dry climate most of the year, and we must be reasonable. Our school uniform attempts to take these factors into consideration.

All items of clothing are to be chosen from the approved uniform line and must present a clean, well-groomed appearance. Dennis Uniforms and Land's End school catalogs provide the plaid chapel jumper. All other uniform items may be purchased through Dennis Uniforms, Lands' End, Kohl's and JC Penney.

Note: Dennis Uniforms and Lands' End have our "Lion" logo available at an extra charge.

All clothing must fit properly, not oversized or tight fitting. Pants and shorts must fit at the waist and not sag at the hips. Belts must be worn. Shorts are to be uniform shorts and must be 4 inches from the floor when kneeling. We realize children grow quickly and uniforms should allow for growth. Therefore, uniform items may be purchased one size larger than currently fits the child.

All sweaters, jackets, and zip-up sweatshirts must be in the five (5) approved colors: Red, Navy, Green, Yellow and White. The only pullover sweatshirts allowed are the ECS or P.E. designated sweatshirts, which are available for purchase through ECS.

At certain times of the year, when sweatshirts are provided or purchased for ECS students with a school-sponsored camp name or logo, they may be worn for the remainder of the school year only. Church camp sweatshirts are not allowed.

Students may wear heavy winter weight coats or jackets with no questionable artwork, phrases, words or messages promoting a questionable lifestyle. Coats and jackets do not include zip-up sweatshirts or oversized flannel, corduroy or similar shirts.

Students may wear shoes of their choice. Shoes must be worn at all times. Dress, sport styles, and sandals (except for backless sandals or thongs) are acceptable. Girls may not wear high heels or platforms higher than one inch. Tennis shoes must be worn for P.E.

Hats (with no offensive insignias) may be worn on campus as long as they are removed while in the classroom. Ball caps may never be worn backwards.

Daily inspection of student attire and appearance is primarily the responsibility of the parents. However, the school has the privilege to make determinations when necessary. The Principal is the final authority in all matters of dress.

Appropriate Clothing and Grooming for Girls

Uniform jumper and top (choice of polo, turtleneck or eyelet collar blouse) for K - 5 grades. Girls wearing jumpers are to wear shorts of their choice under their jumpers if they will be playing on the playground equipment. Jumpers should be no more than 4" above the ground when kneeling. Socks, leggings and tights must coordinate with uniform colors. Leggings should be ankle length and not have any lace at the bottom. Tights must be plain in school colors only. Capri pants are not acceptable.

Uniform shorts, skorts or slacks are acceptable. They must be fitted at the waist. Shorts may be worn year-round at parent's discretion. The 4" rule applies to shorts and skorts also. Shirts may be either a short or long sleeve polo, (with or without logo), turtleneck, or short or long sleeve white eyelet collar.

Hair is to be clean and neatly groomed. Hair may not be cut or styled in such a way as to attract undue attention. Extreme colored or unnatural hair color is not acceptable. All decisions regarding hair color are at the discretion of the Principal.

Earrings must be modest in appearance and not a distraction in class. Acceptable earrings will not pose a hazard during physical activity. Body piercing is not acceptable.

Basic standards of health, modesty and cleanliness are expected.

Appropriate Clothing and Grooming for Boys

Uniform navy or khaki pants or shorts. Shorts may be worn year-round at parent's discretion. They must not extend lower than the top of the kneecap. No "cargo style" or extreme "low-rise" allowed.

Shirts may be either a short or long sleeve polo, (with or without logo), turtleneck, or short or long sleeve white oxford style shirt.

A standard, conservative hairstyle is expected which does not exceed the shirt collar. Hair is to be clean and neatly groomed. Hair must not be cut or styled in such a manner as to attract undue attention or be in a student's face to impede learning. Extreme colored or unnatural hair color is not acceptable. All decisions regarding hair color are at the discretion of the Principal.

Earrings or body piercing are not acceptable for boys while at school.

Basic standards of health and cleanliness are expected.

Chapel Dress Code

We consider chapel on Friday mornings for K - 5, a time of worship before the Lord. Therefore:

Girls — K - 5 will wear school jumper with a polo shirt, turtleneck, or eyelet collar blouse. A "Free Dress" pass may not be used on chapel days.

Boys — K - 5 will wear navy slacks or navy shorts with a polo or oxford shirt. A "Free Dress" pass may not be used on chapel days.

Field Trip Dress

Uniforms will normally be worn for field trips. However, on those occasions where uniforms may not be appropriate, alternate clothing will be approved. Parents will be informed on those occasions. If alternate clothing is approved, it must comply with the basic school policy of appropriate and modest dress.

Free Dress Days

Students must wear clothing that follows the general description outlined previously. Inappropriate clothing such as, but not limited to: tank tops, biking shorts, board shorts or swim/beach attire may not be worn. The Principal is the final authority on matters of dress. Please keep in mind that the spirit of a "Free Dress Day" is to allow a freedom of dress while still maintaining the general essence of our Dress Code. Free Dress days are not usually allowed on chapel days, but exceptions can be made for specific field trips, theme days, etc. with the Principal's permission.

Accessories

School accessories (lunch boxes, notebooks, etc.) should not contain suggestive or questionable artwork, phrases, words or promote a questionable lifestyle.

Swimsuit Guidelines

In keeping with the basic concept of modesty, we must ask that girls wear one-piece swimsuits. All students should have proper clothing cover-ups for before and after the activity and while on school grounds.

School Rules

To promote a desirable learning environment there must be firm, fair, and consistent guidelines for student conduct. Drawing from guidelines set by the School Governance Board, along with input from students and parents, the staff has developed rules of conduct and standard procedures for dealing with infractions.

1. Care must be taken in the use of all school buildings and equipment. Education Code 48909 states: "Any minor who willfully cuts, defaces, or otherwise injures in any way property, real or personal, belonging to a school is liable for all damages so caused by the minor." Any student willfully defacing school property, including restrooms will be subject to immediate suspension. A conference will be required to reinstate the student.
2. In accordance with maintaining a safe environment for all students at ECS, the following cell phone policy will be enforced:
 - ◆ Students may not have cell phones in their possession during school hours.
 - ◆ Cell phones must be checked into the office in the morning and picked up at dismissal.
 - ◆ After school, on school grounds, cell phones may be used only to communicate with parents. Repeated offenses will be dealt with on an individual basis.

- ◆ Inappropriate use of cell phone after school will result in the phone being confiscated by a staff member and left in the office for pickup by a parent.
- ◆ If cell phones are kept on the student during school hours, in violation of school policy, the student will receive a 30 minute detention for the first violation and the parent will be notified.
- ◆ The second violation for a student having a phone during school hours in their possession will result in a 60 minute detention and the parent will be notified of possible suspension.
- The third violation of having a phone during school hours in their possession will result in the student being subject to suspension or expulsion from school.

3. Any student out of class must have a pass showing where he/she is bound. Passes are required for students who wish to leave the classroom, playground, and/or the lunch area. A pass is always required for an office visit.

4. Running is reserved for games on the playground. Students must walk on concrete areas.

5. Do not throw anything that is not specially designed for this purpose. Never throw rocks, sand or food.

6. Students who need to wait for brothers and/or sisters after school are to wait in the pick-up area away from the classrooms and playgrounds.

7. Gum chewing is not permitted in the classroom or on the school grounds at any time. Food and drink are not permitted on the playground.

8. Students are never allowed in the classroom without a teacher present. No student is ever allowed in the Teacher's Work Room or Lounge for any reason, with the exception of ASB Officers and meetings.

9. Pushing, threatening, name-calling, fighting or "play fighting" is prohibited and subject to punishment at the discretion of the principal. Any bullying will be handled by the principal with immediate consequences. The first offense brings a warning followed by a suspension. Any further difficulty will warrant an expulsion at the principal's discretion.

10. Students must avoid swearing and dirty talk. Vulgar and obscene gestures, behavior or intentions are to be treated as direct defiance and dealt with severely.

11. Electronic games, cell phones, recorders, players or walkmans are not permitted at school. Items will be taken and kept in the school office for security reasons until the parent picks them up.

12. Trading cards (i.e., sports, superhero, celebrity and all others) are not permitted at school. If seen on campus these items will be taken and kept in the school office for security reasons until the parent picks them up.

13. Students may not bring toys to school. Toys that can appear to be a weapon are not allowed on campus. Only on

"share days" may toys be brought to school. They must be kept in backpacks or be left in the classroom for "share time" only.

Classroom Rules

In order to obtain the greatest academic and social growth, a system of positive, assertive discipline will be enforced in every classroom. Each teacher will have their own rules and consequences up on the wall that the students will need to abide by.

Positive Incentives

We strive to consistently reward proper behavior and those students who display a cooperative, submitted attitude. Each classroom teacher is mindful that incentives are a tool of encouragement. These incentives may range from a class treat, free time, homework passes, or other fun activities.

“Caught Being Christ like” Program

Our staff will constantly be on the lookout for students both inside and outside the classroom who are supportive of the standards and regulations of the school. Any student “Caught being Christ-like ” will be given a "Caught being Christ-like" coupon. The staff member will deposit a matching coupon in a basket in the office. Each week we will draw four winners out of the basket. Winners will be announced in chapel and receive a coupon for a free ice cream.

Discipline

Escondido Christian School has a traditional philosophy of strict discipline. “All things should be done decently and in order,” and the students should be taught to feel a God-given responsibility to “walk honorably before all men.”

We have established rules of conduct that govern our behavior on campus. They are rules that are for the good of the student, not just rules for rules' sake. Breaking the rules cannot be justified, just as we as adults must be subject to the rules of society, so must the young people at ECS. We understand that often discipline occurs due to a student breaking "small" rules. We sincerely feel that "small" rules can be easily followed and that they of all things should be simple to not break. As a private Christian school we want to nurture virtue in our children, teach proper etiquette, and hope that all parents will honor this privilege that we have to develop character in their lives. The interest of the student is at the center of all we do, and discipline sometimes is the order of business and best for them, though it may not seem fair or may be painful to exact. We trust that the classroom will be better supported and a more orderly place for learning, if we and our parents partner on the issue of discipline.

We at ECS feel that discipline is appropriate for misconduct, such as unfinished or forgotten homework, tardiness, disrespect to teachers and aides, foul language, violence of any sort, and undisciplined behavior. Such misconduct is seen as an expression of rebellion and/or lack of self-

discipline and is treated with serious consequences. Our goal is to see that our children acquire discipline for themselves, and this often means that we become the agents of consequence in their lives. We know that all parents at ECS will support us as we work together toward our goal of "Home, School, Church . . . Partners in Christian Education."

All teachers are expected to develop a classroom atmosphere which is conducive to good discipline. Teachers will maintain discipline in their classrooms with class rules. The students should be taught to show proper respect toward all faculty members, and church and school staff members. A proper attitude and pride toward classrooms, school buildings, and equipment should be developed in students.

Enforcement of Policy

Escondido Christian School requires each student to adhere to the rules of behavior established by the School Governance Board, the Principal, and the student's teacher. Those rules are carefully outlined in this handbook. The school will take appropriate disciplinary action to correct and/or punish unacceptable behavior. Actions may include, but are not limited to, cleaning the school grounds (i.e., picking up trash from the lunch areas), sitting out of play time and writing sentences. Classroom rewards and consequences may be obtained from the child's teacher.

Suspension and Expulsion

Suspension from school is not an ordinary punishment. It will be used when other corrective measures have failed or a serious offense has been committed. When a student is suspended, the parents will be notified of the suspension and the reason for this disciplinary measure. The following quotations, taken from the California Education Code, will be the criteria used at Escondido Christian School for suspension or expulsion.

E.C. 48903 - Continued willful disobedience, habitual profanity or vulgarity, open and persistent defiance of the authority of the school personnel or assault and battery upon another student, upon school personnel, or any threat of force or violation directed toward school personnel, at any time or place shall constitute good cause for suspension or expulsion from school...

E.C. 48907 - The school may suspend or expel pupils for misconduct when other means of correction fail to bring back proper conduct.

E.C. 48909 - Any minor who willfully cuts, defaces or otherwise injures in any way property, real or personal, belonging to a school is liable for all damages so caused by the minor...

E.C. 48904 - The school may suspend or expel a pupil who has, on school premises or elsewhere used, sold, or been in the possession of narcotics or other hallucinogenic drugs or substances. While on suspension, the student will complete a packet of work assigned by the homeroom teacher. Prior to re-admittance (after the suspension), a conference must be held with the student, parent and Principal. A student can receive a zero for all work assigned including quizzes and tests on the day of suspension. This will be decided by the Principal based on the circumstances of the suspension.

Using, Selling, or Distributing Drugs or Drug Paraphernalia

The Scripture gives us guidelines in this situation. Romans 13:1-7 instructs us to be subject to the civil authorities since they are ordained of God. In obedience to the Scripture, the civil authorities

have been contacted and the law reads accordingly: "a crime is committed when drugs are used, sold or in some cases, possessed." The official position of ECS is to report all such violations to local law enforcement agencies, as well as, consider what action we as an institution must take in reference to that student's future at ECS. This offense, along with any possession of drug paraphernalia, is subject to immediate expulsion, which is at the discretion of the Principal.

Pornographic Materials

It has become a reality in this present society that due to easy Internet access, pornography has become easily accessible to children. Due to this fact, ECS deems it necessary to address this issue. Any student possessing, distributing or communicating obscene or pornographic materials is subject to immediate expulsion. Expulsion is at the sole discretion of the Principal.

Cult or Occult Materials

Because the Bible specifically addresses issues dealing with cults and the occult, ECS will not allow any materials relating to cults or the occult on campus. This includes, but is not limited to, games or game book rules dealing with cult or occult themes, tarot cards, ouiji boards, pendants or jewelry displaying signs of cults or the occult, books dealing with cults or occult situations, or any other materials deemed inappropriate for a Christian campus. The possession of such materials is subject to immediate expulsion at the discretion of the Principal.

Weapons and Violence Issues

Escondido Christian School has a no-tolerance policy involving weapons, threats or perceived threats of violence from students. Parents should understand that the school's first responsibility is the protection of all of its students. The school takes this responsibility very seriously. Therefore, if a student brings a weapon to school, or to a school function, or has a weapon on his/her person, the school will immediately expel the student. There is no recourse for this expulsion. Parents are advised that the school will contact local police or appropriate authorities, and will note in the student's permanent record that he/she was expelled for possession of a weapon on school premises or at a school function. Possession includes, but is not necessarily limited to, having a weapon in a bookbag, purse, or vehicle. What constitutes a weapon is at the sole discretion of the Principal.

If the school determines that a threat of violence is credible and specific (directed toward particular students or staff), the Principal will report the threat to the student and/or staff member threatened. The school will also report the threat to appropriate authorities. Students making such threats will be expelled. There is no recourse for this expulsion. For purposes of this policy, credible means a reasonable belief for suspicion, determined at the sole discretion of the Principal, that the threat was or might be genuine, or that the student was or might be capable of carrying out the threat. The student's permanent record will reflect the expulsion for making a threat of violence.

In those circumstances in which the school determines that the threat is likely not credible, the school will suspend the student pending a parent meeting. These include all cases in which the student was "just joking." If circumstances warrant, the school may conduct further investigation. The school will require students in this circumstance to obtain counseling, at family expense, from a Christian counselor or other professional agreeable to the school. No student will be permitted to

continue enrollment in the school until the Principal advises the school that the student in his/her opinion, does not present a threat of danger.

Class Educational Trips

Each year our students in grades 4 - 8 attend special trips that supplement and enhance the established curriculum. These trips have been a highlight of the year for our students. Because of the extra financial requirements, we want our parents to be able to plan ahead. We consider these trips to be an important part of the children's educational process. Because of this, we ask that our families make every attempt to allow their children to attend. If a student is not able to attend, they will be required to complete a work packet. To receive a grade and attendance credit, the work packet must be turned in the day the student returns. The content of this packet will be comparable to the curriculum covered by the students on the trips. The packet can be completed at home or during school hours during the duration of the trip. If it is necessary for the student to be at school, please contact the school office to arrange care for your student in the absence of their class. It is at the discretion of the teacher as to what constitutes an "educational" field trip. In accordance with Governance Board policy, pool parties and beach trips are not considered educational field trips and are not allowed.

Field Trip Guidelines

1. Parents must have a signed "Permit to Use Private Vehicle" form on file in the office before driving on field trips. A new form must be completed each school year. Current proof of insurance and driver's license must be verified by the office and re-verified upon expiration.
2. Field trip drivers must be 21 years or older.
3. The number of parents/chaperones will be determined by the teacher and approved by the Principal.
4. It is a requirement for parents/chaperones to transport, as well as remain with and supervise, students in their group under the direction of the teacher.
5. Sibling Policy: Siblings will be allowed to attend teacher-approved or Education Facility-approved field trips. The teacher will communicate as to which field trips siblings may attend.
6. All students are expected to attend field trips under the covering and authority of the school. Separate travel arrangements for individual students are not acceptable.
7. All parent/chaperones will need to arrive 10 minutes prior to field trip departure to receive instructions, maps, etc. from the teacher.
8. All drivers are expected to keep to the established "field trip route of travel" and not deviate at anytime, i.e. snack stops, shopping, personal errands, etc.

9. It is imperative that field trip forms and money (if required) are turned in by the teacher-established due date.
10. It is expected that parent/chaperones will exercise common sense when deciding if a student should be in a particular area on a field trip, whether the teacher has specifically said they may/may not be in that area.
11. Parent/chaperones are representatives of the school and should dress appropriately to reflect a Christian school standard.

Note: The teacher has the final word in all parent/chaperone driving assignments, instructions for participation in the trip, and any other matters pertaining to the field trip.

Student Behavior on Field Trips

1. Field trips are a privilege which are earned by appropriate behavior in the classroom and on the playground.
2. The teacher is to maintain authority over all students participating in the field trip.
3. All participants on the trip will be good representatives of the school.
4. All students must wear uniforms on trips unless otherwise stated.
5. Students not on the field trip are required to be at school and will be given work to complete. Students will be housed in the PLP classroom or Library.
6. Any child not on the trip and not at school will receive an unexcused absence, unless absence is due to illness.
7. No toys, food (other than lunches), or electronic equipment may be brought on the field trip.
8. All students will stay with the parent/chaperones who were appointed by the teacher.

School Library Procedures

Purpose

The purpose of the Escondido Christian School Library is to provide materials for personal study, research and enjoyment in an appropriate atmosphere.

General Information

The use of the library is a privilege afforded all students of ECS. The librarian will maintain order conducive to accomplishing its purpose. Any student or students not complying may lose library privileges.

Library Hours

8:30 a.m. - 3:30 p.m. Monday - Friday. The library is also open during lunch breaks. If the library needs to be closed during regular school hours, books may be returned to the school office.

Procedures

1. Only one book may be checked out at a time. Fourth and fifth grade students may check out 2

books.

2. Books may be borrowed for a maximum of one week for grades 1st - 4th; and two weeks for 5th graders. They may be renewed for an additional two weeks.
3. Books being used for book reports or special research reports may be renewed up to two times.
4. Some reference books can be used only in the library.
5. Magazines (periodicals) cannot be checked out.
6. Students may use the library individually during the school day with a pass from their teacher.

Fines For Overdue Books

1. 5 cents per school day.
2. If books are damaged or lost, the borrower will be charged the current replacement cost.
3. Borrowing privileges are canceled until the borrowed books have been returned and the fines paid.
4. Books are not transferable from person to person. The student whose name appears on the checkout card is responsible for the book even if it is lost or damaged by someone else.

Notification of Overdue Books

A "remember" slip is given to students who do not return their books during their scheduled library time. Unpaid fines or unpaid fees for lost or damaged books will be added to tuition accounts.

End of Year

Any books or fines not returned or paid will result in the withholding of the student's yearbook.

Student Drop Off/Pick Up Procedures

Introduction:

At Escondido Christian School we take our responsibility seriously, especially when it comes to the personal safety and well-being of your child. From the moment you say "goodbye" before school until you pick your child up each day we make every effort to provide direct adult supervision for every student. Students may not leave campus without parent's verbal or written permission.

Before School Supervision: 6:30 - 8:00 a.m.

Students coming to school during these hours will be signed up for morning day care as they arrive. The charge for morning day care is \$3.25 for each day a student is on campus prior to 8:00 a.m. Parents may drop off children at the bell tower until 7:45 each morning. Between 7:45 and 8:30 each day students must be dropped off in our Northwest (upper) parking lot following the traffic procedures outlined in point 2. below. Vehicles will not be allowed to wait or park along the red curbs or the circle drive at any time.

After School Supervision: 3:00 - 5:45 p.m.

As soon as students are dismissed from class each afternoon they will directly go to one of these locations:

1. Daycare students will go to the lunch tables for immediate sign in. (Please note that day care charges do not begin until 3:31!)
2. The Northwest (upper) Parking Lot is our pick up area. Students will wait with adult supervision in the basketball area for their rides until 3:15.

Students on campus after 3:00 p.m. should be either signed into Daycare Central or waiting in the upper parking lot until 3:15. Please support our student safety policies by not asking your children to wait for rides at other locations on the property. It is the parent's responsibility to inform other adults who are picking students up as to our supervision requirements as well. We believe your child's well-being warrants each parent's full cooperation in this matter.

Please Note: Any student remaining on school property will be signed into Daycare Central. School policy and our insurance forbids any student on the property without direct adult supervision. Therefore, this policy will be strictly adhered to. Parent support and compliance will avoid any possible conflict in this matter.

Student Drop Off (7:45 - 8:25 a.m.) and Pick Up (3:00 - 3:15 p.m.) Procedures

We will use our Northwest (upper) Parking Lot for after -school pick up. Please follow these guidelines when picking up students at ECS:

1. Use the northernmost driveway to enter the upper parking lot (see map). The school's main entrance is not to be used between the hours of 7:45 - 8:45 in the morning and 2:30 - 3:15 in the afternoon.
2. Use marked stalls for parking or if you need to wait for a student who is not immediately ready to be picked up. Please respect designated blocked off waiting areas for students.
3. When leaving the upper parking lot, exit down the ramp, then left. Proceed up the driveway and make either a left or right turn onto Idaho Avenue. *Note - Only down traffic is allowed on ramp.
4. The cooperation of all our parents is necessary to ensure the safe pick up of our students after school. ECS staff is assigned to direct traffic and keep cars moving. Please respond courteously to these people and other drivers while in the ECS parking lot.
5. **There is no parking in a red zone at any time. These are marked fire lanes and are to be kept clear at all times.** This includes the circle area in front of the school office. At no time is parking allowed under any circumstances (office business, field trip driving, etc.)
6. Students are not allowed to be picked up any place but the upper parking lot, or on rainy days under the church porte cochere. At no time is a student allowed to walk to another pickup place.
7. No parking is allowed in the upper parking lot basketball zones after 3:20.

Rainy Day Pick Up

The porte cochere at the main entrance to the church sanctuary is used on rainy days for after-school pick up. Please see the map for pick up directions on rainy days. If you want to park in the upper parking lot and walk to the stairs, your child can be sent to you if they acknowledge to staff on duty that a parent is waiting for him/her.

School Rules and playground rules apply in Daycare

Day Care Rates and Policies

Hours/Rates of Day Care:

Before School Care:	6:30 a.m. - 7:50 a.m.	\$3.25
After School Care:	3:31 p.m. - 4:30 p.m.	\$3.25
	4:31 p.m. - 5:45 p.m.	\$3.25
*Holiday Care:	6:30 a.m. - 5:45 p.m.	\$14.00 per half day or \$20.00 per day

*Holiday Care will require sign up one week prior with a minimum number of students signed up in advance. See school calendar for applicable dates.

Late Pick up Fees:

Parents whose child is not signed out and picked up by 5:45 p.m. will be charged a late pick up fee of \$1.00 per minute (per family). Late pick up fees will be charged in addition to the standard Day-care rates. Late pick up fees will be strictly enforced.

Miscellaneous Billing Information:

Daycare services are billed monthly following attendance.

Monthly Daycare Statements are available for pick up at Daycare Central after the 1st for the preceding month's charges. These are to be kept for your tax records. Any statements not picked up will be held on file through the current school year only. The school's Tax Id # is 95-6005071.

Per Hour Rates include any part of that hour when a student has been signed into Day Care. Example: Once a student is signed into Daycare there will be a charge for the full hour. The full hour rate will apply even if a student is in Daycare for less than one full hour. For example, if a student is signed into Daycare at 3:30 and is picked up at 3:45 there will still be a full hour charge for Day-care.

At 3:15 a Daycare bell will ring. All students remaining on campus who are waiting for a ride will be signed into Day Care. Parents will be billed for Daycare use following the rates and policies

above. Parents are reminded to go directly to Daycare Central if they arrive to pick up a student after 3:20. No student will be released from Daycare without being signed out by an authorized adult.

Please make sure your authorization list is updated as needed. List names and phone numbers of friends/relatives that live nearby E.C.S. in the event of illness, etc. (if a parent cannot be reached).

Authorization List

Those persons listed on the family student emergency records are the ONLY authorized persons who can pick up your child or children from school. It is vital that parents keep the authorization list up-to-date with current phone numbers. It is wise to select persons who live near the school.

If a person not on the authorization list comes to school to pick up your child, OR your child has not been picked up by 5:45 pm, the following procedure is followed:

We first check files to see who is on the authorized list to pick up your child.

We then call the mother or father.

If parents are not available, we then call persons listed under “emergency contacts” to come pick up the child or get permission for another person who may come to pick up the child (they must have proper I.D.).

A staff person will stay with the child until picked up by an authorized person.

Day Care Sign Out Procedure

Parents must sign out any student who is signed into Daycare Central regardless of the student’s age. Please do not let your child sign out of Daycare for you. Parents must go to Daycare Central at the middle of our campus to sign out a student. No student will be released from Daycare without the signature and photo I.D. of parent/guardian or other authorized adult.

We have three requirements for signing out:

1. Full signature
2. The time your child is released from Daycare.
3. Photo I.D.

There is no afternoon charge until 3:31. The sign out sheet is the document that is used for billing, so it is very important for you that it is accurate.

Financial Policies

TUITION PAYMENTS are due the first of each month and delinquent after the 10th. A late fee of \$25.00 will be charged for all tuition amounts not paid by the 10th. Any account delinquent more than 30 days will result in the student being withheld from classes until the account is brought current. (Taken from Escondido Christian School Schedule of Rates and Policies).

Any account that is not brought current and normal measures of collection have proven unsuccessful will be sent to collection. Any student who has been withdrawn from school shall have their

delinquent tuition turned over to collection.

Earthquake Plan

In the event of an earthquake:

No student will be dismissed from school unless a parent or person on the student's "Emergency Contact" section (on file in the school office) comes for him/her.

No child will be allowed to leave with another person, even a relative or babysitter, unless we have written permission or that person is on the students "Emergency Contact" section (on file in the school office).

All parent or designated parties who come for students must have them signed out at the school office or at the temporary Student Release Station at the entrance of the school.

We are prepared to care for your children in times of critical situations. If you are not able to reach the school, we will care for your child here. We have a number of staff with first aid training and CPR certificates and we will be in communication with various local emergency services. We do ask for your help in the following areas:

Do not call the school — we must have the lines open for emergency calls.

Following an earthquake or other emergency, do not immediately drive to Escondido Christian School — streets and access to the school may be cluttered with debris. The school access route and street entrance must remain clear for emergency vehicles.

Turn your radio to 1450 or 760 on the AM dial for information and directions from the Emergency Broadcast System.

School Policy and Domestic Disputes

It is the policy of Escondido Christian School to provide every possible support to students and their families, especially during times of family crisis such as separation and divorce. We are unable, however, to become involved in domestic disagreements and child custody matters unless proper legal documents require us to do so. Our legal advisors tell us that the writing of letters to support one parent over the other, for example, would open our staff and school to potential, negative legal action. Parents are kindly requested not to ask our staff or office personnel for such assistance.

We are, of course, completely willing to offer copies of student records regarding, but not limited to, student attendance, tuition accounts and student performance in class to either parent or legal guardian on request. In keeping with state law, parents have open access to student cumulative records anytime during regular school office hours. Copies may be requested of this information for a minimal copying charge. When this information is being used in a parent custody case, we

will notify both parents of the information provided and produce a duplicate for the other parent as well.

School Policy and Law Enforcement Personnel

It is the policy of Escondido Christian School to fully cooperate with local and federal law enforcement personnel involved in legal investigations. Possible reasons a law enforcement agent might be on our campus include:

- a. investigation of reported child abuse
- b. investigation of possible criminal act by a minor
- c. known threat by a student of another person on campus
- d. if a minor on campus is a witness in a pending investigation

Law enforcement officers have the legal right to come on campus to interview students who are suspects, witnesses or victims. School personnel will use every resource available in determining the identity and the official capacity of the officer, the authority in which he/she acts, and in the case of the release of the pupil, the reason for such action.

In the rare case of a student being removed from campus by a law enforcement officer, it should be noted that parental permission is not legally required to authorize the removal of the pupil. The school will, however, properly notify the parent of the student's removal from the campus, the reason for such action and the place to which the minor is being taken.

Notification of Parent's Rights Concerning Student Records

Provisions of the California Education Code have authorized parents, in consultation with school personnel, to inspect the school records of their children. Federal legislation further emphasizes the parent's rights to review their children's school records.

If at any time you wish to inspect the school records of your child, please contact the school office. If after review you feel that any information contained in the record is inaccurate, misleading, or otherwise inappropriate as defined by federal and state law, you will be given an opportunity to file a written request for removal or correction pertaining to information.

Other provisions of federal and state laws protect your right by restricting release of information from student records. Only specified individuals and agencies have access to such information under the law and such persons reviewing the record must sign a statement indicating the purpose of the review and restricting a further release of information. Other persons may be permitted to review with the written consent of the parents or the student who is 18 years of age or older.

PLEASE READ AND RETURN THIS PAGE TO CLASS IN SEPTEMBER

As students of Escondido Christian School we recognize that we have the privilege of attending a Christ-centered school and acknowledge that this truth should be self-evident in our classrooms, on the playground and in our personal demeanor. Therefore, I promise to:

willingly submit to those in authority over me. This includes my teachers, support staff and the administrators.

strive to act and speak in a way that would be pleasing to the Lord Jesus. I will not use profanity or vulgar gestures.

work to keep a teachable and cooperative attitude.

treat fellow students, teachers and others at school with a kind manner, always showing the love of Jesus.

work diligently to achieve my own personal best in the realm of academics.

I have read this Handbook with or to my child. I recognize attendance at Escondido Christian School and all of its activities is a privilege. Appropriate behavior, dress, and a cooperative attitude are expected. I agree that as a family we are to prayerfully and carefully support Escondido Christian School in its policies and administration.

Print Student's Name _____

Student's Signature _____

Parent's Signature _____

Computer Acceptable Use Policy
PLEASE READ AND RETURN THIS PAGE TO CLASS IN SEPTEMBER

The use of computers on ECS campus is a privilege, not a right. Inappropriate use will result in cancellation of this privilege. Staff and administration will determine what is acceptable use. Some examples of unacceptable use are:

- * To use the CD, Internet, or network for any illegal or unethical activity, including violation of copyright or contracts.
- * To use any other account on the internet other than the one specified by the teacher.
- * To vandalize, re-configure, add or remove any hardware or software (including the desk top icons) on the computer.
- * To not inform the responsible teacher, administrator, or library technician, of current use of CD or Internet.
- * To use obscene, harassing, abusive language, or violate the rules of common sense and etiquette.
- * To employ the network for commercial purposes.
- * To download any material onto the ECS computers.
- * To attempt to access sites that are considered to be obscene in nature.
- * To send e-mail at any time on any computer.
- * To play games or intrude into unauthorized folders.

Print Student's Name _____

Student's Signature _____

Parent's Signature _____