



Ellensburg Christian School Parent-Student Handbook

Dear parents and students,

I am delighted to welcome you all to Ellensburg Christian School! It is an honor and a joy to serve our students every day, leading them towards a closer walk with Jesus and a deeper understanding of the amazing potential He has given to each one of them.

At Ellensburg Christian School, it is very important to us that all of our students are well cared for and spend their day in a safe, loving environment that glorifies God above all else. This handbook will help you understand the expectations and policies that we have in place in order to meet and maintain this goal. Please read through this guide carefully and contact me anytime if you have questions or need further clarification.

In Christ,

Angela Nelson

Principal

Ellensburg Christian School

Start children off on the way they should go, and even when

they are old, they will not turn from it.

Proverbs 22:6



In Partnership with Christian Families

Our mission is to equip our students to put their Christianity into action and develop their academic abilities through a biblical worldview; impacting their lives today and for eternity.

Vision Statement: Realizing that parents are accountable to God to *raise their children in the Lord*, Ellensburg Christian School serves as an educational extension of the Christian home and works in conjunction with the local church in the nurturing of children and young people.

It is the purpose of ECS to maintain a school that is centered in the authority of the Scriptures and person of Jesus Christ. Every aspect of ECS is to be permeated with the character of God. We will train our students to view the whole of life from the Creator's perspective, not the creature's point of view.

God has created us as intellectual, emotional, and willful beings. We have been described as having both mind and heart. At the core of our mission lies the pursuit of knowledge of our Triune God. It is not enough to know about God; rather, we desire to know God personally and to love Him with our *whole mind*. It is the eloquence of creation that serves as the content and substance for academic curriculum.

The mind is the symbolic center for knowledge, thinking, and rationality. This ability to reason, to process information, to discern, and to synthesize is a God-given gift that should be utilized to further God's kingdom on the earth. We will seek to prepare students to accomplish this task in the following ways:

We will create discerning thinkers whose *every thought is to be made captive to the Lord* in order that our students can answer the *thought forms of the world* with gentleness and respect (1 Peter 3:15-16).

We are preparing our students to receive Paul's exhortation—*Be careful, then, how you live—not as unwise but as wise* (Ephesians 5:15).

We will worship our Lord by continually searching for the truth in all of life's activities. Remembering that Jesus has declared Himself to be *The Truth* (John 14:6), we should realize that all truth inevitably leads to our Lord (Col. 1:16-17, 2:2-4).

We will train our children to be the best readers and thinkers in our community in order that they can defend and propagate *the entrusted* gospel to their generation, as well as to future generations (1 Tim 6:20-21).

We will prepare our students to understand God and His creation and to be able to *test the spirits to see whether they are from God* (1 John 4).

Scripture puts value on the mind of the Believer, but it also gives reminders that *out of the heart come the issues of life*. Thus, we will be vigilant to educate both the head and heart. We must not be guilty of forsaking the heart and allowing it to be impoverished. The heart is the symbolic center of emotions, feelings, and motivations. Values and character are issues of the heart. Matthew 15 identifies the heart as the source of our evil thoughts. Thus, knowledge is not sufficient; spirituality and character are to be addressed in instruction as well.

The outcome of a Christian mind and impassioned heart is Christian service. As the mind is symbolic of knowledge, and the heart of emotions, the hands are symbolic of action or service. The desire of ECS is that our students and graduates, in school and out, practice their faith in ways that transform culture and build the kingdom of God.



Handbook Summary

The aim of a Christian learning environment where faith and learning are truly integrated is the development of critically thinking Christian students who look intelligently at the world through the wisdom and discernment of a Christian worldview.

So that our school can promote academic excellence in a safe, structured environment:

1. Students should be in their seats on-time and ready to learn on scheduled school days.
2. Behavior, possessions, and clothing that does not distract from the learning environment are encouraged and expected.

So that Christian families in both this generation and the next will be able to partner with a school that reinforces the biblical values and perspective taught in their homes:

3. Parents should fulfill their commitments to participate regularly in a Bible-based church and raise their children to know and serve God.
4. Parents should fulfill their commitments to keep ECS fiscally sound by participating in the PIP program, fundraising, and their tuition agreements.



Behavior Standards at Our School

1. Students are to treat others with the same respect with which they are treated by the adults in this school.
2. Student's actions, dress, possessions, etc., should support a positive school culture.
3. If a student's actions, dress, or possessions cause a problem for anyone else, they will be asked to solve that problem.
 - a. Problem actions include, but are not limited to:
 - incomplete and late assignments
 - being tardy or unprepared for class
 - absences not due to illness
 - disruptive words, actions, and attitudes that stop teaching or learning
 - electronics or cell phone use during school hours
 - damaging or taking school or personal property
 - disrespectful or unwholesome words or actions
 - claiming another's work as your own
 - b. Problems related to dress include, but are not limited to:
 - necklines, waistlines, and hemlines that are not modest
 - clothing that promotes ungodly attitudes and choices
 - unsafe footwear
 - poor hygiene
 - clothing, accessories, etc. that draw unseemly attention to the wearer
 - not wearing chapel clothing on chapel days
 - c. Problems related to possessions include, but are not limited to:
 - weapons of any kind
 - illegal substances of any kind
 - electronics or cell phones that are not turned off and in lockers
4. If they cannot or choose not to solve the problem, appropriate consequences will be imposed by staff members. These consequences will depend upon the situation and the person or persons involved. Staff members will use their best judgment based upon the information they have at the time.
5. If students and/or parents feel that the consequences appear not to be fair, request a "due process" hearing. A due process hearing does not need to be formal in nature. It is simply a time for concerned individuals to meet together and share information related to the situation in question. In the event that this discussion provides additional information that sheds different light on the situation or shows the consequences to be unfair, the consequences may be changed or eliminated to better fit the unique situation.



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Statement of Faith

Since ECS is an independent Christian School, it will attract students and families from Christian churches who have different theological perspectives. This Statement of Faith, paraphrased from the Nicene Creed, contains the basis of ECS's beliefs and provides a common ground from which to work, both for families to agree upon and for classroom instruction.

- We believe the Bible to be the inspired and only authoritative Word of God.
- We believe that there is only one God, eternally existent in three persons: Father, Son and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His holy resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- Each person born into this world possesses a nature that is continually inclined to sin, but can be made a new creation in Christ by the Holy Spirit, and thereafter can continuously grow in grace.
- We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life.
- We believe that the Church is the living body of Christ, and exists to proclaim the Gospel to all persons everywhere, and to bring believers to maturity in Christ.
- We believe that both the saved and the lost will be resurrected; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of eternal punishment.
- We believe that Christ shall return to judge the world.
- We believe in the spiritual unity of believers in Christ.

Doctrinal Controversy

Comments consistent with the Statement of Faith are always appropriate. Students may or may not understand these doctrinal differences represented by school families, and conversations generated in the classroom or among students may cause questions. It may be appropriate, especially in the upper grades, to discuss what some of those differences are. Parents at ECS are to pledge their fullest cooperation to keep doctrinal controversy and denominationalism out of the school at all times.

Prayer Coverage

Please pray for God's covering, leading, and blessing on our school, either by joining us in person in the ECS kitchen, or lifting up the school wherever you may be on Monday mornings at 8:30 am.

Prayer requests and praises can be sent to eaglesnest@ellensburgchristian.org. They will be emailed for the school community to lift up in prayer.

Student Conduct Contract

All students in grades six and above must agree to the following Student Contract found in the student enrollment application.

ECS is a distinctive school which strives to not only provide students with a Christian education, but also to teach and observe that its students live a decidedly biblical lifestyle. Students who attend ECS must support the objectives and direction of the school so that harmony between parents, students, teachers, and administration exists.



Listed below are the objectives or purposes of ECS.

1. I will strive to read, memorize, and apply the Bible to my life (Ps. 119:11). ECS believes the Bible to be completely true and trustworthy and is given to us by God.
2. I understand that God gave us the Holy Spirit to teach, correct, and encourage us as we grow and mature in Christ. The Holy Spirit reveals to us Biblical demands for a holy life (Col. 3:1-17). I will be open to the work of the Holy Spirit in my life.
3. I agree that it is God's desire for me is to love the Lord with all my heart, soul, and mind and to love my neighbor (fellow students, teacher, etc.) as myself (Matt. 22:37-39 and Rom. 12:8).
4. I will honor my parents, the teachers, and staff whom God has put in authority over me while at the school.
5. I will strive to listen to music, watch TV, and go to movies that honor Christ (Phil. 4:8).
6. I agree that God's desire is that I become like Him. Therefore, I will refrain from behaviors that are displeasing to Him (these could include swearing, disrespect to others, cheating, unwholesome talk, and illegal activities). I also understand that my involvement in these types of behavior will result in an immediate consequence (Eph. 4:29).

Chapel Program

Chapels meet each Wednesday morning; parents are invited and encouraged to attend.

We are privileged to be a part of the body of Christ and are thus provided with the opportunity for our students to mature as they participate in Chapel. Our goals for our students through the chapel program are the following:

- Desire to hide God's Word in their hearts and apply it to their lives
- Realize that worship is a lifestyle that encompasses every aspect of their lives
- Eagerly participate in corporate worship
- Integrate what is taught at home, church, and school
- Recognize the important role Christians play in the community and grow in leadership skills as they look toward their future roles in society
- Be diligent to preserve the unity of the Body of Christ

Special Chapels

The Thanksgiving Chapel is held the day before Thanksgiving. During this special time students from each grade share ideas about Thanksgiving, and students and guests sing songs of thanksgiving and praise to our Lord. All families are invited to attend this Chapel.

Character Awards Chapel is a highlight for staff and students alike. Teachers select a godly character trait observed in that student's life over the course of the school year. Parents are strongly encouraged to attend the presentation of Character Awards at the special awards chapel, generally held the second to last Wednesday of each school year.



Chapel Dress Code

Dressing more formally on Chapel days is a student-lead tradition that began with our earliest students' heart for missionary service. They recognized that culture plays an important role when sharing the gospel. Young women serving overseas still often need to wear a dress or skirt, and young men still need to wear slacks and button-down shirts. ECS students are reminded to prepare their hearts, hands, and minds for service by putting special effort into dressing for chapel.

Young Men

- Dress pants, khakis, chinos, corduroy pants, or dress denim (not blue) in good condition only
- No blue jeans, carpenter pants, camouflage pants, sweat pants, or excessively baggy pants or shorts
- Shirts must have a true collar: polo, oxford and turtleneck shirts are all acceptable
- Shirts must be properly buttoned
- Belts, ties, dress socks, and dress shoes are encouraged but not required
- Fleece vests or sweatshirts of any type may be worn only as outerwear and must be removed during chapel

Young Ladies

- Dresses or skirts are equally acceptable
- Regular dress code expectations for modesty apply to necklines and hemlines for chapel
- During below-freezing weather leggings, dress slacks, khakis, chinos, or corduroy pants in good condition may be worn under, skirts and dresses (no blue jeans or sweats)
- Dress shoes are encouraged but not required
- Fleece vests or sweatshirts of any type may be worn only as outerwear and must be removed before chapel

Christian Service

ECS strives to provide opportunities for growth in character, social skills, and leadership skills. Service to others unites both a desire and an expectation that students should incorporate service as a natural expression of their faith. All classes are encouraged to do individual service projects during the school year, as well as participate in community and school wide service opportunities. Students in seventh-through twelfth grades shall fulfill eight hours of service each year. Sixth grade students shall complete four hours of service each year.



Offering Academic Excellence

Evaluation and Grading

Our evaluation process measures a student’s progress toward the specific goals and objectives listed for their classes at Ellensburg Christian School.

Academic Grading Scale for Kindergarten–Third Grade

E = Excellent Progress G = Good Progress
S = Satisfactory Progress L = Limited Progress

K–3 Academic Effort Scale

S = Satisfactory I = Improvement Shown
N = Needs Improvement U = Unsatisfactory

Academic Grading Scale for Grades Four and Above

	Letter	%	gpa	Letter	%	gpa	Letter	%	gpa
outstanding	A+	100	4.0	A	93	4.0	A-	90	3.7
above average	B+	87	3.3	B	83	3.0	B-	80	2.7
average	C+	77	2.3	C	73	2.0	C-	70	1.7
below average	D+	67	1.3	D	63	1.0	D-	60	0.7
unsatisfactory							F	0-59	0.0

4–12 Academic Effort Scale

E-excellent S-satisfactory N-needs improvement

Academic Awards and Honors

The Eagle Award for Academic Excellence will be awarded to every student in grade four and above that maintains an average of 97% in a core class for the entire school year. When a student is in a class above grade level, 2% for each year above grade level will be added to the student’s grade when being considered for this award..

Honor Roll and Honor Recognition encourage students in their academic work. At the end of each term in grades six and above, students who earn a 3.4 to 3.7 G.P.A. are given Honor Recognition. Students maintaining a grade point average of 3.8 G.P.A. or higher, which includes no grade lower than a 3.0 in any class, are listed on the Honor Roll.

Conferences

After the first quarter, parents will be asked to sign up for conferences with their child’s teacher to discuss their child’s progress. Parents are free at any time to request a conference with a teacher.



Homework

Homework assignments contribute to the educational growth of all students. An average of half an hour of homework at the primary grades, and an hour of homework at the intermediate grades is considered normal. Daily reading, review of basic skills, organizing curricular materials (in addition to regular assignments not completed during class time provided), and projects are considered appropriate homework. Students in upper grades may have up to two hours of homework on some school nights.

Probation

All new students are automatically on probation for nine weeks in order to determine if the student meets the spiritual, social, behavioral, and academic expectation to succeed at ECS. Teachers are asked for feedback concerning the new students at weeks four and nine during the probation period. If a student fails to meet the expectations of the probation they will be required to leave the school.

Students may be placed on probation for either academic or behavioral concerns. Probation for either of these reasons will have a three-week probation period during which they must improve. If either their academics or behaviors do not improve in the three-week probation period, the student may be placed on an extended probation period. If satisfactory improvement is not made, the student may be dismissed. Appeals can be made to the ECS Board.

Family Portal

All students' progress can be monitored through Family Portal, under the student tab. Here, parents are able to view all grades, behavior, and teacher notes.

Report Cards

Report cards are issued after each quarter. First quarter report cards will be printed and presented at parent-teacher conferences. The second and third quarter report cards will be emailed to the most current parent or guardian email address provided to the office. Please sign in your student's agenda indicating you have seen their report card. Fourth quarter report cards will be available for pick up for families whose financial account is up to date.

School Supplies, Textbooks, and Equipment

School supply lists are updated each year and sent out to enrolled families in July. Textbooks are generally furnished for students. Students will be billed for damage to textbooks, supplies, and equipment caused by careless or deliberate actions.

Special Needs

In recognition of God's uniqueness in creation, and that some of His children require additional attention in the classroom, the ECS board has established guidelines to ensure that the teachers at ECS are able to provide a superior academic opportunity for all students. The principal, along with the teacher involved, will make specific individual requirements, according to student needs, teacher needs, and experience, which would be subject to the ECS Board approval.

Standardized Testing

Students in grades three, five, seven, nine, ten, eleven and twelve take a standardized test each spring. National spring testing week is to be completed sometime in March or April. It is essential that students in these grades not be absent during testing.

Student Planners

All students in third grade and above are provided with a student planner in which homework assignments, projects, and quizzes and test dates are to be recorded. The purpose of the planner is to teach organization and time management, as well as foster communication between parents and teachers.



Program Overview

kindergarten through third grade:	Phonics, reading, composition, penmanship, spelling, oral language, mathematics, science, social studies, Bible, music and orchestra, physical education, art
fourth and fifth grade:	Reading, composition, grammar, spelling, public speaking, Latin, mathematics, science, social studies, Bible, orchestra, physical education, art
sixth grade:	Language arts (reading, composition, grammar, spelling) mathematics, art, science, social studies, Bible, orchestra, physical education, electives (journalism, video production, yearbook, home economics, missions, stewardship)
seventh and eighth grade:	Language arts (reading, composition, grammar, spelling), Bible, electives (journalism, video production, yearbook, home economics, missions, stewardship), mathematics, lab-based science, social studies, apologetics and reasoning, orchestra or worship team, physical education

publishers include:

ACSI, Modern Curriculum Press, BJU Press, Purposeful Design, Berean Builders

Music

Kindergarteners at ECS are introduced to the joy of music through music and movement. Beginning in first grade, students participate in the ECS Orchestra and general music program. As part of the course, students are required to participate in school concerts during the year, generally in December and May. Students in grades K-3 play violin and are provided with instruments to use during the school day. Students in grades 4-8 should purchase or rent an instrument of their own. They may choose to play viola, cello, or bass. Students in grades seven and eight may also opt to join the Worship Team.

ECS highly recommends the Hammond Ashley Violin Shop, Johnson String, Shar Music and Southwest Strings for instrument rental or purchases. They offer quality customer service, repairs, and have a generous trade-in policy. Please call or visit online to order a rental instrument by August so that you have your instrument for the beginning of school. If you are interested in buying an instrument from another on-line music store or Craigslist, please call our music teacher if you have any questions or would like her to take a look at an instrument for you during the school year, or in the summer.



The ECS Worship Team is for serious musicians in the seventh & eighth grades who are excited to lead the school in Worship. To be considered, students must audition and show a willingness to sing, a dedication to practice, and a desire to lead. Students accepted to join the worship team will need to be prepared to provide their own instrument, and if needed, amp and cords. In addition to vocals, students may play keyboard, guitar, bass, and percussion instruments. Additional time commitments may be required outside of class.

Physical Education

To ensure the health and safety of our students, students in grades K-2 are required to wear supportive tennis shoes. Students in grades 3-12 are required to wear supportive tennis shoes, a t-shirt, and sweats or shorts to P.E. class.

Within a Safe, Structured Environment

Expectations covered in this section are designed to meet the following goals:

1. Maintain an orderly school operation.
2. Maintain optimal learning opportunities for students. School facilities and classrooms must be free of behaviors that interfere with teaching and learning.
3. Help students develop skills and behaviors necessary for healthy social interaction, both present and future and *'to live not as unwise, but as wise.'* Ephesians 5:15
4. Help students learn how their decisions affect the quality of their lives and the lives of others.
5. Help students develop responsibility and character.

Arrival and Dismissal Times

The school office is open each school day from 7:45 a.m. to 3:15 p.m. Students may be on the main campus from 7:45 a.m. until 3:10 p.m. on school days. Students at the high school may be at the Foursquare Campus beginning at 7:40 a.m. until 3:00 p.m.

Thank you for picking students up promptly. Unless there has been an emergency, parents will be billed \$5 per student per minute they remain at school after 3:10 p.m.

Main Campus (K-8)

School Opens	7:45
Class Begins	8:15
Dismissed	2:45

Foursquare Campus (9-12)

School Opens	7:40
Class Begins	8:00
Dismissed	2:45

Loading Zone Guidelines

Manitoba Street and Tacoma Street *parking* is located along the south & north ends of the school properties. The Anderson Street *loading zone* is located between Manitoba and Tacoma Streets. The alley may be used as a place to wait as long as cars are able to get by the waiting vehicle, or park in an open space. Please be careful and drive slowly.



There is **NO PARKING** in the Loading Zone between 7:45–8:15am and 2:45–3:15pm. **Do not leave your vehicle** (like the airport, circle until you see your child).

- Please do not pull up facing the wrong direction.
- Please do not block the crosswalk while waiting for students.
- Avoid making U-turns and do not turn around in the neighboring resident's driveways. It makes children harder to see.
- Where to Park: the street across from ECS, or neighboring roads are available for street parking, be cautious to abide by current traffic laws for street parking (NOT blocking neighbors' driveways on either side of street) and be aware of posted "no parking" signs.
- Please stop well before the crosswalk and stay stopped until the entire crosswalk is no longer occupied, not just until the immediate lane is clear. Do not turn through an occupied crosswalk. Do not overtake or pass a car that is stopped in front of a crosswalk, even if it is signaling that it is turning right. When turning, do not wait inside the crosswalk.
- Always have children enter and exit the car on the side away from traffic. Do not park so that a child dashes across the street to get to the school. **Always use the designated crosswalk, do not run across the street!**
- Students who ride a bike, scooter, skateboard, roller skates or rollerblades to school must walk (not ride) or carry their "wheels" across the crosswalk.
- Supervision begins at 7:45AM, school begins at 8:15. Pick up time is at 2:45 pm
- We charge \$5 per minute for childcare after 3:10 pm unless it is an emergency situation, must sign out kids after 3:15pm
- **Students may not run around or play on the grass in front or on the side of the ECS school building after pick up as this can be a safety hazard.**
- **The cement ECS sign is not to be climbed or sat on.**

Absences

1. If a student is ill and will be absent, please call ECS by 9 a.m. that day.
2. Students who were gone all or part of the day before should stop by the office before returning to their class.

Most schools plan their academic year to include 180 instructional days. In order to maximize family time, we have concentrated our state required instructional hours into approximately 170 days per year; therefore, each school day missed has a significant impact on a student's learning.

Absences due to illnesses, injury, doctor or dentist appointments, and family emergencies are considered excused absences. All other discretionary activities should be scheduled outside of school hours, or during school holiday and vacation times.

In the event of a pre-planned or prolonged absence, parents should contact the office and apply for an Approved Absence as early as possible, but no later than two school days before the requested absence. Up to five discretionary family absences per school year will be approved, depending on the likely impact of the absence on the student's academic work, and the total number of days missed to date.

In order to limit the impact and work created for our teachers by additional absences, students will not be given make-up work for unexcused absences, and discretionary absences that are not pre-approved.



Tardiness

It is important for students to be in their seats and have their materials with them no later than 8:15 a.m. for students in K-8 and 8:00 for students in 9-12, as well as at the start of each mid-high or high school class period. A tardy may be excused due to a medical/dental appointment, extreme weather conditions, car trouble, etc., as reported to the administration by the student's guardian. When a K-12th grade student receives a fourth unexcused tardy in a quarter, the student will be assigned a 30-minute detention. Should a student get three more tardies in the same quarter, the student will be assigned another 30-min detention.

Messages for Students

Messages for students should be limited to those considered absolutely vital; such messages should be called into the school office as early in the day as possible.

Core Beliefs that Guide Enforcement of School Rules and Expectations

Each student is a unique individual with unique personal, social, and educational needs. As a result, every disciplinary situation becomes unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique student and the unique situation. The likelihood of children learning from their mistakes increases dramatically when children see a reasonable connection between their behavior and the consequences that result from their choices.

Our school staff dedicated itself to following a set of core beliefs that provide a guide for dealing with student discipline. These core beliefs guide our attempts to individualize disciplinary procedures and to help students to see reasonable connections between their behavior and the resulting consequences.

Since these core beliefs provide the guiding light for our professional decisions, the staff encourages parents to bring concerns and questions to us in the event we operate in ways that appear to be inconsistent with these core beliefs.

The following list of core beliefs outlines the professional actions and attitudes of all staff members in this school:

1. Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.
2. Students will be guided and expected to solve their problems, or the ones they create, without creating a problem for anyone else.
3. Students will be given opportunities to make decisions and live with the consequences, be they bad or good.
4. Misbehavior will be handled with natural or logical consequences instead of punishment whenever possible.
5. Misbehavior will be viewed and an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on school or staff.
6. Students are encouraged to request a "due process" hearing whenever consequences appear to be unfair.
7. School problems will be handled by school personnel. Criminal activity will be referred to the proper authorities.



Student Conduct

Every child has the right to learn, and no child has the right to deprive another of this right to learn. Discipline is always done out of love and concern for the child as an image-bearer of God and regarded as training to develop self-control and character.

Many students will go through periods of struggles. Our desire is not that these students be removed, but that their behaviors and attitudes are brought into conformity with scripture. When necessary, discipline is administered in a spirit of love and concern and will include counseling and/or prayer as appropriate. *No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it. Hebrews 12:11*

Students are expected to willingly put themselves under the authority of the school and of the teachers, to willingly follow ECS policies, and to respond positively to discipline. If it is determined that a student is not responding to the teaching of the faculty and staff, appropriate measures will be taken.

If parental questions arise relative to specific disciplinary action in which their children were involved, parents are encouraged to speak directly with the teacher involved to gain a clear explanation of the situation. Following the pattern set in Matthew 18, if further parental clarification is necessary, the principal should be the next step for discussion.

If a student is engaging in problematic behavior that is dangerous or disruptive (hitting, pushing, blatant disobedience, bullying, etc.) a student may be placed in a separate space, away from the class, to reflect on behavior before their teacher addresses said behavior. This may include the hallway or another teacher's classroom. If deemed necessary by the student's teacher, they may be sent to the office to speak with the principal. Teachers are to send the student with a note or send the principal an email so he is able to best handle the situation. The principal may then assign after school detention, in school suspension, or out of school suspension. Students completing after school detention will be required to complete and turn in a "Peaceful Action Plan". All detentions, suspensions, etc. are logged by the office staff in RenWeb. Parents are able to see behaviors logged on Family Portal.

Students may be placed on probation for behavioral concerns. Probation is generally a nine-week period during which the behaviors of concern must change. If they do not improve in the nine-week probation period, the student will be dismissed. Appeals can be made to the ECS Board.

Athletic Participation

ECS students are allowed to participate with the Ellensburg School District athletic teams. There are no special requirements or privileges for our students. Washington Interscholastic Activities Association (WIAA) guidelines require that students must be a resident of the school district in which the student desires to play. Students need to maintain at least a D grade in each subject in order to participate throughout the sport season.

Dress Code

Realizing that the way we dress communicates something about the attitude of our heart, affects our Christian witness, and influences attitudes toward schoolwork, we expect the clothing worn to school and school functions to be safe, modest, and appropriate.

Many outfits are fine in other contexts, but not all clothing enhances the academic environment. It is the responsibility of parents or guardians to see that their students leave home dressed and groomed for school and school sponsored events. All students are expected to be aware of the dress code and to follow it. Students in violation will be issued a dress code reminder slip to be signed by their parent and the principal. The fourth reminder slip in a quarter will result in an automatic detention. Students may be sent home to change or given an article of clothing to wear.



Dress Code

Clothing worn to school should support learning in a school environment by being:
Safe, modest, and non-distracting

We appreciate your cooperation with the spirit of this dress code!

KINDERGARTEN – EIGHTH GRADE	
Acceptable	Unacceptable
<ul style="list-style-type: none"> • Jeans, khakis, dress slacks, casual/tailored pants, sweatpants • Hemmed shorts, skirts and dresses that are appropriately fitting and 2" above the knee or longer • T-shirts, sweatshirts, hats (only worn outdoors), shoes, and other clothing that is appropriately fitting and free of vulgar or ungodly messaging. • Hair that is clean, neat, and styled so it does not affect the vision or prevent the teacher from having eye contact • Sandals, sneakers, tennis shoes, dress shoes or boots 	<ul style="list-style-type: none"> • Jeans that are frayed/ripped/torn • Cut-off shorts • Spandex/lycra clothing, including leggings worn independently of an appropriate length dress, skirt or shorts • Pajamas, flannel pants, jeggings or skin-tight pants • Hair dyed unnatural colors to human hair • Piercings other than ears • Hats and caps inside • Undergarments showing • Strapless tops, tube tops, crop tops, or off the shoulder tops • Straps thinner than 2" • "peek a boo" bums, bellies or bosoms (take the lean over, squat and stretch to check) • Muscle shirts (exposed rib cages) • Inappropriately sized clothes/hanging waists • Vulgar statements or images. Clothing promoting drugs, alcohol, or ungodly activities • Ill-fitting or unsecure footwear • Flip flops, heelys, or very high heels • Slippers



HIGH SCHOOL	
Acceptable	Unacceptable
<ul style="list-style-type: none">• Jeans, khakis, dress slacks, casual/tailored pants• Jeans with holes below the knee• Jeans with scuffs that do not show skin• Hemmed shorts, skirts, skorts and dresses that are appropriately fitting and 3" above the knee or longer• T-shirts, sweatshirts, shoes, and other clothing that is appropriately fitting and free of vulgar or ungodly messaging.• Hats and caps that do not cover eyes and that are removed during prayer and chapel• Hair that is clean, neat, and styled so it does not affect the vision or prevent the teacher from having eye contact• Sandals, sneakers, tennis shoes, dress shoes or boots• Facial hair (young men) that is well groomed• Slippers for <i>indoor, winter</i> use	<ul style="list-style-type: none">• Jeans with holes above the knee• Fraying that shows skin• Cut-off shorts• Spandex/lycra clothing, including leggings/jeggings worn independently of an appropriate length shirt, dress or shorts (must be 3" above knee or longer)• Pajamas or flannel pants• Hair dyed unnatural colors to human hair• Piercings other than ears• Hats and caps worn during chapel and prayer• Hoods worn indoors• Undergarments showing• Strapless tops, tube tops, crop tops, or off the shoulder tops• Straps thinner than 2"• Clothing that reveals stomach or cleavage, even when arms are raised• Sleeveless shirts or tank tops that show the ribcage• Inappropriately sized clothes/hanging waists• Vulgar statements or images. Clothing promoting drugs, alcohol, or ungodly activities• Ill-fitting or unsecure footwear• Heels or soles higher than 2"• Distracting shoes (lights, heelys, noise making shoes)



CHAPEL	
Acceptable	Unacceptable
<p>Girls</p> <ul style="list-style-type: none"> • Dresses or skirts of an appropriate length (K-8: 2" above knee, 9-12: 3" above knee) • Nice tops that cover midriff and chest and that have straps at least 2" wide <p>Boys</p> <ul style="list-style-type: none"> • Button up shirts with a collar, tucked in • Polo shirts with a collar, tucked in • Khakis, slacks or other tailored/dress pants • Belt & Dress shoes optional 	<ul style="list-style-type: none"> • Blue jeans or sweats, even under dresses/skirts • Cargo pants • Sweatshirts • Shirts without a collar for boys

P.E.	
Acceptable	Unacceptable
<p>K-2nd Grade</p> <ul style="list-style-type: none"> • Clothing that the students can move in • Tennis shoes/trainers with sturdy soles that stay at the school <p>3rd-8th Grade</p> <ul style="list-style-type: none"> • ECS or solid white t-shirt • Blue or black shorts that are 2" above the knee or longer • Tennis shoes/trainers with sturdy soles • ECS or blue or black sweatshirt and/or sweatpants during winter season <p>9th-12th Grade</p> <ul style="list-style-type: none"> • T-shirt/sweatshirt (for PE use only) • Athletic sweatpants or shorts • Hightops or tennis shoes 	<p>K-2nd Grade</p> <ul style="list-style-type: none"> • Leggings • Shorts that are shorter than 2" above the knee • Boots, sandals, or footwear other than tennis shoes <p>3rd-8th Grade</p> <ul style="list-style-type: none"> • Jeans, dresses, or other pants that are not blue or black shorts • T-shirts that are not solid white or ECS • Boots, sandals, high tops, or street shoes • Leggings <p>9th-12th Grade</p> <ul style="list-style-type: none"> • Leggings • Bottoms other than sweatpants/shorts • Tank tops of any variety • Sandals, boots, or street shoes other than tennis shoes or high tops • Shorts that are shorter than 3" above the knee



Concert Apparel	
Acceptable	Unacceptable
<p>K-3rd Grade</p> <ul style="list-style-type: none"> • Chapel appropriate dresses, skirts, tops and shoes for girls. • Chapel appropriate pants and tops for boys. Dress shoes and a belt are encouraged. <p>4th-8th Grade</p> <ul style="list-style-type: none"> • Dressy black or black and white attire • dresses, skirts (knee length or longer) for girls. • Black dress pants and collared tucked in tops for boys. • Dressy shoes that are neat and clean <p><i>*Keep in mind that students are standing up on stage and sometimes bending over and sitting down. Please ensure skirts and dresses are knee length or longer and cover all that needs to be covered, considering this.</i></p>	<p>K-3rd Grade</p> <ul style="list-style-type: none"> • Leggings, jeans, shorts, sweatpants or any other clothing that isn't chapel approved • Dresses or skirts that are shorter than 2" above the knee • Tennis shoes, snow boots or other shoes that would not be concert appropriate <p>4th-8th Grade</p> <ul style="list-style-type: none"> • Leggings, jeans (including black), shorts, sweatpants or any other clothing that isn't chapel approved. • Dresses, skirts, pants, etc. that are not black or black and white. • Tennis shoes, snow boots or other shoes that would not be concert appropriate

Electronics and Technology

Main Campus:

Cell phones brought to school by K-8 students must be stored turned off and in the student's locker. Students may check messages after school. Cell phones used outside of these expectations will be taken away and returned directly to parents.

Electronic devices are not to be brought to school or on school sponsored events without express permission of the classroom teacher for a specific time and purpose.

Access to school computers, networks and Internet access is a privilege. Computers are not to be used for non-school related Internet searches, personal e-mail, or for playing non-educational games. Computer use may be revoked if these use guidelines are violated. Students will be responsible for stewardship of the technology provided for use at school, and will be assessed the school's cost for replacing or repairing lasting damage to computers, programs, or hardware caused by direct abuse or negligent care.



High School Campus:

Cell phones, earbuds (unless a teacher deems necessary for a class activity), and smartwatches must be turned to silent (not vibrate) and stored in the student's backpack or locker during class time and lunch.

Elementary and mid-high: Cell phones, smartwatches, and all other personal technology must be turned off in the student's backpack or locker during school hours.

Consequences:

1st offense – confiscated for the rest of the school day; stored with the homeroom teacher.

2nd offense – loss of phone privilege for a week, checked in daily with homeroom teacher before school, detention issued.

3rd offense – loss of phone privilege for a month, checked in daily with homeroom teacher before school, detention issued. "

Ethics

Personal integrity should be prized by everyone, but most particularly by those who claim to be followers of Jesus Christ. Any attempt to present someone else's work as one's own, lying, cheating or plagiarism in any form will be treated as a serious offense.

Gum Chewing

Gum chewing is not permitted on campus during school hours or at school activities for students in kindergarten through fifth grade. If middle school and high school students do so, they must have their teacher's permission and not allow their gum chewing to distract others.

Locker Etiquette

Lockers have built in locks and students should not block the locking mechanism. Lockers are for storing lunches, books, and learning equipment. Coats and backpacks are to be stored on hooks near classrooms. Students should not leave items of significant value in lockers. Students are welcome to use magnets to post pictures, and to provide shelving for their own lockers.

Students may not go into another student's locker without permission to "borrow", take, or tamper with materials in another student's locker. A fine will be assessed for damages caused by slamming, jamming, or kicking locker doors shut.

Recess

Whistle guide:

1 whistle—5 min warning 3 whistles—clean up and line up

ECS students typically are well-behaved and respectful while at school. We appreciate this and are encouraged by it. However, the playground is a place where students will sometimes test behaviors. It is important that we use this opportunity to mold our students to be respectful and well-behaved at all times.

General Recess Rules

- Show respect at all times.
- Be respectful to other students (no name calling, rude expressions and/or words).
- Obey recess monitors promptly.
- Everyone can play! No game is ever to be considered "private".
- Students must be in sight of a supervisor at all times.



Indoor Recess

While playing indoors students must show proper respect and behavior and avoid damaging the building.

The decision of the recess supervisor is considered final.

Snow Rules

Students are to dress appropriately for outdoor play activities and may bring dry shoes or slippers to wear indoors after removing their snow boots. Throwing snowballs is not allowed.

Wheels

Bicyclists are to follow the rules of the road, wear a helmet, and walk their bike through crosswalks and on school grounds. Bikes should be parked in the bike rack during school.

Skateboards and rollerblades are not to be used on school property during school hours or at school events.

Emergency Preparedness

Emergency Drills

Fire, "Duck and Cover", Lock Down, and Emergency Evacuation drills are held to help students learn appropriate responses in the event of a real emergency. Students must conduct themselves as though a real emergency was in progress: obey instructions, assemble and exit quietly and orderly in a single-file line so teachers can check for attendance. An evacuation map is posted in each room.

Medical Emergency

Parents will be contacted when a student becomes ill, or when there is a mild injury needing special attention that occurs during the school day.

For any serious illness or injury judged to be an emergency by school personnel, 911 will be called. Known allergies or conditions that might result in a medical emergency must be reported to ECS upon enrollment. Allergy or asthma medicines prescribed for emergencies will need to follow medication procedures.

School Closing

Inclement weather occasionally impacts scheduled school days. If ECS needs to close due to weather, a Parent Alert text message will be sent as early as quickly as possible. An announcement on Family Portal and on Facebook will also be posted.

In the event of an emergency evacuation, a meeting place will be sent to parents through a Parent Alert text message. Students will be released to a parent or a pick-up/emergency contact as soon as local first-responders permit.



Medical Issues

Contagious Symptoms

The following guidelines for keeping a child home from school are intended to prevent relapses of current illness and prevent the spread of acute illness at ECS. Please keep your student home and seek medical advice when necessary if they have:

- Had a fever of 100F or above within the last 24 hours
- Experienced diarrhea, vomiting, or nausea in the last 24 hours
- Do not feel well, general malaise, with or without obvious cause
- A decrease in activity level (child should be essentially recovered from the acute illness)
- Open, weeping sores that are unable to be contained
- A draining rash
- A lice infestation
- An eye discharge or pinkeye (until 24 hours of antibiotic therapy has occurred. If it is viral pinkeye the child must stay home until the eye is clear.

Coughs are a slow resolving symptom. If the previous symptoms don't exist then the cough is typically non-contagious.

Lice

Each year, in the fall and spring, there is potential for head lice to enter our school. In the event a child is found to have lice (or nits) the student will be sent home with specific instructions on what needs to be done in order for the child to return to school.

Life-Threatening Conditions

The parent of every child who has a life-threatening condition that may require medical services to be performed at school is required to present a medication or treatment order and necessary supplies to the school on or before the child's first day of attendance at the school. This includes asthma and severe allergies.

Medications

Simple first aid supplies like Band-Aids and cold packs are available for students. The State of Washington has clear health and medication guidelines for schools; we cannot provide over the counter medications to students.

In situations where the parent, principal, and medical care professional believe that it is in the best interest of the student that he or she carries medication, the student shall carry written permission from the parent indicating the name and dosage of the medication and the dates and times to be taken. Only one day's dosage, with the exception of multi-dosed sealed containers i.e. inhalers, (in the original labeled container) and the parent's written permission shall be carried by the student.

Injectable Medications – Normally no injectable medications are kept on campus. Any allergies or conditions requiring administration of injectable medications must be reported to ECS during the enrollment or as soon as the condition becomes known so that individual arrangements can be made.



Immunizations

Students must either be current on all scheduled immunizations, or submit a written exemption as described by RCW 28A.210.090. Please note that as of 2011 families with either a philosophical or personal objection to an immunization of their child must submit a statement to be signed by a health care practitioner stating that he or she provided the parents/guardians with information about the benefits and risks of immunization to the child. The form may be signed by a health care practitioner at any time prior to the enrollment of the child in school.

For This Generation and the Next

Since 1991, the Ellensburg Christian School community has welcomed families from across Kittitas County. A private, non-denominational K-8 Christian school, ECS partners with Christian families and churches by preparing the next generation to love and serve God. ECS offers quality academic instruction from a Biblical perspective, provided within small classes in a safe, structured environment.

School Structure and Membership

ECS is a 501(3)c non-profit corporation in the State of Washington with the purpose of providing a distinctly Christian education for families. Elected by the school family, our nine-member board is a cross section of parents, grandparents, and interested community members devoted to seeing Christian education continue in this county. The ECS Board is a committee to oversee and give leadership in determining educational needs and seeing that the education is consistent with the Word of God. The ECS Board makes decisions regarding finances, hiring of personnel, providing and maintaining facilities, and determining the educational and operational policies and regulations. To implement these policies, the board appoints a principal. The principal is responsible for buildings, staff and students.

The board utilizes several committees that parents with expertise or desire are encouraged to consider. Packets for individuals interested in a board position are available in the school office.

ECS is approved by the State of Washington and is a member of Christian Schools International (CSI), Northwest Christian Schools International (NWCSI), and Washington Federation of Independent Schools (WFIS).

In the Beginning

God's grace and blessings are very evident as one looks back on the beginning of the Ellensburg Christian School, the changes that have taken place, and the school as it is today. In some ways, starting and growing a school is like starting and growing a family. A newly formed family has to determine its priorities, assess its needs, and learn to work together. As a family grows in size and age, there are modifications to be made to the living space, household rules, communication, and financial responsibilities. ECS has progressed over the past 30 years from having one teacher in one room of rented space teaching 5 children, to having a staff consisting of a Principal, Secretary, Office Administrator, Bookkeeper, 16 full-time and part-time teachers, over 140 students in grades K-12, a building of its own to house the school, two additional houses for preschool and classroom space, and rented space for our high school. There have been struggles, hard decisions, and personal sacrifices over the years, but there has also been God's undergirding grace and provisions. Just as God has been faithful through the past, we know He will be faithful in the future.

"I planted the seed, Apollos watered it, but God made it grow. So neither he who plants nor he who waters is anything, but only God, who makes things grow." 1 Corinthians 3:7,8



Traditions and Events

Our annual traditions help make Ellensburg Christian School an exceptional learning community. Most grade levels enjoy one major field trip or activity each year that is unique to that grade as well as a variety of other field trips throughout the year that are an extension of the regular curriculum.

Other traditions at Ellensburg Christian School include a Welcome and Orientation the day before school begins, Parent Social and PIP Sign up night, a mid-high retreat in early fall, weekly student chapels, community service projects at each grade level, all-school Thanksgiving Chapel, Musical Christmas Celebration, Annual Auction, Good Friday Chapel, Open House and Book Fair, Spring Musical Celebration, Character Awards Chapel, 8th grade graduation trip, High School Graduation, and a Parent Arch on the last day of school.

Mandatory parent meetings are held in September and March. The September Parent Welcome is generally held the Tuesday before school starts. This event is where parents sign up for their annual PIP, and become acquainted with the staff, curriculum goals, and policies/procedures for each grade level. The ECS Annual Meeting is usually held on the third Wednesday in March. This meeting includes an update on the goals of the school, the budget, and the election of board members. At least one parent is required to attend these important meetings.

Annual Scholarships

Margaret Fitterer's Scholarship for Literary Enthusiasm is given to a sixth, seventh or eighth grade student showing interest in reading, literature, and writing. The \$250 scholarship may be applied toward any tuition due or given as a donation to the school. Recipients will receive a book and an individual plaque, as well as have their name added to a permanent plaque for the school.

Nelson K. Ng Memorial Scholarship for Citizenship and Leadership recognizes students in good standing at Ellensburg Christian School who display leadership, citizenship, and a desire to demonstrate their love for the Lord by serving others. Nominations may be made by anyone other than an immediate family member.

Parent Association

The purpose of the ECS Parent Association (PA) is to support the school, encourage community, and to provide a vehicle to help the communication between parent, teacher, principal, staff, and board. The desire is to generate community and the "joy of service" within our school family as we work together to bring our children up in the nurture and admonition of the Lord.

The Parent Association provides a forum where one can present information and communicate on issues of common interest, make recommendations to the principal, promote fellowship, and share information for parents on topics of special interest.

Parental Commitments

A full list of commitments is included in enrollment applications. In summary, families agree to the following:

- We agree to be careful in our communication of matters in this school and will communicate directly with those involved. *We will observe the principal found in Matthew 18.*
- Regular attendance at a Christian Church whose doctrine is in alignment with our statement of faith
- To keep doctrinal controversy and denominationalism out of the school
- Prayer support for the families, staff, and students at ECS
- Participation in school wide fundraising



Parent Involvement Program (PIP)

The Parent Involvement Program (PIP) allows ECS to provide additional help in the school without increased tuition costs. All families work a one-hour PIP service hour per week or opt out of PIP by paying to hire additional help. Fees due are listed on enrollment applications, and payment is due by the first day of school.

In the event that a family has a conflict with their scheduled PIP hour, they should make arrangements to switch PIP assignments with another parent. Parents who forget to fulfill their PIP service, or are unable to work a PIP service hour, but have not found a substitute, will be required to pay \$25.00 for the missed PIP.

If sudden illness impacts a PIP, please call at least three people who may be able to substitute. If a reasonable effort has been made to find a replacement but none can be found, and the family has called the office so the teacher can be notified, the missed PIP fee may be waived.

Financial Commitments

Fundraising

As tuition payments alone do not cover the cost of educating children, parents are to actively support the fundraising activities of the school. Parents are expected to contribute financially as they are blessed when the opportunities arise.

Some families are truly not able to contribute the time expected for fundraising. These families should then help ECS generate income towards its operating expenses by paying the school an additional fee due by the first day of school. Fees due for the current school year are listed on enrollment applications.

Annual Auction

The ECS Annual Auction is made possible by the efforts and generosity of our entire community. Auction ECS family responsibilities include but are not limited to serving on an Auction Committee and donating an item of \$100 value or more to be sold at the auction. Information about signing up for Auction Committees will be sent to families in the fall; families who do not select a committee will be placed on one. Auction donations of goods or services are due to ECS by the last week of January.

Scrip

Scrip fundraising involves purchasing enough Scrip to profit ECS \$150 for the school year. Families may opt out of the program by paying a \$300 opt-out fee. Any remaining balance needed to profit ECS \$150 for the year will be billed to accounts in June. Once families have met their \$150 goal, 50% of further profits will go back to the school and 50% will come back to the family as tuition reimbursement. Family and friends may partner together to meet Scrip goals. Scrip purchases may be made at the school during the beginning or end of school days, or on-line at www.shopwithscrip.com.

Tuition Assistance

Tuition Assistance is available to families in need who submit a qualifying application that is completed and verified by April 15 of the preceding school year. Later applications will be considered as funds allow. BeneFAQ offers a third-party financial analysis that calculates how much a family can reasonably afford to pay towards tuition on a monthly basis given each family's current financial income and health. All online information is secured with SSL 128-bit encryption on their web site, <https://www.benefaq.com>. Our school ID number is 52411.

Families applying for tuition assistance should select the Monthly Payment Plan. Please note any tuition assistance offered apply to the amount due for tuition only. Fees and instrument rentals are not prorated and are not included in the assistance payment agreement; they must be paid in full.



Tuition Payment Plans

Monthly Payment Plan

- Spread payments out by paying tuition due and owing in equal monthly payments. For returning families, monthly payments begin in July and end in June. All payments are due on the first of the month and are delinquent on the 11th of each month, at which point a \$25 late fee will be assessed. Parents are encouraged to sign up for Electronic Funds Transfers (see next page for automatic payment information).

Prepaid Tuition Plan

- At least half of the fees are due by July 1, the other half by August 1 of the upcoming school year. The entire balance of tuition and fees is due by the first day of school. There is no discount for pre-paid tuition.

Individual Payment Plan

- At enrollment, those requesting a unique payment plan must submit the plan in writing to the Board of Education Finance Officer for approval.

Electronic Funds Transfer

Ellensburg Christian School requests that you make your tuition payments automatically. Automatic payments save the school the time and expense of processing checks each month. In order to keep tuition as low as possible, EFT (Electronic Funds Transfer) fees are paid by individual families, not the school. Payments will be deducted automatically from any financial institution in the United States on the date you choose between the first and tenth of each month for the amount of your monthly tuition payment.

Payments Due and Overdue

Tuition payments are due the 1st of the month and delinquent on the eleventh of each month, after which a \$25 late fee may be applied. A \$25 NSF fee will be assessed for returned checks.

The following procedures will generally be followed for past due accounts:

- a) 01-30 days past due: notification in writing and by telephone that the account is delinquent
- b) 30-60 days past due: notification in writing and by telephone of delinquency; balance due
- c) 60-90 days past due: notification in writing and by telephone that ten days from the notification student(s) shall not be allowed to attend school until the delinquent account is brought current
- d) Implementation of this policy resulting in denial of continued enrollment shall be deemed a withdrawal from school and re-application with the enrollment committee and finance committee shall be required prior to re-admission. Satisfactory arrangements for payment of overdue accounts will be required prior to re-admission.

Families need to be in good financial standing with ECS in order to enroll for the upcoming school year. No student will be admitted to the new school year unless all monies owed from the previous school year are paid in full. In the event that a student withdraws prior to the end of the school year a fee of \$300 per student will be assessed and parents are liable for tuition in the month they leave. All financial obligations must be paid in full before academic records shall be released.



Legal Safety and Security Rules

The school board has set forth rules and expectations addressing student safety and security. Much like the rules that govern our cities, violations of these rules carry penalties, fines, and consequences that are prescribed by law. The purpose of penalties under these federal, state, and local laws is to ensure an orderly and safe society.

The Board of Education sets the standards for safety and security and has set penalties for violations of these standards. These standards address the safety and security of both children and school staff. They are not up for interpretation at the local school level, just as the laws for our state, country, and city are not up for interpretation or revision by local school administrators.

Aids and Volunteers

Any person volunteering time in the classroom, not including scheduled PIPs, having contact with students must accept the following:

1. To sign and be in agreement with the ECS's Statement of Faith and support the ECS's Mission and Vision Statements.
2. To submit to the similar background check required of employees of the school.
3. To be interviewed by the ECS Board or their designee on the personnel committee (including the principal).
4. To understand that the teacher most impacted by the volunteer or aide will be consulted by the personnel committee.

Child Custody

ECS recognizes all parenting plans and court orders signed by a judge. Please provide a certified copy of the legal documents, which will be filed in the school office.

Closed or Open Campus

Main Campus: ECS is a closed campus. Unless they are signed off campus by teacher or parent, students may not leave campus without permission until the end of the day when normal transportation is provided.

High School: Once students have arrived at school, they may not leave the campus without permission. To leave school prior to the end of the day, a student must have a written excuse, or direct phone call to the ECS office from his/her parent/guardian prior to leaving campus. Students needing to leave campus for any reason must sign out upon leaving and sign back in when they return (may be done by his/her parent/guardian as well). Permission to leave early may be denied if the reason is frivolous. Students who leave campus without authorization will receive detention and may be suspended. 11th and 12th grade students may leave for lunch with the following stipulations:

- 1) 11th grade students may leave campus for lunch on Fridays each week.
- 2) 12th grade students may leave campus for lunch Monday through Friday each week.
- 3) A parental release slip (Appendix 6000-B) is on file in the office; this applies to drivers and passengers (juniors & seniors only).
- 4) Tardiness to after-lunch classes due to this privilege will result in a warning for the first offense, a two-week suspension of the privilege for the second tardy and loss of the privilege for the third tardy.

NOTE: Leaving for lunch is a privilege exclusive to juniors and seniors. The privilege may be revoked for disciplinary reasons.



Driving Agreement

Ellensburg Christian School does not own any student transportation. Taking students to field trips and activities is the responsibility of the student's parent, or if parents have granted permission, they may be transported by a driver who has signed our driving agreement. Field trips are a fundamental part of the curriculum at each grade, not optional activities.

Ellensburg Christian School carries a "Non-owned Automobile Liability Insurance" policy for parents driving on our behalf. This means that in the event of an accident, the driver's insurance policy will be the primary policy. Liability insurance follows the "owner" and not the "vehicle." Volunteer drivers for ECS field trips must have a current auto liability insurance policy even if they are driving someone else's insured vehicle.

Volunteer drivers, who are between the ages of 25 and 70, must not only have a vehicle in good running condition, but also commit to drive safely and legally. This includes not texting or talking on a cell phone while driving without using a hands-free device and ensuring that all students will be seated legally as described in RCW 46.61.687. Please note that students may not ride in the front seat of a vehicle, even if there is no airbag, unless they are at least thirteen years of age. All students who are not at least eight years old OR 4 feet 9 inches, tall must ride in a properly secured booster seat on school related trips.

Non-Discrimination

ECS does not discriminate on the basis of race, color, national origin, gender, age, or disability in the administration of its education, admissions, scholarships, athletic, and other school administered policies and programs as required by federal and state laws to the extent applicable to ECS. As a religious educational institution, ECS is permitted and reserves the right to prefer students and staff on the basis of religion.

Human Dignity

ECS intends to provide its staff members and students with a safe, Spirit-filled environment; one that is free from offensive kinds of behavior. All students and all school employees are expected to conduct themselves with respect for the dignity of others.

Conduct – whether intentional or unintentional – that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, gender, physical characteristics, or disability is not permitted. Instead, we expect all persons to treat each other with respect because they are created to reflect God Himself.

If a student has concerns about the nature of any conduct or physical contact or other sexual harassment by an employee, a student, or a member of the public, the student or employee must immediately report this concern to the Administrator, counselor, or School Board president. A student should also discuss this concern with their parent or guardian.

Immunizations

Students must either be current on all scheduled immunizations, or submit a written exemption as described by RCW 28A.210.090. Please note that families with either a philosophical or religious objection to an immunization of their child must bring a completed and signed Certificate of Exemption form from their health care practitioner stating that he or she provided the parents/guardians with information about the benefits and risks of immunization to the child. The form is due prior to the enrollment of the child in school.

School Photographs

Student photographs are taken each school year for the purpose of permanent school records. Information is sent home listing optional packages for purchase.



Release and Hold Harmless Statement

Below is a copy of the Legal Release and Hold Harmless Statement signed upon enrollment:

I (We), the undersigned parent(s)/guardian(s), hereby understand and give permission for my (our) child to take part in field trips and educational excursions, either in a bus, boat, plane, by private car, on bicycle, or on foot sponsored by Ellensburg Christian School ("ECS") all of which are hereinafter referred to as the "events" or "activities".

I consent to my student's participation in the activities and acknowledge that my child/student and I fully understand my student's participation may involve risk of serious injury or death, including losses which may result not only from my student's own actions, inactions or negligence, but also from the actions, inactions, or negligence of others, the condition of the facilities, equipment, or areas where the events or activities are being conducted, and/or the rules of play of this type of event or activity. I understand that if I have any risk concerns, I should discuss the risks associated with my student's participation with the principal, activity coordinators and event staff before I sign this document and before the activity begins.

I certify that my student is in good health and has no physical condition that would prevent participation in the activities. Furthermore, I agree to use my student's personal medical insurance as a primary medical coverage payment if accident or injury occurs. I consent to emergency medical treatment in the event such care is required. I also agree to be financially responsible for all expenses incurred for treatment under the circumstances described above.

I agree that photographs, pictures, slides, movies, video, or other media coverage of my minor may be taken in connection with my student's participation in the activities without compensation from ECS and the officers, employees, and agents of ECS and consent to the use of photographs, pictures, slides, movies, videos, or other media coverage for any legal purpose.

Knowing and understanding the risks involved with participation in the activities, I hereby voluntarily and willingly assume responsibility for all risks and dangers associated with my student's participation in the activity. I agree I am financially responsible for any losses resulting from my student's actions and will indemnify ECS and the officers, directors, employees and agents of ECS, for any loss or damage caused by my student during this activity.

In consideration of my student's participation in these activities, I hereby waive all claims or causes of action against ECS and the officers, directors, employees and agents of all of them, arising out of my student's participation in the activities and hereby release, hold harmless, and discharge ECS and the officers, directors, employees and agents of ECS from all liability in connection therewith except such loss or damage which was caused by the sole negligence or willful misconduct of ECS and its officers, employees, representatives and volunteers, and the officers, directors, employees and agents of ECS. I agree to pay for any damage done to hotels, rental properties, real or personal property by my student. In addition, I agree to aid school officials in collecting money necessary to do so.

I have read this Release and Hold Harmless Agreement and understand the terms used in it and their legal significance. This waiver and release is freely and voluntarily given with the understanding that right to legal recourse against ECS and the officers, directors, employees and agents of ECS is knowingly given up in return for allowing my student's participation in the activity. My signature on this document is intended to bind not only myself but also my successors, heirs, representatives, administrators, and assigns.

Weapons and Controlled Substances

ECS prohibits weapons of any kind, explosives, objects intended to harm, and "look-alikes" on campus at any time. Weapons include but are not limited to firearms, bullets, knives, pocket knives, mace, matches and explosives, throwing stars, nun-chu-ka sticks, airsoft guns, and replicas. Such items will be confiscated and discipline that could lead to expulsion as well as legal action may follow.

