



Student-Parent Handbook

A ministry of Mount Pleasant Baptist Church
58 Mount Pleasant Drive
Elkview, WV 25071

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"They shall mount up with wings as eagles." *Isaiah 40:31*

A Christian education where Christ makes the difference

Preface

The Elk Valley Christian School Board defines many guidelines and rules to ensure the high standards required by EVCS are maintained. A summary of these is presented in this handbook for your guidance and information, and is not intended to be all encompassing. EVCS does have additional policies, guidelines, and rules that apply to situations not addressed in this handbook. Should something arise that has not been properly addressed in the past, the School Board will handle that situation on an individual basis.

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Section 1 Introduction

Location and History of Elk Valley Christian School

The Elk Valley Christian School (EVCS) campus is located on the grounds of Mount Pleasant Baptist Church at 58 Mount Pleasant Drive (Route 119), in Elkview, West Virginia. Pleasant Island Youth Camp is located just north of Mount Pleasant Baptist Church.

EVCS began during the 1974 school year. It is one of the oldest Christian schools in the state of West Virginia still in existence. EVCS began with kindergarten through sixth grade, with grades seven through nine added shortly thereafter. The following year the school expanded to include grades ten through twelve. EVCS proudly presented its first graduating class in 1976.

Statement of Faith

- We believe the Bible to be the inspired and the only infallible authoritative Word of God. (II Timothy 3:16, I Peter 1:21)
- We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (Genesis 1:1, John 10:30, 37,38)
- 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 bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (Isaiah 7:14, Matthew 1:23, Luke 1:35, Hebrews 4:15, Hebrews 7:25, John 2:11, Heb. 9:12, Ephesians 1:7, Colossians 1:14, John 11:25, Acts 1:11, Revelation 19:11-16)
- We believe that man is sinful by nature and that regeneration by the Holy Spirit is essential and an absolute necessity for his salvation. (Romans 3:19, 23, John 3:16-19, John 5:24, Ephesians 2:8-10, Titus 3:5-6)
- We believe in the continuing ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. (Ephesians 5:18, Ephesians 4:30, I Corinthians 3:16, I Corinthians 6:19-20)
- We believe in the resurrection of both the saved and the lost—they who are saved unto eternal life and they who are lost unto eternal damnation. (John 5:28-29)
- We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, II Corinthians 12:12-13, Galatians 3:26-28)
- We believe in the creation of man by the direct act of God. (Genesis 1:26-28, Genesis 5:1-2)

Student Goals:

- To teach that the Bible is the inspired and only infallible authoritative Word of God, thus developing attitudes of love and respect toward it. (II Timothy 3:15-17, I Peter 1:20-21)
- To teach the basic doctrines of the Bible. (Titus 2:1)
- To provide opportunities for the student to confess Christ as Savior and Lord. (Rom 10:9-10)
- To teach the student to know and obey the will of God as revealed in the Scriptures, thus equipping the student to carry out God's will daily. (Romans 12:1-2, II Timothy 2:15, Deuteronomy 26:16-17)
- To impart an understanding of each Christian's place in the Body of Christ, and its worldwide mission, providing opportunities for the student's involvement in this task. (Ephesians 4:12, I Corinthians 12:1-31, Matthew 28:19-20)
- To teach Biblical character qualities and provide opportunities for the student to demonstrate these qualities. (I Samuel 16:7, Galatians 5:22)
- To teach the student how to develop the mind of Christ towards Godliness. (Philippians 2:5, I Timothy 4:7)
- To encourage the student to develop self-discipline and responsibility from God's perspective. (Romans 13:1-7, Hebrews 13:17, Ephesians 6:1-3)
- To teach the student the respect for and submission to authority from God's perspective. (Romans 13:17, Hebrews 13:17, Ephesians 6:1-3)

- To help the student develop a Christian world view by integrating life, and all studies, with the Bible. (II Peter 1:3)
- To teach the student to hide God's Word in his heart through memorization and meditation. (Psalm 119:11, Psalm 1:1-3)
- To teach the student how to study God's Word. (II Timothy 2:15)
- To help the student develop his self-image as a unique individual created in the image of God and to attain his fullest potential. (Psalm 139:13-16)
- To teach the student to treat everyone with love and respect as unique individuals created in God's image. (Philippians 2:1-4, Ephesians 5:21)
- To teach the student how to become a contributing member of his society by realizing his need to serve others. (Galatians 5:13, Romans 12:10)
- To teach the student Biblical skills for personal and social relationships. (Psalm 119:9, Ephesians 4:12)
- To teach the student the Biblical view of dating, marriage and the family. (I Thessalonians 4:1-7, I Timothy 4:12, Genesis 2:18-25, Ephesians 5:22-23)
- To teach the student physical fitness, good health habits, and wise use of the body as the Temple of God. (I Corinthians 6:19-20)
- To teach the student Biblical attitudes toward material things and his responsibility for using them to God's glory. (I Timothy 6:17-19, Matthew 6:19-20, I Corinthians 10:31)
- To teach the student an appreciation of the Fine Arts.
- To teach the student to understand and use the fundamental process in communicating and dealing with others (such as reading, writing, speaking, listening, and mathematics). (II Corinthians 5:20)
- To teach and encourage the student to use good study skills and habits. (II Timothy 2:3-7)
- To teach the student how to research and to reason logically from a Biblical perspective. (Hebrews 5:14, Romans 12:2)
- To teach the student creative and critical thinking based upon the proper use of Biblical criteria for evaluation. (II Timothy 3:14-17)
- To teach the student good citizenship through an understanding and appreciation of our Christian and American heritages (home, church, nation). (I Corinthians 10:11, Rom. 13:1-7)
- To use current affairs in all areas, teaching the student how they relate to God's plan for man.
- To teach the student an understanding of and an appreciation for God's world, developing an awareness of man's role in his environment and his God-given responsibility to subdue, use and preserve it properly. (Psalm 8:6, Hebrews 2:6-8)

Family Goals:

- To bring those whom we find are not Christians to the saving knowledge of Jesus Christ. (II Peter 3:9, I Timothy 2:4)
- To aid families in Christian growth and to help them develop Christ-centered homes. (Ephesians 5:22-33, II Peter 3:18)
- To cooperate closely as servants to the parents in every phase of the student's development, especially as it relates to the school program. (Mark 10:45)
- To help the parents understand the school's purpose and program.
- To assist parents in keeping up with the changing culture and its effect on the home and the implications for the children.
- To encourage regular attendance and involvement in the local church. (Hebrews 10:24-25)
- To encourage parents to realize their responsibility for the spiritual, moral, and social education of their children. (Deuteronomy 6:4-7, Proverbs 22:6)

School Board

The EVCS School Board consists of the administrator (Pastor of Mount Pleasant Baptist Church), principal and five men who are members of Mount Pleasant Baptist Church, elected by the church.

Section 2 Admissions Policy

Requirements for Admission

Many Biblical passages speak of the necessity of Christian education. Psalm 127:3 says, *“Lo, children are an heritage of the LORD: and the fruit of the womb is His reward.”* All children belong to God. That means God should have first claim on them. It means the education provided for children is of concern to God. Perhaps the greatest task of parents is to properly educate their child(ren) in a way that agrees with the Biblical prescription.

The Staff at EVCS views education primarily as a task of edification. In other words, the school exists to aid students, who are committed to the Lord, as they move forward in their spiritual and academic development. Because the thrust is one of edifying or building up believers, unsaved students tend to see themselves as being out-of-step or even out-of-place if they are enrolled. In admitting students, these general guidelines are followed:

1. At least one of the parents or guardians must be saved and must live a life that shows a commitment to Jesus Christ and must express a commitment of support to the school.
2. If the student is at least age twelve (12), that student must have at some time received Jesus Christ as personal Savior and must be living a life showing a strong commitment. The final decision on admission is at the discretion of the Principal.
3. If the student is at least age twelve (12), that student must express a desire to be at EVCS and express a willingness to live in accordance with the spiritual, academic, and behavioral standards of the school.
4. A student in 6th – 12th grades must have at least a GPA of 2.0 to be admitted.

Procedure for Admission

1. Each of the application forms must be fully completed and returned to the school with the application fee.
2. The parents and student applicant must attend an interview with the Principal.
3. The Principal will review the application and inform the family whether the applicant has been granted or denied acceptance. The final decision on admission is at the discretion of the Principal.
4. If a class has reached its capacity or if the early enrollment period has not yet ended, the applicant’s name will be placed in the accepted applicant pool.

Other Requirements

1. Birth certificate – with the official seal embossed thereon from the state register of vital statistics (hospital record is not acceptable).
2. Immunization records – signed by the physician
3. Pastor’s Recommendation (7th-12th grades) – signed by the pastor
4. Transfer of Records – include request form with application documents.

Re-enrollment Policy

1. Re-enrollment for students expecting to return to EVCS will open in the month of March.
2. Current students will have first access to space available.
3. At the end of the early enrollment period, classroom space will be open to new students.

Non-Discrimination Policy

Elk Valley Christian School admits students of any race, color, sex, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, sex, national or ethnic origin in administration of its educational policies, admission policies, and athletic or other school sponsored programs.

Elk Valley Christian School does not accept nor retain faculty, staff, or students who profess or practice a homosexual lifestyle.

Elk Valley Christian School is a uniquely religious, educational institution that seeks to provide a quality education in a distinct Christian environment. One of the goals of Elk Valley Christian School is to work with parents and guardians to train Christian young men and women to be salt and light in their communities. Elk Valley Christian School believes that the Bible is the inspired Word of God and sets forth absolute truth by which Christians are to live. Elk Valley Christian School expects and requires that both students and parents will support the school in its distinct mission and in its Biblical beliefs. In relying on the teachings of Scripture, Elk Valley Christian School believes that the Bible prohibits sexual immorality of any type, including but not limited to pornography, homosexuality, or any other sexual activity outside of the marriage of one man and one woman. On those occasions in which a particular home or student is acting counter to or in opposition to the Biblical beliefs and lifestyle that the school teaches, the school reserves the right, in its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a current student. This includes, but is not limited to, living in, condoning, or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity; or otherwise having the inability to support the moral principles of the school as stated throughout this handbook.

Romans 1:16-32; I Corinthians 6:9-10; Leviticus 18:22

Statement of Cooperation

Parents or guardians are required to sign a Statement of Cooperation when registering their children for the school year. The Statement of Cooperation is found on the back of the registration form.

Section 3 Financial Policy

Tuition Information

1. Lump sum payment of all fees and tuition by the first day of school receives a Tuition Fee discount.
2. Twelve Payments – Tuition payments are made on a monthly basis (either the 10th, 20th, or 30th). Twelve payments run July through June. *This assumes timely submission of forms to SMART. Late submission will result in a smaller number of higher payments.* (See Financial Secretary for details.)
3. Families with students in K3, K4 and the 12th grade will be put on a 10 month payment plan: July through April.
4. A late charge will be assessed to your account if any payment is not received within 10 days from the payment due date.
5. Students having attended any portion of a month will owe for the entire month.
6. There is an annual non-refundable SMART fee.
7. Tuition payments should be mailed to SMART.
8. See SMART terms and conditions for full details.
9. A Returned Check Fee of \$30 will be assessed for any returned check to SMART or EVCS. Additional fees may be imposed by your bank.
10. If your bank refuses any automatic deduction, a fee of \$30 will be assessed.
11. If your tuition payment is not received by 10 days after the due date, SMART Tuition will contact you via email and/or telephone resulting in a follow-up fee of \$35.
12. Once the account is thirty (30) days past due, parents will be notified. Once the account is sixty (60) days past due, the School Board will review the account and consider further attendance.
13. Pre-school (K3 & K4) students: Once the account is thirty (30) days past due, the account must be brought current within five school days before the student can return to EVCS.

After-Care (Students K3 through 8th grades)

The After-Care Program begins after school; from 3:00 pm to 6:00 pm. Students who are already enrolled in the program will report directly to the classroom where the After-Care Program is being held. If a parent or guardian has not picked up a student who is not enrolled in the program by 3:15 pm, he or she will be placed in the After-Care and the appropriate charge made. Students in grades 6-8 are expected to report to aftercare by 3:20 pm.

Parents are responsible for all fees and other charges. After-Care invoices are due within 14 days. If payment for After-Care services is not received by the due date, the student will not be permitted to use extended care until the account is brought to current status.

Release of Transcripts and Diplomas

All accounts owed to EVCS must be paid in full before transcripts or diplomas will be released. In the event of withdrawal, transfer, or expulsion, the parents are responsible for full payment of tuition and other fees. Full payment of tuition and other fees must be made through the end of the calendar month. The school reserves the right to withhold report cards and student records until tuition and other fees have been paid in full. By signing the *Parent's Pledge of Cooperation*, a parent is authorizing the school to withhold report cards and other records until tuition and other fees have been paid in full.

Transcripts are provided for EVCS graduates at no charge for the year of the graduation and one year following. After those two years, there is a \$5 charge for transcripts. Transcripts will not be sent until payment is received in the office.

Fundraisers

1. EVCS sponsors two main fundraisers annually. By signing the *Parent's Pledge of Cooperation*, they are committing their family to fully participate in these fundraisers.
 - a. Fall Fundraiser
 - b. Walk-A-Thon
2. Some classes and organizations sponsor limited fundraisers.
3. All fundraisers must be approved by the School Board.

Registration, Textbook, and Other Fees

1. The registration fee is charged once annually to cover the cost of records processing, mailing and American Association of Christian Schools (AACCS) membership.
2. Families with delinquent accounts will not be permitted to register students for the next school year until the account is made current.
3. The Student Fee is charged annually. This fee covers Gradelink and other technology expenses as well as the Textbook Rental Fee. Please note that the full price of textbooks is not fully covered by this fee; students withdrawing early from EVCS will not be given textbooks (this includes "consumable" textbooks).
4. Athletic fee must be paid prior to distribution of uniforms.
5. A class fee is collected from 7th through 12th grade students to be applied to student's senior trip. Please note that students enrolling after 7th grade will be required to make larger payments in order to meet the \$300.00 total Class Fee requirement.
6. Various classes may be charged an additional fee as needed (i.e. Chemistry, Physics, Computer lab fee)
7. All fees are non-refundable.

Graduation Fee

A graduation fee is charged to each student graduating from kindergarten or high school to help cover the cost of caps and gowns, diplomas, decorations, awards, etc. The kindergarten fee is \$55 and high school fee is \$80 per student. The graduation fee must be paid before cap and gown will be issued. This fee is due December 1 and is non-refundable or transferable. (*Beginning 2015-2016 school year.*)

Section 4 Attendance

Responsibility

Regular school attendance is essential for learning. Sporadic or irregular attendance causes the student to lag in academics and spiritual growth, thus endangering academic and spiritual progress. **Parents should insist on faithful attendance** by their children. Parents will be notified of excessive absence.

Recognition for Faithful Attendance

Special recognition will be given annually for Perfect and Faithful Attendance (less than 3 days absent.)

Excused and Unexcused Absences

1. Excused Absences

Absences are excused if the student is sick, there is a death in the family, the student has a doctor's appointment, or for other reasons considered appropriate by the Principal. Missed work may be made up for full credit.

2. Unexcused Absences

Absence from school without permission or for reasons that are not legitimate will be considered an unexcused absence. Students will be penalized 10% for work missed for each day for the first 5 days; 20% for days 6-10; for days past 10, work will receive a zero

3. Requests by Parents for Students to be Absent

- Parents may request special permission for students to be absent when such absences are required by the family at least one week prior to the absence.
- A written letter should be sent to the office and approved by the principal. Missing tests or special programs should be avoided if possible.
- Upon approval a *Pre-planned Absence Form* will be given to the student to take to each of his teachers.
- Each teacher will sign the form and may give the student assignments to be completed while gone.
- This is an excused absence; however, missed work should be completed before returning to school. Should this be a problem, speak with the teacher(s) involved.
- Students having academic difficulty should not be absent if possible.

Excessive Absences

If a student exceeds the number of absences allowed by the West Virginia State Board of Education, the County Board in which the student resides will be notified of the excessive absences.

ANY NUMBER OF ABSENCES BEYOND TEN (10) DAYS PER SEMESTER IS DEFINED AS EXCESSIVE.

Informing the School

1. Absences for any reasons other than illness, professional appointments, or death in the immediate family must be pre-arranged with the administration at least one day in advance.
2. Parents should inform the school office why their child is absent either by calling the office or sending a note.
3. Absence is not necessarily excused if a parent calls or sends a note. The principal will have the final decision of excused or unexcused absence.

Make-Up Work

1. If a student misses class for an excused absence, he/she is to secure missed class work from the teacher or a fellow student and complete it with a reasonable period of time, **as designated by the teacher**. Students will suffer a penalty for unexcused absences.
2. It is the responsibility of the student to secure missed homework and make-up tests when absent from school.
3. Parents may call the school office and request homework information, but requests must be made before 12:00 noon on the day of the request, and they also need to supply information as to how the homework will be picked up.

Tardiness

Students arriving after 7:55 am for secondary or 8:00 am for elementary and before 9:00 am are considered tardy. (Exceptions will be made in cases of inclement weather, scheduled doctor appointments and late bus arrival.) If a student arrives on the campus after the 7:55 am school bell (secondary) or 8:00 am (elementary), he/she must come to the school office to sign in. (This includes students who have arrived on campus late due to inclement weather or late bus arrival.) All students who arrive late at any time during the school day must come to the school office to sign in. Upon signing in, the student will be given a permission slip to enter his/her individual class. If the student (grades 6th-12th) is tardy without a legitimate excuse, then he/she will be given demerits or given the discipline as outlined in Student Behavior Section.

Students arriving at school after 9:00 am but before 11:30 am will be given a half-day absence on their attendance record. Students arriving at school after 11:30 am will receive a full day's absence on their attendance record. Unexcused half-day absence will be disciplined the same as unexcused absence.

Students must be in attendance at least three (3) hours during the day to receive credit for a half-day attendance. Students who are marked absent for the day will not be allowed to participate in any extracurricular activities for that day or following non-school day(s).

Early Dismissals

Early dismissals are defined as those times when a student must leave the school campus during school hours. A student will receive no absence penalty on his attendance record if he is only away from the classroom for 60 minutes or less. If the student is away from the classroom for more than 60 minutes, but in attendance at least three (3) hours, that student will receive a half day absence on his attendance record. If he/she has not been in the classroom at least three (3) hours for the school day, the student will receive a full day absence on his attendance record.

Notification of early dismissal needs to be presented to the school office at least one day in advance of a planned early dismissal (i.e. doctor's appointment or family trip). However, in the event of emergency or last minute change in appointment, the office may be notified by phone.

Students are not permitted to leave the school grounds during school hours without permission of the administration and their parents. **Parents should send a note stating the reason and time of departure.** Students are expected to be on the school grounds from their arrival in the morning until school dismissal in the afternoon.

Attendance and Driving

The State of West Virginia has made regular school attendance a condition of licensing for the privilege of operating a motor vehicle. If, during a single semester, a student accumulates more than ten (10) consecutive unexcused absences or fifteen (15) total unexcused absences, he/she will be prohibited from obtaining a learners or driver's permit. If the student already possesses a driver's license, the license and all driving privileges will be relinquished.

State Laws of West Virginia 18-8-11: School attendance behavior and satisfactory academic progress are conditions of licensing for privilege of operation of motor vehicle. "The attendance director or chief administrator shall provide documentation of driver eligibility status on a form approved by the Department of Education to any student fifteen years of age or older upon request who is properly enrolled in a school under jurisdiction of said official for presentation to the Department of Motor Vehicles on application for or reinstatement of an instruction permit or license to operate a motor vehicle."

Section 5 Student Behavior

Standards of Conduct and Discipline

Good conduct and discipline are necessary for the welfare of the student as well as the entire school. It is impossible for learning to take place in a classroom unless control and good order are maintained. Students are reminded that they must adhere to a good code of conduct not only for their benefit, but for the benefit of others as well. Elk Valley Christian School expects full cooperation from both students and parents.

Because attendance at EVCS is a privilege and not a right, the privilege may be forfeited by any student who does not conform to the spiritual, moral, and scholastic standards and regulations of the institution. The administration may request withdrawal of any student at any time who, in the opinion of the administration, does not fit into the spirit of the school ministry, regardless of whether or not the student conforms to the specific rules and regulations of the school. While EVCS is concerned for each family individually, we must also be committed to the general welfare of the total school family and to the Lord Jesus Christ.

Philosophy of Discipline

Leadership and faculty of EVCS strongly believe that each student is created in the image of God, is possessed of worth, dignity and reason; and is capable of living his/her life making wise choices. Wise choices are those in agreement with the counsel of God. The Bible says, "O Lord, I know that the way of man is not in himself: it is not in man to direct his steps." (Jeremiah 10:23) Therefore, the purpose of a discipline system is to teach each child to live a structured life under the council of God.

The staff of EVCS strives to develop in students a disciplined lifestyle. Discipline is viewed as positive training (Proverbs 22:6) that leads to an acceptance of the need for structure in living for God and in accepting God's authority over us and His ownership of us. (Romans 14:7-8) A disciplined life brings blessing, but there is also a negative side. Poor self-discipline results in negative consequences and punishment. Such measures may include reprimands, loss of privileges, detention, suspension and/or expulsion.

Obedience to a few simple expectations will enable any student to avoid disciplinary probation or more severe consequences. Note these:

1. Faithfulness to the school's provisions to develop suitable spiritual growth and development.
2. Faithfulness to the school's provision for suitable academic growth and development.
3. Respect for the authority of the School Board, the Administration and the faculty. Proper titles of address should always be used.
4. Respect for the personhood of all students, regardless of ethnic or racial origins, economic status of their family, academic ability or church membership.
5. Acceptance of reasonable rules of behavior in classrooms, hallways and lunch rooms related to loudness, physical contact between the sexes, and general rowdiness.
6. Observance of the dress codes.
7. Rejection of the fads and practices of the current worldly culture.

Attention to these seven rules will enable any student to avoid problems of a disciplinary nature.

Discipline System – Elementary Grades

Discipline in the elementary grades will be handled by teachers. Difficult cases must be referred to the School Principal.

Discipline System – Grades 6th through 12th

Merit System

A merit system is used to monitor a student's behavior. It is to be desired that students develop self-control and discipline in order that they may effectively serve God. The Scriptures teach that self-discipline is learned through modeled and imposed discipline. Because of this, a framework for discipline is incorporated to guide the students. Our goals are:

- 1) To set standards which, although they may not please everyone, will unquestionably uphold the principles of the Word of God.
- 2) To provide an atmosphere of decency and order in which the students can effectively learn academic and spiritual truths.
- 3) To furnish institutional standards which will provide a model for students as they determine personal standards which are in accordance with Scripture and its principles.
- 4) To incorporate a system which will provide a fair and consistent evaluation of a student's behavior.

Secondary Disciplinary Procedures

Offenses are categorized into 4 levels (degrees of seriousness):

Level 1

Offenses:

- Dress code violations
- Hair violations
- Class tardiness
- Gum, food or drink in class
- Disruptive or talking in class
- Unprepared or sleeping in class
- Horseplay

Discipline:

- 1 demerit per offense
- After 5 demerits in a 9 week period – the above offenses will receive Level 2 Discipline.

Level 2

Offenses:

- Disrespect of peers or their property
- Lying
- Gathering in undesignated areas
- Misuse of school property/graffiti

Discipline:

- 2 demerits per offense
- Student sent to office
- Parents notified

Level 3

Offenses:

- Disrespect of authority
- Direct disobedience to staff
- Inappropriate physical contact, such as hugging, kissing, etc.
- Inappropriate language/cursing
- Indecent music/music with ungodly content
- Obscene or questionable gestures/body language
- Leaving campus during school hours for any reason without parental consent
- Skipping class

Discipline:

- 3 demerits per offense
- Student sent to office
- Letter sent home to parents
- Parents called - possible conference with parents and teacher(s)

Level 4

Offenses:

- Destruction/defacing of school property
- Bullying
- Cheating/Stealing
- Sexual harassment
- Attacking another student
- Sexual Immorality - including content on Facebook, Twitter, other social media networks, or internet web sites
- Tobacco, alcohol, or drugs
- Weapons: guns, knives, etc.

Discipline:

- 10-50 demerits per offense
- Student sent to office
- Letter sent home to parents
- Parents called for a conference with principal, teacher(s) and a school board member
- Out-of-school suspension
- Counseling

Detention Work Assignments:

- If the detention assignment is not completed, detention will be served again the following school day. If a student fails to report for detention, the punishment will be two days of detention.

Notes:

- Demerits will be accumulated as follows:
 - 5 accumulated demerits = 1 detention
 - 10 accumulated demerits = 1 detention and 1 day of in-school-suspension
 - 15 accumulated demerits = 2 days of out-of-school suspension
- Demerits will revert to zero at the end of each 9-week grading period, unless the accumulated total is 9 or more.
- Level 3 and higher offenses cannot be changed without School Board approval.
- Once a student receives 10 demerits he will not be eligible for any extracurricular activities or honors, including sports.
- Once a student has received 15 or more demerits, re-enrollment for the next semester will be reviewed by the School Board.
- The letter sent home from the office must be signed by a parent and returned to the school office to be placed in the student's permanent folder.
- Students may not leave campus without written approval from a parent, even if the student is leaving campus with a teacher.
- Dress code violations will be handled by the office. If the student is out of dress code, the parents will be called to bring him/her a change of clothes. This does not apply to minor items such as the lack of a belt.
- This list is not meant to be all inclusive.
- The principal reserves the right to make the final decision concerning assignment of any demerits for a student's behavior.

Bullying, Harassment, and Intimidation

It is the intent of Elk Valley Christian School to maintain a learning and working environment free from bullying, harassment, and intimidation.

1. Bullying, harassment, and/or intimidation are evidenced by repeated physical, verbal, or emotional abuse toward a victim producing fear, harm, or damage.
2. Interfering with school purposes or with the orderly operation of school by using, threatening to use, or counseling other persons to use violence, force, coercion, threats, intimidations, fear or disruptive means.
3. Harassment may include, but is not limited to, sexual or racial abuse.
4. Upon report of alleged bullying, harassment, or intimidation, the Principal or designated investigator will conduct a thorough investigation and respond to the incident with appropriate measures which may include, but are not limited to, detention, probation, suspension, or expulsion.

Dangerous/Destructive Weapons

1. No student is permitted to possess at school a firearm, deadly weapon, explosives, knives, or any item that may inflict harm to another or damage to physical property.
2. Any such item will be confiscated from the student and the student will be subject to the appropriate disciplinary action with the maximum penalty being expulsion.

Vandalism

Vandalism will not be tolerated. Appropriate actions including restitution will be taken and may include expulsion.

Substances

A student may not possess or use tobacco, alcohol, drugs, or other controlled substances on or off campus. Appropriate action will be taken which will include suspension or expulsion.

Sexual Immorality

A student involved in sexual immorality will not be retained.

Websites/Internet

Inappropriate material on student websites, social media, blogs, etc. will not be tolerated. Any student found with material on the internet that is deemed inappropriate to the purpose and mission of EVCS will be in direct disobedience to this provision and will be subject to disciplinary action up to and including immediate ineligibility to attend EVCS.

Computer Code of Ethics

High school students will have use of the computer lab of Elk Valley Christian School either through classes requiring such use, or through the library or yearbook staff.

1. Copyright laws and licensing agreements govern the computer software used on these resources. EVCS stringently obeys these laws and agreements. Students having access to EVCS computer resources must adhere to general copyright laws and licensing agreements as well as these specific policies.
 - 1.2 It is unlawful for any student to copy computer software that is owned by the school
 - 1.3 It is unlawful to copy computer software that you do not own.
 - 1.4 It is unlawful to copy computer software that you do/do not own and give it to someone else.

Every student that has a class in the computer lab will have a zip drive to save all work. Student's that do not have a class in the computer lab will be allowed to use the User1 profile as necessary to complete projects and assignments requiring computer use. All work done by students not taking a computer class will need to be saved to their own zip drive as well. No work will be saved to the hard drive of lab computers. The following guidelines apply to all students using lab computers.

2. The Student's Work
 - 2.1 Any work that you have done and saved to your zip drive is considered your work. If it is copied by someone else, this will be considered a cheating offense. Therefore, you are to consider anyone else's work their property.
 - 2.2 Failure to adhere to these policies may result in your loss of privilege to use the EVCS computer lab.
 - 2.3 All work should be saved as the computer lab administrator instructs. At specific times during the year, you may be requested to erase certain files from your zip drive to allow more memory for a large project.
3. Use of Printer: Permission must be obtained from the computer lab administrator to print any items that are not school assignments.
4. Use of Computer:
 - 4.1 EVCS School Logo will be used on all lab computers as the desktop background. Students are not permitted to change backgrounds or screen saves at any time.
 - 4.2 Internet use is limited by an internet policy. All students using the computer lab must sign an internet policy before lab access will be granted.
 - 4.3 Zip drives are to be left in the classroom and are not to be password protected.
 - 4.4 The purpose of these computers is to educate, give experience in computer science and to provide a means of producing professional quality work. Any other use of this equipment must be approved by the principal.
 - 4.5 The installation of downloaded or other unauthorized programs will not be allowed.
5. The computer lab will be available to students for projects in other subjects on a scheduled basis. No student is to be in the computer lab unsupervised at any time.

Internet Activity Policy and Responsibility Agreement

Because the school internet is a tool for research, it should be used in the proper manner. The following internet activities or websites are prohibited when accessing the Web in the Computer Lab:

- Personal Website Maintenance including social media (i.e. Facebook, Twitter, Instagram, etc.)
- E-mail
- Chat Rooms, Message Boards, Dating Connections, Instant Messaging Services
- Download Sites
- Interactive Games (games where you compete in the game with other people online)
- Violent Games
- Joke Sites
- Any site that does not agree with the standards and policies of Elk Valley Christian School

The student will also refrain from searching for information that does not uphold the policies of Elk Valley Christian School and from interaction with other individuals online in any manner. The student will not copy information received in any form and say that it is his/her own work and will accurately cite all source information.

It is the student's responsibility to treat the computer equipment with respect and to not bring anything to class that would harm the equipment. Magnetizing devices are not allowed in the computer lab. Accessing or altering the system files or DOS files at the student's station will not be allowed. Internet activity is only permitted by prior permissions from the computer lab administrator. Be aware that your computer can be monitored by the computer lab administrator from their computer and he/she has the right to stop you from any activity that is inappropriate.

Any violation of this policy will result in demerits and/or loss of privileges to use the computer lab equipment or the Internet. A technical cost related to the removal of any viruses, spyware, questionable material, or unwanted programs that were added to the computer during the student's work sessions or any physical damage that occurs to the computer itself during the student's work session will be the responsibility of the student and their parents. The parents of the student in question will be notified in writing of the occurrence and the cost of repair.

For the policy on personal cell phones, tablets, laptops, and other such devices, see the Communication Section of this handbook.

(Students who will be using the computers and internet at EVCS will need to sign and return the form at the end of the handbook.)

Final Authority

The EVCS School Board reserves the right to make final judgment regarding a student's behavior and the assignments of disciplinary consequences.

Section 6 Dress Code

The key words in describing what is acceptable as school clothing are MODESTY, REASONABLENESS, and NEATNESS. Dressing appropriately is a part of the discipline life that God requires of each of us. I Timothy 2:9 speaks directly to the need for modest apparel for females. I Corinthians 11 speaks to the issue of hair. Close study of such passages would indicate that immodest apparel is an indication of a heart condition that is not pleasing to God. I Samuel 16:7 states that “...for man looketh on the outward appearance, but God looketh on the heart.” For these reasons, standards of modesty, reasonableness and neatness will be applied to both dress and hair styles for both males and females in the student body.

It is admitted that many of the standards have nothing to do with issues of right or wrong. The standards become an attempt to establish some uniformity in dress and hair styles that are applied equally to both males and females.

The faculty and School Board of EVCS have no desire to place undue hardship on parents. Reasonableness will be applied, and students will be dealt with on an individual basis. However, standards of modesty in dress must and will be applied to males and females alike. Therefore, the support of parents is absolutely essential in the matter of dress. Both the principal and the faculty are willing to discuss matters of dress and hair styles with those who inquire.

Any clothing, accessories, symbols, jewelry, or other paraphernalia, which depicts or suggest association with a gang, or is anti-Christian, should not be brought to school, worn to school, or in any way be present at any school related event.

Teachers are charged with the responsibility of enforcing student dress code policy in their classes as well as on campus. The Principal and other school personnel share the same responsibility. Teachers should follow procedures for discipline referral regarding dress code violations.

In a day of sloppy and careless dress, it is essential to our Christian testimony that EVCS maintain certain standards of refinement. Hairstyles, dress, etc. are subject to the regulations set forth by the EVCS School Board. Students are reminded that the faculty and staff are charged with the responsibility of enforcing these regulations. Should a faculty or staff member question a student’s dress, the student is to give the faculty or staff member all due respect.

If students enter the school building for any reason, they must be in school dress.



Proper Daily Dress for Elementary Students - Grades 1-5

- 1) **Dress Slacks** must be worn by young men and is an option for young ladies. The slacks may not have utility loops. No cargo pants or jeans may be worn. (See photo)
 - Slacks must be khaki, navy, black, dark green, or gray in color.
 - Slacks must be made of non-denim fabric.
 - Slacks must be of relaxed fit.
 - Slacks may not have legs that touch the floor; they may not be frayed, have holes, hang low on the hips, or have bellbottoms.
- 2) **Belts** must be worn at all times for students in the 4th and 5th grades.
- 3) **Shirts** must be either a button, collared polo-type OR an oxford shirt. (See photo)
 - Shirts must be a solid color.
 - Shirts may have small logos on the pocket area no larger than the size of a credit card.
 - Shirts may have long or short sleeves.
- 4) **Sweaters/vests** may be worn over an approved oxford shirt. (See photo)
- 5) **Shoes** – No open-toed shoes may be worn.
 - Shoes must be tied at all times.
 - Boys must wear socks at all times.
 - **No athletic sandals or flip-flops may be worn.**
- 6) **Skirts /jumpers** (girls only) must be no shorter than the middle of the knee.
 - Skirts must be khaki, navy, black, dark green, or gray in color.
 - Skirts must be in the same type of fabric as slacks.
 - Skirts must not touch the floor, be frayed, or have holes.
 - **Skorts are not permitted.**

Elementary Chapel Dress

- 1) For Chapel or other designated days, elementary boys are to wear a shirt with a collar (polo or dress shirt) and proper pants in a coordinating outfit. Regular school uniform is acceptable. Denim pants of any color are not acceptable chapel dress.
- 2) Elementary girls may wear a dress or skirt of appropriate length. Denim skirts are not acceptable chapel dress; however, they may wear a denim jacket.

Kindergarten/Pre-school dress needs to be appropriate in length and modest for all school activities.

Proper Daily Dress for Secondary Students - 6th grade thru 12th grade (Non-Chapel Days)

- 1) **Dress Slacks** must be worn by young men and is an option for young ladies. The slacks may not have utility loops. No cargo pants or jeans may be worn. (See photo)
 - Slacks must be khaki, navy, black, dark green, or gray in color.
 - Slacks must be made of non-denim fabric.
 - Slacks must be of relaxed fit.
 - Slacks must not have legs that touch the floor, and must not be frayed, have holes, **hang low on the hips**, or have bellbottoms.
- 2) **Belts** must be worn at all times.
- 3) **Shirts** must be either a button, collared polo-type OR an oxford shirt. (See photo)
 - Shirts must be a solid color.
 - Shirts may have small logos on the pocket area no larger than the size of a credit card.
 - Shirts may have long or short sleeves.
 - Young men's shirts must be tucked in at all times with no part of the midriff showing.
 - Young ladies shirts must be of length to cover midriff when arms are raised. Ladies may wear camisoles under polo shirts to add length.
- 4) **Sweaters/vests** may be worn over an approved oxford shirt. (See photo)
- 5) **Shoes** must be closed with laces tied for young men.
 - Young men must wear socks at all times.
 - Young ladies may wear dress sandals, but no athletic sandals or flip-flops may be worn.
- 6) **Skirts** (young ladies only) must be no shorter than below the knee. (See photo)
 - Skirts must be khaki, navy, black, dark green, or gray in color.
 - Skirts must be in the same type of fabric as slacks.
 - Skirts must not touch the floor, be frayed, or have holes.
 - **Skorts are not permitted.**

Chapel Dress

- 1) For Chapel or other designated days, young men will be required to wear a dress shirt, tie properly tied, dress shoes, and proper dress pants in a coordinating outfit. Denim pants of any color are not acceptable chapel dress.
- 2) Young ladies are required to wear skirts as specified above. Denim skirts are not acceptable chapel dress; however, they may wear denim jackets.
- 3) Dress shoes must also be worn.

Additional Dress Code Guidelines for All Students

- 1) EVCS approved sweatshirts and hoodies may be worn over regular school attire. Approved sweatshirts-type zip-up jackets and/or sweaters may be worn in class.
- 2) Student's undergarments, with the exception of a t-shirt, must not be visible at any time.
- 3) Jackets/coats, or any outerwear may not be worn in class. These items are to be left in student lockers. The school dress code provides for long sleeve shirts and sweaters in cold weather.
- 4) Young men must have their hair cut off the ears and eyebrows, with the back being no lower than the top of the collar.
- 5) Young men must be clean-shaven, and sideburns must be no lower than the middle of the ear.
- 6) Student's hair must be of a natural color.
- 7) Hair must be neat and well groomed. Hair must not be cut or worn in such a way that inappropriate attention is drawn to the wearer.
- 8) Students must have no body piercing or tattoos with the exception of earrings for young ladies, in the lower lobe only.
- 9) Young men must not wear earrings, necklaces or bracelets.
- 10) Students must not wear inappropriate jewelry or accessories.
- 11) The student's appearance should look neat and clean.
- 12) No hats, combs, brushes or hair picks are to be worn in the classrooms.
- 13) Students should arrive at school in proper school dress as specified above, and not finish dressing upon arrival.
- 14) Clothing should be loose-fitting and not be tight or form-fitting.

Body Art and Body Piercing

Body art (such as tattoos) and body piercings (such as the piercing of facial features and all other parts of the body) are prohibited at Elk Valley Christian School. Staff and students attending EVCS may not participate in the acquisition of body art or body piercing and the products thereof.

Should a staff or student applicant already have a tattoo and have been accepted into EVCS, then exhibition of the tattoo is prohibited. It should remain covered at all times.

Should a staff or student applicant already have body piercing and have been accepted into EVCS as a staff member or student, all piercings should be allowed to heal. Body piercing is prohibited at all times.

Volunteers, chaperons, parents and visitors to EVCS who happen to have any body piercings and/or body art should remove any piercings and cover any body art while they are on school campus for parties, field trips with students, or volunteer duties.

The one exception: Pierced ears in the lower lobe only with the wearing of earrings is appropriate for the young ladies, but is prohibited for the young men.

Parents' Dress

In a day of immodest dress, it is difficult to teach our young people to dress in a neat and modest fashion. For this reason, we ask that parents who come on our campus dress in accordance with the rules of our students. Please follow this dress standard when coming on campus, attending school functions and field trips, or entering the buildings. Your help when possible in this area will be greatly appreciated. It is difficult for us to enforce these standards with our students when parents are in violation.

Formal Dress Standards

- Chapel dress standards apply to activities such as graduation, Prim (Junior/Senior Formal Banquet), Homecoming Court, programs, etc.
- Formal events sponsored by the school require MODEST evening wear approved by the school administration.

Young men:

- Suit and tie or a tuxedo must be worn.
- Dress shoes must be worn. If a student wears tennis shoes to the event, they will be asked to change into dress shoes.
- Male guests of female students must comply with these dress standards and the school hair standard.
- Must be clean shaven for the evening.

Young ladies:

- All formal dresses must be approved by the school dress committee; appointed by school administration.
- Dress length must be to the knee or longer.
- No slits above the knee.
- Gowns should have a neckline which is high in the front and back.
- Strapless, one strap, spaghetti strap neckline dresses will be acceptable as long as they do NOT reveal any cleavage and stay against the body when bending. Sweetheart necklines are not permitted.
- Dress back should not be lower than the normal bra line.
- Cut outs or keyholes will not be acceptable.
- No see-through material may be worn.
- Dress shoes must be worn. If a student wears tennis shoes to the event, they will be asked to change into dress shoes.
- Female guests of male students must comply with these standards.

EVCS is not responsible for any party or social affair which is not officially sponsored or approved by the school administration.

Game Day Player and Student Dress:

On game days players, as representatives of Elk Valley Christian School Athletics, are required to dress to a higher standard.

- Boys are to wear khaki pants and school polo during school and up until time to change for the game. After the game they should change back into their appropriate school dress code attire. Players not in proper dress will not play.
- Girls are to wear khaki skirt or khaki pants and school polo during school and up until time to change for their game. After the game they should change back into appropriate school dress code attire. Players not in proper dress will not play.
- Concerning game uniforms, players must abide by the athletic dress code requirements found in the WVCEA Athletic Manual and EVCS Athletic Manual.
- Student spectators are permitted to wear slacks and jeans (without holes or fraying) to school sponsored athletic events if they are worn in a modest and neat fashion.
- All clothing and hair styles must be in a modest and neat fashion.
- Student athletics will be expected to travel to and from away games in either khaki pants or skirts (girls) and the EVCS athletic polo or their respective EVCS warm-up suit. Other shirts for traveling home may be approved by the administration in advance.

All EVCS students will be expected to follow EVCS dress code at home and away games.

Final Authority

THE PRINCIPAL WILL HAVE FINAL AUTHORITY ON ALL MATTERS OF DRESS AND HAIR. If a parent has a question about the dress code at any time, he/she should feel free to contact the Principal. Because dress is so important in our identification as Christians, any dress that portrays identification with ungodliness will be unacceptable.

Section 7 Academics and Bible

Bible Curriculum

Bible is a required subject at EVCS. From its pages beams forth a crystal clear light for life's pathway and herein is revealed the only hope for the life to come. It enhances the study of other subjects such as English, history, and especially science. No other book can enrich the mind and heart and can prepare one for an effective life as this "Best Seller" of all time. A Christian school is privileged to use this most important tool in the work of character building, which is perhaps the most necessary task of a school. It far exceeds all other courses offered in this school in laying a sure foundation of moral and spiritual values in a day of moral decay and spiritual apostasy. Without a working knowledge of the Bible, a student can hardly be considered educated in the truest sense. Only the King James Version is used at EVCS.

Academic Curriculum

The curriculum at EVCS consists of a structured Bible-centered approach with high academic standards for all students.

Elementary

- **Preschool (3 & 4 year olds)**
We are committed to nurturing the whole child socially, emotionally, physically, spiritually and intellectually. A developmentally appropriate learning curriculum will be provided including large and small muscle activities, reading, science, art, language, music, literature and Bible concepts/stories.
- **Kindergarten (K5)**
The Kindergarten program is usually the first experience a child will have with school. Reading readiness, Bible memorization and math readiness are some of the skills learned in kindergarten. The reading program is based upon a balanced phonics/sight word approach. The whole kindergarten program helps prepare students for the first grade and at the end of the year there is a special graduation program. Cap and gown fees must be paid prior to graduation.
- **Grades 1st – 5th**
The elementary program is designed to develop the foundational learning skills that each child will need in his education. The early grades include instruction in Bible, reading, penmanship, math, science, social studies, spelling, music, art and physical education.

Secondary (Middle School & High School)

- 6th through 8th grades – Bible, English, Math, Pre-Algebra, History, Science, Keyboarding, Physical Education, Music
- 9th through 12th grades – Bible, English, History, Science, Math, Physical Education, Health, Career Planning/Speech, Electives
 - History – Government & Economics, World Cultures, US History, 20th Century
 - Science – Physical Science, Biology, Chemistry, Physics, Anatomy
 - Math – Applied Math, Algebra I, Algebra II, Geometry, Advanced Math, Trigonometry, Pre-Calculus
 - Foreign Language – Spanish I, Spanish II, other
 - Electives – Choir, Accounting I, Accounting II, Computer Keyboarding, Computer-Office Basics, Advanced Office, Journalism/Yearbook, Art, Home Ec.

The following classes will be weighted: Advanced Math, Trigonometry, Pre-Calculus, Physics, Chemistry, and Accounting II & III, making it possible to have an academic average higher than 4.00.

Students should give careful consideration when registering for selected courses. No courses may be dropped or added after the second week of a new semester.

Grading Scale

The school grading scale is as follows:

93 – 100	=	A	Plus (+) and minus (-) grades are often assigned by teachers to reflect the two upper and two lower percentages of each letter grade.
85 – 92	=	B	
77 – 84	=	C	
70 – 76	=	D	
BELOW 70	=	F	

Withdrew Passing WP
Withdrew Failing WF

Incomplete INC
An "INC" will be changed to an "F" if not made up within three weeks after the end of a grading period.

Kinder Scale:

O Outstanding	Plus (+) and minus (-) grades are often assigned by teachers to reflect the two upper and two lower of each grade.
S Satisfactory	
N Needs Improvement	
U Unsatisfactory	

Grades 1 and 2 will use the Kinder Scale grading scale for handwriting, history, science, and health.

Honor Roll

EVCS recognizes those who excel academically by placing them on the Honor Roll. To qualify for the honor rolls, the student must have at least four (4) units of work. The Honor Roll is divided as follows:

- ◆ **Pastor's List (Highest Honors)** – 4.0 GPA or higher
- ◆ **High Honors** – 3.50 to 3.99 GPA
- ◆ **Honor Roll** – 3.00 to 3.49 GPA

Honor rolls will be submitted for publication in the local newspapers and school newspaper, *The Eagle's Nest*. Any incomplete grade (INC) in a particular subject will cause a student to be ineligible for Honor Roll until the grade is finalized. If the Honor Roll has already been submitted for publication, names will not be added to the newspapers.

Graduation Honors

- ◆ High Honors: 4 weighted classes and a 4.0 GPA by end senior year
 OR 5 weighted classes and a 3.6 GPA by end senior year
- ◆ Honors: 2 weighted classes and a 3.6 GPA by end senior year

Valedictorian and Salutatorian

Each year the administration of EVCS selects students from the senior class for Valedictorian and Salutatorian honors. Traditionally, the Valedictorian and Salutatorian honors go to the students who have the highest and second highest grade point average respectively. Students receiving these honors will be asked to give a short address during the senior commencement for their class. Candidates for these Valedictorian and Salutatorian must meet the following requirements:

- Must be a full-time student at EVCS for at least three full years (10th, 11th, and 12th grades)
- Attendance record in good standing. No excessive absences and/or tardies.
- Must receive credit for at least 4 weighted classes.
- Valedictorian must have highest GPA of eligible students
- Salutatorian must have second highest GPA of eligible students.

Note: GPA is calculated as the average of the eight semester GPA's of the student's high school years. If there is a tie, the student with the highest grades in the weighted classes will be considered to break a tie. If there is still a tie, then two Valedictorians will be named and no Salutatorian. Should there be a tie for Salutatorian; the student with the highest grades in the weighted classes will be considered to break a tie. If there is still a tie, then two Salutatorians may be named.

Other Honors

Other important honors that students may attain are *Mr. and Miss Elk Valley* and being inducted into the *American Christian Honor Society*. To qualify, the student must show school spirit, Christian witness, obedience to authority, academic achievement and Christian character. Students are nominated by their teachers and then selected by vote of the faculty or designated committee. *ACHS* members also qualify with a 3.5 GPA after 9th grade and maintain 3.5 GPA throughout high school.

Homecoming queen, king, princess, prince and attendants are nominated and voted for by their peers. To qualify, the student must show school spirit, Christian witness, obedience to authority, academic achievement and Christian character.

Progress Reports and Report Cards

- Progress reports are sent home at the mid-point of each grading period, if student account is current.
- Report cards are issued at the end of each nine-week grading period, if student account is current.
- There is a \$1 fee for reprinting lost report cards or progress reports.

Textbooks

- EVCS generally uses textbooks from Christian publishers. In rare cases where secular books are used, they are examined carefully for anti-Christian content.
- A book fee will be charged annually for textbook rental.

Return of books

- Students must return all textbooks except consumables at the end of the school year.
- Students will be charged for lost textbooks or for textbooks damaged excessively.
- Students transferring or graduating must return all textbooks before transcripts and health records can be forwarded to another school.

Lost books

Parents will be required to reimburse the school for any books which the student may lose or damage. The cost of a new book will be charged if it is not usable. Other damage will be evaluated and charges assessed.

Homework

Each teacher is permitted to give homework to aid pupils in learning. As a rule, homework is for completing work started in class, drill, practice, or special projects.

Cumulative homework assignments for the average student should not exceed the following

1st Grade:	0 - 10 minutes	4th Grade:	30 - 40 minutes
2nd Grade:	10 - 20 minutes	5th Grade:	40 - 50 minutes
3rd Grade:	20 - 30 minutes	6th Grade:	50 - 60 minutes

Long term homework assignments (note cards, reports, bibliography cards, memory work, etc.) are to be turned in on the due date. If the student is absent on the due date, the assignment will be due on the day the student returns to school.

There should be little homework assignments on Wednesday evenings. In keeping with the spirit of this policy, no tests will be given on Thursdays, unless totally unavoidable, and then only with permission from the Principal.

Field Trips

- Field trips are taken during the year to places of educational and social interest.
- Permission and/or medical release forms must be signed by parents at least one week prior to the scheduled trip. No student will be allowed to go on a field trip without a permission slip signed by parent(s).
- Students will be expected to ride on the bus or van provided unless parents have made other arrangements. At times, parents will be asked to chaperone and/or help provide transportation.
- Students are to wear regular school dress unless a variation in the dress code is authorized by the administration.
- Parents who serve as chaperones or attend the field trip are required to follow the same dress code and conduct standards as is required of the students.
- Parents who volunteer to drive students in their own vehicles on field trips should understand that they accept liability in case of an accident.
- Faculty members bear complete responsibility and are in charge of all field trips.
- When school transportation is used, each student must pay \$1 to \$5 to help pay for the gas. (More for longer trips.) Price will be determined by distance and amount of students.
- Pleasant Island is considered part of our campus and transportation to the Island will not require permission slips. Parents will be informed of plans to visit Pleasant Island, but may not be required to fill out a permission slip.

Senior Trip:

- The annual senior trip is regarded as a significant educational experience and as such is scheduled with Word of Life in Florida or The Wilds; unless otherwise approved by the School Board.
- The Senior Class Staff Advisor is responsible for helping students in planning and carrying out their senior trip.
- EVCS administration must approve all class trips before finalized plans are made.
- The Senior Advisor or another staff member assigned by the administration will accompany the seniors on their trip. A member of the administration shall accompany the seniors on their trip.
- Seniors are responsible for the cost of the senior trip including the cost for the chaperones and any substitute teacher pay for staff chaperones. Any fundraising done to acquire money for the senior trip is to be carried out under the supervision of the Senior Advisor.
- Seniors and chaperones are required to maintain the same level of discipline on their trip as required at school.

Graduation Requirements

Because courses are offered on a semester basis, a student must pass the course each semester in order to receive the credit value assigned for that semester. If a student fails a required course, he/she will have to make up the credit. Seniors will be permitted to march in commencement exercises if they lack only 1 credit for graduation and if arrangements have been made to earn this credit in an approved summer school program. Some summer school classes are available for a fee through EVCS and the county school systems.

Because of the value of the overall program, it is necessary for a student to attend 4 years of high school even though he or she may satisfy the graduation requirements in less than 4 years. If a student is allowed a fifth

year at EVCS in order to graduate, he or she will likewise be expected to attend for the full day. Exceptions may be considered by the administration.

Students in the 7th and 8th grades are required to take Bible, English, Math, History, Science, and Physical Education. Beginning in the 9th grade, students receive credits toward graduation and must complete the requirements for graduation listed here:

Course	College Bound	General Diploma
Bible*	4 credits	4 credits
English	4 credits	4 credits
Social Studies (U.S., World, Govt., 20 th Century)	4 credits	4 credits
Science (Physical and Biological required)	4 credits	3 credits
Math	4 credits (3 credits must be Algebra I or above)	3 credits (2 credits must be Algebra I and above)
Physical Education	1 credit	1 credit
Health	1 credit	1 credit
Speech/Finance	1 credit	1 credit
Foreign Language	2 credits	1 credit
Elective courses chosen by student	2 to 4 credits	4 credits
TOTAL	26 Credits	26 Credits

The school allows some limited opportunity to drop or add courses during the first two weeks of the first semester, and to make arrangements for the same during the two weeks prior to the beginning of the second semester. These changes require approval of all teachers concerned, the student's parents, and the Principal.

* The requirement of four credits of Bible for graduation will be strictly enforced for all students (enrolled in EVCS grades 9-12) expecting to be graduated by EVCS. Bible will be one of those subjects offered in a summer school program at EVCS. This will permit students who fail a Bible course to make up that credit during the summer. Students who transfer to EVCS 10-12 grades will not be required to make up Bible credits for graduation. Bible is required for the semesters they are at EVCS.

Students who take high school courses before grade 9 (i.e., Foreign Language, Algebra) will receive high school credit. These courses will be used in calculating the student's GPA and will be used to determine class rank.

Senior Transcripts

The Senior Transcript is a computer printout which displays the following:

- A list by year of every course taken in high school along with the final grade achieved in each.
- The cumulative high school numerical average
- The Class Rank
- The credits earned for each completed high school course
- The Grade Point Average (GPA)
- SAT and ACT scores by month and year taken (if submitted to the school)

Transcripts are provided to seniors throughout their senior year for college and scholarship applications. Final transcripts for colleges will be sent after graduation. Submit a form provided by the college or in writing with the college and address to the school office.

There are no fees for transcripts while you are a senior at EVCS or one year after graduation from EVCS. There is a \$5 fee for transcripts thereafter.

Promotion, Retention, Classification

In grades 1st – 8th, any student receiving a yearly grade of F in three academic subjects will automatically be retained. If a student receives an F in two subjects, one being Reading/English or Math, he/she will have to make up the respective subject in summer school before he/she will be promoted.

Promotion from grade 9 to 10 (sophomore) occurs when the student has earned six (6) credits and passed six (6) of eight (8) semesters in English, Social Studies (History), Mathematics, and Science. Promotion from grade 10 (sophomore) to 11 (junior) occurs when the student has earned 13 credits. Promotion from grade 11 (junior) to 12 (senior) occurs when the student has earned 19 credits.

If a student must take a pace class during the school year in order to graduate or because he/she has failed a class and is unable to take that class because of time schedule, he/she must pay summer school costs in addition to cost of textbooks.

Academic Probation

Academic Probation status is assigned to any elementary, junior high, or senior high student whose grade point average falls below 2.00 (C-average) and has no more than one “F” on a mid-term report or at the end of a nine-week’s grading period. SEE “Eligibility Requirements for Athletics” for more details.

Academic Testing

Stanford Achievement Test:

All students in grades K5-11th are given the Stanford Achievement Test in the spring to measure achievement in the areas of English, math, science and social studies. Student results are compared to students nationally and to those students in other Christian Schools nationally. The report will be sent home with the final report card during summer break. Results of these tests are reported to the West Virginia Department of Education as required under our Exemption K status with the state.

PLAN:

All students in 10th grade take the PLAN during the fall for several reasons. It is great practice for taking the ACT or SAT which they will take their junior and senior years in preparation for college applications. These tests cover the skills and knowledge that are commonly taught in the nation’s schools and are judged to be important for success in both high school and college. The tests measure what students know and what they are able to do with their knowledge. The fees for these tests are the student’s responsibility.

ACT (American College Test) and SAT (Scholastic Aptitude Test):

Juniors and seniors who are college bound must take the ACT or the SAT, which is a national test, for their college applications. It is recommended that they take the test several times their junior and senior years as test scores tend to improve. In order to take the ACT or SAT, a student must register himself, pay a fee, and take the test on an assigned Saturday. Dates and information is posted on the bulletin board outside the school office, in secondary classrooms, and on the school’s website calendar. Information is passed out to students throughout the school year. The fees for these tests are the student’s responsibility.

Scores from both the ACT and SAT together give colleges the truest picture of a student’s scholastic abilities.

Physical Education

- Secondary students in grades 6th - 10th will take physical education.
- Secondary students are expected to purchase approved physical education clothing.

Academic Activities

- Spelling Bee
- Golden Horseshoe - West Virginia History
- Fine Arts Festivals (Bible knowledge, music, speech, art, academic testing) Entry fees for individual or small group categories are the responsibility of the student and parent.

Section 8 Transportation

Availability and Routes

If enough students require transportation to make it cost effective, EVCS will run one bus route to transport students to school in the Charleston, Sissonville, Pinch areas. Space is available on a first-come, first-serve basis. Application should be made with the school office.

Transportation costs should be paid the first week of school for half of the monthly fee for August and then by the 5th day of the month, September through May, to the school. No reductions allowed for any days not utilized: i.e. athletic practices, absences, etc. See the Tuition and Fee schedule for current fees.

Behavior of Students on Buses and Vans

Behavior rules that apply to the school campus also apply for the buses and vans. The bus or van driver has authority to enforce the behavior code. Students who persist in violating the behavior code will be removed from the bus or van.

In order to provide a high level of safety on our vans and buses certain guidelines must be followed:

- The number of riders must never be more than capacity.
- Boys and girls should be separated with one group located in the front half and the other group located in the back half of the vehicle.
- No food or drink should be taken on the vehicle at any time (except for the driver if needed).
- MP3 players, iPods, DVD players, CD players, headphones, video game players, etc. are prohibited at all sport events and during travel.
- Students must remain seated at all times.
- Talking should be in hushed tones. No loud talking, yelling or chanting.
- Nothing should hang out or be thrown out of the windows.
- The vehicle must be left clean. Nothing should be left on the vehicle when it is parked.

In-Lieu-of-Payment

Families who live 2.1 miles or more from Elk Valley Christian School and live in Kanawha or Putnam counties are eligible for In-Lieu-of-Transportation reimbursement from the county in which they reside. Other counties do not provide this reimbursement. The appropriate form must be provided so that EVCS might file the form with the appropriate county. Rates may vary among the counties. Payments are made directly to parents from the county, not from EVCS. Kanawha County School payments are not automatically forwarded to a new address. Please notify the school office of any address changes.

Section 9 Emergencies/Illness

School Dismissals

Weather/Snow days or other reasons for dismissal of school

- Elk Valley Christian School will *typically* follow the policy of Kanawha County Schools on school dismissal because of inclement weather. On rare occasions the EVCS administration may deem it necessary to make a decision regarding school closing or opening independent of Kanawha County Schools.
- Early dismissal will be rare because of difficulties in getting students home.
- Parents, who have signed up for the SchoolReach list, will receive a recorded message, text, and/or email from the school regarding the closing or delay of EVCS.
- Local radio and television stations will be called to announce school closings or delays if possible.
- Information will be posted on the school's website (www.evcs.org) and Facebook page if possible.

Shelter in Place

Occasionally, students must shelter in place because of a chemical emergency. In that case, buildings will be sealed in accordance with regulations. Students will be sheltered in place until an all-clear signal is given. Shelter in place procedures will be followed and needed supplies will be maintained.

Funerals

In the event of a funeral held at Mount Pleasant Baptist Church on a scheduled school day, EVCS will close early or have no school. A note will be sent home with students and information will be posted on the school website (www.evcs.org) and on the EVCS Facebook page.

After-Care

No After-Care is available on early dismissal days. This includes closings due to weather, funerals, end of semester, or half-days. Please make plans to pick up your child(ren) in a timely manner. After-Care may be available on some half days throughout the school year for an additional fee.

Break/Lunch

Break is not taken on two-hour delay days. Lunch is not ordered out on delay days. Students should bring lunch from home on those days. The Snack Bar will be open during lunch for drinks and snacks.

Emergency Cards

At the beginning of each school year, parents must fill out an emergency card and return it to the school office. Special instructions for medicine should be written on the emergency card.

Prescription Medications

Prescription medication should be brought to the office when a student arrives at school. Students should come to the office when the medication should be taken. The medication should be retrieved at the end of the day.

If a student is under the care of a physician and is taking prescription medication for a chronic illness or condition, an Administration of Medication form must be filled out by the physician and signed by both the physician and parent and returned to the office for our records. This is a requirement of the Kanawha County Department of Health and must be completed at the beginning of each school year or when illness/condition arises. Forms may be picked up at the school office.

Immunization Records

A record of immunizations, signed by the administering physician, must be filed at the school before school opens or when enrollment occurs.

West Virginia law requires the following for new school enterers:

- DTaP/DTP - Four doses required. One dose must be after the 4th birthday
- Polio - Three doses required. One dose must be after the 4th birthday
- Measles, Mumps and Rubella - Two doses. The first one must be after the 1st birthday
- Varicella (Chicken Pox) - Two doses. The first one must be after the 1st birthday
- Hepatitis B - Three doses. The last dose must be after the age of 6 months

Beginning in 2012-2013, state law and rules require that all children entering school in West Virginia in grades 7 and 12 must show proof of immunization against diphtheria, pertussis, tetanus (Tdap), and meningococcal disease (MCV4) unless properly medically exempted.

- Tdap - **7th & 12th grades:** Proof of booster dose of Tdap vaccine
- MCV4 - **7th grade:** Proof of 1st dose of MCV4 vaccine
- **12th grade: One or two doses required.** One dose of MCV4 is required if received after the 16th birthday. Second dose is required if first dose was before 16th birthday.

MEDICAL EXEMPTIONS

Medical exemptions must be requested, in writing, by the child's physician and must be approved by the Kanawha County health officer. The written request must include the vaccine(s) being exempted, the specific medical reason for the exemption, whether the exemption is temporary or permanent, and, if temporary, when the exemption should be re-evaluated.

WEST VIRGINIA STATE LAW DOES NOT ALLOW FOR NON-MEDICAL EXEMPTIONS TO THESE IMMUNIZATION REQUIREMENTS.

Health Screenings

Annual vision screening and hearing screening are provided by the staff of Kanawha County Schools for grades K5, 2nd and 4th. A scoliosis screening is provided by the staff of Kanawha County Schools for 8th grade. These and other health screenings or vaccinations may be provided by KCS through-out the school year. Vaccines require parent permission before being administered. There will be no make-up days for students who are absent during the screenings or vaccinations.

Student Illness or Accident

Students who are sick should be brought to the office. Students with a temperature of at least 100 degrees or above will be sent home. If a child is ill (vomiting, fever, etc.) before school, please do not send him/her. Also, it is wise to keep a sick child home at least 24 hours after beginning a series of medication and/or after a fever has broken. Parents should notify the school if their child should be given Tylenol. (Please indicate on emergency card.)

When medicine is to be taken "as needed," parents should notify the school of the time the medicine was last taken.

Safety Precautions

Faculty members at EVCS are trained in dealing with injuries where blood may be in evidence. Safety measures will be observed in dealing with student injuries. Parents will be notified immediately when a student is injured.

Section 10 Arrivals and Departures on Campus

Caution

In no case should traffic on the campus be moving at more than five (5) miles per hour. Use extreme caution, observing for students who may dart out.

A driver on campus should be concerned about his/her testimony on behalf of the school.

Times

- Students should not be brought to the campus before 7:30 a.m.
- Parents of secondary student drivers should emphasize the need for children to be on time for school.
- Elementary students should report to the main auditorium.
- Secondary students should report to the gym.
- Students who cannot be picked up by 3:15 p.m. will be sent to After-Care (fees apply).
- School will be dismissed at 3:00-3:10 p.m. for elementary and 3:15 p.m. for secondary.
 - Elementary students will be supervised at this time.
 - Students in grades 6th-8th will be expected to report to After-Care by 3:15 p.m.
 - High school students in grades 9th-12th are the responsibility of the parent. There is no school supervision for high school students following school dismissal. High school students are not allowed in the church sanctuary following dismissal.
- Students driving their own vehicles may go to their vehicles at 3:15 p.m.

Section 11 Communications

Parent/Teacher Conferences

Parent/Teacher Conference times are regularly scheduled. Consult the school calendar. Faculty members are willing to schedule appointments with parents at other times also. Conferences should be arranged to take place outside of class hours.

Calling a Teacher or Administrator

The staff at EVCS knows the importance of the home and school working together in the education of children. Communication is essential. Other conferences with teachers or the administrator may be arranged by calling the school office with that request. Office staff will schedule a conference with the teacher or administrator at a time convenient with you. Parents are requested to be considerate of a teacher's time if contact is made during the school day.

Guidelines for Cell Phones, Communication or Electronic Devices

Students are permitted to use personal electronic communication devices, including cell phones, during the school day **for instructional or educational purposes only**. The use of such devices for non-instructional purposes can cause a disruption to the educational process. Electronic devices include but are not limited to the following: computers (such as laptops, tablets), storage devices (such as USB and flash memory devices) cameras (such as cell phone, video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers, and any other, similar, technologies as they come into use. The school day begins when the student enters the building and ends when school is dismissed.

Electronic communication devices are not permitted to be visible on the student. Additionally, Elk Valley Christian School will not be responsible for the electronic devices owned by, and brought to school, by students.

The use of camera phones, cameras, recorders, or other electronic devices that might violate the privacy rights of students and/or school staff or are used to commit academic fraud will result in appropriate consequences. Please remind your children of the harmful effects of texting inappropriate videos, pictures, or information. This practice, sometimes known as "sexting", can have serious educational and criminal repercussions with respect to minors. Violation of these policies is a Level 3 offense. (See Discipline Policy.)

Parents who need to contact their child during the school day for emergency purposes should use the school's normal emergency contact process and call the main school number (304-965-7063). School staff will assist parents in communicating with their child in appropriate emergency situations. Parents should not consider their child's cell phone as a means of contacting their child for any reason during the school day.

Grievance Procedure

There may be times when a parent will have a grievance against a teacher, a staff member, an administrator or a board member. In all such situations, Elk Valley Christian School strives to observe the principles outlined by our Lord in Matthew 18:15-17 and Galatians 6:1. We ask you to observe these principles, and we agree to do the same.

Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. And if he shall neglect to hear them, tell it unto the church; but if he neglect to hear the church, let him be unto thee as an heathen man and a publican. (Matthew 18:15-17)

Brethren, if a man be overtaken in a fault, ye which are spiritual, restore such an one in the spirit of meekness; considering thyself, lest thou also be tempted. (Galatians 6:1)

Two Principles Drawn from These Scriptures:

1. The complaint should be settled at the lowest level of relationship possible. If a parent has a complaint against a teacher, the parent should go directly to the teacher, not to the administrator, a board member, or another parent. If a parent has complaint against an administrator, the parent should go to the administrator, not the Board.
2. If the complaint cannot be settled at the lowest level, the person with the complaint should go to the next higher authority. For instance, if a parent has a grievance against a teacher and cannot settle it with the teacher, the parent should then go to the administrator. If the parent still does not receive satisfaction, he/she should go to the board until he/she gets a final decision.

Divorce and Separation

Divorced and separated families are realities of contemporary life which affects the school's responsibilities to its students. The following policies have been adopted to assist the school in situations where a non-custodial parent wishes to become involved in school-related activities of a student, or wishes to have contact with or take custody of the student while at school.

1. Ordinarily, the school will not resist or interfere with a non-custodial parent's involvement in school related affairs, or access to the student's records, unless the school is presented with a court order or comparable legal document which restricts such involvement or access. The school will not otherwise "choose sides" between parents.
2. In cases where legal documents restricting access have been presented, the school will not permit the non-custodial parent to take custody of a student or remove the student from school premises unless the parent presents either a written court order or a written authorization signed by the custodial parent permitting such custody.
3. If the actions of parent(s), custodial or non-custodial, become disruptive to the operations of the school, the school has the right to restrict access by such parent(s), and to take other reasonable necessary action.
4. Concerning student activities which require parental consent, the school will accept consent only from the custodial parent, unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.
5. Copies of school work, certificates, awards, progress reports, report cards, and other communications from the school will be provided to the primary custodial parent only. Parents who have been awarded joint custody of their student must identify a primary custodial parent as the single point of contact for the school. The school cannot bear the duplication and distribution burden for divorced or separated families. It is expected that the custodial and non-custodial parents make their own arrangements for the sharing and distribution of school materials.

Section 12 Student Activities

Listing of Athletic Participation

EVCS offers students the opportunity to participate in the following sports if there are enough interests and coaching staff can be secured:

- Boys*/Girls Soccer
- Girls Volleyball*
- Boys Basketball*
- Girls Basketball*
- Girls Cheerleading*
- Boys Track*
- Girls Track*
- Golf
- Baseball

EVCS plays a schedule of athletic contests in each of the sports above with both Christian schools and public schools.

League of Participation for Athletics: EVCS participates in a conference with other teams. There is a full schedule of games in the sports identified above. The school also participates in the *WVCEA State Tournaments and other invitational tournaments.

Eligibility Requirements for Athletics (from the EVCS Athletic Manual)

EVCS sets forth a program designed to help students maintain appropriate academic and behavioral standards while participating in sports. Even though much time will be spent after school in team practice and personal training and practice, students must not fall behind in class work because of athletics.

Students will be evaluated each four and one-half (4 1/2) weeks. A student needs to have a minimum 2.0 cumulative grade point average (GPA) and no more than one failing grade for the 4 1/2 weeks immediately prior to selection. In the case of fall quarter selection, the grades of the previous year must meet the criteria. Students who fail to meet the academic requirement will be placed on academic probation. A student may practice while on academic probation; however he or she may not dress or participate in the games.

For the mid-term grades (progress reports), a weekly check will occur at one week intervals beginning a week after the students receive their grades to reevaluate the student's eligibility. If a student meets the academic requirements during the weekly check, he or she will be permitted to participate until the next weekly check. Checks continue until the next grading period. If a student's grades are below the requirements for two consecutive 4 1/2 weeks period, the student will be ineligible to tryout, practice, or play on an athletic team. In their choice of team members, coaches will not take lightly students having a long and consistent record of probation.

Report card grades will not be checked weekly because report card grades are permanent, and not subject to change the final grade.

Because athletes are considered leaders at EVCS, the student's character and example must be pleasing to Christ. Each student desiring to participate in athletics will be evaluated. Coaches and the Principal will make the final determination as to a student's eligibility with regard to his/her character. Disrespect to coaches during practices or game play will not be tolerated.

Student Eligibility

- Participants must be full-time students in good standing at EVCS.
- Home school students are not considered full-time students.
- EVCS will conform to the age qualifications and restrictions as governed by the West Virginia Christian Education Association.
- A student is eligible to represent EVCS as long as he/she does not violate the eight semester rule: Upon entrance into ninth grade, the participant has eight consecutive semesters of eligibility.
- No student may play on a junior high team if he/she has reached his/her sixteenth birthday before September 1 of the current school year.
- No student may play on a varsity team if he/she has reached his/her nineteenth birthday before September 1 of the current school year.
- Failure to comply with any of the criteria stated above will result in forfeiture of games.
- EVCS will submit a team roster to the WVCEA before the first game of each sport.
- If a student falls below 75 merits he/she will be ineligible to participate in extracurricular activities.
- Uniforms from one sport must be turned in before a player can participate in another sport.
- All athletes must demonstrate attitudes and actions that are consistent with the rules and goals of EVCS and the WVCEA Athletics Program. Students not in compliance with these standards will be dismissed from the program.

Fine Arts

EVCS participates in the WVCEA Fine Arts activities. Participation is open to all upper elementary, junior high, and senior high school students (grades that WVCEA stipulates.) Fine Arts Festivals offer an opportunity for students to be rated in the following broad categories: Bible knowledge, academics, music, speech, and art. Entry fees for the WVCEA Fine Arts are the responsibility of the student and parent.

A Christmas Program and other programs are presented during the school year.

American Christian Honor Society

Sophomores, juniors and seniors of the EVCS student body are eligible for induction into the American Christian Honor Society sponsored by the American Association of Christian Schools (AACCS).

To be inducted, students must meet eligibility criteria in the areas of scholarship, leadership, character, and service.

- Character traits such as: attitude, honesty, spiritual growth, consistent Christian testimony, even temperament, respect for authority, integrity, responsibility, courtesy, cooperation, etc., will be analyzed.
- Students must have been involved in some way in service projects within the church, school, or community.
- Members must maintain a 3.5 GPA.

Leadership Camps

Senior high students at EVCS are eligible for participation in student leadership camps sponsored by the American Association of Christian Schools (AACCS).

Student Council

Student Council members (9th-12th grades) generally meet twice a month to plan and organize student activities and discuss student issues. Their goal is to promote spiritual growth and school spirit among the students and provide positive social events.

A student council officer should continue to follow and surpass the standards set forth to be elected as a class officer:

- All full time students are eligible to apply
- Attended EVCS at least one full semester before election or appointment
- Maintain a good Christian testimony
- Be active in church
- Be honest and responsible
- Set a good example
- Have a good attitude toward EVCS staff and student body
- Be respected by his/her classmates
- Must have a 2.75 or better cumulative GPA as of the last completed semester
- Maintain a 2.75 GPA during the year
- Maintain a good attendance/tardy record
- Exhibit self-control so that serious disciplinary measures are not needed
- Does not accumulate 25 demerits during the semester or fall below 75 merits.

In addition, a student council officer should be willing to show initiative and follow through on commitments made to EVCS, especially student council activities. An officer should be able to give adequate time to complete responsibilities.

Section 13 Miscellaneous Policies

School Directory

Shortly after the beginning of each school year, EVCS may publish a directory listing all families. However, a family may request that telephone numbers and/or addresses not be listed. This request should be communicated to the school office in writing by mid-September. The published directory will be made available for purchase at a reasonable cost. Changes of address and telephone numbers should be communicated in writing to the school office.

Lost and Found

Items lost by students, if found, should be turned in to the school office. Items found will be maintained there. Students seeking lost items should inquire at the school office for the item. Students will be notified about found items not yet claimed through-out the school year. Students or parents will have an opportunity to examine items at that time in hopes of locating items that may have been lost.

Students are encouraged to accept responsibility for items brought to school. The student is responsible for items that are lost. Items considerable valuable, such as jewelry, should not be brought to school. The school is not responsible for items lost or stolen.

Lunch Policies

Because of the number of students enrolled, lunch times will be staggered. Elementary teachers and/or aides will be supervising students in the gym or their classroom.

Secondary teachers will be assigned lunch duty on a rotational basis. Students must stay in the gym – not the classrooms or hallways. Students may not leave the gym before the end of the lunch period. Students shall use only the microwaves in the cafeteria for warming their lunches. No eating or drinking in classrooms.

Classroom Parties

Periodically, elementary teachers may schedule classroom parties to celebrate birthdays of students or for other acceptable reasons.

Secondary: Only two parties per semester. Birthdays may be celebrated at lunch or snack time.

School Office

The school office should be looked upon as a place of business and should be honored as such at all times. Students, parents, and visitors should not congregate in the hallway near the school office.

Solicitations

At no time will approval be given for outsiders to solicit funds on the property of EVCS.

Guest Speakers, Musicians and Music

Persons seeking to bring special speakers or musicians to the campus of EVCS for any reason must first seek approval from the Principal.

Music that is to be performed at the school for any activity must conform to the music policy and be approved by the administration. This includes recorded music. Christian rock may not be performed or played.

Prohibited Items on Campus

- Playing cards of any kind
- Electronic games
- Explosives of any kind
- Rock music, videos, tapes, CD's, DVD's
- Illegal drugs or alcohol
- Tobacco in any form
- Books and magazines that do not pertain to classroom use
- Dice (unless part of a board game)
- Electronic toys
- Personal DVD, CD, Cassette, MP3 players, iPods, radios, etc.
- Knives, guns or weapon of any kind
- Matches
- Any other items deemed hazardous by the Principal or School Board

Fire Drills

- Fire drills and other emergency drills will be conducted periodically. Faculty will insure that an evacuation plan is properly posted in each classroom or meeting area.
- Rooms should be evacuated quickly and orderly. Students are expected to stay in line and refrain from talking during fire drills.
- Students should go quickly to the designated area for the room they are in and turn to face the building just evacuated.
- Teachers will insure that windows and doors are closed during fire drills.
- Teachers should take the classroom evacuation bag with them when evacuating a building for any fire or emergency drill.
- Teachers and students may return to rooms once the all-clear signal is given.

Lockers

It is recognized that student lockers are an important part of school life. They are also part of one's testimony to others. Therefore, lockers shall be kept neat and clean at all times. No student shall tamper with another student's locker or belongings. Locker doors shall not be forced shut or slammed. No tape or stickers are to be on the locker walls. Magnets may be used, but shall not have off-color or suggestive phrases or pictures on them. Pictures, cartoons, etc., may be hung in lockers as long as they do not convey attitudes or standards contrary to those of the school. Do not write anything on or in lockers.

Lockers should remain locked at all times. EVCS will issue locks to students. If the lock is damaged or lost, then the student will be charged \$5.00 fee to cover the cost of replacement. If a student brings a lock from home, then they must provide the school with the combination or an extra key.

EVCS retains the complete control of its facilities and equipment. This includes lockers that are provided as a service to students to store their (students') personal belongings during the school day. The school permits the storing of student's personal belongs in lockers at the student's own risk.

EVCS reserves the right to inspect lockers unannounced at any time. This means assigned school personnel will open lockers for the purpose of enforcing the school code, to inspect a locker and its contents for any contraband that may be there when there is reasonable suspicion such contraband may be present. This inspection of contents may include the following representative items but is not restricted by this list: jacket pockets, purse, wallets, bags, boxes, or books.

Student Drivers

Student drivers must complete a school registration form in order to drive to school. Student drivers will lose their privilege if poor driving habits are observed on campus.

Student drivers and passengers of student drivers should provide EVCS with written permission from both sets of parents in order to transport or ride with another student.

Students, with parental or guardian permission, may drive and park their vehicle on school property in the designated location for student automobile parking.

Student access to parked automobiles during the school day is as follows:

- Upon arriving on the school campus students are to park their vehicle in the designated student parking area, leave their vehicle and proceed to the gym/classrooms.
- Students are not permitted to visit their automobiles during the school day or at the lunch hour without administrative authorization.
- Students are not to use their vehicle for any school-related business unless the parents or guardians of the student driver give special written permission.
- Student drivers must have written permission from parents to leave the campus at times other than the regular dismissal time. The information the permission request must include is the time, destination and reason for the request for early dismissal.

Students are to abide by all traffic laws. Student drivers are to keep their vehicles under control at all times while driving on school property. Reports indicating any reckless student driving will be investigated by the Principal, and if proven to be true, the student driver will be subject to school discipline. Unless circumstances and considered otherwise warranted, these guidelines will govern official school response to traffic violations:

- | | |
|-------------------|---|
| 1. First offense | One week suspension of driving privilege |
| 2. Second offense | One month suspension of driving privilege |
| 3. Third offense | Suspended privileges for the remainder of the school year |

Searching automobiles: When reasonable suspicion exists that a student has brought contraband onto the campus, the vehicle may be searched by school officials using the following plan:

1. The search will be by two designated school personnel.
2. The student will be asked to open the vehicle doors, hood, trunk, glove box, and any other locked compartment or container in the vehicle. A parent/guardian will be notified of the search before the search begins.
3. In the event the student refuses to comply with the school request to open the vehicle, the student's parent/guardian will be notified and the student will be placed on in-school suspension until the parent/guardian arrives on campus.

Withdrawals

Withdrawals from school must be made in person by the parent through the office of the Principal. An official withdrawal form should be completed. That form will be processed by office staff and the necessary signatures obtained. Records for students withdrawing from EVCS will not be released until all bills are paid and all textbooks and materials returned.

All tuition charges continue until the withdrawal process is completed. No report cards or any records will be released to any student whose account is not current. When you register your child to attend EVCS you agree to see that your account is current at all times and that all charges are paid. Any student who has registered for EVCS, but then withdraws prior to the school year will be responsible for all non-refundable fees as well as the first month's tuition. Any student who withdraws or is dismissed from EVCS at any time during the school year will be responsible for the full month's tuition for the month in which he withdrew or was dismissed. You understand by registering your child that one month's tuition and any other tuition prorated based on the number of days that your child has actually attended EVCS is absolutely nonrefundable. Withdrawal or dismissal from EVCS can occur from the date of registration to the last day of school for that enrolled academic year.

When you register your child in EVCS, you are saying that you understand that you must follow this procedure of withdrawal:

1. The parent must visit, write, or call the school principal.
2. The parent must, in writing, indicate desire and reason for withdrawal.
3. The parent will be informed of the present financial status of the account upon request.
4. No records will be given to the parents. They will be forwarded only to the school of transfer upon request by the receiving school.

Section 14 Closing Remarks

The faculty and administration are very excited that you have chosen EVCS for the upcoming school year. We pray this year will be a very memorable one. As you continue to grow in truth and knowledge, we ask that you allow the EVCS staff to be a blessing to you as you desire to be used of God and to bless others. We will strive to nurture you in the praise and admonition of the Lord. We want to encourage you to be evangelistic and tell others about our Savior, the Lord Jesus Christ.

May this be an enthusiastic and fun-filled year as we learn to serve the Lord together!

Elk Valley Christian School Alma Mater

Through the halls of Elk Valley
Memories are made
Where we learn of Christ our savior
And the price He paid.

(Chorus)
Elk Valley, Elk Valley,
Raise your colors high;
May you find us worthy of thee
As the years go by.

Classroom chapel, and the ball field
Taught us how to live.
Teachers prayed for our salvation
Lives to Christ we give.

(Chorus)
Now with thankful hearts we leave thee
As we journey on;
Men and women well prepared for
Life and eternity.

(Chorus)

PLEDGES

The American Flag

"I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

The Christian Flag

"I pledge allegiance to the Christian Flag and to the Savior for whose kingdom it stands. One Savior, crucified, risen, and coming again with life and liberty to all who believe."

The Bible

"I pledge allegiance to the Bible, God's Holy Word, I will make it a lamp unto my feet and a light unto my path and will hide its words in my heart that I might not sin against God."

Pesticide Application Notification

Elk Valley Christian School adheres to an Integrated Pest Management Plan in accordance with Title 61, Series 12J rules of the West Virginia Department of Agriculture. Pests are controlled primarily through preventive measures. When pesticides are required, the least hazardous materials will be used.

Pest management methods are classified as Level 1, Level 2, Level 3, and Level 4, depending upon their toxicity and the degree of hazard associated with their application.

Level 1	Non-chemical (preventive)
Level 2	Least hazardous (low toxicity, non-volatile baits or dusts)
Level 3	EPA Caution (limited volatility liquids)
Level 4	EPA Warning or Danger (broadcast and space treatments, spraying and fogging)

As a parent or guardian, you have the right to be notified if and when Level 3 or Level 4 pesticides are to be applied. To receive such notification, please complete the information requested below and return this form to the principal.

Please Note: Level 3 and Level 4 pesticides will not be applied when students are in the areas being treated.

***** Optional *****

To: _____ Date: _____
(Principal)
Elk Valley Christian School

Please notify me at least 24 hours prior to the application of Level 3 or Level 4 pesticides at this facility.

From: _____
(Signature of Parent of Guardian)

Address: _____

Telephone: _____ (Home) _____ (Work or cell)

Please sign and return to your homeroom teacher.

“I have read, understand, and agree to follow all of the Cell Phone Policy (pg. 36), Code of Computer Ethics and the Internet Activity Policy and Responsibility Policy. (pg. 15-18)”

Student’s Signature

Parent’s Signature

Date

School Year & Grade

Please sign and return to your homeroom teacher.

“I have read, understand, and agree to follow all of the Cell Phone Policy (pg. 36), Code of Computer Ethics and the Internet Activity Policy and Responsibility Policy. (pg. 15-18)”

Student’s Signature

Parent’s Signature

Date

School Year & Grade

Please sign and return to your homeroom teacher.

“I have read, understand, and agree to follow all of the Cell Phone Policy (pg. 36), Code of Computer Ethics and the Internet Activity Policy and Responsibility Policy. (pg. 15-18)”

Student’s Signature

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Please sign and return to your homeroom teacher.

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Student’s Signature

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Date

School Year & Grade