

Effort Christian School

A ministry of Effort Baptist Church



2009-2010 School Year
Parent/Student Handbook

Table of Contents

Effort Christian School and Preschool

Welcome	4
Effort Baptist Church Core Values	5
Effort Baptist Church Mission and Vision	5
Effort Christian School and Preschool Mission Statement	6
Philosophy of Christian Education	6
Effort Christian School and Preschool Governing Body	7
Admission and Enrollment	8

Instructional Programs

School Teachers	8
School Curriculum	8
Chapel	9
School Report Cards	9
Assessment – Parent Conferences	11
School Achievement Tests	11

Hours, Attendance, Illness

School Hours	11
Before and After School Care	11
School Attendance	12
Tardiness	13
Early Student Check-Out	13
Illness	13
Injuries	14
Medication	14

Lunches/Snacks

Peanut and Tree Nut-Free Policy	15
Lunch	15
Snacks	16
Birthday Treats	16

Dress Code and Code of Conduct

School Dress Code	16
School Code of Conduct	17
School Classroom Conduct	19
School Discipline	21
The Matthew 18 Principle	22

Visitors and Volunteers

Visitors	23
Volunteers	23

Tuition and Donations

Tuition and Childcare Payments	24
Donations and Gifts	25

Miscellaneous

Drills	26
Field Trips	26
Inclement Weather/School Closings	26
Lost and Found	27
Materials and Facility	27
Retention.....	27
Withdrawal Procedure	28

Welcome to Effort Christian School and Preschool!

Your child's educational and spiritual development is important to us, and we believe that your association with us will be a pleasant and rewarding experience. Our faculty and staff stand ready to help you in any way we can, so please don't hesitate to ask for assistance or guidance.

You have made a wise decision to provide a Christ-centered education for your child; one which will help to promote Christ-centered living, as well as, the development of your child's unique God-given gifts, both natural and spiritual. Although parents/guardians are their child's primary educators, the objective of the school is to assist parents/guardians in this educational process. Working together, we plan to help your child learn to make good decisions and to grow in the "nurture and admonition of the Lord"-Ephesians 6:4. Effort Christian School and Preschool is accountable to God for the time your child is entrusted to our care. Let us agree to pray for one another and to resolve in every situation to demonstrate our Christian love for each other.

Bring up children in the way they will go and when they are old, they will not depart from it.

Proverbs 22:3

Effort Baptist Church Core Values

You are not judged by anyone – You are welcomed no matter what...no matter what you've done or who you are. We are here to help you get well. (Matthew 7:1,2)

Extravagant care and prayer – We are here to guide you to spiritual and psychological health by connecting you to healthy people and to a healthy God. We will do whatever it takes to help you get healthy. (Luke 10:25-27)

Bible study, teaching and preaching that's easy to understand and apply. (Every parable Jesus ever uttered.)

Worship without Rules – You choose how you worship. We worship God in different styles, but we worship with no rules or barriers. (Psalm 100:1; Habakkuk 2:20)

The Call of the All – The call of God into ministry and mission is to all the saved. No one is excluded. (Acts 2:17-19, Galatians 3:28, Romans 16: 1,7)

A belief that God's invasion into people's lives and society's social structures can change the world. Joy comes from seeing God transform persons, families, and cultures. (Matthew 12:28-30; John 15:7; I John 4:4; 1 John 5:4,5)

The missing matter most. (Luke 15)

Effort Baptist Church Mission and Vision

To be a Great Commandment and Great Commission church.

The Great Commandment

“Love the Lord your God with all your heart... soul...and mind. This is the first and greatest commandment. And the second is like it: ‘Love your neighbor as yourself.’” Matthew 22:36-40

The Great Commission

“Go and make disciples of all nations, baptizing them in the name of the Father, Son and of the Holy Spirit, teaching them to do everything I have commanded you.” Matthew 28:19-20

Effort Christian School and Preschool Mission Statement

ECSP is founded upon the firm conviction that Christian education will make a difference in the lives of children, both now and eternally.

ECSP’s ministry goals are:

- To provide families within our community a Bible-centered academic education that challenges students to submit to the Lordship of Jesus Christ in thought, word, and deed.
- To encourage students to draw closer to God and to practice Biblical principles.
- To strive for academic excellence and Biblical knowledge, resulting in the discipleship of others.
- To act as an extension of both the church and home, while remaining a primary institution for learning.

Philosophy of Christian Education

We believe the very essence of a student’s Christian education is not only academic, but should include the integration of scripture and the application of Biblical truth in every aspect of life.

It is our goal to fostering the development of faith in our students by stimulating cognitive, moral and ethical thinking, along with modeling grace-filled relationships and providing experiences that allow students to put their faith into action in every dimension of their life. All of these collectively are part of the Christian educational process.

The vision we share with our students and the attitudes with which we equip them will enable them to become principled adults whose lives are lived in relationship with God, and who bless their fellow humans by their commitment to love and justice. We believe that Christian education is for Christian life. It is the call for our students to be conformed to the model of Christ in the whole of their existence, in the whole framework of their beliefs, in the whole complex of their feelings and attitudes, and in every spectrum of their actions. (Ps. 119:105, Pro. 22:6, 2 Cor. 5:20, 2 Tim. 3:16, Acts 1:8, Matt. 5:14-16, Rom. 12:2, 1 Peter 3:15)

Effort Christian School and Preschool Governing Body

The School Board is the governing body of Effort Christian School and Preschool. It consists of appointed voting and non-voting members.

Voting members include:

Chairperson: Jodie Wright

Church Council Representative: Sherron Haley

Church Member at Large Representative: Lisa Himes

Finance Committee Representative: TBD

Preschool Parent Representative: Amy Ondek

School Parent Representative: Jennifer Merriman

Secretary and Personnel Committee Representative: TBD

Non-voting members include:

Office Administrator: KK Peterson

Pastor: David Clay

Preschool Director: Samantha Buonomo

School Director: Joyce Parr

The School Board meets regularly. All parents of ECSP students are welcome to attend regularly scheduled monthly meetings if they wish to discuss issues or concerns. To attend, please contact the chairperson or secretary ahead of time by either email at schoolboard@effortchurch.org or by calling the Effort Baptist Church office at 589-8962.

Admission and Enrollment

Effort Christian School and Preschool is an outreach of Effort Baptist Church. Effort Christian School and Preschool seeks to admit students who are committed to spiritual, personal, and intellectual growth. All children of parents who desire a Christian education for their children are welcome to submit an application. ECSP makes no distinction concerning an individual's gender, race, color, or ethnic origin because we acknowledge that there is no preferential treatment with God (Romans 2:11). It extends to all the rights, privileges, programs, and activities made available at the school. Applications are available at www.effortchurch.org and should be returned to the Effort Baptist Church office to the attention of either the preschool director, Samantha Buonomo or the school director, Joyce Parr. Please contact the appropriate director at 589-8962 for questions or for additional information.

Instructional Programs

School Teachers

The academic teachers at ECSP are certified teachers and are born-again believers who are in agreement with Effort Baptist Church's statement of faith. Many of our enrichment and resource teachers have college degrees in the areas for which they are serving our children. Our faculty is dedicated to helping each student develop toward positive spiritual, mental, and physical growth.

School Curriculum

At our school, we feel it is important to integrate scriptural principles into areas of subject matter. The Bible – God's Word – is purposefully integrated into our curriculum as well as, being a dynamic course of study by itself. It is our goal to teach our students the knowledge and problem solving skills necessary for functioning in today's world.

We believe God is not only interested in the academic goals themselves but, also, in the ways we reach these goals. We believe in the importance of living the Christian life and being a Godly example to our students. Our methods should pattern themselves after our Lord, which include: encouraging, training,



disciplining, reproofing, correcting, and exhorting. Our teachers use a variety of teaching techniques to address students' varying learning styles. Lessons are presented in ways to meet the needs of the auditory, visual, and kinesthetic learners. Our textbooks are chosen after careful consideration and evaluation, and they are provided for all students.

Chapel

Chapel provides opportunity for Effort Christian School and Preschool students to participate in a collective worship service. It is a time of spiritual enrichment and exposure to a variety of Christian experiences. The aim of all chapel time is to magnify Jesus Christ. Parents are always welcome to attend. Chapel is an important part of school life at ECSP. Students are required to attend Chapel, and we encourage them to come desiring God to minister to them. Chapel is held in the Sanctuary on Wednesdays and Thursdays at 9:15 a.m.

Report Cards

At the conclusion of each quarter an evaluation of the student's progress will be recorded on the student's report card.

Kindergarten will use the following grading scale:

- N – Needs time and help to develop
- S – Satisfactory – meets grade level requirements
- V – Exceeds expectations

In addition, Kindergarten students will be assessed in math and reading. For those skills, the following scale will apply:

- Check mark – Skill was mastered
- Circle – Skill was assessed but not mastered
- Circle w/check mark – Skill was mastered after reteaching
- No Mark – Skill not yet assessed

For Enrichment and Resource activities (Art, Music, Library Skills, Performing Arts, Physical Education, Sign Language, etc.) the following scale applies:

- S – Satisfactory
- N – Needs Improvement



First grade will use the following grading scale:

- V – Very Good
- G – Good
- S – Satisfactory
- N – Needs Time to Develop
- U - Unsatisfactory

In addition, first grade students will be assessed in math and reading. For those skills, the following scale will apply:

- Check mark – Skill was mastered
- Circle – Skill was assessed but not mastered
- Circle w/check mark – Skill was mastered after reteaching
- No Mark – Skill not yet assessed

For grades three and above, the following grading scale will be utilized:

For Enrichment and Resource activities (Art, Music, Library Skills, Performing Arts, Physical Education, Sign Language, etc.) the following scale applies:

- S – Satisfactory
- N – Needs Improvement

Second grade will use the following grading scale:

- V – Very Good
- G – Good
- S – Satisfactory
- N – Needs Time to Develop
- U – Unsatisfactory

For Enrichment and Resource activities (Art, Music, Library Skills, Performing Arts, Physical Education, Sign Language, etc.) the following scale applies:

- S – Satisfactory
- N – Needs Improvement

Third grade and up will use the following grading scale:

- | | | |
|------------------|-----------|---------|
| A+ = 100 | A = 94-99 | A- = 93 |
| B+ = 92 | B = 86-91 | B- = 85 |
| C+ = 84 | C = 78-83 | C- = 77 |
| D+ = 76 | D = 71-75 | D- = 70 |
| F = 69 and below | | |

For Enrichment and Resource activities (Art, Music, Library Skills, Performing Arts, Physical Education, Sign Language, etc.) the following scale applies:

S – Satisfactory
N – Needs Improvement

Assessment—Parent Conferences

Assessment is an ongoing process by both parents and teachers at Effort Christian School and Preschool. We invite you to be involved in this process through regular conferences and discussions with your child's teacher as well as with your child. We schedule two parent conferences a year (preferably with both parents) for all students. This is a minimum obligation. Additional appointments may be made by contacting your child's teacher any time you feel a conference would be helpful.

School Achievement Tests

Achievement tests are administered to Effort Christian School students each year in order to help parents and teachers evaluate their progress. These tests are mandatory.

Hours, Attendance, Illness

School Hours

Early Drop Off begins at 7:30 a.m. in the Family Life Center.

Kindergarten begins at 8:30 a.m. and ends at 1:00 p.m.

Elementary grade classes begin at 8:30 a.m. and end at 3:00 p.m.

Extended Day begins at 12:00 p.m. and ends at 3:00 p.m.

After School begins at 3:00 p.m. and ends at 6:00 p.m.

Before and After School Care

Childcare hours are 7:30 a.m. until 6:00 p.m.

The following policies are established for the safety of your children:

1. Parents need to register children for Early Drop Off and After School care in advance.
2. Students using Early Morning Drop Off may need to bring a nutritious breakfast to be eaten then.
3. No students are to be left on school grounds earlier than 7:30 a.m. or later than 6:00 p.m.
4. All Effort Christian School and Preschool children on the school grounds must go to extended care or After School at dismissal time. The only exception is if a child is participating in an after school program supervised by an adult. If a child is not picked up after the program is finished, he or she must then go to After School Care.
5. All children in Early Drop Off, Extended Day, or After School, must be signed in and out by a parent/guardian, or someone designated by the parent. Children cannot sign the parent's/guardian's name.
6. There is an additional registration process and payment schedule for After School.

School Attendance

Regular attendance is an important part of your child's education. Effort Christian School students who have more than 16 absences or more from school are subject to being retained at their current grade level. When your child is absent, please call the church office at 589-8962 between 7:45 a.m. – 9:45 a.m. on the morning of the absence. You may also email the teacher or the school director. When your child returns to school, you must send a written note to your child's teacher with following information:

- Student's name
- Date(s) of absence(s)
- Reason for the absence
- Signature of parent/guardian
- Date the note was written

If you take your child to the doctor, please get a doctor's note to include with your note to the school.

Only the following will be considered acceptable reasons for an excused absence:

- Student illness
- Family emergency, such as a death in the family
- Field trips and school-related activities

- Planned pre-arranged absences with prior approval from the school director

When a student will be out of school for an extended period (a planned absence of three days or longer), it is the responsibility of the parent to notify the teacher in writing. They must then contact the teacher and obtain all work assignments for the period of the absence. The student will be allowed the same number of days to complete make-up work as he or she was absent. For example, if the student was absent for two days, make-up work will be due on the third day of his or her return to school.

Dental, medical, and other appointments should be made outside of school hours, however, we understand this is not always possible. A student must be present at least three hours in order to be counted present. If a student attends less than three hours, the student will be marked absent.

When the student has had ten absences, the school director will schedule a conference with the parent/guardian to discuss attendance. The school director has the discretion to retain a child at their current grade level due to excessive absences. Appeals are heard and decided by the School Board.

Tardiness

Late arrivals result in a loss of valuable instructional time for the child, and they are an interruption to the instructional program for the entire class. Any school student arriving after 8:30 a.m. is considered late. Every five tardies in a single grading period will be counted as one absence.

Early Student Check-out

A parent/guardian must sign out their child if he/she is leaving school during class time. If a person picking up your child is not on the authorized pick-up form, you must send permission in writing. You may also wish to add this person to your pick-up list, which you will need to do personally. If your child has a pre-arranged appointment, please send a note with him/her to give to their teacher in the morning. If an emergency arises and your child needs to be taken out of class, please contact the church office. If we are unfamiliar with the person picking up your child, for safety reasons, they will be required to show a photo ID. Students will not be released to anyone under the age of 16.

Illness

The teacher offers immediate first aid to all injured students and ministers to those who are ill. If a student is ill or experiences any of the following symptoms, please do not bring them to

school. Should your child show any of the symptoms below while at school, you will be asked to make arrangements for your child to be picked up.

- Earache
- Elevated temperature – over 100 degrees F
- Diarrhea
- Nausea or vomiting
- Persistent or serious cough
- Red, runny, or crusty eyes
- Skin rashes – undiagnosed or suspicious of being contagious
- Swollen glands or sore throat
- Thick colored mucus from eyes or nose
- Unusual lethargy or sluggishness
- Wheezing chest

A child must be symptom free, without fever reducing medication for 24 hours before returning to school or preschool. If your child is seen by a doctor and put on antibiotics for a contagious infection (like strep throat), please keep your child at home until he/she is fever free and has been on antibiotics for at least 24 hours. If a child contracts or is exposed to a contagious disease (like chicken pox, flu, impetigo, lice, pink eye, ringworm, strep throat), you must report this information to your child's teacher or director immediately. A notice of possible exposure to the disease will be given to other parents/guardians of children in the classroom. Confidentiality will always be maintained.

If your child's runny nose or cough is an allergy, please explain to his or her teacher. Please help us to teach children to wipe their noses when runny and to cough or sneeze into their elbow.

Injuries

If a student is injured on campus, the student should report this injury to a teacher, a director, or the church office staff immediately. Some of the staff are trained in Red Cross First Aid and CPR. When a child has been injured, we evaluate the situation on a case-by-case basis. When appropriate, we will apply ice packs to bumps and band-aids to cuts and scrapes, etc. If the injury is more serious, we will notify the parent/guardian. Accident reports are completed for all injuries.

Medications

We discourage the taking of medication during school hours unless there is a special reason or serious situation. If medication is necessary, or there is a special circumstance, please talk

with the director. Certain documentation may be needed. We do not administer Tylenol or Advil. Medication outside of its proper container will not be accepted. All medication will be secured and dispensed by a non-medical staff member.

In the event that a child needs to have an inhaler or epi-pen on hand, it must be left at the school and accompanied by a doctor's note or prescription. No student is allowed to take medication of any kind by himself/herself or have any medication in his or her possession.

Lunches/Snacks

Peanut and Tree Nut Policy

We are a totally nut-free school, and this means that products made from or containing tree nuts or peanuts may not be sent to school. Products produced in a facility that produces nut products are allowed. For example, a granola bar processed in a plant that processes nut products is okay. A granola bar that has peanuts, tree nuts, or a peanut butter topping is not okay.

Why are we nut-free?

Peanut allergies are unique. Most people with food allergies -- even severe allergies -- can manage their allergies by simply not eating foods that have their allergens in them. They read labels, don't eat food if they don't know its origins, and ask questions to stay aware of cross-contamination. People with peanut and tree nut allergies follow all these steps, but there are two limits to this approach.

First, it's possible for people with these two allergies to react to traces of nut dust in the air (from peanut shells, for example). Second, nuts are full of natural oils that leave residues. While these residues can be removed with common household cleaners, it can be difficult or impossible to clean tables in the middle of lunch, for example, or for school cleaning staff to know to clean oils off of tainted walls, computer keyboards, pencils, paintbrushes or doorknobs during the school day.

It is because of these issues, and the reality that peanut and tree nut allergies can be life-threatening, that ECSP will be nut-free.

Here is a rule of thumb for reading labels: Under federal law, peanuts and tree nuts have to be clearly identified in a food label if they're used as an ingredient. When checking ingredients or

checking labels for “contains,” foods containing the items listed below fall under our Peanut and Tree Free Policy and cannot be brought to school or preschool:

- peanuts
- OR
- a particular type of tree nut such as
 - almonds
 - beechnuts
 - brazil nuts
 - cashews
 - chestnuts
 - gingko nuts
 - hazelnuts
 - hickory nuts
 - macadamia nuts
 - pecans
 - pine nuts (pignoli or pinon)
 - pistachios
 - walnuts

A recent study, conducted by the University of Michigan, showed that 50 percent of patients react to the equivalent of one-fiftieth (1/50) of a peanut, a very small amount. The allergy is even more serious because the food does not have to be ingested to have fatal effects.

We appreciate your attention to this policy which is designed to keep our students safe.

School Lunches

Students will need to bring their own lunches and snacks from home. Parents need to provide their children with lunches consisting of healthy food, a drink box or bottle that fits in the lunch box, and a cold pack when necessary. There is no cold storage available for students. Please send lunches and snacks that can be eaten without preparation. Microwaves



are not available for student use. **WE ARE A PEANUT AND TREE NUT-FREE SCHOOL.** Please refer to our policy above for clarification. Due to food allergies, sharing or trading food items are not permitted.

Snacks

Snacks should be nutritious and not require any preparation, heating, or be excessively messy. Due to food allergies, sharing or trading of food items is not permitted. **WE ARE A PEANUT AND TREE NUT-FREE SCHOOL.** Please refer to our policy above for clarification.

Birthday Treats

Parents/Guardians may provide a birthday snack to honor their child and share with classmates. Since some of our students suffer from life-threatening food allergies, store bought snacks are preferred. If you provide a homemade item please make sure it conforms to our policy prohibiting all nut and tree nut products and derivatives. Please refer to our policy above for clarification. Please talk to your child's teacher for appropriate snack ideas.

Dress Code and Code of Conduct

Dress Code

The Effort Christian School and Preschool dress code is established to teach hygiene, instill discipline, prevent disruption, and avoid safety hazards. As Christians, it is our desire for each student to please the Lord and be a good witness to others in both appearance and behavior. Students shall come to school looking clean and neat, wearing clothing and exhibiting grooming that will not be a health and/or safety hazard to the student or others. Clothing must be worn in the manner for which it was intended, and may not restrict movement or block vision, nor cause excessive wear and damage to school property. Also prohibited is any dress or grooming that in the preschool director's or the school director's judgment may reasonably be expected to interfere with normal school operations. The following are some examples of unacceptable attire:

- Clothing that has obscene, offensive, vulgar, lewd, or imply profanity
- Clothing that depicts or advertises alcohol/tobacco substances
- Tank tops, halter tops, spaghetti strap tops

- Swim suits
- “Short shorts” or dresses/skirts (Shorts, dresses, and skirts should be at fingertip length when arms are held at sides.)
- Spandex biker shorts
- Cut-off shorts, pants, or shirts (All clothing must be hemmed.)
- Ill-fitting attire exposing undergarments or attire which is sexually suggestive
- Bare midriffs, backs or feet
- Hats, headwear (inside the building)
- Sunglasses (inside the building)
- Wheelies or Heelies
- Shirts longer than shorts or skirts
- Cleats
- Loose fitting “low-rider” shorts, jeans, or oversized clothes
- Low necklines

Tennis shoes are required for PE, and it is suggested students wear appropriate shoes for the playground. If your child climbs on some of the playground equipment, it is suggested your child wear tennis shoes or shoes that are secured by buckle, shoe strings, etc, and won't fall off which could create a safety hazard. Due to various classroom, recess, and PE activities, we suggest shorts be worn under girls' dresses/skirts.

The preschool director or school director, in connection with the sponsor, teacher, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity.

If a student's apparel is considered inappropriate, parents/guardians will be called and asked to bring an appropriate change of clothes. If for some reason a change of clothes cannot be brought for the child, arrangements will need to be made to pick up the child from school.

School Code of Conduct

One of the unique purposes of Effort Christian School and Preschool is to prepare Christian young people for effective service for Christ in whatever career they choose. ECSP desires for each student to have a personal relationship with God through faith in Jesus Christ, and asks all students to measure their lives by scriptural standards of conduct.

Each student should understand that attending ECSP is a privilege granted to those who will demonstrate a spirit of harmony with the philosophy and goals of the school. By applying for admission to ECSP a student indicates his/her desire to become a sincere, cooperative member of the student body.

It is our desire that the students demonstrate, by their conduct, an inward acceptance of Christ and an attitude of submission to His Lordship. It is hoped that all students will be led by the Holy Spirit to live above the letter of the rules and standards. To produce an environment which will encourage these goals, ECSP expects every student to demonstrate, by attitude and behavior, a life committed to following Christ. "Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity." I Timothy 4:12

The following rules have been established to maintain and promote the safest and most effective environment for learning. These school rules will be enforced at all times and are in addition to individual classroom rules, which may vary.

- All students are to be respectful and obedient to teachers and staff at all times.
- All classroom and homework assignments are to be completed and turned in on time.
- Students are to be good examples of Christian young people both on and off grounds. Students are to show respect for the rights and feelings of others. Fighting, cheating, using poor language, etc., are not examples of Christian conduct.
- Playground rules must be obeyed at all times.
- Cassette or CD players, CDs, radios, headsets, MP3 players, iPods, electronic games or equipment, or cell phones are not allowed on grounds without prior approval from the teacher, the preschool director, or the school director. Such items that are brought without prior approval will be taken to the office and will be returned to parents/guardians only.
- Students are not allowed to leave the grounds during the day except with parent/guardian permission and the preschool director's or school director's approval.
- Students that are signed out of After School care may not be outside on school grounds without adult supervision.
- No inappropriate roughhousing or touching in a way that offends is allowed. Improper public display of affection is prohibited.
- Displaying on one's clothing or personal property such items as pictures or emblems that promotes groups or movements contrary to Biblical standards is prohibited.
- Tampering with or taking items from another student is prohibited.
- Threatening to bring a weapon to school is prohibited.
- Using, possessing, selling, furnishing or being under the influence of any controlled substance (illegal drugs or alcoholic beverage) or intoxicant of any kind is prohibited.

- Sexual harassment of individuals, whether verbal, physical or environmental is prohibited.
- Bullying of any kind is prohibited.

These rules apply on Effort Baptist Church grounds, including parking lots, and to all school-related activities.

Prohibited Items

The following list includes, but is not limited to, items that are prohibited on school premises or any school related activity:

- Alcohol, drugs, intoxicant, or related paraphernalia
- Batons, clubs, or night sticks
- Brass or metal knuckles
- Bullets
- Chemical sprays
- Electronic games
- Firearms, look-a-like firearms, other items designed to propel a projectile of any kind
- Fireworks, explosive devices, or other flammable materials
- Ice picks
- Knives of any kind
- Laser Pointers
- Nun chucks or fighting chains
- Radios, cassette players, CD players including headphones, MP3 players (including iPods)
- Slingshots
- Throwing stars or darts
- Tobacco and tobacco products such as lighters, matches, etc.
- Toy guns
- Toys
- Weapons – A weapon is any instrument that can be used to assault or intimidate others.

School Classroom Conduct

In order to maintain a classroom environment that allows for maximum learning, teachers establish classroom standards they deem necessary. However, the following standards are for all classes:

1. Students must always demonstrate respect for and cooperation with teachers.
2. Students will be on time to class and will be prepared with the necessary materials and mental attitude, which indicates a readiness to learn.
3. Communication of any kind between students, which is disruptive to the teacher or classmates, is unacceptable.
4. Students may not be in classrooms or offices unless a teacher or staff member is present.
5. The teacher's desk, briefcase, grade book and other belongings are personal property and will be treated as such by students, parents/guardians, volunteers, and visitors.
6. Other students' backpacks, folders, planners, lunch boxes, etc. are personal property and will be treated as such by other students, their parents/guardians, volunteers, and visitors.
7. Classroom material, furniture, pets, educational property of ECSP, and other belongings are property of the Effort Baptist Church and will be treated as such by the students, their parents/guardians, volunteers, and visitors.
8. Using language unbecoming to a Christian and using the Lord's name in vain is prohibited.
9. Acts of vandalism are prohibited and will require restitution when appropriate.
10. Acts of dishonesty, such as cheating*, lying or stealing.

* Cheating may consist of:

- Copying someone's work to submit as one's own (including class work, homework or other assignments.)
- Giving or receiving answers or stealing tests
- Plagiarizing (i.e. copying other people's material and not attributing it to them)
- Looking at another student's test or quiz
- Using a "cheat sheet"
- Any form of communication during a test or quiz
- Stealing a test or distribution of a stolen test
- A student doing another student's homework, project or paper

Students who violate these standards may be subject to disciplinary action which may include, but is not limited to the following: "0" for the assignment, test, quiz, or project, timeout, detention, parent/guardian conference, suspension or dismissal from school. Students should make every effort to avoid compromising situations that might give the appearance of being involved in the above activities.

School Discipline

When a student's behavior or attitude is in conflict with the standards of the school, every effort will be made to encourage the student to demonstrate the change and improvement necessary to comply with these standards. As much as possible, misbehavior in the classroom will be handled by the teacher. If, after a reasonable amount of time, the teacher feels there is a continuing problem in behavior or attitude, he or she will refer the student to the school director for further disciplinary action. In certain serious misbehavior, such as disrespect to teachers, student fighting, or violations of the Christian lifestyle standards, students will be referred immediately to the school director. Any of the following disciplinary options (which are not in any specific order) could be considered depending on the infraction:

- Teacher/student conference
- Warning
- Timeout
- Loss of privilege
- Note or email to parent/guardian
- Teacher/student/director conference
- Teacher/student/parent or guardian conference
- Referral to the school director (whichever is applicable)
- Teacher/student/parent/guardian/school director conference
- Detention
- Suspension
- Recommendation for expulsion (Expulsion is decided by the School Board.)
- Corporal punishment is not used at Effort Christian School and Preschool.

Since the teacher is the one who works closest with the children, he or she carries the bulk of the discipline responsibility. It is important that the teacher and parent establish a close working relationship, and the teacher will contact parents about any problems concerning their child. It is of the utmost importance that the parents support the teachers in matters of discipline, and it is equally important that the teachers keep the parents informed of any problems.

Occasionally, there is a child who does not respond to our ministry. If working with the parents does not bring about a marked improvement in the child's conduct, we reserve the right to remove any child from our school at any time. This will only be done in extreme cases.

At Effort Christian School and Preschool, the emphasis in discipline will always be in love and with grace. More than anything else, we want each child to know that he or she is loved.

The Matthew 18 Principle

We, at ECSP, strive and encourage others to obey the teachings of Christ. Those teachings include the 2nd greatest commandment, “Love your neighbor as yourself” (Matthew 22: 37-39). In spite of our efforts, there are times when people have different views or perceive situations differently. Jesus, in His perfect wisdom, knew we would need instruction for these situations and provided this wisdom in the verses Matthew 18: 15-17.

When differences of opinion cause conflict, it is our policy to practice “The Matthew 18 Principle.” Using this scripture passage as our guide, we have listed the appropriate steps that are to be taken by students, parents/guardians, teachers, and staff in the event of a misunderstanding or disagreement:

1. Keep the matter confidential. “With his mouth the godless destroys his neighbor...” (Proverbs 11:9a). Only share the problem with those directly involved in an effort to ensure confidentiality.
2. Keep the circle small. “If your brother sins against you, go and show him his fault, *just between the two of you*” (Matthew 18:15). The first step and most often the only step needed in solving a person-to-person problem is for one of the two people involved to initiate a face-to-face dialogue. Most problems are solved at the two-people level.
3. State your concern clearly and concisely. “...tell him his fault...” (Matthew 18:15). Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly yet clearly presented. Going to the person is not an option; it is a command.
4. Be forgiving. “If he listens to you, you have won your brother over” (Matthew 18:15b). This implies that once the matter is resolved we should wholeheartedly forgive and restore the person whose fault has offended us.

As mentioned earlier, most problems are resolved at the two-people level. Forgiveness and restoration are the normal and happy conclusions. However, there are unfortunate times when an individual will not “hear” you or will openly disagree with your version of the problem. The next step is:

5. You and the other individual should go **together** to share the matter with the appropriate director. “...take one or two others along, so that ‘every matter may be established by the testimony of two or three witnesses’ ” (Matthew 18:16). Each person should come to the meeting with a humble and prayerful attitude, willing to submit to the Lord’s will and also be willing to submit to discipline or correction if needed

In summary, "The Matthew 18 Principle" requires that parents talk to teachers about student problems before talking to anyone else including the appropriate director, other students, or parents. If unresolved at the two-person level, the matter is prayerfully and in an orderly fashion moved upward in the school organizational structure.

A Christian school is a ministry in Christ's name. Everything that is done in the context of the school must be done His way. Satan would love to destroy the normal flow of friendships and peace found in Christian school education through gossip and slander. But if all of us follow Christ's way of "The Matthew 18 Principle," the Christian education experience for students, parents, teachers, and staff will be one of consistent harmony. "Finally, all of you, live in harmony with one another; be sympathetic, love as brothers, be compassionate and humble." (1 Peter 3:8).

Visitors and Volunteers

Visitors

Adult visitors are welcome in our classes if they make arrangements with the teacher in advance. Visits will be limited to appropriate activities. A visitor name tag will be issued. The name tag should be worn by the visitor for the entire campus visit. We do this as a precaution for our students, and we feel it is essential to identify all adults interacting with the students. If you need to get a message or other items to your child(ren), please take it to the office. The secretary will make sure your child is notified at a time that will not disrupt the class.

Volunteers

Effort Christian School and Preschool welcome parent/guardian involvement. Please make arrangements in advance with your child's teacher, preschool director, or school director for volunteer opportunities.

Parent Volunteer requirements are as follows:

- All parents/guardians who volunteer for us or attend field trips must follow the dress code and abide by the ECSP standards of conduct.
- Those who volunteer on a continued regular basis or teach an enrichment or resource class must undergo a background check.

- Parent volunteers will maintain confidentiality in regards to children and agree to not discuss with other parents/guardians or community members things regarding teachers, students, or classroom procedures. We respect the right of privacy for the children. Please be aware of this when you are helping in the classroom. Children sometimes are the source of much information outside of the classroom. If you have any concerns, please discuss them with the teacher or the director.

Tuition and Donations

Tuition and Childcare Payments

Effort Christian School and Preschool is a ministry of Effort Baptist Church. All expenses are paid out of tuition and registration payments. We have been able to offer a relatively low tuition compared to many other private schools.

Every family is given a contract agreement to sign stating the total amount of tuition due for the entire school year. Parents have the option of paying in full or electing a payment plan.

The installment plan allows you to make nine equal monthly payments beginning August 1st and ending with the April 1 payment. Consecutive payments are due on the 1st of each month and considered late after the 10th day of the month. Payments need to be made by the first of each month, beginning with the month of August. **Please make checks payable to Effort Baptist Church.** A late fee of \$25 will be added to your account if the tuition payment is not received by the 10th of each month. Please use the notes section of your check to let us know what you are paying for. There is a \$25 charge on all returned checks.

You may make your tuition payment by way of the following:

- Mailing your payment to Effort Baptist Church, 7820 Thomas Jefferson Pkwy, Palmyra, VA 22963
- Placing your payment in one of the locked black boxes located in the Family Life Center and the Sanctuary
- Making your payment to the Effort Baptist Church office

Any tuition payments not received by the 10th of the month will be considered past due. You will be expected to contact us if your account becomes past due. This will allow you to resolve the matter in a way that will not jeopardize your child's position in the school. If your tuition becomes past due by two installments, we will allow until the 15th day of the month to clear your account. If it is not brought to a current status, your child may be withdrawn from the school.

Donations and Gifts

Effort Christian School and Preschool is a non-profit entity. The tuition is kept as low as possible to make a Christian education available to those who desire a Christ-centered education for their children. Because the tuition and fees may not cover all of the operating expenses, gifts are welcome. All cash gifts and gifts-in-kind are income tax deductible, as long as they are not designated for an individual. For information regarding proper procedure, contact the church office 589-8962.

Miscellaneous

Drills

We will conduct fire drills and other safety drills on a regular basis as required.

Field Trips

Field trips of an educational nature are vital to the curriculum enrichment emphasis at Effort Christian School and Preschool. Each class will be going on field trips during the year. For each trip, every child must have a permission slip and a medical release form signed by the parent or guardian. Transportation is usually by van, bus or carpools. Parents will be notified in advance of any extra field trip expenses (admission fees, souvenirs, food, etc.). Since these fees are generally paid in advance, there will be no refund on field trip fees.

Please remember that both students and parents need to abide by the dress code while on field trips.

Inclement Weather School Closings and Delays

When severe weather or other circumstances create hazardous conditions, the regular school schedule may be suspended or delayed to ensure student safety. We follow the Fluvanna County Public School's closing and delay decisions, for example, if Fluvanna County Public Schools closes school for inclement weather, Effort Christian School and Preschool will also be closed.

The following radio and television stations carry the announcements for Fluvanna closings:

WCHV
WINA
WVIR
WRVA
WWBT
WTVR

Lost and Found

The best way to insure the return of your child's belongings is to always put his/her name on items of clothing, lunch boxes, etc. Items marked with a name will be returned to the student. If your child finds something on the school grounds, which does not belong to him/her, then it must belong to someone else and should be turned into the teacher where it can be properly placed so the owner will be able to find it. Please make sure your child brings home things only belonging to him/her.

Any lost and found items not claimed within thirty days will be sold in the Effort Baptist Church yard sale or donated to our Liberia mission.

Materials and Facilities

The materials and facilities at Effort Christian School and Preschool are dedicated to God in His service. Basically, each individual is responsible for what he or she is issued. Lost, stolen, or damaged books or school materials must be replaced by the student's parent/guardian. Compensation for any vandalism to the building or property must be made to Effort Baptist Church.

School Retention

It may be the recommendation of the school that a student repeat a grade level. For many children this has proven beneficial in their educational development. The decision to retain a student will be made only after prayer and conferring with the parents, teacher, and school director.

Withdrawal Procedures

1. If withdrawing a student, you will be refunded or charged on a cost-per-day basis. Thus, if you withdraw during the school year, you will be charged for the total days your student was enrolled.
2. Notify the director in person of your plans to withdrawal your child(ren). If you fail to notify us, it will be assumed your child is still enrolled, and you will be charged accordingly.
3. In the event you withdraw your child from the program and do not give adequate notice, the next month's tuition will be charged.