



Parents Policy Handbook 2014-2015

El Sobrante Christian School

If you have any questions feel free to contact: Elementary Campus 510-223-2242 / Jr-Sr High Campus 510-223-1966

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**EL SOBRANTE CHRISTIAN SCHOOL
POLICIES AND PROCEDURES**

"The fear of the Lord is the beginning of knowledge." Proverbs 1:7

STATEMENT OF FAITH

Although El Sobrante Christian School is owned and operated by Central Assembly of God in El Sobrante, we seek to serve those of all Christian backgrounds and seek a spirit which is truly interdenominational in its attitude and emphasis.

Our standard for moral conduct and for teachings in the faith rests in the truth expressed through God's Word as recorded in Holy Scriptures. The following is a general statement of faith, which we teach and uphold to be the eternal truth of God.

1. **WE BELIEVE** the Holy Bible is the inspired, infallible, authoritative Word of God and is considered to be the guideline for daily Christian living. (2 Tim. 3:15-17, 1 Thess. 2:13)
2. **WE BELIEVE** that there is one God, eternally existent in three Persons: The Father, Son, and the Holy Spirit. (Matthew 28:19, Luke 3:22)
3. **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, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal future return to this earth in power and glory. (Revelation 1:8, Matthew 1:23, Hebrews 7:26, 1 Peter 2:22, Acts 2:22, 1 Cor. 15:3-8, 2 Cor. 5:21, Matthew 28:6, Luke 24:39, 1 Cor. 15:4, 1 Cor. 6:14, Acts 1:9, Acts 1:11, Acts 2:33, Philippians 2:9-11, Hebrews 1:3)
4. **WE BELIEVE** that the only means of being cleansed from sin is through repentance and faith in the Lord Jesus Christ and that regeneration by the Holy Spirit is absolutely essential for personal salvation. (John 3:16-17, Romans 3:23, Romans 10:9-10)
5. **WE BELIEVE** in the daily ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life. (Galatians 5:16-18, 1 Cor. 6:19-20, 2 Tim. 1:13-14)
6. **WE BELIEVE** in the resurrection of both the saved and the lost - those who are saved, to the resurrection of everlasting life with God, and to those who are lost to the resurrection of condemnation and separation from God. (John 5:28-29)
7. **WE BELIEVE** there will be a resurrection of those who have fallen asleep in Christ together with those who are alive and remain at the time of His Second Coming. (1 Cor. 15:51-52)
8. **WE BELIEVE** that everlasting life through Jesus Christ is the promise to all who believe in Him. The wicked dead, together with the devil and his angels, will be consigned to everlasting punishment, which is the second death. (Matthew 25:46, Mark 9:34-38, Rev. 19:20, Rev. 20:15-18, Rev. 21:8)
9. **WE BELIEVE** in the spiritual unity of believers in Jesus Christ, and the evidence of that unity being shown by how we love one another. (Ephesians 4:3, 1 Cor. 12, 1 Cor. 13)

VISION STATEMENT

The vision of El Sobrante Christian School is to impact the community by producing individuals whose lives exemplify Biblical insight, moral integrity, and academic excellence.

MISSION STATEMENT

Our mission is to provide a place where students are challenged to achieve academic excellence in a Biblically-based learning environment. We are committed to reinforcing Christ centered values in all that we do, thus enabling our students to impact their families and the community through service for Christ.

PHILOSOPHY

The school is established to be a service to the community for the education of those children whose parents are concerned for their children's spiritual growth, character formation, and academic attainment. We seek to aid each student by guiding him to a true perspective of his life, world and universe, as revealed in the Holy Scriptures, the bible. We seek to support the home and church in bringing up the child in the way he should go, that he might attain the moral strength, spiritual insight, and academic integrity to live his life as a responsible citizen and effective Christian. We seek to provide an educational environment, comprehensive curriculum, and quality staffing in order for each student to reach his academic potential.

CORE VALUES

El Sobrante Christian School affirms the following core values:

- that the Scripture is recognized as the revealed Word of God and is taught as truth
- that a rigorous process of integration of faith and learning in all academic disciplines is maintained
- that a Christian administration, faculty, and staff model Christ in teaching and leading
- that high academic standards are maintained and continually evaluated
- that the curriculum and other programs are of high quality and use a variety of sources for maximum learning
- that all people are created in the image of God and are called to follow Christ's example to serve one another
- that organizational practices are thoroughly Christian; business development, marketing, personnel, and government relations
- that perseverance, self control, and personal accountability to God are foundational to Christian character.

CHRISTIAN TRAINING

Bible Study: In each grade, a period of each day is set aside for specific Bible training. The study of the Scriptures is suited to the child's particular needs, interests, and abilities because the teacher in his/her own classroom conducts it.

Prayer: The child is led in the habit of prayer in every aspect of the school day - before he/she enters the responsibility of the school day, before lunch, in special need or trouble.

Chapel: Chapel is held once a week. Teachers, students, principal, pastoral staff and invited guests lead the children in the worship of God. Parents are welcome to visit chapel programs.

Scripture Memorization: We stress scripture memorization as an integral part of our daily Bible study.

Service: Students, parents, and staff are involved in many Christian service projects throughout the year.

STAFF

All teachers at El Sobrante Christian School have been chosen for their outstanding ability to teach. Each is a born again Christian who has dedicated his/her life to the Christian nurture and education of children. The majority of our teachers hold state teaching credentials and/or credentials through the Association of Christian Schools International; and a number hold Master's degrees. In addition; all teachers and staff meet the requirements for Christian character and conduct required by the school.

GENERAL INFORMATION

Governance

El Sobrante Christian School is a department of Central Assembly of God. The corporation annually appoints a Committee to oversee the operation of the school, set the annual budget, salary schedule, and major policies. The Pastor of the church by virtue of his office is the Chairman of the Board of Directors and serves on the School Committee. The School Committee meets monthly to review pertinent issues and financial statements.

Accreditation

El Sobrante Christian School maintains dual Accreditation with ACSI (Association of Christian Schools International) and WASC (Western Association of Secondary Schools and Colleges). El Sobrante Christian School (K-12th) has completed a self-study instrument required by these accrediting agencies and will continue to maintain the highest academic standards required for Accreditation. Accreditation is a cyclical procedure with yearly requirements of the Administration, faculty and student body.

ESLR'S –Expected Student Learning Results

ESLR's are an integral part of the school curriculum and the Accrediting process. ESLR's are to be a benchmark whereby we can measure the growth of our students as they progress through ESCS. ESLR's will be evaluated periodically and upgraded to reflect the growth of our school.

El Sobrante Christian School students will be:

Academic Achievers
Biblically Literate
Community Contributors
Life-long Learners
Critical Thinkers
Effective Communicators

Non-Discrimination Policy

El Sobrante Christian School has a non-discriminatory policy and admits the students of any race, color, national and ethnic origin to all rights, privileges, and activities made available to all students. The administration however, reserves the right to refuse admission to anyone unwilling to comply with the school's regulations, or unable to achieve the school's level of academic standards.

Admissions

El Sobrante Christian School admits students of any race, color, national and ethnic origin who qualifies academically and who agrees to uphold the policies and philosophy of the school. There is no requirement on the part of the students or parents to acknowledge a personal relationship with Jesus Christ as a condition of admission. However, each family enrolling students must understand El Sobrante Christian School is interdenominational and that the presentation of the Gospel message and the centrality of biblical teachings are integrated throughout the educational program.

While we would like to serve everyone, we understand that there are students with special needs beyond the scope of the school that may require referral to a more appropriate environment. Our Student Study Team (SST) format is a tool that can be used to plan strategies and determine resources for student success.

Registration

1. Applications may be picked up or received by mail from the school offices (223-2242 or 223-1966) or they can be downloaded from the school website (www.escschool.com). All registration information will be contained in the application packet.
2. All students entering El Sobrante Christian School will be tested, and test results must show the child to be on or above the appropriate grade level in reading and math to assure proper placement and to determine qualifications for admittance.

3. Class openings will be filled on a first-come, first-served basis to those who complete registration and who qualify academically. Parent and Student interviews are conducted at the Junior/Senior High level.
4. Class size is small, not to exceed 24:1. In rare instances should class size exceed the stated 24 student maximum Teachers Aids may be provided.
5. Waiting lists will be started when classes reach the 24 student maximum. Additional classes may be opened if there are enough students to warrant it.

FINANCIAL POLICIES

TUITION:

Tuition is an annual fee which may be paid in a lump sum or on a monthly basis. Each family will submit a Financial Contract indicating the method they will use to pay their tuition, as well as agreeing to pay other fees owed to the school during the school year. Those fees include: Curriculum Fee (\$295 per student grades K-6), \$325 for 7th grade, \$360 for 8th grade and \$120 for High School students; the Capital Improvements Fee \$125 (per family), Parent Participation Deposit \$100 (per family), and annual Re-registration Fee (per student).

Tuition can be paid in a lump sum. If you elect this option, you will receive a 2% discount, when payment is received by August 1st, or you may choose between a 9, 10, and 11 month plan. Tuition payment books will be sent to you and should be used when making tuition payments. Do NOT wait for a billing statement to pay your tuition. Tuition is due on the 1st of the month and considered late on the 15th. There is a \$50 late fee charged on all tuition not received by that date. You may also elect to make your tuition payment payments by ACH debit or Credit Card (Visa, MasterCard or Discover). Authorization forms are available in the office. All tuition payment plans will end with the June payment.

CHILDCARE:

Childcare charges are billed after the end of each month. You will be billed for the time used and will receive a statement in the mail. Childcare payments are due upon receipt. All charges are to be paid in full by the 15th. In order to continue using this service, accounts must not ever exceed 30 days.

RETURNED CHECKS- There is a \$40 fee on all Returned Checks. If we receive two (2) returned checks in one (1) year, you will be unable to pay any future payments by check. Payment will be required in cash, by cashiers check or money order.

LATE TUITION – If you have not paid your tuition by the end of the month, you will receive 30 days notice to bring your account current in order for your student to continue attending classes. Students WILL NOT BE ALLOWED TO ATTEND CLASS if an account reaches 60 days past due. When that happens, **DO NOT send your child to school until you pay the entire amount due in the office.** Under no circumstances will students be admitted to class until the matter is satisfactorily resolved.

LATE ENROLLMENT OR EARLY WITHDRAWAL:

Tuition for withdrawals and late enrollment during the school year will be billed as follows: A two (2) week notice is REQUIRED. If less than two weeks notice is given, tuition charges may be levied. Tuition will be calculated on a per diem basis for days enrolled, taking the two (2) weeks notice into consideration.

Financial policies are set and enforced by the School Board. Paying tuition and other obligations on time enable the school to operate within its budget and meet its financial obligations. Inasmuch as we receive no outside funding, it is imperative that stringent financial guidelines be maintained.

School Day

The school day schedule is as follows:

Kindergarten -	8:30 - 2:45 P.M.
Grades 1st-2nd -	8:30 - 3:00 P.M.
Grades 3rd-6 th -	8:30 - 3:05 P.M.
Grades 7-12 th -	8:00 - 3:10 P.M.

Parent Participation/Service Program

In order to accomplish everything we need to do educationally, spiritually, socially and physically for our students it is imperative that we have Parental support and help.

In order to achieve this, we have instituted the Parent Participation/Service program. Each family will pay a \$100 deposit before school begins. During the school year 15 Units of participation will be required of each family. If the required 15 Units per family have been completed, the Parent Participation/Service deposit of \$100 can be applied to the next school year or for graduating students may be refunded by June 30th if all outstanding financial obligations are met. If the Units are not fulfilled the deposit is forfeited and a new deposit must be paid by July 1st if your student is re-enrolled for the following school year. A list of Participation/Service activities is available in the School Offices.

Guidelines for Parent Participation Units

*Each ESCS family, regardless of the number of children enrolled, is responsible for 15 participation units each school year. One hour of participation is equal to one unit, except as otherwise noted. **Parents will be responsible to “sign in” at each event or at the time of participation.** The “recorder” or “event coordinator” will provide a sign in sheet and turn it in to the office for the master list. Junior/Senior High Parents may record their hours on RenWeb.

*Parents/guardians or immediate family members (not including the student) may serve participation hours.

*Units/hours may not be served for friends or non immediate family members.

*Parents/guardians are encouraged to remain active in school activities after completing the required Parent Participation Units.

*The required units for each school year may be earned from July 1 to ***the last day of the school year***. Units earned over and above the required amount cannot be rolled over to the next school year.

Capital Improvements Fee

The Capital Improvements Fee is *an annual fee assessed to each family*. In addition to educational costs, there are a number of costs incurred in maintaining the physical buildings. The Capital Improvements fee helps us maintain our facilities on an on going basis. The fee is \$125 per year and is payable in March.

Standard Course of Study and Text Books

El Sobrante Christian School's basic curriculum is in alignment with the California State framework in regards to content standards. ESCS has begun gradual implementation of Common Core State Standards. Copies of Content Standards for each grade level are available in the office. Our textbooks come from both Christian and secular publishers. In some instances, they may be the same as ones used in public schools.

Music

Children in grades K-6th are taught singing, music theory, music appreciation, and perform in two school musicals. Choir chimes and special performing groups are an integral part of the music curriculum.

Junior and Senior High choir and band are offered as electives.

Physical Education

Directed PE classes are held twice weekly for K-5th grades, 3 times per week for 6th and daily for 7-12th grades. Skill development, perceptual training, and muscle toning and conditioning are stressed during this time.

Computers

El Sobrante Christian School equips its classrooms with computer systems and maintains an Instructional Computer Lab for use by classes whose curriculum is enhanced and supported by use of computer equipment. This equipment is connected together in a network and linked to the outside Internet. Use of this equipment is a privilege that carries with it specific responsibilities. Second through 12th grade parents must read and sign ESCS Acceptable Use policy during the first week of school.

Our servers log all activity while students are using the computer or network. These logs are monitored for compliance with this policy. You agree to this monitoring as a condition of use of the computers. Passwords should not be shared. The student accepts ALL responsibility for misuse of their ID.

In order to ensure that all students have the benefit of these facilities and to ensure that illegal and/or inappropriate use of school equipment does not take place, the following agreement is required from all students and parents before access to computer equipment is granted to a student. Violation of this policy may result in:

- ✓ Revocation of the student's access to school computers and networks
- ✓ Cost of repair and restoration of any damage or configuration changes by the student being charged to the family
- ✓ Appropriate disciplinary action including the possibility of suspension or expulsion

Under the terms of this policy, the student (and parents) agrees to the following:

- ✓ Only hardware or software approved by the school Administration is to be installed in or on school computer systems or servers.
- ✓ Configuration of computers is managed by the staff and is never to be modified by a student except as expressly instructed by a teacher.
- ✓ Restoring the configuration will result in a charge to the family equal to the cost of hiring outside technical support to return the configuration to its standard settings.
- ✓ Access to certain web sites whose content is not consistent with the development of Christian character or is not part of assigned course work is forbidden, these include but are not limited to:
 - Gambling,
 - Pornography,
 - Games (either network or individual, unless assigned by a teacher),
 - Shopping (unless assigned by a teacher),
- ✓ Sending and receiving e-mail for personal reasons not related to enrolled course work is prohibited.
- ✓ Sending of messages having any of the following content is forbidden, except to report sites to the System Administrator for Inclusion in the "Block" lists:
 - Solicitations
 - Links to gambling, game, or pornographic web sites
 - Suggestions that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, offensive language
- ✓ The equipment will be treated with care.
 - The student will be held responsible for damage caused by misuse or misbehavior.
- ✓ Transmission of any material in violation of any US or state regulation is not permitted. This includes, but is not limited to:
 - Copyrighted material,
 - Threats,
 - Harassment or obscene material or,
 - Material protected by trade secret.
 - Use for commercial activities is not acceptable.
 - Use for product advertisement or political lobbying is also prohibited.

Library

There are library facilities on both campuses. Both facilities have a number of fiction, non-fiction, and reference materials available to students. Library Hours and check-in and check out procedures will be available at each campus.

Sports

Extracurricular sports are available Kindergarten through 12th grades. Sports and team sign ups will be announced during the year by our Athletic Directors. Students in the 6th grade and above

will have a full sports program and must have a physical exam to participate. There is a student participation fee for all sports and students must meet the academic requirements to be eligible.

Homework

El Sobrante Christian School's academic program has high standards and requires homework at all levels. In order for students to be successful, they must learn and apply good study skills, turn in all assignments complete and by the due date.

Daily Homework guidelines:

K - 1	20 - 30 mins.
2 - 3	30 - 40 mins.
4 - 5	40 - 60 mins.
6 - 8	60 - 120 mins.
9-12	Approx. 3 hours

If your child struggles with homework and consistently works beyond these guidelines, please let the teacher know.

Assignment books are mandatory in grades six through eight. These are a vital tool.

Request for Homework

Teachers will not be required to supply student/parents with work (in advance) for trips, vacations, or unexpected absences.

Missed work may be requested upon students' return, and the teacher will give designated time frame for completion. All teachers will provide online access to lesson plans and assignments via RenWeb, classroom websites, or email notification.

Late Assignments

Unexcused, late, or missing work will result in a student's grade being lowered and the student's success can be affected. Parents can monitor student's records to determine late or missing assignments on a weekly basis thus avoiding surprises.

RenWeb

All parents are automatically eligible to participate in the RenWeb on-line database service that ESCS has available. This tool helps monitor student assignments, teacher lesson plans, and academic progress. Teachers and parents can also communicate via email, if there are any specific questions or concerns.

Standardized Testing Program

Each spring a standardized achievement test is given to help determine the effectiveness of our educational program and to enable both the administration and faculty to determine areas of need. A copy of your child's test scores will be available when scoring documents are returned to the school.

Report Card Assessment

Kindergarten-6th grades report cards are issued every twelve weeks throughout the school year. At the sixth week of each trimester, a progress report will be given to all students.

On the Report Card student progress towards meeting content standards will be reflected by the following Assessment Key:

Advanced	90-100%	5
Proficient	80-89%	4
Basic	70-79%	3
Below Basic	60-69%	2
Far Below Basic	59% -0%	1
Not Assessed at this time		NA

K-6 Music, Computers and PE marks are based on participation, effort, and behavior which will all be reflected by an E(Excellent), S(Satisfactory),N (Needs Improvement).

Report Cards are issued every 9 weeks for 7-12th grades during the school year. In the fifth week of each quarter, a progress report will be given to students who fall below “C” level in any subjects.

Academic Expectations

K-6TH GRADES:

El Sobrante Christian School’s academic program has high standards and requires homework at all levels. In order for students to be successful, they must apply good study skills, and turn in all completed assignments by the date they are due. Should student’s performance be below standards in core subjects areas (English, Math, Science, Social Science) an SST will be scheduled to assess the need. The team will propose a course of action to provide remediation, suggest testing, or a more appropriate educational placement.

If progress is not noted towards meeting the standards, it may be determined that our academic program is not suited for the student and another educational placement may be necessary.

7-12TH GRADES

Should student’s grades fall below “C” in core subject areas (English, Math, Science, Social Science) an Academic Hearing will be held with the Principal. The student will be placed on Academic Probation for the remainder of the school year. (Note: Academic Probation may exclude students from sports or other extra-curricular activities).

If there is no improvement in the student’s grades or performance, it may be determined that our academic program is not suited for the student and another educational placement may be necessary.

Receiving an “F” in any subject will automatically require an Academic Hearing. The student will be placed on Academic Probation for the remainder of the year. The student who receives

any subsequent F's during the remainder of the year, will be asked to find another educational placement.

If a student demonstrates effort, but struggles with needed concepts, an SST will be scheduled to assess the need. The team will propose a course of action to provide remediation, suggest testing, or a more appropriate educational placement.

ACADEMIC HEARING:

A mandatory conference between the administration, parents and student, will be held to discuss the student's academic performance. We will be emphasizing his/her academic CLIMATE: C – Chronic, L-Late, I – Incomplete or M-Missing, A-Assignments, T-Threatens, E – Education.

ACADEMIC PROBATION: A period of time set by the administration during the Academic Hearing wherein a student's grades are monitored for continuing eligibility for enrollment.

CHEATING/PLAGIARISM

Cheating and/or plagiarism is not tolerated at ESCS.

To plagiarize is, according to Webster's Dictionary, "to steal and pass off as one's own (the idea or words of another)" and /or "to present as one's own an idea or product derived from an existing source." Plagiarism will not be tolerated, as it is actually stealing someone's words, thoughts and/or ideas. *Copying information from the internet is not writing a report, it is just copying from the internet, and is considered plagiarism.* All sources cited must be annotated with age appropriate teacher requirements.

While it is recommended that students use many outside sources in writing reports and papers, all sources must be cited, whether it comes from a book, the internet or a person. Downloading or copying from the internet is permitted, but only if it is cited and sources are quotes.

In all cases, student(s) involved in cheating will receive "zero points"/no credit and a telephone call or conference with parents will be held by the teacher.

At the junior/senior level any student(s) caught cheating may be given up to a 3 day suspension for the first offense. A second offense within a one -year time period will result in a suspension and Behavioral Hearing. A third offense within a one-year time period will result in expulsion. All students involved in the cheating process may receive the same consequences as the cheating student(s). **Any form of plagiarism (work turned-in that imitates the thoughts and/or language of another author and represents them as one's own original work) is considered cheating.**

Grade Specific Expectations

Kindergarten-6th Grade

El Sobrante Christian School's academic program has high standards and requires homework at all levels. In order for students to be successful they must learn and apply good study skills, turn in all assignments complete and on time. Students who are performing below ESCS standards in critical subject areas ('Reading, Comprehension Skills and Math concepts) or developmental

readiness behaviors will be scheduled for an SST. The SST team will determine a course of action for appropriate intervention and/or consideration for retention.

7th-8th Grade

El Sobrante Christian School's academic program has high standards and requires homework at all levels. In order for students to be successful they must apply good study skills, turn in all assignments completed and on time.

Should student's grades fall below "C" in core subject areas (English, Math, Social Studies, or Science) due to chronic late, incomplete, or missing assignments, an Academic Hearing will be held with the Principal. The student will be placed on Academic Probation for the remainder of the year. If there is no improvement in the student's grades or performance, it may be determined that our academic program is not suited for the student and another educational placement may be necessary.

Receiving an "F" in any subject will automatically require an Academic Hearing. The student receives any subsequent F's in any subject during the remainder of the year, the student will be asked to find another educational placement.

If a student demonstrates effort but struggles with basic concepts an SST will be scheduled to assess needs. The team will propose a course of action to provide remediation, suggest retention, or appropriate educational placement.

9-12th Grade

El Sobrante Christian School's academic program has high standards and requires homework at all levels. In order for students to be successful they must apply good study skills, turn in all assignments completed and on time.

Should student's grades fall below "C" in core subject areas (English, Math, Social Studies, or Science) due to chronic late, incomplete, or missing assignments, an Academic Hearing will be held with the Principal. The student will be placed on Academic Probation for the remainder of the year. If there is no improvement in the student's grades or performance, it may be determined that our academic program is not suited for the student and another educational placement may be necessary.

Receiving an "F" in any subject will automatically require an Academic Hearing. The student receives any subsequent F's in any subject during the remainder of the year, the student will be asked to find another educational placement.

If a student demonstrates effort but struggles with basic concepts an SST will be scheduled to assess needs. The team will propose a course of action to provide remediation, suggest retention, or appropriate educational placement.

Promotion Standards

Kindergarten-2nd Grade: Students who master or make satisfactory progress towards end of year standards will be promoted to the next grade level. Students who are experiencing difficulty with end of year standards will be considered for provisional promotion, or retention.

3-6th Grade: Students promotion will be based on the following criteria:

Mastering or making satisfactory progress towards year end standards in all core subjects,

Standardized test scores and other core subject assessments, teacher recommendations, Report Card assessment, student effort, and fulfilling any and all requirements and recommendations of the SST, if applicable.

Promotion: Each year students will be a) promoted, b) provisionally promoted contingent upon academic intervention, c) retained, or d) considered to be ineligible to remain at ESCS.

7-8th Grade: Students promotion will be based on the following criteria:

Mastering or making satisfactory progress towards year end standards in all core subjects, Standardized test scores and other core subject assessments, Teacher recommendations, Report Card grades, student effort, and fulfilling any and all requirements and recommendations of the SST, if applicable.

Promotion: Each year students will be a) promoted, b) promoted contingent upon academic intervention, c) retained, or d) considered to be ineligible to remain at ESCS.

9-12th Grade

In order to continue at El Sobrante Christian High School, students must complete a minimum of 60 semester credits per year, as well as 20 community service hours.

El Sobrante Christian High School Community Service Requirement

In order to graduate, El Sobrante Christian High School requires that students perform 20 hours of Community Service for each school year in attendance at ESCS. Community Service hours must be done during the school year or the summer *preceding* a given year. Hours must be submitted (with the appropriate verifying signature) on the service-hours form provided by the school.

Frequently Asked Questions

1. Why does ESCS require High School student service hours?

Jesus said in Mark 10:45, “*For even the Son of Man did not come to be served, but to serve.*” Since the primary goal of ESCS is to teach young men and women how to grow spiritually and to follow Christ, it is essential that they learn to serve others. Also, Dr. William Damon, Director of the Stanford University

Center on Adolescence, said at a White House Conference in June, 2002:

“Charitable work is one way to introduce students to a larger purpose. Research has found that community service programs, especially when combined with reflection about the moral and personal significance of serving others, are powerful inducers of character development.”

By making community service a requirement, students are exposed to experiences and opportunities they might not have otherwise had. “*For we are God’s workmanship,*

created in Christ Jesus to do good works, which God prepared in advance for us to do”
(Ephesians 2:10).

2. What constitutes acceptable service?

There are many ways a High School student can earn Community Service hours; basically, any volunteer hours done where students are not paid for their services. Service can be done individually or as a group, and the service must meet the needs of more than your immediate family. Following are some service hours students have been involved in:

- School sponsored Work Days
- Volunteering to help at school-sponsored functions (walk-through, programs, etc.)
- Child care help at the elementary campus
- Church volunteering (VBS, Sunday school helper, etc.)
- Mission trip hours
- Neighborhood volunteer (free yard work, pet care, babysitting, etc.)
- Community volunteering like
 - Boy’s and Girls’ clubs
 - Nursing homes and hospitals
 - City parks, programs
 - Local businesses who need volunteer help
 - Fund raising events for non-profit organizations

3. How and how often should service hours be submitted?

Service hours must be recorded on the school Community Service Hours form which is available at the front desk. The hours must be verified with the appropriate supervisor’s signature on the form, and turned back in at the front desk.

Forms should be turned in once a quarter, by the last day of the quarter. There is room for several different service listings on the form.

It is the responsibility of the High School students to record the service hours and get the appropriate signature, even for school-sponsored service events where a teacher has signed them in and out.

4. What about summer hours?

Summer is a great time to do Community Service hours. All hours done in the summer will be applied to the *upcoming* school year, not the previous year. Students should complete all their hours *before* the end of each school year.

5. What if I complete more than 20, or all 80 hours in my first year?

Because our desire is for students to experience a variety of community service opportunities, extra hours earned in one year do not roll over to the next year. A minimum of 20 hours of service must be completed during each school year in attendance at ESCHS.

6. What if I fail to complete my required hours by the end of the school year?

Failure to meet the requirements will mean that your report card is held until hours are submitted. Students will be given a deadline by which all hours must be submitted. Failure to meet this may affect a student's future at ESCS.

7. What if I fail to complete my required hours before I graduate?

Failure to meet the requirements will mean that the student has not met the requirements for graduation from El Sobrante Christian High School. The diploma will be held until verification of hours is submitted.

8. Who should I speak to if I have questions about my community service hours?

If you have any further questions about Community Service hours, you can contact the Principal.

Student Study Team

What is the Student Study Team?

The student study team (SST) is a school site team, which reviews individual student strengths and problem areas. The SST plans strategies and organizes resources for addressing problems and concerns.

How is a student selected to be discussed at the SST?

Usually the classroom teacher (or an administrator) indicates that the student's learning, behavioral, and/or emotional needs are not being adequately met under existing circumstances. Considering the modifications that have already been made, parents may also request an SST.

What will be expected of the parents at the meeting?

The SST is an informal meeting where everyone is concerned about the child's progress. As different areas are discussed, the parents may be asked to provide information that will help those present to better understand the student. The parent may also be asked to fill out a developmental and health history before the meeting.

When will the team meet?

The team meets on a regular basis to address the needs of identified students. Teachers are asked to schedule a meeting as soon as a need has been discerned.

Parental Partnership Responsibilities

Strong parental involvement will aid the partnership between home and school and lead to success for your child.

- Have students to school on time, with bag lunch, with all necessary supplies for the day.
- Read and respond appropriately and timely to all school communications.

For example: permission slips, teacher notes, assignment books, "parent signature required" papers, etc.

- Set Godly examples for your children.
- Attend church with your children.
- Set reasonable age-level limits and expectations for your children and allow them to receive the natural consequences for their actions.
- Know your child's interests, friends, pastimes, hobbies, and be involved in them. Supervise and be aware of the influences of music, T.V., movies, and the Internet.
- Since children are constantly growing and changing, it is a good idea to take parenting classes at various times throughout your child's life.
- Attend school functions such as Back to School Night, Open House, P.T. F. meetings, and school programs.
- Obey Parking Guidelines
- Follow Office Procedures
- Parent Participation units
- Monitor student homework and assignments to ensure completed and on-time

Lunches

Children's Choice offers a weekly a lunch program for students K-6th. Parents register and order on-line on a daily, weekly or monthly basis. *Students who choose not to participate in this program* must bring bag lunches to school.

Due to the extra load it places on the office staff and teachers, **parents are discouraged from purchasing fast-food lunches for their child.** This is disruptive to the staff, teachers, and class.

CLOSED CAMPUS

- El Sobrante Christian School maintains a closed campus for all students. Students are not permitted to leave campus during school hours except as follows:
 1. Under school-sponsored and supervised field trips, sports events, or special privilege days.
 2. By permission of a parent or guardian and under adult supervision, cleared through the office.
- **CLOSED CAMPUS ALSO APPLIES TO ANYONE** (students from other schools or unauthorized persons) coming on campus for any reason, without checking at the office. Other students who wish to visit the campus must have a valid reason for their visit, and must make arrangements at least 24 hrs. in advance. Parents or guests to the campus **must get a guest pass** at the office **as soon as they arrive!**
- Once a student leaves the campus, he or she may not come back except for school sponsored events. Being at a school sponsored event on days a student is absent is not permitted.

Telephone Use:

Students are not allowed to use the school telephone without a teacher's written permission. They are not allowed to use the telephone to call for missing assignments, progress reports, PE clothes, lunches, etc.

Cell Phones

K-6th Grades

- It is recommended that students do not have cell phones at school.
- If parents choose to send a cell phone with their child to school, it is done at their own risk (the school will not be responsible for any loss or damage).
- If parents choose to send a cell phone with their child, it is to be off and in student's backpack during the school day. (8:30-3:00)
- If a teacher sees or hears the cell phone, it will be confiscated for the remainder of the day and returned to the parent.
- Cell phones and other electronics are not allowed in child care (7:00-8:30, 3:30-6:00).
- Students are only permitted to bring cell phones on field trips with the teachers permission and only if it is used as a camera. If a teacher observes a student using a cell phone for any other purpose (games, texting, talking, etc.) the teacher will confiscate the cell phone for the remainder of the field trip and return it to the parent.

JH/HS Cell Phone Policy- Students may bring cell phones to school, with the following conditions:

a. Cell phones are to be turned off and kept in the lockers at all times during school hours. (If a phone rings while in their lockers, the student will be asked to surrender the phone).

b. Students may not have cell phones out of their lockers at any time during breaks, lunch, or anywhere in the building. If a cell phone is seen or heard, the student will be asked to surrender the cell phone. Refusal to do so will result in a one day suspension.

First offense: student may pick up phone from front desk at the end of the school day.

Second offense: School will hold phone for 30 days or student may pay \$5.00 to retrieve.

Third offense: School will hold phone for 30 days or parent may come in and pay \$10.00 to retrieve.

Fourth and any subsequent offenses: School will hold phone for 30 days or parent may come in and pay \$20.00 to retrieve phone.

c. If the student needs to use a phone during school hours, he/she must get permission to use the **school phone** at the front desk.

d. Cell phones may be used, outside only, before 8:00 a.m. and after 3:10 p.m. (or the end of classes on early dismissal days).

e. Cell phones may be used during school events and games unless otherwise stipulated*

*NOTE: At any time on campus, or during school events off campus, a teacher or staff person may request that cell phones be turned off and not used. Failure to do this will result in a detention and/or confiscation of the phone.

f. **ESCS will not be held responsible for any lost, stolen, or damaged cell phones.**

g. ESCS will not be responsible for (nor will we be monitoring for) the nature or number of phone calls made on a student's cell phone. Any problems arising from students' cell phone use or misuse will be the responsibility of the students and their parents.

Items not Allowed on Campus

Inappropriate magazines, catalogs, electronic devices, such as I pods, MP3 players, CD Players, etc., are to be left at home unless requested by a teacher for a class project. If requested, they are

to be given to the teacher at the beginning of the day and returned to the student at the end of the day. Items not allowed on campus will be confiscated and may NOT be returned.

Students should not bring valuables to school. ESCS will not be held responsible for any lost, stolen, or damaged items that students bring to school.

Before and After School Care –K-12th Grade:

Childcare is available from 7:00 A.M. before school and until 6:00 P.M. after school.

ESCS Problem Resolution Policy

In any organization or institution there will inevitably be some problems or conflicts. As a Christian school we strive to keep lines of communication as open as possible between staff members and parents and students. When problems do arise, we will seek to resolve them in a Biblical manner (*Matthew 18*). Our goal is to define each issue clearly, look at all sides, and come up with solutions that are in the best interest of those involved. The following will be the criteria for resolving problems at ESCS.

Normal Parent Communication Procedures

ESCS teachers, staff, and parents will follow the Biblical pattern of *Matthew 18:15-17* and *Galatians 6:1* and always give a good report. All differences are to be resolved by using Biblical principles. Appropriate confidentiality will be observed in regard to student, parent, and school matters. (Titus 3:2 and Galatians 5:15 TLB)

When questions arise regarding normal school issues, (homework, projects, grading, class policies, field trips, sports,) a phone call, e-mail via RenWeb, or note to the office or teacher is usually sufficient and will normally receive a response within 24 hours. We would appreciate the same response time from home to school.

Conferences should be scheduled as needed and by appointment only.

Solve problems at the appropriate level.

Most problems can be solved on a one to one basis, following the *Matthew 18 principle*.

Step 1: The question or problem should be discussed with the person involved. If there is no satisfactory resolution proceed to Step 2.

Step 2: Contact the office to schedule a conference with the Principal or childcare director and the person involved. If there is still no resolution proceed to Step 3.

Step 3: Contact the Principal to schedule a conference with the parties involved.

Step 4: Write a letter to the School Board addressing your concerns and the matter will be handled at the next regularly scheduled school board meeting.

In the interest of unity, confidentiality and promoting a positive school atmosphere, you are encouraged to follow this Biblical model and avoid discussing the issue with other parents, teachers, or those not mentioned above.

Inappropriate Communication:

Accusatory, derogatory, threatening, rude, or abusive written or verbal communication (including but not limited to email, voicemail, telephone conversation, or notes) towards a staff member will not be tolerated. In the event they occur, you will be contacted by the administration to resolve the matter in a reasonable manner.

Should this type of behavior continue, it may be determined that your children’s educational placement is not suited to our Christian school environment.

ESCS Mediation Policy

Should a situation occur between:

- Parent – teacher/staff member**
- Parent – parent**
- Parent – another student**
- Or between students either on or off campus**

that affects the climate of the school which is demonstrated by inappropriate behavior, the administration will request a meeting to mediate and resolve the situation. This could include but is not limited to situations involving the internet, telephone, text message, physical altercations, etc.

Depending on the seriousness of the incident, violations of the following Educational Code sections can be grounds to suspend and /or recommend expulsion of a student. The circumstances of each case must be evaluated to determine the appropriate course of action.

- 48900(a.1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- 48900 (I) Committed obscene act or engaged in habitual profanity/vulgarity.
- 48900(K) Disrupted school activities/defied valid school authority
- 48900.2 Committed sexual harassment.
- 48900.3 Caused/attempted to cause/threatened to cause or participated in an act of hate violence.
- 48900.4 Engaged in harassment, threats, or intimidation against student(s) which disrupt class work, created substantial disorder, invaded rights of student(s) by creating an intimidating hostile environment.

**EMPLOYEE/STUDENT SEXUAL HARASSMENT POLICY
(Employee-Employee, Employee-Student, and Student-Student)**

Policy - This school is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. This school is prepared

to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

Definition of Sexual Harassment

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual’s academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

Examples of Sexual Harassment

Unwelcome sexual conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual nature. Among the types of conduct, which would violate this policy, are the following:

1. Unwanted sexual advances or propositions;
2. Offering academic benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters;
5. Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes;
6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations; and
7. Physical conduct such as touching, assaulting, impeding or blocking movements.

Employee-student Sexual Harassment

Employee-student sexual harassment is prohibited.

Student-student Sexual Harassment

Student-student sexual harassment is prohibited.

Employee-employee Sexual Harassment

Employee-employee sexual harassment is prohibited.

What to Do if You Experience or Observe Sexual Harassment

Employees/Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to the Principal.

Employees/Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to one of the school officials listed above.

Confidentiality

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student's parents, guardian and appropriate government officials as the circumstances warrant.

Protection Against Retaliation

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted or participated in any manner in any investigation proceeding or hearing concerning sexual harassment.

Procedure for Investigation of the Complaint and for Taking Corrective Action

When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the administrator. The administrator will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy would be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

STUDENT CONDUCT

Standards of Conduct

Students at El Sobrante Christian School will conduct themselves in accordance with Christian Standards, governed by principles found in God's Word.

A separated life: "Do not conform any longer to the patterns of this world, but be transformed by the renewing of your mind..." Romans 12:2

Personal responsibility: "that each of you should learn to control your own body in a way that is holy and honorable..." I Thess. 4:4

Respect for authority and cheerful obedience: "Do everything without complaining or arguing, so that you may become blameless and pure, children of God without fault..." Phil. 2:14-15

Living for Jesus: "...whatever you do, do it all for the glory of god." I Cor. 10:31

God-honoring conversation: "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs that it may benefit those who listened." Ephesians 4:29

DISCIPLINE POLICY

There is a school-wide discipline plan in place at El Sobrante Christian School. Specific grade appropriate plans (K-6th and 7-12th) will be presented and discussed at Back to School nights. Each plan will require parents to sign and return a "Receipt of Discipline Plan" form to the office.

Discipline/Re-enrollment

Students who have shown a pattern of disciplinary problems will be evaluated at the end of the 3rd quarter to determine whether they will be invited to return for the fall term.

Bully Prevention Policy

DEFINITION:

A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students. Such negative actions include intentionally inflicting, or attempting to inflict injury or discomfort upon another.

These behaviors can be carried out physically (e.g., hitting, kicking, pushing, choking) verbally (e.g., by calling names, threatening, taunting, malicious teasing, spreading nasty rumors), or in other ways, such as making faces or obscene gestures, or intentional exclusion from a group. The latter (usually more subtle) forms are usually termed "indirect bullying," whereas "direct bullying" comprises behaviors that represent relatively open (usually verbal or physical) attack on the victim.

Cyber Bullying is also prohibited. Cyber Bullying may be any type of inappropriate communication via email, texting, sexting, tweeting, social networking, or other types of phone or internet service.

Any type of derogatory communication which affects other students, families, or school personnel will be dealt with per the student handbook- Behaviors and Consequences. (See handbook for specifics)

In order to be considered bullying, there is an imbalance in power or strength (an asymmetric power relationship). In other words, students who are exposed to the negative actions generally have difficulty in defending themselves and are somewhat helpless against the student or students who harass. It is not considered bullying when two of approximately the same physical or psychological power are in a conflict, nor is friendly or playful teasing considered bullying. However, repeated degrading and malicious teasing which is continued despite clear signs of distress and opposition on the part of the target does qualify as bullying. Bullying behavior often occurs without apparent provocation.

Bullying is characterized by the following three criteria:

- a.) It is aggressive behavior or intentional "harm-doing,"
- b.) It is carried out repeatedly and over time;
- c.) It occurs within an interpersonal relationship characterized by an imbalance of power.

DISCIPLINARY ACTIONS:

Teachers:

- Prevention Education/Character Education

- What constitutes bullying
- The fact that bullying is not tolerated at ESCS
- Bullying is against the law
- Students do not have to endure bullying by others; an adult at school will help if advised about bullying behavior
- Bullies will be disciplined

(Since bullying can constitute widely varying behavior, there is no single disciplinary action that will respond appropriately. The age and circumstances of the students involved must be considered.)

- Use progressive discipline. One or more of the following steps should be taken:
 - Counseling/conflict management with students involved
 - Parent notification and involvement
 - Inform administration
- Activity restriction during activities with lower levels of supervision (recess, breaks, lunch, PE, etc.)

Administration:

- Parent notification and involvement
- Implementation of behavior contract
- Referral of parent and student to Conflict/Anger Management Workshop
- Out of school suspension
- Recommendation for expulsion

Depending on the seriousness of the incident, violations of the following Educational Code sections can be grounds to suspend and /or recommend expulsion of a student. The circumstances of each case must be evaluated to determine the appropriate course of action.

- 48900(a.1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- 48900 (I) Committed obscene act or engaged in habitual profanity/vulgarity.
- 48900(K) Disrupted school activities/defied valid school authority
- 48900.2 Committed sexual harassment.
- 48900.3 Caused/attempted to cause/threatened to cause or participated in an act of hate violence.
- 48900.4 Engaged in harassment, threats, or intimidation against student(s) which disrupt class work, created substantial disorder, invaded rights of student(s) by creating an intimidating hostile environment.

School Policy Issues

Questions or problems with regard to school policy should be directed to the Principal. A conference may be needed to give a complete explanation. School policies are set by the School Board and administrative staff and carried out in the best interest of ESCS and our families.

If any policy or discipline issue needs further explanation/intervention, beyond the administrative staff, the School Board has requested that they be contacted by letter. The letter should be addressed to the ESCS School Board c/o ESCS and it will be handled at the next regularly scheduled monthly meeting.

Parent Volunteer Policy

Due to the many changes in the insurance industry, our policy requires that all adult volunteers who work with children help in classrooms, or chaperone on a field trip must have background screening on file in the office. The cost of the screening is \$20 per parent and the forms are available in the office. As soon as you complete the form and pay the fee, we can process the screening request. Parents may not work with students in any capacity until this process is complete.

Should something be flagged as a result of the screening process, you will be contacted for a conference with the administration. This conference must be held before you can participate in any classroom activity.

After the initial background screening, further screening will be on a 3-year cycle. Additionally, no parent should ever work with a student alone. All parent volunteers must check in the office and receive a Parent Pass before going to the classroom.

Field Trips

In connection with the regular class work, field trips are scheduled throughout the year as an adjunct experience to the materials studied in class. Normally trips use the school bus. Occasionally car trips are necessary.

6th -8th OUTDOOR EDUCATION

An outdoor education trip is scheduled each year **as part of our regular curriculum and course of study. This trip is mandatory** and the cost of the trip is to be borne by the student and parent.

High School Spiritual Emphasis Week

A Spiritual Emphasis Week will be scheduled annually. This week may include a Camp Retreat; the cost of this is borne by the student/parent. Check the school calendar each year for dates and destination.

WASHINGTON D.C. TRIP

The eighth grade class usually takes a trip each year to Washington. The option is open each year for the parents and students to decide if the trip will be undertaken the following year. Various student and parent fundraisers are planned to help defray costs which vary yearly with the number participating and the type of trip chosen.

Field Trip Procedures/ Driver and Chaperone Instructions

Our school greatly depends on the involvement of our parents for transportation and chaperoning of field trips and other off-site events. Parent support is needed and appreciated. The following are guidelines that we ask our drivers and chaperones to follow:

General Instructions

- If you own or have access to a cellular phone, please bring it with you on the trip for safety reasons.
- If you are not driving your vehicle on the field trip, please park on the street, **not on the lot.**
- It is important for volunteers to realize that they are acting as Christian role models for our students. Please be an example by demonstrating maturity in actions, attitudes, and dress. A classroom teacher will be in charge of each field trip and will direct the volunteers as to what is expected of them.
- Only those parents who are background screened and have signed up in advance as drivers or chaperones may attend. (No last minute sign-ups.)
- Only children enrolled in the class or activity may go. Under no circumstances may guests or siblings attend a field trip unless the trip is announced as a special family event and other siblings are specifically invited. The first responsibility for each volunteer is to the students being supervised.
- Chaperones are responsible for the behavior of those students assigned to them. In private vehicles, the driver is responsible for children's behavior. In school-owned or rented vehicles, the teacher is responsible, with help from volunteers. If you are experiencing difficulties, please report the problem immediately to the teacher or other supervising adult. Do not allow rowdiness, disrespect, inappropriate voices, or any dangerous or potentially dangerous behavior on the trip.
- Chaperones should make it a special point to remain with the students for whom they are responsible. They should keep the students who rode with them close to them. They should vigorously resist the temptation to group with other adults while allowing students to "do their own thing."
- In Junior High some outings require the buddy system for students and periodic check-in at certain times during the day. Chaperones should follow the teacher guidelines for student check-in procedures.
- Know exactly who is in your group and count heads often. Be sure that all are present before moving from one place to another.
- Students are to return with the same person and vehicle that transported them for this event. Exceptions to this can be made only by an administrator or the sponsoring teacher. Usually exceptions are reserved for emergency situations only.

Drivers and chaperones should refrain from purchasing special treats for the children they

- are supervising unless all the children in the class benefit equally and the teacher has given permission.
- All school policies apply on field trips, including but not limited to, behavior, dress code, food, gum, etc. Both students and adults are expected to comply.

Additional Instructions for Driver Chaperones

- **You must complete a Vehicle Liability Form**, if you are planning to transport students on a school sponsored field trip. Your insurance is the primary coverage in the event of an accident. You only need to complete one form per year, unless there is a change in your carrier or coverage.
- Please allow the teacher to make vehicle assignments for students. If you have a suggestion or preference, please let the teacher know in writing on the permission slip so this can be taken into consideration. Teachers sometimes have special reasons that they may not be free to explain for assigning seating arrangements. You will be provided with a list of the names of the children being transported in your vehicle.
- Please arrive at school ready to go at least ten minutes before the scheduled departure time.
- Seat belts must be worn at all times. It is for this reason that children may only be transported in the cabs of trucks. Note that only one child is permitted per working seat belt. It is **NEVER** permissible and illegal for any student to be transported **WITHOUT** child safety restraints.
- Please be sure that you understand the route to be taken. A map and/or directions will be provided by the teacher. Please stay on the assigned route. Do not take a "better" way or stop for any reason other than an emergency.
- It is expected that you will obey all traffic laws including maintaining acceptable speed limits.
- If there are more than three vehicles on the trip a "buddy system" will be used whereby two or three vehicles may caravan together.
- Please call the school right away if you experience car trouble or become lost. If someone has been hurt or is ill, and the teacher is not readily available for consultation, please call the school for instructions.
- Children must enter and leave the vehicle at the curbside unless the vehicle is in a protected parking area or driveway.
- Children must not be left unattended in a vehicle.
- Students should not eat or drink in your car without your permission. They have been instructed to use quiet voices when talking and to keep their hands and feet to themselves. If any student does not cooperate, please inform the teacher.

Parents who do not follow these guidelines may not be allowed to participate in future field trips. This will be left to the discretion of the teacher in consultation with the administration.

Parents:

Annually parents will be required to attend a Parent Orientation where rules and expected behaviors are reviewed. A written handbook will be provided which will include all school discipline and behavior policies. A signed acknowledgement and agreement to support school policies will be required.

Parking Guidelines

Elementary Campus

- **Before School** – parents may use the “drop off” lane. Pull all the way forward to the stop sign BEFORE allowing students to exit on the right-hand side. Follow Safety Patrol directions to use the marked crosswalks. Always drive slowly, carefully and safely in the parking lot. Or, you may pull into a designated space to unload children.

After School -

- Pull into designated spaces to load children.
- Follow direction of Safety Patrol as they are crossing students.
- Drive **SLOWLY**: 3 mph at all times in the parking lot.
- Be alert for children at all times.
- Always exit at the upper end of the parking lot.
- For school business **during school hours, parking is available on Argyle Road. Please NO PARKING IN THE MIDDLE OF THE LOT DURING SCHOOL HOURS!!** We use the lot for recess and PE classes.
- The parking lot *needs to be clear of cars by 8:45 a.m. daily* due to PE classes beginning.
- When riding on the bus for field trips, please park on the street or on the side of the lot.
- Please **do not park in the area in front of the dumpsters or the concrete in front of the church.** This practice is causing the asphalt and concrete to fall into disrepair. We ask that you follow the Parking Lot guidelines at all times, *regardless of when you arrive at school.*

Junior/Senior High Campus

Please park in the middle of the parking lot while dropping off children for school. Vehicles must be parked in a designated parking stall before they can load or unload.

Students are never to load or unload from a stopped car in front of the school. This is for student safety as well as a necessary courtesy to keep traffic from backing up onto Fran Way.

PARK IN DESIGNATED SPACES ONLY!

Drive **SLOWLY**: 3 mph at all times in the parking lot.

Be alert for students at all times.

For school business during school hours,
Parking is available in the parking lot.

Office Procedures

Our offices are open from 8:00-3:30 p.m. every full day school is in session and 8:00-12:30 p.m. every minimum day school is in session. The office is closed for all holidays and vacations. There is a drop box at the elementary campus next to the front door where you may drop any

correspondence and payments. If you wish to pay your tuition in cash or by credit card (Visa, MasterCard or Discover), please come into the office; we'll receive your tuition payment and give you a receipt. Please do not send large amounts of cash with your child. (Elementary students should have no more than \$5 cash, Junior High students no more than \$10 cash, Senior High students no more than \$20).

OFFICE CHECK IN REQUIREMENT

You must check in at the office anytime you come on campus. Do not go directly to your child's classroom and/or locker. Keeping our campus secure is of the utmost importance. It is imperative that we know who is on the premises at all times.

The School Office is not equipped to cash checks or make change. Vending machines are available to K-5th grade students **after school only**. Sixth grade students may use machines at lunch and after school. Junior and Senior High Students may use machines at lunch, and after school.

TEACHER/STAFF COMMUNICATION -

If you wish to talk with a teacher in the morning before class begins, please leave a message **the day before**. Teachers will contact you to make an appointment. Please **do not ask to speak to teachers before school**. They have only a few minutes once devotions are finished to get ready to go to class. It is important to schedule appointments at least **one day ahead** both for a teacher or Administration. It is helpful to the teacher to know the nature of the meeting so that they can be prepared with any information you might need.

We have voice mail, which is used before and after school. If you have a message for a teacher, office staff or administration you can call at any time before or after office hours and leave a message or send an email. Childcare can be reached directly. The number is 223-2242 ext. 154 for the elementary campus and 223-1966 ext. 34 for junior/senior high. You may reach someone in childcare either before or after school. Please inform our childcare staff any time you will be late picking up your student. Messages can also be FAXED to our offices. The number for the elementary campus is 510-223-8453 and 510-223-5344 for junior/senior high.

SICK STUDENTS – Please call and leave a message when your student will **not be at school**. We ask that you leave the student's name, teacher, and dates of absence.

Please do not send a sick child to school. If a child has a fever, is vomiting or is suffering from anything more than the “sniffles,” please keep them at home for their own welfare as well as their classmates. If a child becomes ill during the day it is very important to have them picked up within 30 minutes. It is very difficult for a sick child to wait longer than that and it also may expose the staff to illness.

All medications must be kept and dispensed by the office. It is best if you can **medicate your child at home**. Please try to arrange dosages so that they can be given before and after school. It is very difficult for office staff to remember to call a child from class and administer medications. The only other medications we administer through the office are Tylenol and Pepto

Bismol. You must sign and check the emergency card giving us permission to administer the above.

It is helpful if all medical and dental appointments can be made before or after school. It is disruptive to the class and to your child to leave during the day. Also, we will only deliver *emergency messages* to students during the day. It is difficult when a teacher is interrupted while teaching to give your child a personal message. Advance planning can help with this.

ATTENDANCE

Regular attendance is necessary for good learning.

1. If a student is absent or late, parents should call the office by 8:00 A.M.
2. If a student is out of school for any length of time, please check RenWeb for assignments.
3. Any work missed due to absence is expected to be made-up. It is the student's responsibility to get missed work.
4. Students who are absent for 3 or more consecutive days require a dated doctors excuse.

California Education Code 48260 classifies a student truant upon a third unexcused absence or tardy in excess of 30 minutes. Parents are responsible for their child's school attendance and can be prosecuted for infractions

TARDIES

All students must be in the proper place when school begins. Tardies will be recorded. Doctors' signed medical excuses are not counted as tardies.

Dress Code

El Sobrante Christian Students are required to wear school uniforms. The standards of dress and appearance for students of El Sobrante Christian School are based on good taste, modesty, cleanliness, comfort, safety and practicality. They are intended to encourage reverence toward God, to show respect for the school and faculty, to build school spirit, and to give priority to the development of the inner self over outward appearance. Teachers and administrators have the responsibility and authority to apply these general guidelines when confronted with questionable appearance not covered specifically. Students are expected to arrive at school in dress code and stay in dress code until they are released from school supervision or need to change for a specific sporting event or activity.

Uniforms may be purchased from any local department store or uniform company.

Polo Shirts	Must be two or three button. May be long or short sleeved. ESCS Logo shirts are required (Patches available)	White, Navy, Gold, Burgundy, Hunter Green
Turtlenecks	No writing or logos.	White, Navy, Gold, Burgundy, Hunter Green

Oxford Shirts	May be long or short sleeved. No writing or logos.	White only w/button down collar.
Sweaters	Cardigan, crew, v-neck, or vest	White, Navy, Gold, Grey Burgundy, Hunter Green
Sweat Shirts, Hoodys	ESCS Logos, Plain w/o logo	White, Navy, Gold, Grey Burgundy, Hunter Green
Pants	Straight legged, Pleated Only	Navy, Khaki
Shorts, Capris	Uniform	Navy, Khaki
Skirts	Uniform	Navy, Khaki
Skorts	Uniform	Navy, Khaki
Coats, Jackets	Classic styles – Solid colors, no logos	Solid Colors Only
Leggings	Leggings may only be worn underneath a skirt, jumper, skort, etc. They may not be worn as a substitute for pants.	Solid Colors only

All clothing must be the appropriate size for the student.

Polo Shirts: Must be ESCS Logo shirts. For boys and girls, they may be worn outside pants if they are the appropriate size. **Boys shirts may not hang below fingers. Oversized shirts are not acceptable. Girls shirts may not be undersized, too short or too tight.**

Undershirts: Must be in dress code colors and may not hang below uniform shirt. This includes camisoles, lace undershirts or any shirt with a different color than the uniform shirt worn.

Belts: Leather, leather style, braided. Black or brown.

Shoes: Athletic, flat, lace up or slip on; shoes or boots with non-slip, non-marking soles are to be worn at all times. No sandals, jellies, flip flops or slippers. Feet are to be fully covered at all times.

Socks: Solid, dress code colored socks or tights are to be worn.

Pants: Pants must be classic style straight-legged, pleated front only in cotton or twill blend material. No drawstrings, no cargo style, no patched pockets, no baggy pants, no painter/carpenter style, no spandex style, no low cut styles. Pants are to be appropriately sized around the waist. Sagging pants are not acceptable. Pants must be hemmed with no slits.

Shorts/Capris: Uniform only. Shorts are to be “walking shorts” (no cargo styles).

Skirts/Skort: Skirts/skort length must be no more than 2” above the knee. Skirts/skort are to be worn appropriately around the waist.

Sweatshirts, Hoodies: Classic styles, appropriately sized, no oversized. No logos. ESCS sweatshirts and solid uniform colors are acceptable. (See list) Uniform shirts must be worn under sweatshirts. No hoods may be worn up at school.

Coats/Jackets: Classic styles. Solid colors. No logos.

Hats: NO hats may be worn at school.

Hair: Hair should be neat, clean and out of the eyes. Extreme hair styles are not permitted. Hair should be of natural color.

Jewelry: Moderate and modest in size and number. No chains or spiked jewelry. **No visible tattoos-boys/girls.**

Boys: No piercings allowed. No gauges.

Girls: Earrings may not hang below chin. No gauges. **No visible piercings other than in ears.**

Free Dress or Spirit Days: Free dress and Spirit days will be designated and announced by the administration, with the appropriate guidelines given.

Free Dress Guidelines: Clothing on free dress days can be **non-uniform clothing** which still follows the guidelines of good taste, modesty, cleanliness, comfort, safety. Examples of inappropriate free dress would be ripped, or torn clothing; baggy or oversized clothing; tight or revealing clothing; or clothing with inappropriate sayings or logos. Free dress is a privilege and may be revoked if the guidelines are not followed.

Dress Code Violations (K-6th Graders):

If a student is out of dress code or inappropriately dressed, the following steps will be taken within a trimester:

1st time: verbal reminder given to student

2nd time: reminder note sent home by teacher

3rd time: reminder phone call home by office

4th time: reminder phone call home by Principal

5th time: student leaves class and may return when in appropriate dress code

Dress Code Violations (7-12th Graders): If a student is inappropriately dressed, they will be referred to the administration.

1st Dress code violation: Parents will be notified and Administration will:

a) Have the student dress appropriately...i.e. pull up pants, wear clothing properly, **or**

b) Call the parent to bring appropriate clothing before the student will be admitted to class
3rd Dress code violations will result in a detention. Parents will be notified and Administration will: a, b, or c

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