

# East Palmyra Christian School



## Family Handbook

*"Your face, LORD, do I seek."  
Psalm 27:8b*

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# SCHOOL GOVERNANCE

## MISSION

*"To offer a Christian education that integrates faith and learning through a Biblical worldview. We strive to equip our students to develop their gifts, to become discerning disciples of Christ, and to joyfully serve God in the way God calls them to live in their community and world."*

## VISION

We are a Christian community that believes that God is the Lord of all creation and that God is revealed through both creation and God’s infallible written Word. We acknowledge that we are God’s unique image bearers.

As a Christian community, we seek to educate the whole child, fostering spiritual, emotional, physical, aesthetic, and intellectual development, and we seek to help each other discover our unique God-given gifts. We wish to nurture our students, and encourage each other, so that together we may be led to discover, celebrate, and proclaim, both individually and communally, the restorative power of God’s work in all areas of life.

As a Christian community, we aim to provide a challenging and affirming learning environment which frees students to explore and examine all human endeavor within God’s creation from a Christian perspective, thereby developing their abilities to discern and respond to society.

As a Christian community, we encourage responsible citizenship by promoting and modeling biblical justice and stewardship through a variety of service opportunities in our campus life. We strive to provide knowledge, insight, and skills to equip our students to live lives of faithful and joyous service to God and neighbor.

## STATEMENT OF FAITH

The following is the foundation of beliefs on which East Palmyra Christian School is based. They are also the key elements of Christianity that will be unapologetically taught in various ways through all grade levels. Secondary or divisive doctrines and issues will not be presented as primary doctrine. When these types of doctrine or issues arise, they will be referred to the family and local churches for final authority.

1. We believe the Bible alone to be the Word of God, the ultimate and infallible authority for faith and practice.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. He is omnipotent; that is, He can do all things. He is omnipresent; that is, He is present to all creation, and has under His immediate authority all things which are in Heaven, in the earth, and under the earth. He is omniscient; that is, He knows all things. He readily exercises His power which is present everywhere, and to Him there is nothing that is impossible or unknown, that is, He knows what has been from eternity, what now takes place everywhere, and what will be to all eternity.
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 through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that, for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.
5. We believe that salvation is by grace through faith alone.
6. We believe that faith without works is dead.
7. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
8. We believe in the resurrection of both the saved and the lost; they that are saved to the resurrection of life, and they that are lost to the resurrection of damnation.
9. We believe in the spiritual unity of all believers in our Lord Jesus Christ.

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of East Palmyra Christian School's faith, doctrine, practice, policy and discipline, our Board of Trustees is the East Palmyra Christian School's final interpretative authority on the Bible's application.

## SECONDARY DOCTRINE

These guidelines apply to all East Palmyra Christian teachers in their capacity as teachers at East Palmyra Christian School.

Bible Translations: Bible translations used at school are the KJV, NKJV, NIV (1984), or ESV.

Secondary doctrine: eschatology, baptism (infant vs. adult), and Calvinistic vs. Arminian soteriology.

1. Classroom discussion of secondary doctrine should be on an informative, non-partisan level. Teachers must honor and defer to parents if these topics arise.
2. Presentation of all sides of an issue is encouraged.
3. The teacher should encourage the students to follow up any questions they have with their parents and pastor.

## STATEMENT ON MARRIAGE, AND SEXUALITY

We believe that God wonderfully and immutably created each person as distinctly male or female (Gen. 1:26-31; 2:18-25; 5:1, 2). These two distinct and complementary sexes together reflect the image and nature of God. To reject one's biological sex is a rejection of the image of God within that person and is a sin against God.

We believe that marriage was created and sanctioned by God in which God joins one man and one woman in a single and exclusive union. (Gen. 2:24; Matt. 19:4-6)

We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. Any form of sexual intimacy outside of marriage is immoral and is a sin against God. (1 Cor. 6:15-7:6; Eph. 5:3-7) Sexual immorality includes, but is not limited to adultery, fornication, homosexual conduct, and pornography.

## SCHOOL HISTORY

"Being a Christian School means more than just opening and closing the day with a prayer." What was spoken by then, School Board President, Walt VanderBeek in 1967 is still true today: "They have to make sure that every subject is Christ centered. Mathematics should show that God is a God of order. He created mathematical principles into the structure of this universe. History is aimless unless it is seen in the light of God's word. Science should be seen by the children in the light of God's creation. They should know that all knowledge has a moral content. Their lives should be filled with a high moral purpose. God should be glorified in every subject that is taught. For these reasons a Christian School was established in East Palmyra."

On May 17, 1937, a group of 30 interested persons met for the purpose of organizing the East Palmyra Christian School Society, with the common goal of establishing a local Christian School. It took ten years of prayer, planning and saving before the school was ready for the opening of the school in September 1947. It opened in a small block building behind the East Palmyra Christian Reformed Church with 1 teacher and 23 pupils in eight grades.

Although many of the founding members of the School Society were members of the East Palmyra Christian Reformed Church, they were wise enough to make the school independent of the church, and to it under parental control. Today it is supported by parents interested in Christian education and is interdenominational in character.

By 1962, the church and the school had outgrown their respective buildings and when the Church moved in January 1962, the School was able to purchase the church building, remodeling to accommodate 2 classrooms upstairs and one downstairs. The Junior High grades held classes in the old church while the primary grades held classes in the cinder block schoolhouse. After many years of discussion, it was decided that, to better serve the students and school community, a new school building would be built on a piece of the East Palmyra Christian Reformed Church's new lot. This land was purchased from the church. On June 6, 1981, the Society held the groundbreaking ceremony for the new school and in a few months, the building was complete enough to open for the first day of school on September 14, 1981.

In 1996 the school erected a new gymnasium, so now the students in grades 5-8 can enjoy indoor competition with other schools in basketball, in addition to soccer and track. Over the winter of 2000-2001, through a very generous donation, EPCS was able to add on the Albert and Gladys Ryckbost Annex, which has been a blessing in many ways. The music program expanded and flourished into multiple types of chorus, band, and musicals. Home-schooled students began joining the school and we have a vibrant body of both full time and part time students.

As passion for Christian education grew, a secondary education became the focus. Parents knew there was a need for high school with an integrated Christian worldview. A committee was formed to study and pray, with the future in view. Stepping forward in faith, high school at EPCS began in 2008 with 9th grade, and each year additional grades were added. College credit courses were integrated and we continue to press forward. God graciously provided and continues to provide.

Many alumni of EPCS are making a difference around the globe, using their formative education and talents to live out what it means to be a disciple of Christ. Former students are sending their children/grandchildren to EPCS.

## **GOVERNANCE**

East Palmyra Christian School is owned by the members of the East Palmyra Christian School Society, which is comprised of parents and friends of the school. During the annual Society Meeting in the spring, the Society approves the budget and elects the Board of Trustees to govern the school.

Society members support the school with effort, time, financial contributions, and prayers. Society members are a vital part in carrying out the mission of EPCS. Society membership is strongly encouraged for all parents whose children attend the school. Applications for membership are available in the main office.

The EPCS Board derives policies and principles of application from the school's Constitution and generates, approves, and implements the educational objectives, policies, and practices of the school. The Board appoints and maintains a school staff led by a principal with a careful and continuing regard for their Christian character, training, aptitude, and functional effectiveness. The Board requires that all members of the school staff agree with the school's policies, practices, and approach to Christian instruction as they have a vital part in carrying out the mission of EPCS. Copies of board minutes are available to read on request in the principal's office.

Anything in this document is up to the principal's discretion and is subject to change if absolutely necessary, in accordance to the EPCS bylaws. Any policy changes will be reflected in the EPCS board minutes and announced publicly.

## **ASSOCIATIONS**

East Palmyra Christian School is a member of Christian Schools International (CSI), which networks 500 similar schools throughout North America. CSI provides member schools with leadership in promoting Christian education and provides services for school administration, finance, government relations, policy making, and academic and professional support. This organization also publishes instructional, clerical, and promotional materials.

East Palmyra Christian School is a member of The Association of Classical Christian Schools (ACCS), which networks 300 similar schools throughout North America. ACCS is the primary public advocate for classical Christian education. They offer an extensive array of member services to help build distinctive classical Christian schools. The ACCS seeks to set an educational standard for a unified and directed approach to classical and Christian learning.

## **GUIDING PHILOSOPHY**

### **EDUCATIONAL PHILOSOPHY**

Although most Christian schools would agree on certain fundamentals, it is imperative that parents scrutinize the foundational beliefs of any school in which they may enroll their child. Therefore, below are the most important philosophical elements that we at East Palmyra Christian School believe distinguish our approach to education.

We believe that the Bible clearly instructs parents, not the church or state, to "bring children up in the discipline and instruction of the Lord." The church's commission is essentially to spread the Gospel and train believers (Matt.28:18-20). The state has been directed to enforce God's laws and protect the innocent (Romans 13). The church trains parents and the state protect families. The family raises and educates children (Eph.6:1-4). Therefore, under the delegation of the family, we seek to teach and discipline in a manner consistent with the Bible and a godly home environment.

We believe that God's character is revealed not only in His Word but also in every facet of the creation.

Therefore, we teach that all knowledge is interrelated (integrated) and can instruct us about God himself.

God wants us to love Him with our minds, as well as with our hearts, souls, and strength (Matt. 22:37). Therefore, we seek to individually challenge children at all levels and teach them how to learn.

We want to help parents teach their children that all they do should be done "heartily, as unto the Lord." Therefore, we seek to encourage quality academic work and maintain high standards of conduct. This necessarily includes biblical discipline principles.

We have a full PK-12 program because we believe that as long as a child is under the parents' authority and undergoing formal education, they should be trained biblically (Deut. 6:6,7; Prov. 22:6).

For a more detailed rendition of our educational philosophy, please see "Our World Belongs to God".

## MUSIC PHILOSOPHY

Within the God-breathed books of the Bible, the Creator gave Christians a timeless song book, the Psalms, with 150 different songs to sing and praise His name as well as songs scattered throughout the Old and New Testaments. And, as multiple selections from Psalms illustrates, both vocal and instrumental music are to be used by man to point back to God. Music is not just a subject that we should teach, it is a way to express the goodness of God and the joy we have in living in His presence.

The integration of all subjects, with the Scriptures as central, is one of the goals of East Palmyra Christian School. Therefore, we believe and therefore want to instruct all the students in the basic knowledge and related benefits of music to all of learning. We want to teach students to distinguish good music from mediocre music, we want them to recognize truth, beauty and goodness in music. Good music is not bound by a period of time or by a particular style, but that good and beautiful music is a gift from God to man throughout all ages.

## AESTHETIC PHILOSOPHY

The apostle Paul instructs us to set our minds on that which is true, noble, just, pure, lovely; we are to meditate on those things which are of good report, virtuous, or praiseworthy. As a Christian school, we have particular duties in this regard; we have been entrusted by our school parents with the responsibility to help train and discipline the minds of their children. We understand that the loveliness and nobility enjoined by the apostle involve more than just spiritual truths, and that our duty as a school includes the discipline of aesthetic education.

We therefore affirm that the triune God contains within Himself all ultimate loveliness and beauty. As His creatures, therefore, we are to serve and worship Him in all that we do in the beauty of holiness. He has created us in His own image, and requires us to strive to imitate Him in all that we do, and this includes the duty of understanding our responsibilities of appreciating and creating objects of loveliness.

We seek to teach the importance of aesthetic standards in all activities associated with the school, striving for that form of excellence suitable to each activity. This obviously includes a strong emphasis throughout our curriculum on the fine arts--music, drawing, painting, drama, poetry--with the attendant responsibilities of the students including study, meditation, and memorization. But our emphasis on aesthetics also extends to more mundane matters -- the cleanliness and decoration of classrooms, student dress, athletic competition, handwriting, *etc.* In all this, we aim to teach our students the reasons for what we require, and not just impose the bare requirement.

## ATHLETIC PHILOSOPHY

The purpose of our athletic program is to complement, not compete, with our academic program. We reject as a false dichotomy the idea that either the academic must serve athletics or vice versa. Our goals and vision statement state the educational mission of our school, and we seek to use both academics and athletics as instruments to help us accomplish those goals.

We take a particular aim at training and fostering skills which will lead to lifelong athletic participation and learning. We have designed our athletic program with a focus on sports that can turn into lifelong hobbies to help maintain physical fitness and enjoy as recreational activities. Additionally, we want to provide students with an opportunity to compete in athletics as a team and as individuals as both styles of competition develop different traits in our athletes. Finally, without becoming too broad, we limit our offering to those athletics which our students can become competitive in without diluting the participants.

Our athletic and physical education activities are considered an important component of our educational and



Christian curriculum. Our goal is to educate our students in all aspects of life, with the Scriptures at the center of all things as the point of integration. We have the same standard for our athletic program and physical education classes, and see this point of integration as particularly important.

## **ADMINISTRATIVE INFORMATION**

### **ADMISSIONS**

East Palmyra Christian School practices a biblical philosophy of admissions, not discriminating based on race, sex, color, or national origin.

East Palmyra Christian exists in form as a covenantal school and not an evangelistic school. Staff and teachers come alongside parents in solemn agreement to assist them in raising their child in the Lord. In this we accept students based on the spiritual leadership within the home. Parents are actively pursuing and living as if their life has been impacted by Christ, a member of a local body of Christ and under ecclesiastical authority.

#### **Admission Procedures:**

Upon completion of the application, a home visit with the family will be arranged with the principal and an EPCS Family. The admissions process may include, interviewing, testing, evaluating past school records. Non-disclosure of essential information could result in the withdrawal of an acceptance. The principal will make an admissions recommendation of the family to the EPCS Board for final approval. All new students are on probation for the first ten weeks.

#### **Admission Requirements for the Student:**

A child must be four years old by December 1 of the fall in which they would be entering Preschool (five years for Kindergarten, six years for 1st grade, etc.). Our goal is the long-term success of the student in an academic environment as opposed to automatic promotion based on age.

#### **Admission Requirements for the Parents:**

At its heart, EPCS is a Christian institution whose goals are the nurturing and instruction of children from Christian families. We teach the Lordship of Jesus Christ in all the curricular subjects and in all our school's activities. The school is seen as an extension of the Christian home, a place where the values and beliefs which the parents teach are further developed and enhanced. Therefore, those families seeking admission to the school must share the school's goals for their child. At least one parent or legal guardian must be an active member of a Christian church and profess faith in Jesus Christ as Lord and Savior. The parents should be willing to cooperate with all the written policies of East Palmyra Christian School. This is most important in the area of discipline (see Discipline Guidelines and School Rules) and schoolwork standards, as well as active communication with the respective teacher(s) and administration.

### **PART-TIME STUDENTS**

Part-time students are welcome in the secondary (9th-12th grades) based on available space. These students are welcome to work toward completing their GED, or to simply take classes that will help to supplement their homeschooling curriculum. In addition, students are welcome in the elementary for non-core classes i.e., Gym, Art, and Music. Due to the integration of subject matter and the scheduling advantages/flexibility of a self-contained classroom, core elementary classes are not available part-time. Part time students must go through the normal admissions process.

## RECORDS

When a child transfers from East Palmyra Christian School, records of health, academic achievement, grade placement, and any psychological reports, are sent to the receiving school after a written request has been made through the receiving school.

Consistent with the provisions of the “Family Educational Rights and Privacy Act of 1974,” official records and files directly related to their children are available for parents’ inspection.

School records may not be released to persons other than those with legal rights to those records, or students themselves if they are 18 years of age or older, without the written consent of those with legal rights to them. Exceptions to this rule include:

1. Designated professional personnel
2. Officials in a school to which a student is going to transfer
3. The court, pursuant to court order or subpoena, after notification to parents or legal guardians

Each file contains:

1. A record of all courses taken and any grades received
2. All standardized test results
3. Any official school correspondence that refers to the student
4. A copy of disciplinary actions taken
5. Copies of any educational plans for the student including 504 and IEPs.
6. Appropriate required medical documentation.
7. Information on official transportation

## LEARNING DISABILITIES

Children with a severe learning disability may not be admitted to East Palmyra Christian due to the lack of adequate staff, funding, and facilities. Children who have been diagnosed as having a learning disability will be required to meet the same academic standards as the other children in their grade level and will be given as much individual instruction and encouragement as their classmates.

## PARENT INVOLVEMENT

As a support and extension of the family unit, East Palmyra Christian School considers the family to be of first importance to a child. Therefore, we are continually seeking ways to actively involve parents in the school. Parents are welcome to visit the school. Simply call ahead out of courtesy to the teacher. Many parents assist in the classroom, act as chaperones on field trips and/or come for hot lunch, and can help with recess and/or lunch duty. In addition, The Circle, is a wonderful opportunity to have a hands-on, monthly, weekly, or sometimes daily involvement in a child’s education at school.

## SERVICE HOURS

The Service Hour Program was developed to encourage parental ownership of the school. Parents of students in grades PK-12 are expected to volunteer 30 hours of service to EPCS during the school year. Service hour opportunities include but are not limited to: helping with hot lunch, driving for school events, serving on committees, and attending school work days.

EPCS is a caring community, and volunteers are crucial to this cause. Volunteers make the school tick, and students perform better when parents are involved. The list of opportunities for such service is endless, from reading aides, to driving, to keeping score, to pulling weeds. Volunteers are needed on a scheduled basis as well as the occasional day. Volunteers may be subject to a background check per the background check policy. Please

email the office at [office@eastpalmyrachristianschool.com](mailto:office@eastpalmyrachristianschool.com) to volunteer. We certainly have something you will enjoy doing.

## COMMUNICATION

*Under-communication leads to a mess, Overcommunication leads to success!*

### Through the School Door

Good communication is always an essential aspect of any successful organization! One crucial way in which we communicate with you as parents is through our weekly school newsletter. Once per week, our weekly newsletter, *Through the School Door*, is emailed home and posted online.

### Remind App (Text Message System)

Each classroom teacher keeps parents informed about what has been and what will be happening in the child's classroom. Parents, please read these faithfully as they include important information as we work together. Teachers may also be sending home other correspondence. This process varies by grade and will be fully explained by the homeroom or subject teacher.

### Email Blast

Long form communication which must naturally be more intimate to the function of the school, or which may need to be communicated in an urgent matter will be sent in an email blast to the email address you provide.

## ROOM PARENTS

Each class needs one or two room parents to assist the teachers in planning class events and activities. Room parents may also be the contact people for involving the parents of a particular class in providing refreshments for school functions.

Parents volunteering to serve as Room Parents are extremely valuable people. Teachers are responsible to procure them for their own rooms and to supply the office with their names. These volunteer helpers are able to perform many activities to aid the classroom teacher, such as:

- Planning class parties
- Organizing drivers for class trips
- Helping to secure refreshments from classroom parents for special programs
- Making necessary phone calls for events and emergencies
- Assuming charge of designing scenery or costumes for programs/plays
- Aid in the decoration of rooms
- Assist in contacting/securing parents for classroom clean-up days

### The Circle

The parent teacher association at East Palmyra Christian School is known as the "The Circle". They are parents who endeavor to co-labor in the education of our children by helping to plan various fundraising and community building events at school. Some of these events are the Open House, Teacher Appreciation Week, Dutch Dinner, and refreshments for events. Please consider volunteering to be a member of this essential committee.

## CHILD ABUSE: REPORTING AND INVESTIGATIONS

While the EPCS community is comprised of Christian families, each member continues to struggle with his/her sinful nature. Our sins do affect others, especially our children. When parents enroll their children at EPCS, they entrust them to the care of the faculty and staff, who in turn covenant with the parents to guide and protect their children.

School faculty and staff are required by law to report to child protective services whenever they have reasonable cause to suspect that a student has been abused or maltreated. Such reporting will be done in conjunction with the principal. All reporting will be kept confidential.

At times, Child Protective Services (CPS) requests access to students to conduct interviews on school property relating to allegations of suspected child abuse, and/or neglect, or custody investigations. EPCS prefers that Child Protective Services (CPS) does not interview students at school during the school day. They will be allowed to do so only at the discretion of the principal.

All requests by Child Protective Services to interview a student on school property shall be made directly to the principal or his/her designee. The principal or designee shall set the time and place of the interview and shall be present during the interview. If the nature of the allegations is such that it may be necessary for the student to remove any of his or her clothing for the CPS worker to verify allegations, the principal or designee must be present during that portion of the interview. No student may remove his or her clothing in front of a CPS worker or school faculty or staff of the opposite sex.

A CPS worker may not remove a student from school property without a court order. If both the CPS worker and the principal believe the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent's consent.

## GUIDELINES FOR KEEPING SICK CHILDREN HOME

**COVID-19:** Please read our COVID-19 Strategy on the front page of our website.

**Cold/Flu:** Please keep your child at home if they have a fever over 100 degrees or is experiencing discomfort that would interfere with their ability to perform in school (i.e., uncontrollable coughing, severe lack of energy).

**Conjunctivitis (pink-eye):** Keep your child home. Follow your doctor's advice for returning to school.

**Diarrhea/Vomiting:** A child with diarrhea and / or vomiting should stay at home and return to school only after being symptom-free for 24 hours.

**Fever:** The child should remain at home with a fever greater than 100 degrees. The child can return to school after they have been fever free for 48 hours (without fever-reducing medicine such as Tylenol or Motrin).

## STUDENT HEALTH RECORDS

New York State requires that students entering kindergarten, second, fourth, and seventh grades, as well as all new students, have a physical examination and have their immunization records up to date. The immunization forms for all new students must be returned to school *by the first day* of school in September and the physical examination forms by early October. Students with incomplete documentation of immunizations will be medically suspended and they may not attend until documentation is submitted.

### Immunizations

New York State Public Health Law 2164 requires that for a child to attend school he/she must be properly immunized against diphtheria, poliomyelitis, measles, varicella, rubella, Hepatitis B, and mumps. Preschoolers must have the HIB vaccine as well as the above immunizations. More information on required immunizations is available in the main office.

### Medication

We are guided by specific New York State regulations regarding the administration of medications. Internal medication may never be administered to a student by school personnel unless specific requirements are met (see below). This includes cough medicine, Tylenol, antibiotics, etc.

If medication during the school day is prescribed by a student's physician, the following are required:

1. The physician must write an order stating:
  - a. The medication and dosage to be given
  - b. The time it is to be administered
  - c. The reason for the medication
2. Parents must provide a written, signed request for school staff to give the medication.
3. Medication is to be brought to the health office by the parent or guardian.
4. Medication is to be in the prescription container from the pharmacy or if over the counter, in its original container.
5. Medication orders must be renewed for each school year.

## **First Aid**

With respect to minor medical situations, we will apply appropriate first aid to your child. This includes washing out wounds, triple antibiotics, alcohol swabs, icepacks and other appropriate first aid techniques.

# ACADEMICS

## LOST TOOLS OF LEARNING CHART

*The following material is drawn from the essay “The Lost Tools of Learning” by Dorothy Sayers. It illustrates the applications of the Trivium (Grammar, Logic, Rhetoric) we use.*

<b>Beginning Grammar</b>	<b>Grammar</b>	<b>Logic</b>	<b>Rhetoric</b>
<b>Grades K-2</b>	<b>Grades 3-6</b>	<b>Grades 7-9</b>	<b>Grades 10-12</b>
<b>Student Characteristics</b>	<b>Student Characteristics</b>	<b>Student Characteristics</b>	<b>Student Characteristics</b>
<ol style="list-style-type: none"> <li>1. Obviously excited about learning</li> <li>2. Enjoys games, stories, projects</li> <li>3. Short attention span</li> <li>4. Wants to touch, taste, feel, smell, see</li> <li>5. Imaginative, creative</li> </ol>	<ol style="list-style-type: none"> <li>1. Excited about new, interesting facts</li> <li>2. Likes to explain, figure out, talk</li> <li>3. Wants to relate own experiences to topic, or just tell a story</li> <li>4. Likes collections, organizing items</li> <li>5. Likes chants, clever repetition, word sounds</li> <li>6. Easily memorizes</li> <li>7. Can assimilate another language well</li> </ol>	<ol style="list-style-type: none"> <li>1. Still excitable, but needs challenges</li> <li>2. Judges, critiques, debates, critical</li> <li>3. Likes to organize items, others</li> <li>4. Shows off knowledge</li> <li>5. Wants to know “behind the scenes” facts</li> <li>6. Curious about Why?</li> <li>7. Thinks, acts as though more knowledgeable than adults</li> </ol>	<ol style="list-style-type: none"> <li>1. Concerned with present events, especially in own life</li> <li>2. Interested in justice, fairness</li> <li>3. Moving toward special interested, topics</li> <li>4. Can take on responsibility, independent work</li> <li>5. Can do synthesis</li> <li>6. Desires to express feelings, own ideas</li> <li>7. Generally idealistic</li> </ol>
<b>Teaching Methods</b>	<b>Teaching Methods</b>	<b>Teaching Methods</b>	<b>Teaching Methods</b>
<ol style="list-style-type: none"> <li>1. Guide discovering</li> <li>2. Explore, find things</li> <li>3. Use lots of tactile items to illustrate point</li> <li>4. Sing, play games, chant, recite, color, draw, paint, build</li> <li>5. Use body movements</li> <li>6. Short, creative projects</li> <li>7. Show and Tell, drama, hear/read/tell stories</li> <li>8. Field trips</li> </ol>	<ol style="list-style-type: none"> <li>1. Sing, chant, and sound-off factual information</li> <li>2. Use questions and answers (catechism)</li> <li>3. Teach through imitation (especially in writing and art)</li> <li>4. Field trips/drama</li> <li>5. Make collections, displays, models</li> <li>6. Integrate subjects through above means</li> <li>7. Categorize, classify</li> <li>8. Drills and games</li> <li>9. Oral and written presentations</li> </ol>	<ol style="list-style-type: none"> <li>1. Time lines, charts, maps (visual materials)</li> <li>2. Debates, persuasive reports</li> <li>3. Drama, reenactments, roleplaying</li> <li>4. Evaluate, critique (with guidelines)</li> <li>5. Formal logic</li> <li>6. Research projects</li> <li>7. Oral/written presentations</li> <li>8. Guest speakers, trips</li> <li>9. Socratic Discussion</li> </ol>	<ol style="list-style-type: none"> <li>1. Drama, oral presentations</li> <li>2. Guide research in major areas with goal of synthesis of ideas</li> <li>3. Many papers, speeches, debates</li> <li>4. Give responsibilities, e.g., working with younger students, organize activities</li> <li>5. In-depth field trips, even overnight</li> <li>6. Worldview discussion/written papers</li> </ol>

## CURRICULUM GOALS

### **BIBLE:** We seek to:

1. Have the students read, memorize, and learn the scriptures in context for themselves vs. only prescribed verses.
2. Understand God's word through a historical-grammatical interpretation of the Bible.
3. Let the Scriptures speak for themselves with clarifications and illustrations by the teacher.
4. Teach the biblical pattern of salvation: Law before Grace.
5. Encourage each student to come to the Father, through the Son, and to grow in their knowledge and love of Him through the presence and help of the Holy Spirit.
6. Equip our students with a Christian worldview that will serve as a lens through which they see every other subject and all of life.
7. Equip our students to defend their faith graciously and wisely as they refute unbelief in its various forms.

### **ENGLISH:** We seek to:

1. Equip every student with the skills necessary for good writing, including correct spelling and grammar, pleasing style, clarity of focus, proof-reading, and self-correcting.
2. Emphasize good writing by requiring the students to write often and correctly in each subject area.
3. Encourage clear thinking by the students through requiring clear, focused, well-argued writing.
4. Teach students how to research and write on a set topic.
5. Require students to speak in formal settings on a regular basis.

### **READING/LITERATURE:** We seek to:

1. Use phonics as the primary building blocks for teaching students to read.
2. Introduce the students to high-quality literature.
3. Carefully monitor the student's reading abilities to ensure he/she is comprehending adequately, and is reading fluently, both orally and silently.
4. Wherever possible, integrate subjects like history and science into reading.
5. Foster a life-long love of reading as our students are acquainted with great timeless literature.
6. Teach our students to understand and analyze both the form and content of literature.
7. Enable/encourage students to form critical judgments of literature based on careful attention to the text.
8. Encourage students to read literature that stretches their comprehension skills.

### **LATIN:** We seek to:

1. Instruct the students in vocabulary and grammar to increase their fundamental understanding of English, the history and writings of Western Civilization, and the Romance languages.
2. Reinforce the students' understanding of English grammar, and science
3. Cultivate study and logical thinking through the study of Latin.
4. Encourage delight, curiosity, and attentiveness in students by teaching them to see the world through the eyes of another language.
5. Provide students with the tools necessary to access original texts of our classical and Christian heritage.
6. Prepare students to learn other languages.

### **MATHEMATICS:** We seek to:

1. Ensure that the students have a thorough mastery of basic mathematical functions and tables.
2. Put an emphasis on conceptual, as well as practical, understanding through the frequent use of multistep story problems and applications to other disciplines, especially science.
3. Recognize, extrapolate, and understand that mathematics has practical applications in various situations in the everyday world.
4. Illustrate God's unchanging character through the timeless, logical mathematical systems He gave to man

through His gift of reason.

### **HISTORY/GEOGRAPHY:** We seek to:

1. Teach the students that God is in control of history and He will determine its ultimate outcome (gospel prevails, great commission is fulfilled).
2. Enable students to see God's hand in history by observing the effect His people have on history.
3. Employ a variety of informational sources and experiences (e.g., research, biographies, illustrations, field trips, guest speakers, music, art, foods, architecture, etc.) to engage students in the study of history.
4. Equip students to understand the various types of historical causation, including (but not limited to) environmental, cultural, ethical, and technological.
5. Encourage students to draw meaningful comparisons across different historical contexts.
6. Encourage students to display empathy for historical characters, understanding their actions and experiences in context.
7. Equip students to retrieve and evaluate information from a variety of sources.
8. Provide students with a working knowledge of the flow of history, especially the rise and fall of various civilizations, so that they can place new information in the appropriate context.

### **SCIENCE:** We seek to:

1. Teach that a literal six-day interpretation of the creation account in Genesis is true and that the theory of evolution is false. Teach the students the basic elements of multiple accounts and that some systems are based on either sound or unsound faith.
2. Show the students that, because God made the universe from nothing, it has inherent order which in turn makes it possible to hypothesize and experiment (scientific method), as well as to identify, classify, and categorize elements of creation.
3. Treat the study of science as a part of the study of history. That is, show the students the natural integration between the advances, individuals, and applications of science, with the development of historical events within the cultures studied.
4. Use many forms of instruction to teach science, particularly identifying, classifying, categorizing, experimenting, demonstrating, collecting, integrating with history and math, and experiencing guest lectures and field trips.
5. Cultivate joy in learning about the world God created for us and how to fulfill our job of being the caretaker (steward) of the world.

### **ART:** We seek to:

1. Help all students to see that all creativity, beauty, and design begin with our creator God.
2. Teach all our students the fundamentals of drawing to enable them to create adequate renderings.
3. Encourage the students to appreciate and imitate the beauty of the creation in their own works.
4. Introduce the students to timeless masters' works, seeking to understand artistry, craftsmanship, process, and reflection.
5. Equip the students to knowledgeably use a variety of art media.
6. Enable our students to refine their artistic abilities and become more proficient.

### **MUSIC:** We seek to:

1. Train the students to sing and play instruments joyfully, skillfully, and with understanding for God's glory.
2. Instruct the students in the fundamentals of music listening, reading, creating, and performing.
3. Expose students to, and equip them with a broad range of musical genres and styles.
4. Connect music to history, culture, and social purpose, with a special emphasis on our Christian musical heritage.



## PHYSICAL EDUCATION: We seek to:

1. Systematically work with the students to teach them basic exercises and game skills.
2. Challenge and encourage our students to love God with all of their strength as they exercise and compete.
3. Teach cooperation, teamwork, and good sportsmanship.
4. Develop lifelong habits of healthy living that continue into adulthood.
5. **SEX EDUCATION:** We seek to limit the instruction on this topic to human reproduction in biology and health classes (in middle school, and in high school: Age appropriate), and biblical principles and references, as they arise in appropriate class contexts. Due to the extremely sensitive and intimate nature of human sexual relations, all other instruction on this topic will take place at home.

## SUPPLIES

In order to protect school books and students' papers and property, students are required to carry their books and papers in a backpack. Students are required to supply their own common school supplies, such as paper, pens, pencils, erasers, and notebooks. Notification of the supplies needed for the following year is sent out, posted on the school website, and sent in the summer newsletter. Textbooks and workbooks are provided by the school.

## TESTING

Monthly in grades K-8, EPCS administers the STAR testing program. Test results are shared with parents and used by the staff to analyze the academic program at EPCS. Students in the middle school may take a Latin Proficiency Test when it is given. All High School Students take Regents or Local Exams for each of the core content areas they are instructed in.

## HOMEWORK

1. Students often need some amount of extra practice in new concepts, skills, or facts. In certain subjects (e.g., math or reading), there is not enough time in a school day to do as much practice as may be necessary for mastery. Therefore, after reasonable in-class time is spent on the material, the teacher may assign homework to allow for the necessary practice. This includes regular independent reading in ALL grades.
2. Normally additional homework will not be assigned over the weekend or over holidays and vacations.
3. For each day an assignment is late, the grade is reduced by 10%. *Assignments may not be turned in for credit more than two days past the due date unless the student was absent (secondary).*
4. Should a student be absent on the day an assignment is assigned or due, the teacher may give a reasonable extension for the assignment to be completed. The extension will not exceed the number of school days missed during the absence. It is the student's responsibility to find out what work was assigned. For an extended illness, parents should contact the teachers directly.
5. If a student missed part of a day due to a planned event (away game, dentist appointment, etc.) all homework due that day should be turned into their teacher's box before departure.
6. **Students who are transitioning into the school may need to invest more time to catch up on their own.**
7. Through the use of Remind or Email, you as a parent will know what your child has been assigned when requested. Some classes view homework as an extension of classwork and the term is used interchangeably. If a pattern of unfinished assignments develops, it is the responsibility of the parents to take appropriate measures to correct the situation.
8. Instrumental music students are encouraged to make practicing their instrument a part of their daily routine. Instrumental practice requires about 90 minutes of playing per week; about 15 minutes a day outside of school. Advanced students or those who are preparing for festivals and concerts will need to practice in longer stretches of time.

### GRADE

K  
1<sup>st</sup> - 2<sup>nd</sup>  
3<sup>rd</sup> - 4<sup>th</sup>

### APPROXIMATE HOMEWORK (average per night)

10 minutes (*infrequently*)  
15 minutes  
30 minutes

5<sup>th</sup>-8<sup>th</sup>  
9<sup>th</sup>-12<sup>th</sup>

45 Minutes  
1 ½ hours—2 hours (*college classes will undoubtedly have more.*)

## GRADING GUIDELINES

Report cards are sent home with all students at the end of each quarter. All academic grading in East Palmyra Christian School uses a criterion-referenced base for evaluation. The students' work will be evaluated against an objective standard in each class. The grade point average (GPA) is computed at the end of each quarter for secondary students. Grades earned in non-academic courses outside of the school and work completed in homeschool settings may apply toward graduation requirements, but are not factored into the GPA. Only quarter grades appear on the student's high-school transcript. The following percentages, grades, and grade points are used school-wide. (*Note: Grades are rounded to the nearest percent, and overall GPA is rounded to the nearest tenth percent.*)

In the event that any outstanding money is owed (tuition, textbook fines, library fines, etc.), the final report card will not be issued to students or parents until the balance is cleared. Students are graded as follows:

Grades PK & 1	Grade 1-4	Grades 5-12	
4 = Exceeding	A+ 98 - 100	100-98	A+
3 = Consistently Meeting	A 94 - 97	97-94	A
2 = Working Towards	A- 90 - 93	93-90	A-
1 = Not Meeting	B+ 88 - 89	89-88	B+
NA = Not Assessed at this time	B 84 - 87	87-84	B
	B- 80 - 83	83-80	B-
	C+ 78 - 79	79-78	C+
	C 74 - 77	77-74	C
	C- 70 - 73	73-70	C-
	70 or below: Needs Improvement (I)	69-68	D+
		67-65	D
		64-lower	F

The responsibility to complete all outstanding assignments, tests, and quizzes belongs to the student. Faculty members will assist when necessary.

## PROMOTION

**Elementary** students currently in East Palmyra Christian must meet the following basic criteria for promotion to the next grade:

1. Attend school 85% of the school days.
2. Pass benchmarks or make adequate growth, within the school year.

**Middle School** students must meet the following basic criteria for promotion to the next grade:

1. Pass all academic classes.
2. Attend school 85% of the school days.

## HIGH SCHOOL GRADUATION REQUIREMENTS

1. A student must earn the requisite number of credits for a given diploma. One credit is earned for passing a course that meets 160 minutes per week in one year. One-half credit is earned for passing a course that meets 80 minutes per week in one year.

2. Seniors must be enrolled in a minimum of six credits of approved coursework each semester.
  - Required classes: Bible, Physical Education, English, Government & Economics, Senior Seminar, Choir, Math & Science Elective
  - Additional credits may come from electives, internships, or college classes.
3. Students must take the SAT and ACT exams during either their junior or senior year.

Graduation Requirements:				Regents Diploma	Regents Diploma with Advanced Designation	Honors Regents Diploma with Advanced Designation
Subjects	Courses	Credits/yr.	Credits Earned	Credits & Classes Required	Credits & Classes Required	Credits & Classes Required
Bible	Ethics	0.5		0.5	0.5	0.5
	Apologetics	0.5		0.5	0.5	0.5
	Church History	0.5		0.5	0.5	0.5
	Comparative Religions	0.5		0.5	0.5	0.5
English	ELA 9	1		1	1	1
	ELA 10	1		1	1	1
	English Regents	1		1	1	1
	Writing & Research	1		1	1	1
Language	Latin I (MS credit can count for 8 <sup>th</sup> grade students)	2		2	2	2
	Latin II	1		1	1	1
History	Global I	1		1	1	1
	Global II	1		1	1	1
	US History	1		1	1	1
	Government & Economics	1		1	1	1
Mathematics	Algebra	1		1	1	1
	Geometry	1		1	1	1
	Math Elective	1		1	1	1
	Math Elective	1		1	1	1
Science	Earth Science	1		1	1	1
	Biology	1		1	1	1
	Life Science Elective	1		1	1	1
	Physical Science Elective	1		1	1	1
Arts (Other electives can substitute)	Choir 9/Art 9/Band	1.25		1.25	1.25	1.25
	Choir 10/Art 10/Band	1.25		1.25	1.25	1.25
	Choir 11/Art 11/Band	1.25		1.25	1.25	1.25
	Choir 12/Art 12/Band	1.25		1.25	1.25	1.25
Physical Education	PE 9	0.5		0.5	0.5	0.5
	PE 10	0.5		0.5	0.5	0.5
	PE 11	0.5		0.5	0.5	0.5
	Health	0.5		0.5	0.5	0.5
	PE 12	0.5		0.5	0.5	0.5
Electives	Regular Electives	1		1	2	Minimum of 3
	Internship	1		optional	optional	
	College Class	1		optional	optional	
Other Information	Minimum Regents Exams:			1 Mathematics, 1 Science, 1 English, 1 History	3 Mathematics, 2 Science, 1 English, 2 History	At least an 85% on: 3 Mathematics, 2 Science, 1 English, 2 History
	Service Hours			40 Hours	60 Hours	80 Hours

	Senior Service Project		yes	yes	yes
Total for Graduation			24.5	27.5	28.5
The principal may adjust or waive local requirements for extenuating circumstances.					
<i>*NYS Approves various tracts for graduation: The most common alternative for EPCS is either 2 credits of a Language OR five credits in the Arts</i>					

## ACADEMIC PROBATION (secondary)

This policy is intended to provide motivation to students whose academic achievements are not up to their capability. Secondary students are required to maintain at least a 75% grade-point average during any two consecutive quarters. Exceptions will be made for students who have a grade point average of less than 75% but have not failed any courses during the quarter in question.

- A. If a student's GPA is below 75% (i.e. a "C" average), he/she will be placed on academic probation during the following quarter. His/her parents will be informed in writing of the details of the probation.
- B. If at the end of the next quarter the student's quarter GPA has not risen to at least a 75%, an academic hearing with the principal will be scheduled.

## ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

All East Palmyra Christian students participating in extracurricular activities must maintain a GPA of 75% or above. If students are eligible to begin a season, they remain eligible until the end of that season, unless they land on academic probation. Students may resume extracurricular activities once their GPA has returned to 75% or above.

## SECONDARY AWARDS

### I. Honor Rolls

Students who have earned placement on the Summa Cum Laude Honor Roll for all four quarters will receive a medallion at the awards ceremony.

Summa Cum Laude requires a GPA of 99%.

Magna Cum Laude requires a GPA of 97% to 98.99%.

Cum Laude requires a GPA of 95% to 96.99%.

### II. Awards

**Faculty Commendation Award:** This award is based on three factors: 1) Exemplary conduct (obedient, respectful, trustworthy, and engaged); 2) Academic achievement; and 3) A positive attitude toward school. In order to receive this award, students must be nominated by all of their teachers. Students earning a faculty commendation award receive a medallion at the awards ceremony.

**Valedictorian and Salutatorian:** Each fall after the first quarter, the principal and a committee of secondary teachers select the senior class valedictorian and salutatorian. In order to determine the senior who can best represent and articulate the goals and vision of East Palmyra Christian School, the committee evaluates the seniors based on the following criteria (in order of priority): spiritual testimony, academic performance, extracurricular activities (*school, church & home*), and honors received. To be eligible to receive either award, a student must have attended East Palmyra Christian for more than two years and have a cumulative grade point average of 95% or higher. After ranking by the teachers, the highest scoring student will usually be valedictorian and the next highest will be salutatorian.

**Graduation Honor Cords:** Based on academic work (must be completed at East Palmyra Christian), graduating seniors may be awarded honor cords to be worn in the commencement ceremony. Students earning an Advanced Regents Diploma will wear silver cords. Students earning an Advanced Regents Diploma with Honors wear gold cords.

*Notes: Part-time students are not eligible to receive secondary academic awards.*

## **ALL SCHOOL AWARDS**

Our school offers awards for various accomplishments to eligible students. These awards are as follows but limited to: Attendance, Principals Honor Roll, Honor Roll, Presidents Education Award, Merit Award, Extra Curricular Awards.

Other special awards include:

Josephine Rice Award – Avid reader in the 3<sup>rd</sup> grade.

Kenneth Rice Award – Good Stewardship, K-8.

## **DISCIPLINE**

### **BASIC SCHOOL RULES**

1. Students are expected to cooperate with basic Christian standards of behavior and conversation.
2. There should be no talking back or arguing with teachers or staff. Prompt and cheerful obedience is expected.
3. Guns, knives, or other weapons are not allowed on the school grounds.
4. Smoking of any kind is prohibited. E-Cigarettes, vaping, and tobacco of any kind is also prohibited.
5. Cell phones are turned into the office between the hours of 8:00am and 2:45pm. If a student brings one of these devices to class, he/she will lose it for two days and receive an office visit.
6. East Palmyra Christian School is not the place in which romantic relationships between students should be initiated or cultivated. Public displays of romantic affection are unacceptable.
7. Cheating is widespread today. We believe that teaching students to do their own work and keep their eyes on their own papers should begin in the elementary years. Cheating is unacceptable at East Palmyra Christian and is defined as the following:
  - plagiarism or copying an answer
  - working together on an assignment that was intended to be completed individually
  - looking on another student's paper during a test

### **STAFF/STUDENT INTERACTION**

1. Employees may not initiate any type of online interaction with students.
2. Employees may not accept any type of online interaction from students until they graduate high school.
3. Employees may not initiate or facilitate any private or isolated types of communication with students that might be interpreted as unprofessional.
4. East Palmyra Christian School has zero tolerance for inappropriate interactions between staff and students.

### **DISCIPLINE POLICY**

The East Palmyra Christian School community is committed to developing “responsible, responsive citizens of Christ’s Kingdom.” We thank the Lord for a great deal of determination on the part of students to faithfully reflect Christ in their lives, but sometimes students need help. Discipline is a means to assist children to develop Christ-honoring self-control, to recognize and appreciate acceptable behavior, and to grow in respect for God, authority, each other, and the rest of God’s creation. Corrective action and reconciliation are significant parts of the disciplinary process, particularly in EPCS’s attempts to teach the forgiveness we were given by God through Christ Jesus.

The kind and amount of discipline will be determined by the teacher, and if necessary, the principal. All discipline will be based on biblical principles, e.g. restitution, apologies (public and private), written consequences, restoration

of fellowship, no lingering attitudes, etc. Most discipline will be handled at the classroom level. Love and forgiveness will be an integral part of the discipline of a student.

**I. Office Visits:** There are five basic behaviors that will automatically necessitate discipline from the principal.

- **Disrespect** shown to an adult (staff member, parent, etc.)
- **Dishonesty** in any situation, including lying, cheating, and stealing
- **Rebellion**, i.e., outright disobedience in response to instructions
- **Fighting**, i.e., striking or kicking in anger or with the intention to harm
- **Obscene, vulgar, or profane language**, as well as taking the name of the Lord in vain

Students, like all people, need help as we aim to please the Lord in all that we say and do. EPCS's discipline policy is used to help build self-discipline. The principal will determine the nature of the discipline. The types of disciplinary measures which may be employed, subject to the procedures set forth below, include but are not limited to the following:

- Reprimands, oral and in writing
- Withdrawal of privileges, including participation in extracurricular activities or recess
- Assignment of an alternative or additional activity/task
- Financial reimbursement
- Community Service

If a student receives an office visit, the following accounting will be observed within a semester:

- The first two times a student has an office visit the student's parents will be contacted afterward and given the details. Their assistance and support in averting further problems will be sought.
- The third office visit will be followed by a meeting with the parents and principal.
- Should the student require a fourth office visit, they will be suspended for two days.
- If a fifth office visit is required, the student may be expelled from the school.

**II. Serious Misconduct:** If the principal deems it necessary, the office-visit process may be by-passed and suspension imposed immediately.

- Examples of such misconduct include, but are not limited to: acts endangering the lives of others, gross violence, theft, vandalism, violations of civil law, or drug abuse, whether it happens on campus or off, during school hours or outside of the school day.
- If the principal desires to pursue expulsion, he/she will meet with the board who will make the final decision.

**III. School Culture:** If a student has a significant negative influence on other students, the principal has the right to seek to expel the student, apart from the process of office visits.

- Examples of such behavior would include, but not be limited to: public displays of affection, disobedience to parents, love of worldliness, a surly attitude, and any other ongoing attitudes reflecting a clear disregard of scriptural standards.
- If the principal exercises this option, he/she will meet with the parents and the board president. The EPCS board will make the final decision. The parents will then have the option to withdraw their student to prevent expulsion.

**IV. Bullying:** EPCS protects the right of every student to have an environment that respects human dignity. Harassment of students is contrary to Scripture, morally wrong, and can be illegal. EPCS expressly forbids sexual harassment (opposite sex or same sex) or any threatening and offensive conduct or expressions with respect to gender, race, color, national origin, disability, or age.

1. Harassment can include a pattern of remarks in person or online, gestures, jokes, physical contact, teasing, excessive attention, bullying, picture(s), or written material that a person finds personally threatening, derogatory, offensive, or unwanted. Sometimes individuals responsible for these actions may not know that they are offensive. Students feeling harassed should tell the person harassing that they are being

offensive as well as notify a teacher or administrator.

2. Bullying is a pattern of unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance and it will not be tolerated. Examples of bullying include making threats, spreading rumors, attacking someone physically or verbally, using embarrassing information against someone, and excluding someone from a group. Believers are charged in the gospels to “love your neighbor as yourself,” and any actions-- verbal, social, or physical, occurring during school hours or after- that threaten to control or harm others are altogether unacceptable.

**V. Re-enrollment:** At the discretion of the principal, in consultation with the board, a student may be refused re-enrollment. Such refusal to re-enroll is not considered a direct disciplinary act, requiring accumulated office visits in order to be taken. Refusal to re-enroll is not the equivalent of suspension or expulsion.

**VI. Re-admittance:** Should a student who was expelled, or who withdrew to prevent expulsion, desire to be readmitted to East Palmyra Christian School later, the principal, in consultation with the board, will decide based on the student's attitude and circumstances.

## STUDENT ETIQUETTE

East Palmyra Christian School endeavors to educate children for lives of obedience to their calling in the world as image-bearers of the triune God. This calling includes knowing God’s Word and His creation, consecrating the whole of human life to God, loving their fellow man, being stewards of God’s creation, and faithfully carrying out their God-given tasks. Our goal is to help prepare students from Christian families to live fully for God in a rapidly changing world, with the ability to understand, evaluate, and transform the world from the foundation of God’s unchanging values.

There are numerous ways that students are encouraged and expected to show kindness to one another, and to their teachers, during their hours at East Palmyra Christian School. Periodically, students will receive teaching and reminders about these expectations. It is our hope that these actions will become part of the daily fabric at East Palmyra Christian.

Respect begins in the home. Respect for others within the community, for the learning environment, and for school property are keys to creating a Biblical community of learners.

### Expectations:

**1. Students will respect the individuals within the community by:**

- Obeying and respecting all those in authority
- Being honest, using appropriate and non-abusive language in all forms of communication, including spoken, written and digital
- Interacting positively with others by not threatening, bullying, or fighting
- Striving for sexual purity in both words and actions
- Keeping our campus free of alcohol, tobacco, illicit drugs, and firearms

**2. Students will respect the learning environment by:**

- Being punctual and prepared for each class
- Completing all assignments in the time frame given
- Doing my own work and not copying from classmates or using sources without proper documentation
- Participating and contributing appropriately in class, not distracting from.
- Abiding by the dress code
- Turning off and storing all electronic devices from 8:00 to 2:45

**3. I will respect the property of the school community and others by:**

- Maintaining a clean school environment
- Keeping desks, cubbies, and lockers neat and clean

- Not writing on or damaging desks, lockers, walls, books, or any other school property
- Keeping the school, a gum-free zone

We train our students to show consideration and respect for each other in the school. As some applications of this truth, we want the young men to do the following:

1. Open doors for all ladies - whether parents, teachers, or students. Always allow the ladies to exit first.
2. In the hallways, men are courteous and defer to the ladies by giving them space.

We want to train our students to show proper respect to their teachers, administrators, and other adults.

1. Students should address their teachers by Mr., Miss, or Mrs.
2. Students should respond by saying “yes” or “no”, not “yeah”. “Sir” and “Ma’am” are always welcome.
3. Students should learn to shake the hand and look an individual in the eyes as an appropriate greeting.
4. Students should not run in the hallways.

We would like East Palmyra Christian to be a place where visitors sense the aroma of Christian love. “But thanks be to God, who always leads us in triumphal procession in Christ and through us spreads everywhere the fragrance of the knowledge of him. For we are to God the aroma of Christ among those who are being saved and those who are perishing. To the one we are the smell of death, to the other, the fragrance of life” (II Corinthians 2:14-16).

## TECHNOLOGY

The school computers are for the use of school students and staff. Computers and other technology use are a privilege of students of East Palmyra Christian School. Such technology provides an opportunity for learning and development of responsible, responsive citizens of Christ’s Kingdom, and as such, its use is to glorify God. In our use of technology, may we be reminded of Philippians 4:8: “Whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things.”

Students must act in all situations, including technology use, with honesty, integrity, and respect. They must seriously try to be a good testimony to fellow students, staff, community, and all others. If students break these rules, computer use may be taken away, payment for damages would be expected, and other disciplinary steps might also be taken.

### Technology Rules

1. Technology may be used only for school related purposes
2. Technology may only be used with EPCS staff permission
3. No programs or software on the EPCS computers may be copied
4. Passwords may not be shared.

### Internet Rules

1. The internet may be always accessed only with direct EPCS staff supervision. If a staff member is not present, then the Internet may not be used.
2. Students must immediately report to the staff member anyone who uses the computer to attempt to hurt or harass them.
3. Websites not directly related to schoolwork may not be accessed.
4. Students must not give out any personal information over the Internet.
5. Any ideas and information used from the Internet must be given credit in student work.
6. E-mail will only be accessed for direct curricular activity and with immediate staff supervision in grades 5-8.
7. All internet activity at EPCS is monitored by the program Go Guardian on campus, and does at times extend to the home when an EPCS email is used in conjunction with a search.



## Cell Phone/Telephone/Smart Device Rules

All student smart devices will be off and stored away during school hours (8:00 to 2:45). Since student smart device usage is prohibited during school hours, please call the school office and important messages will be relayed to your student. Students will not be called to the phone except in unusual circumstances. With teacher permission, a student may use the office phone when necessary. Smart devices such as cell phones may be used after 2:45 p.m. Students may text/call parents with details about transportation when traveling to and from events. Any smart device communications and use are subject to our behavioral expectations.

## PUBLICITY

Publications, Video, Internet Consent and Release Agreement.

Students who attend East Palmyra Christian School are occasionally asked to be a part of school publicity, publications and/or public relations activities. It is assumed by EPCS that any publicity, publication and/or public relations activities are allowed. However, as the occasion arises, parents may opt their child out by contacting the school office in writing.

## STUDENT DRIVERS & RIDERS

It is a distinct privilege for any student, whatever the reason, to be allowed to drive to, or ride with another student to school. Individual requests for driving privileges will be honored through the following procedures:

1. Student and parent must co-sign the student driving contract/policy (*application is in the office and will need to include a copy of D.L.*).
2. Students may not ride with a student driver without express written permission of their parent (*A copy of this is available in the office*).
3. Failure to abide by the Student Driver or Student Rider regulations will result in privilege revocation and privilege suspension.

## LUNCH

Students eat their lunches in a designated location under the supervision of staff. Students will clean up after themselves. On Tuesday hot lunches are available for purchase and are provided by volunteers, we eat family style in the gym. Additionally, Fridays are Pizza Day at EPCS and slices may be purchased, or lunch may be brought in.

## LOCKERS

All students are assigned lockers. Nothing should be displayed on the outside of the locker without permission. Magnets may be used to hang items on the inside.

The school is not liable for the loss of objects kept in lockers. Money and items of value should be kept with the student or held in the office. Lockers are school property and may be inspected at any time by school officials. No locks are allowed on the lockers.

No open food or beverage items may be kept in a locker.

## SCHOOL DRESS CODE RATIONALE

Our development of a dress code policy is driven by a desire to create and promote an environment of learning where dress is not a distraction to the educational process based on the following principles:

1. Our goal is to honor God in all we do, acknowledging the Lordship of Jesus Christ in our choices.
2. All human actions, including outward manifestations such as clothing, reveal and communicate the disposition of the heart at some level. It is our desire to address these heart issues in one dress code policy, and expect parents to help enforce this policy rather than having EPCS staff seeking to anticipate and curb the numerous manifestations of it that surface throughout the year.
3. Clothing represents the vocational calling of a person, and inherent in the dress code policy is a desire to create an environment where it enhances a ready-to-learn atmosphere.
4. A dress code helps engender a cohesive presentation of the students in our school.
5. Setting the examples as Parents and EPCS staff, we have similar expectations for the adults in the building who are “training their children up in the way they should go”.

## SCHOOL DRESS CODE

School clothing must be neat, clean, in good repair, and in good taste. Even as there is appropriate clothing for the beach and gym class, so too there is appropriate clothing for school. Good taste would prohibit immodest attire which is too short, skimpy, or tight. In all cases, the appropriateness of any clothing and grooming will be measured by the staff’s standards and not by the student’s standards.

Parents are encouraged to help students learn what is appropriate dress for school. Students should remember that their dress reflects their Christian witness and should not detract from the learning environment, particularly because attitudes and behavior can be influenced by clothing. If you have any questions see the FAQ section below or have a conversation with the principal.

The following are not acceptable:

1. Shirts with inappropriate slogans/images
2. Tube tops, tank tops, crop tops, half shirts, or any shirt with straps less than 3” wide
3. Hats and hoods on in the school building
4. Leggings, yoga pants, etc. that are not covered by a top that falls at mid-thigh.
5. Skirts that do not go to the knee
6. Shorts with an inseam less than 7”
7. Exposed midriffs, belly buttons, cleavage, and underwear
8. Piercings except for standard gauge ear piercings
9. Open toed shoes (Flip flops)

Young girls wearing skirts/dresses should always wear something underneath them, no matter the length (Grades Prek-2).

The dress code is in effect during any school function. Students who violate the dress code must correct their appearance as soon as practical.

To be sure, these standards are somewhat relative. Nevertheless, the judgment of the staff of the school, and particularly that of the principal, will be used to assure that the improper grooming of a student does not reflect negatively upon the image of EPCS and does not negatively influence the attitude of any student toward him/herself as image-bearer of God or toward those in authority over him/her. In this area, too, we must be distinctly Christian.

## Frequently Asked Uniform Questions

Generally: If you have to ask the question. You already know the answer.

Tops:

1. *This shirt doesn't have profanity, is it an inappropriate slogan/images? It is the responsibility for brothers and sisters in Christ to build each other up, not tear each other down. In addition, we must be glorifying to Christ in everything we say and do. Slogans like "Don't talk to me, it's Monday" or "I'm a hottie" or "Boyfriend Hunter" are not edifying or glorifying to Christ. When you or your child puts on a t-shirt, think generally, would I be ok if EPCS put that on the front of their t-shirts or website.*

Bottoms:

2. *What type of leggings are appropriate for girls? Leggings are not pants, and should be worn as one would stockings.*
3. *Are ripped jeans allowed? Ripped clothing is not in good repair, whether they were purchased that way or not, and should not be worn to school.*
4. *My child is in a younger grade, a 7-inch inseam rule, or the legging rule is hard to follow. I understand why those rules are necessary for older girls, but not yet. When you look at your child, think, in ten years what battles will you want to have with her? Train them now, while it is easier, and it will be easier for you in 10 years. Obviously, a 1<sup>st</sup> grade student cannot have a 7-inch inseam pair of shorts. Always err on the side of modesty when making clothing decisions.*

Hair/Accessories:

5. *I really want to get a piercing other than my earlobe; I think it's cute, may I? Piercings other than standard size gauge earrings anywhere other than your ear are not allowed while you are enrolled at EPCS.*
6. *When I turn 18, I want to get a tattoo and my parents said I could, if you say I can. May I? While enrolled at EPCS, the board is asking you to refrain.*
7. *Does my son need to be cleanly shaved/groomed? Yes, he does.*

Miscellaneous:

8. *How do I know how tight is too tight for my child's blouses, polos, sweaters, and pants? If it looks like they have been poured into them, then they are too tight. It is the duty of the guys and girls, as Christian brothers, and sisters, to dress modestly wherever they go. If a shirt or pants are pulled tight against their front/back it's too tight.*
9. *Can I dye my hair blue? The use of unnatural hair dye colors generally causes a distraction and undue attention to oneself. While enrolled at EPCS, the board is asking you to refrain.*

## ATTENDANCE

Students are expected to be present and on time to school every day school is in session. Absences are excused for reasons of the student's own illness or medical treatment, death or severe illness of immediate family members, and impassable roads. Absences are not excused for reasons of personal or family pleasure, or vacation.

Definitions:

1. *Full-day absence:* the student is absent from school for 3.5 hours or more
2. *Half-day absence:* the student is absent from school between 1 and 3.5 hours
3. *Tardies:* Secondary-the student is not at their desk when the teacher is ready to begin.  
Elementary-the student is not in their classroom and ready to learn by 8:00am.

Attendance Guidelines:

1. Missing class without parental permission results in an office visit.
2. More than 10 full-day absences per quarter will result in no credit for that quarter.
  - a. Requests for a waiver must be presented in writing to the principal.
3. The parents must notify the office by 9:00 a.m. when a child is unable to be in school for any reason or will be late, by calling (315)597-4400 or emailing [office@eastpalmyrachristianschool.com](mailto:office@eastpalmyrachristianschool.com) on the morning of

the first day's absence. When you call, if the answering machine comes on, please leave your message. On the day your child returns after an absence, a written excuse stating the reason for the absence and the date(s) of absence must be presented to the office. An absence, even if legitimate, will be recorded as unexcused if a written excuse is not presented.

4. All missed assignments for a one-day absence will be made up by the student when he/she returns per individual teacher instructions. No work will be sent home for a one-day absence.
5. For absences of two or more days, missed assignments will be available for parents to pick up in the office at 3:00 p.m. beginning on the second day **by request**. Please be aware that work sent home does not reflect all the work missed during the absence. Classwork, larger projects, tests, or homework that the absent student is unprepared to complete without teacher instruction will be made up when the student returns.

#### Absence for Vacation

EPCS strongly discourages parents from taking their children out of school for vacation trips. Such absences are detrimental to the child's educational progress. Parents and students should understand the following:

1. Written notification of such a vacation is needed at least a week in advance
2. Teachers are not expected to provide work in advance for students absent because of vacations. Ordinarily, teachers will give this to the students when they return to school, and then it is the responsibility of the students to make the work up as soon as possible. Students who do not complete missing work will be given a "0" percent for those assignments. Students will have same number of days missed to complete their assignments.

We realize that the ease (or difficulty) of providing work in advance varies from grade to grade and from subject to subject. Therefore, if a teacher finds it convenient to do so, he/she may give some work in advance. However, parents should not expect this.

#### Tardy Guidelines:

All tardies are recorded alike and reported on the quarterly report card. (Secondary) For every five unexcused tardies per quarter, students will receive an office visit.

Students who are not in homeroom must first report to the office to sign in.

1. If a student comes to school late, the student should be signed in to the office and an explanation should be given to the office. If a student must be dismissed early, a note must be sent to the office.
2. Students may not leave school grounds without school AND parent permission from the time the bus or car drops them off until the time it picks them up. Parents are to sign students in and out of school at the main office when students arrive and/or leave during the day.
3. Doctor and dentist appointments should be scheduled for after school hours. If they must be made during school time, the student should miss as little school time as possible.

## SCHOOL IMPROVEMENT/GRIEVANCE

These guidelines are to be followed whenever there is a school improvement idea, dispute, or grievance concerning any aspect of East Palmyra Christian School's operations, between any two parties connected to the school.

#### General Guidelines:

1. It is understood that if any disputes arise which are not covered by this policy, the board will decide what procedures to follow based on a parity of reasoning from those procedures established by this policy.
2. It is also understood that, especially during the attempted resolution of concerns, the principles of Matthew 18 and James 3 will be followed.
3. Contacting other students, parents, teachers, or administrators to air concerns or accusations is not appropriate as

gossip weakens our school and is not part of resolving conflict in a biblical way.

Students/parents to teachers:

1. All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student himself. If the student presents the concern, a respectful demeanor is required.
2. If the problem is not resolved, the parents or student may bring the concern to the administrator. If the student brings the concern, they must have permission from their parents to do so.
3. If there is no resolution, they may request a hearing in writing from the East Palmyra Christian School Board.

Parents/staff to administrator:

1. If parents or patrons have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they may bring their concerns to the principal.
2. If there is no resolution, they may request a hearing, in writing from the East Palmyra Christian School Board.
3. This procedure applies to board members who are acting in their capacity as parents/patrons, and not as representatives of the board.

Volunteers to Staff/Administration:

1. If any volunteer has a concern about the volunteer work, they may present that concern to the staff member responsible for his/her oversight (teacher, principal, activity organizer, etc.).
2. If the problem is not resolved, then the concern may be presented in writing to the principal, followed by a meeting with him to discuss the concern.
3. If the problem is still not resolved, the volunteer may request a hearing from the board in writing. The request will be passed through the principal. The principal is required to pass the request on to the board.

If a situation arises where the administrator is acting in an immoral or illegal manner, the individual reporting this behavior should go straight to the Board Chairman, or the proper authorities, bypassing the previous guidelines for grievance.

## **OTHER INFORMATION**

### **EXTRA CURRICULAR ACTIVITIES**

#### **General Philosophy**

East Palmyra Christian School seeks to provide an extra-curricular activities program in order to supplement the academic program of East Palmyra Christian Middle School and East Palmyra Christian High School. East Palmyra Christian School recognizes that God has gifted students in a variety of ways, including abilities in athletics, drama, music, academic study, and in other areas. We seek to provide an opportunity for these students to develop and use their God-given ability. We believe that an extra-curricular activities program enhances the atmosphere of the East Palmyra Christian student body, providing students and parents with an opportunity to express positive school spirit. We also recognize that extra-curricular activities provide an opportunity to make the programs established at East Palmyra Christian School known to the broader community of Wayne and Ontario Counties. All extra-curricular activities must conform to established East Palmyra Christian philosophy and standards, excepting those activities under cooperative programs wherein East Palmyra Christian School does not have unilateral authority. Extracurricular activities will not take priority over the academic program at East Palmyra Christian School.

#### **Participation and Sacrifice**

We desire the older athletes to model godly, biblical principles to the younger students in order to glorify God through their abilities and attitudes. Then to further glorify Him through their relationships with other teammates, coaches, and spectators. We desire our athletes to act humbly on the court, on the field, and on the track. We aim for them to consciously prepare themselves, through athletic rigor, to become successful children of God in their

future vocations. We want to instill in our athletes an attitude of sacrifice on and off the field of competition. We want them to diminish the importance of the following when compared to their concern for others: "How many points did I score?" "How much better am I than others on the team?" "How much playing time did I get?" "Do I get to play the role that I want on the team?" "Am I having fun?" "Does this warm-up music pump me up?" "Do I look cool?" Sacrifice may mean: not playing as much as you wanted. It always means loving your teammates more than yourself and giving yourself up for them.

## Activities and Membership

Provided there is sufficient student interest, East Palmyra Christian School will seek to offer the following programs as part of the activities program:

*Greater Rochester Area Christian Educators (GRACE) Activities:* basketball, volleyball (girls), soccer, cross-country, and track.

*Section V Athletics:* For a fee we can compete in any section V athletic program with enough interest.

*Other High school activities:* trap shooting, drama, jazz band, concert band, select choir

*Junior high activities:* trap team, jazz band, concert band, jr. high band, basketball, volleyball, soccer, track, cross-country, and drama.

### Membership

1. East Palmyra Christian School is a member of the Greater Rochester Area Christian Educators Athletic Leagues.
2. New York State High School Clay Target League
3. Our instrumental music students participate in Wayne County Music Educators Association (WCMEA) Solo and All-county Festivals, often earning first chair in these ensembles. More advanced students attend New York State School Music Association (NYSSMA) solo festivals and earn their way into Area All-State festivals.

## Objectives and Guidelines for Participation

### Musical Instrument

The objective of the music program is to improve through the development of basic into advanced skills to glorify God. Students can begin lessons on a band instrument at the start of 4th grade. Beginners start playing in the Junior Band in January, and perform at their first concert in May. Returning musicians join the Concert Band in 5th grade, and have the option of joining Jazz Band in 6th grade. Our Concert Band and Jazz Band perform at school concerts, competitions, and travel to a local adult daycare center to share their music twice each year.

### Drama

East Palmyra Christian School dramas seeks to give glory to God in the spirit of Philippians 4:8; that is, we seek to dwell on and display those things that are "true, right, noble, and worthy of praise." We believe God gives gifts in the arts to mankind in order to glorify His creative character. One of those gifts is the ability to tell a worthwhile, uplifting story using our voices and bodies, i.e., drama. As with biblical stories, our stories may have sad or even bad parts and people, but they end as they should, with goodness triumphing and evil brought down.

### Middle School Athletics (5th-8th grade)

The objectives of the middle school program are improvement through participation and the development of basic skills. Coaches will also teach basic rules and fundamentals. Middle school athletics allows each student the opportunity to develop good sportsmanship and to grow in Christian character. While we seek to provide each student with opportunities to compete and grow in the sport, equal playing time is not guaranteed.

## Varsity Athletics (9th-12h Grade)

Often combined with the Varsity, the objectives of junior varsity athletics are to reinforce basic skills, to develop advanced athletic skills, and to encourage maturity in Christian character at an increased competitive level. Varsity athletics is more competitive and requires greater skill than junior-high athletics. At this level each athlete will experience a more intense, organized level of play. Each athlete will play regularly (although not necessarily in every game). The amount will be determined by the players' skill, work ethic, and attitude as viewed by the coach.

## Tryouts

At times, East Palmyra Christian School activities may have a maximum number of students who may participate in each season or production. If more student athletes turn out than we have spots available, coaches and directors must make a cut. (Note: We normally do not have cuts at the middle school level athletics.) All coaches or directors who must cut students from an activity must first have a tryout. Although the coach may know who the best returning students are, they must use this tryout period for the final confirmation and verification of their judgment. All students should have an opportunity to try out for the team or group. All cuts will be made by the coach or director and within the first week of practice. Prior to announcing the final rosters and cuts, the coach must inform and gain final approval from the principal.

## Dual Participation

To broaden the activity experience for those students who desire it and can juggle the heavier load it would require; East Palmyra Christian School will allow athletes at the secondary level to participate in multiple activities simultaneously. The athlete and his/her parents should carefully consider the time and effort commitments he/she is making to both activities when considering this option.

- a. Attitude. The athlete will be a full member of both teams/activities and will be expected to attend all required meetings, practices, and meets/games. They will also be expected to give their full effort to both teams.
- b. Practice/Event Schedule: The coaches/directors, and Principal will determine priorities in regards to practices and events and compile a schedule for the athlete that will determine which events will be attended when there are conflicts. This decision will be based on the relative importance of the event to each team. A game or meet or performance will take priority over a practice of either sport or activity.

## Rules and Regulations

### Scheduling on Sundays

To avoid intruding into worship, East Palmyra Christian School will seek to avoid scheduling any practices, performances, programs, etc. on Sundays. Any coach or director must obtain the approval of the principal prior to scheduling any school activity on a Sunday.

### Practices and Events

All team members are expected to attend all practices, (even if they aren't participating due to an injury). Athletes who miss practice or are late will see less playing time in games. If absences or tardies are chronic, a player may be removed from the team. A student who is absent from school more than one-half day may not participate in extra-curricular activities that day, either in practice or in games, unless permission to do so is given by the principal.

Coaches, directors, players, and parents are representing the name of Christ during all public events. Therefore, compliance with the following guidelines will be expected from all participants.

- Comments by coaches, directors, and participants should be uplifting, positive, encouraging statements.
- Verbal abuse of athletes or referees is forbidden.
- Actions of coaches, directors, and athletes should set a positive, encouraging example for spectators.
- Conduct judged to be improper by the coach, administrator, or athletic director may result in immediate removal from the activity, as well as further disciplinary action.
- Parents are asked to participate in positive cheers that encourage our team members. We want to discourage any cheers that would redirect that focus, including those that disparage opponents, their fans, and officials.

External game attire is limited to the uniform provided by the school plus socks and appropriate athletic shoes provided by the athlete. The shirt worn under the jersey must be the same color as the rest of the team and have hemmed sleeves and neck.

Team clothing (clothing you will wear as a team when you are out in public, but not competing: t-shirts, sweat shirts, etc., or anything with the name or logo of East Palmyra Christian School) must be approved by the principal before ordering.

On the day of a competition, there are two venues where it is appropriate to think about what the team will wear to set them apart as a team:

1. During the day at school: There are two principles here. First, the team needs to look at least as “classy” as they do when in the normal required dress for school. Second, they need to look like a team (all wearing the same thing that sets them apart from those not on the team). Teams that would like to create a game day dress for their team are encouraged to do so, and should get approval from the principal through their coach.

2. When arriving at the gym or field (home or away): Athletes may change from school clothing into more casual clothing depending on the requirements of the coach. The principle to remember here is that we always want to represent the school well to others. There may also be occasions when the athlete arrives at the gym or field already in uniform.

Warm up music is generally played the fifteen or twenty minutes before a home game starts, and is for the purpose of fan enjoyment. Warm up music can be provided to the principal through their coach.

After a contest in The Eagle’s Nest is over, the athletes and coaches are responsible to help clean up the gym unless otherwise arranged with the principal.

## Athletes and Concussion

Important information regarding youth athletes and concussion is located at the NYS State Board of Education’s website (<http://www.p12.nysed.gov/sss/schoolhealth/schoolhealthservices/ConcussionManageGuidelines.pdf>). It is strongly recommended that parents and student athletes review this information before participation in an East Palmyra Christian athletic activity. All East Palmyra Christian coaches receive information on the recognition and procedural duties related to concussion upon employment and at least bi-annually thereafter.

Concussion Policy: Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems), shall be immediately removed from the practice or contest and shall not return to play until cleared by an appropriate health care professional.

## Travel Guidelines

Athletics: Teams travel together to away games, but players can ride home with their parents after away games. The goal is team cohesiveness. We practice more leeway for Middle School sports, as team cohesiveness doesn’t have near the emphasis as in HS. In order for the team to get home at a reasonable hour, they will not stop for a meal after the competition on a school night. Players should pack a dinner to eat on the ride home. Stopping for a meal on a Friday or Saturday night is up to the coach.

Academic: Class trips are planned to provide students with educational and/or recreational experiences outside of the classroom. Time and planning have gone into the preparation of each trip to ensure an education experience that supplements classroom instruction. Class trips are planned to enhance our curriculum. All students are expected to participate. Those students absent for reasons other than those recognized as excused will not receive credit for classes that day and will be considered absent without excuse.

Parental permission is granted for local trips at the time of enrollment and each time they sign acknowledging they have read this handbook. However, notice must be given in writing at least a week before the trip is scheduled to take place.

### Child Safety Restraints:

1. The law requires children under the age of four to be restrained in a federally approved car seat when riding in a motor vehicle [[Section 1229-c \(1\)](#), NYS Vehicle & Traffic Law].



2. If the weight of a child under the age of 4 exceeds 40 pounds, the child may be restrained in an appropriate child restraint system, allowing the child to use a booster seat. Children ages 4, 5, 6 and 7 must be properly secured in an appropriate child restraint system, one for which your child meets the weight and height recommendations of the child restraint manufacturer. [[Section 1229-c \(1\)](#), NYS Vehicle & Traffic Law] A child safety seat or harness/vest or booster seat may be used. *Note: As of November 24, 2009, this requirement applies to all children until their 8th birthday.*
3. The vehicle's safety belts are not defined as a child restraint system under this law, as safety belts are not designed for children under 4'9" and therefore, do not protect young children.
4. Students may not ride in the front seat unless they meet the height requirement in #3.
5. ALL individuals in a vehicle should be always wearing a seatbelt.

## Discipline

All policies for student behavior apply to extra-curricular events. When discipline is necessary, the coach may administer any of the following options:

1. Suspension from part or all of practice(s).
2. Suspension from one or more events.
3. Suspension from the team with approval of the principal.

Parents will be notified of all major disciplinary actions. The coach is responsible to notify the athletic director of any discipline. The coach should then notify the parents (after he/she has notified the principal).

## Eligibility

Homeschooled families with association to the school may participate in activities. The principal makes determination on the nature of the association, and the activity they wish to participate in. If cuts must be made, full-time students will be given priority over other students in tie breaking situations.

## Awards

Students will receive a certificate of participation.

1. The athlete must finish the season as part of the team to be eligible for a letter. An injured athlete is still part of the team.
2. An athlete enrolling late in the season must participate in at least 50% of the season.
3. The athlete must attend ninety-percent of the practices.
4. If injured, the quarter requirements will be pro-rated. The injured athlete must attend all competitions.
5. The athlete's attitude and work ethic must conform to the expectations of the coaching staff.

## Sportsmanship for Parents and Fans

We want to instill and reinforce the principles of good sportsmanship in our parents and fans, which are integrity, ethical behavior, fairness, and respect. A good sport, whether a student or a parent, shows Christlikeness to all those around him. Our sportsmanship goals include:

- Encouraging our students to perform their best;
- Participating in positive cheers that encourage the athletes, and discouraging any cheers that would redirect that focus including those that taunt and intimidate opponents, their fans, and officials;
- Learning, understanding, and respecting the rules of the game, the officials who administer them;
- Respecting our opponents as athletes made in God's image.

## SCHOOL-SPONSORED EVENTS

School-sponsored events are events approved by the principal, published on the yearly calendar, and/or which receive financial support from East Palmyra Christian school. School-sponsored events require the attendance of a staff member from East Palmyra Christian School. Attendance at school-sponsored activities is limited to students

who are currently enrolled at East Palmyra Christian School. East Palmyra Christian School does not sponsor a senior class trip. Students are encouraged to work with their parents to plan this activity if they so choose.

## **LIBRARY**

Our library's mission is to equip students to be explorers, collaborators, and effective communicators capable of transforming the world. They will be able to identify, evaluate and ethically use information resources, presenting their knowledge and ideas to their local and global communities.

### **Library Regulations**

1. Every book must be signed out before it leaves the library.
2. Books are due after one week and may be renewed twice. Exceptions are made for book reports and other long-term assignments. In those situations, an extended date due slip will be supplied.
3. Books may be returned any school day to the Return Cart.
4. Pre-K, and Kindergarteners may check out 1 book each week. All other grade levels may check out 2 books per week.
5. Students with more than 1 overdue book will not be able to check out more books.
6. Parents will be notified by phone or email if books remain outstanding.
7. All books must be returned in early June, except those used specifically for research projects.
8. If a book has not been returned to the library by the end of the school year its return or the replacement cost will be required before the final report card is released.

### **Library Guidelines**

The library will provide books and media materials which:

1. Support the goals of EPCS's statement of philosophy and purpose.
2. Support and enhance the instructional program of the school.
3. Provide the resources by which students may be stimulated to grow physically, emotionally, intellectually, aesthetically, and spiritually. To this end, materials will be chosen from both Christian and secular perspectives so that our students will develop a solid Christian worldview in order to actively participate in God's world. Our goal is not to shelter students from the world, but to provide a quality education with Christ at its center.

The following guidelines will be considered in acquiring library materials:

1. Appropriateness. Those materials that support Reformed Biblical standards for thought, behavior, and speech according to the age and maturity of the student.
2. Educational Potential. Those materials that have potential for developing a student's academic skills, enlarging a student's vision, deepening a student's faith, and sharpening a student's sensitivity as a responsible, responsive Christian.
3. Moral Integrity. Those materials that present an honest, penetrating, and perhaps even challenging view of life.
4. Aesthetic Excellence: Those materials that are artistically excellent and engage a student's faith, imagination, and emotions.

Parents may request in writing that the library and administration reconsider shelving specific materials. That written request will be addressed by the principal.

## **SCHOOL HOURS**

School hours are 8:00 a.m. to 2:45 p.m.

The half day preschool programs are from 8:00 a.m.-11:45 p.m.

- Please ensure that your child arrives on time
- Please do not pick up your child before dismissal time
- All children who are not transported by the bus need to be picked up by 3:00 p.m. Please do not ask your teachers to watch your child after school hours.
- Children who ride the bus will be sent home on the bus unless the office has a note from a parent before 1:00 p.m.

Convocation – We begin our school year by dedicating the year to God and introducing the new students and families at our first chapel. Parents are invited to walk their child into the classroom and join us for that special chapel.

## TRANSPORTATION INFORMATION

The EPCS community is known for its care and commitment to all members of the community, and what happens in the parking lot shows that care and commitment. We have many people coming and going all day long. Safety is of the utmost concern, and efficiency is much appreciated as well.

EPCS policy states that all non-bused students must be dropped off and picked up from EPCS within 15 minutes of the school's beginning and dismissal times. Drop off times are between 7:45 am and 8:00 am. Pick up times are between 2:45 pm and 3:00 pm. ***During drop off and pick up, do not pass loading or unloading buses!***

**Before school**, All Parent vehicles MUST not block the busses from unloading at the curb and must be ready to move out of the way for an unloading bus. Therefore, a vehicle in the bus loop should not be left unattended.

### Parking

Please park in the parking lot, always. Never park at the front curb or along the driveway. These areas are clearly marked with no parking signs. Overflow parking is graciously offered at the East Palmyra Christian Reformed Church next door.

### Bus

Free transportation to our school, from up to 15 miles away, is provided by home districts. Students need to be reminded that bus transportation is a privilege rather than a right, and that good behavior is demanded. Misconduct on a bus may result in the loss of the privilege of riding the bus. Problems with transportation are handled between the parents and the transportation department of their home school district. East Palmyra Christian School is willing to help if possible when problems arise.

District bus companies have firm policies about who may ride on their buses. If your child wishes to take a friend home on the bus with him/her, be sure to check and get the approval from your district's transportation department first. **The school cannot give permission for a student to ride buses from other districts.** Parents planning to pick up a child who routinely rides the bus must **send a note** to school on the day of the pick-up notifying the school of their intentions and **contact the bus garage**. This is absolutely essential for all our students! Students without written instructions about a change in transportation will be sent home the routine way.

Parents who are concerned about a bus delay in picking up or dropping off their child can check on what is happening with the bus by calling the transportation director or bus garage in their home school district. Most of the districts have radio contact with their buses.

Application for bussing is due to each district by the end of March annually. Failure to meet this deadline as a returning student may result in loss of transportation for an academic year.

## EMERGENCY RESPONSE AND SAFETY

Our faculty and Board of Education place the utmost importance on our students' physical and emotional safety. Therefore, various safety procedures, including evacuation and lockdown drills are practiced throughout the year so that all staff and students will know what to do in case of an emergency. Our Emergency Safety Policy is reviewed and revised on an annual basis.

### *Search and Seizure*

The principal will conduct a search of school and student property or designate another person to do so only when there is sufficient cause to believe that drugs, alcohol, weapons, or other such material are hidden. In addition, searches may be deemed necessary to resolve an investigation into a situation which may require disciplinary action.

## BACKGROUND CHECK

In order to maintain equity, and mutual assurance for any current or new families the following description of staff and volunteers will submit to a background check.

- Any paid staff.
- Anyone with access to an exterior key.
- All Board Members
- Any Volunteers, that may through their time with EPCS students, may find themselves alone with a group of children.
- Any field trip chaperone, who may be transporting a student that is not their own.

Each search will be valid for 5 continuous academic years. If for some time there is a "break" in volunteering or employment, you may need to redo your background check at the request of the EPCS Board. Upon completion of the background check all personal information will be destroyed, the only thing we will keep is the permission you gave for the check to take place. Additionally, the Board President and the Principal of the school will be the two individuals who will review the results. If something is brought into question, at that point only, the entire board will discuss the situation in executive session.

There is a financial cost of \$20 per search, if you feel inclined to help spread the burden, please make a donation of \$20 when handing in your information.

## EMERGENCY CLOSING & SNOW DAYS

If it is necessary to close school because of bad weather or road conditions, an announcement will be texted through our Remind Text system, Email Blast and on Facebook.

If a district is closed because of inclement weather, that district will not provide transportation. This will mean that some parents will have to decide if they want to drive their child to school that day. Arranging car pools for the day is another possibility. When listening to the announcements of school closings, parents should look for **both for East Palmyra Christian School and for the district in which they live**. Students will not be marked absent or tardy if their school is closed for inclement weather.

If the students are in school and the weather turns bad during the day, the decision to close school and send students home early is made jointly with the transportation departments of the various school districts. Before sending students home early we will try to notify parents of younger students and make sure the older students are able to get in the house or can go to a neighbor. Sometimes only one or two districts want to send their buses to school before the normal school day ends. In that case we do not dismiss school for the other students before the usual time.

## Postponement/Cancellations

If it is necessary to postpone an afterschool activity (sporting or evening) because of inclement weather, the following procedures will be followed: The principal will make the decision by 2:00 p.m. (for sporting) and 5:00 p.m. (evening). At this time, a text and email will be sent to all families through our Remind Text system and the same announcement will be sent out via email. Parents, especially from the more distant districts, are urged to check their texts, emails, or local radio/television station.

## FINANCIAL INFORMATION

### Tuition

Tuition accounts will be managed through our bookkeeper. The late fee for tuition not received by the 15th of the month is 2%. If any check submitted for payment is returned to the school for insufficient funds, a \$30.00 return check fee will be assessed. Tuition payments occur over a 10- or 11-month plan beginning in September and ending in June or July, following a 25% August down payment. If you have selected a 11-month payment plan, please be aware that the fourth quarter report card will be held until the last payment has been received.

Effective operation of East Palmyra Christian School relies on parents meeting their financial obligation. We realize problems may occasionally arise which are beyond the parents' control; however, it is the school's policy that it is the parents' responsibility to promptly contact the school bookkeeper if alternative payment plans need to be discussed. The Finance Committee will recommend to the Board suspension of any child(ren) whose tuition account is 30 days past due. Of course, the suspension will be lifted when satisfactory arrangements have been established.

EPCS considers student enrollment continuous through 12th grade graduation for planning purposes.

EPCS must be notified in writing if a student will withdraw from school before the next academic year. An intent fee for all students of \$200 (applied to next year's tuition) is collected by the end of March.

## SPECIAL DAYS

Special days are scheduled throughout the school year, such as Field Day, Grandparents Day, and days of special clothing (Hat Day, Clash Day, etc.). The purpose of these events is to enliven and enrich student life here at EPCS. Watch for details and dates of these days in the weekly school newsletter.

## EVENTS & FUNDRAISERS

EPCS has built a strong community of students, families, staff and administration. One of the ways this community continues to grow and thrive is by holding fun events during the year. Below is a list of the events that typically EPCS holds on an annual basis. See the Circle members for a description of these events.

Back to School Night  
 First Day of School/Convocation  
 See You at the Pole  
 Pastor Appreciation Breakfast  
 Grandparents Day  
 Harvest Fest & Auction

Thanksgiving Pie Sale  
 Dinner Drama  
 Christmas Concert  
 Christmas Lessons and Carols  
 Spaghetti Dinner  
 Bottle/Can Drive

Change for Education  
 High School Musical  
 Young Arts Festival  
 Dutch Dinner  
 Run for Reading (5k) + Dessert  
 Auction  
 Lap A Thon/Field Day

### *Information about Ongoing Fundraisers*

#### **St. Pauly Textile**

Donate used clothes by securing them in a tied bag and putting the bags in the drop off box, located in the parking lot.

#### **Amazon Smile**

AmazonSmile.com is a website operated by Amazon. Everytime you make a purchase a portion of your total goes to EPCS.

#### **Used Toner Cartridges**

Bring in your used printer cartridges from work or from home and put them in the drop box.

#### **Greeting Cards**

Purchase Greeting Cards at the school.

## **FACILITY USE POLICY**

The East Palmyra Christian School's facilities were provided by God's benevolence and are consecrated to His glory (Col. 3:17). Therefore, East Palmyra Christian School's facilities are to be used exclusively to glorify God. Although the facilities are not generally open to the public, EPCS makes its facilities available to approved employees and outside groups on a case-by-case basis as a witness to its faith, in the spirit of Christian charity, and a means of demonstrating the Gospel of Jesus Christ in practice.

EPCS's facilities may not be used for activities that contradict, or are inconsistent with, EPCS's beliefs, as summarized in the EPCS's statement of faith. This restricted facility use policy is necessary for two reasons. First, EPCS may not in good conscience materially cooperate in activities or promote beliefs contrary to its faith (2 Cor. 6:14; 1 Thess. 5:22). Second, EPCS must present a consistent public witness to the community through its stewardship of its property. Allowing facilities to be used by those who express beliefs or engage in practices contrary to EPCS's faith would have a severe, negative impact on the message EPCS strives to promote and could cause confusion and scandal to the employees and the community. Therefore, only events consistent with EPCS's religious beliefs, as determined by the EPCS Board of Education will be allowed.

## Shared Commitments (Tear off and sign)

The statement of shared commitments itemizes specific ways that staff, parents, and students can build up our school community. *The statement is distributed at the beginning of each school year and parents are asked to review each item with their children; the document is then returned to school with signatures from both the parent and the child.* In signing the shared commitments form, parents are aligning themselves with the beliefs and values of the school, as well as agreeing to abide by the written policies in this handbook.

As a staff we commit to build up our community by...	As parents we commit to build up our community by...	As students we commit to build up our community by...
Fulfilling our mission and purpose	Supporting the school’s mission and purpose	Supporting the school’s mission and purpose
Partnering with parents to give your child a quality, Christ-centered education	Partnering with teachers and staff to support our child’s education	Working hard to do my best in my schoolwork
Providing a safe, nurturing environment	Helping to provide a safe, nurturing environment	Working to help maintain a safe school environment
Providing consistent communication regarding your child and the school; including weekly newsletters, parent/teachers’ conferences and organizing informational meetings	Providing consistent communication reviewing weekly newsletters, and attending parent/teacher conferences and pertinent school meetings and events	Utilizing an organizational system and/or daily assignment folder to communicate between school and home
Providing opportunities for involvement	Serving at the school on a regular basis	Completing yearly service hour requirements
Consistently applying school policies as outlined in the Staff Handbook	Honoring and upholding school policies as outlined in the Family Handbook	Abiding by school policies as outlined in the Family Handbook
Communicating respectfully and directly to those involved, even when conflicts arise	Communicating respectfully and directly to those involved, even when conflicts arise	Communicating respectfully and directly to those involved, even when conflicts arise
Being a responsible representative of the school community on social media.	Being a responsible representative of the school community on social media.	Being a responsible representative of the school community on social media.
Respecting and praying for your child and your family	Respecting and prayerfully supporting our child and the school community	Respecting and praying for the school family
Wisely using the resources entrusted to the school	Honoring our financial commitment in support of our child’s education	Giving God my best in all areas of my education

***I have read and agree to abide by both the Shared Commitments document and the contents of the Family Handbook including the Behavioral Expectations.***

Parent Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

Student Signature \_\_\_\_\_