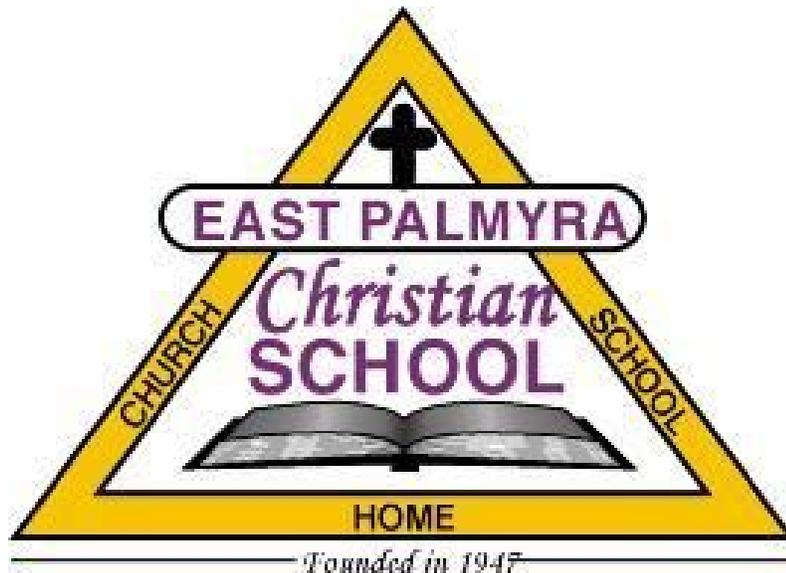


East Palmyra Christian School
Family Handbook
2018-2019



So whether you eat or drink or whatever you do, do it all for the glory of God.

1 Corinthians 10:31

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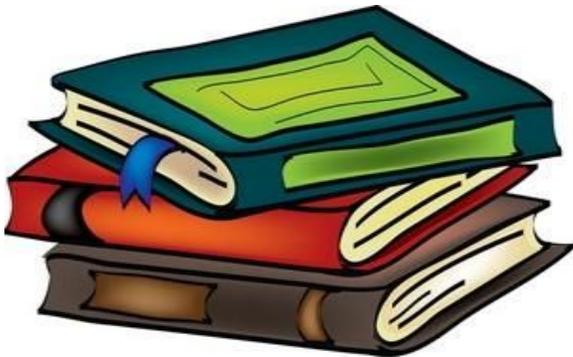
Dear Parents and Students,

Welcome! We are all excited to begin a new school year, to learn and grow in Christ together.

In this handbook you will find very helpful information. It may look slightly different than that of previous years. But, if you have any questions or concerns, please don't hesitate to reach out to me. Let's have a great year!

For HIS Kingdom,

Reid Robbins



2018-2019 Faculty and Staff

FACULTY & STAFF

Kindergarten: Mrs. Rachael Maag

First & Second Grade: Mrs. Deborah Thompson

Teacher Aid: Mrs. Deborah Howell

Third & Fourth Grade: Mrs. Nanita Szarek

Fifth & sixth Grade: Mrs. Judy Rachow

7th & 8th Grade Homeroom: Mr. Reid Robbins(Bible, Christian Worldview, Health)

HS Math & Science: Mrs. Kimberly Wise

HS History & English: Mrs. Deborah Price Murray

Librarian: Mrs. Lois Admiraal

Music: Mrs. Kathy Cornwall

Art: TBA

PE: TBA

Secretary: Ms. Christina Beiderbecke

PART 1: Policies & Procedures

Section 1: Our School

Mission Statement

To offer a Christian educational alternative 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 we together 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 social 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.

History

Our 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 Memorial Music Room.

Educational Partner

East Palmyra Christian School partners with Christian Schools International. We will continue to use our resources and commitment to excellence in education to maintain our affiliations.

Parental Partnership Agreement

- At least one parent or legal guardian must be an active member of a Christian church and profess to faith in Jesus Christ as Lord and Savior.
- Custodial parents may live in partnership with only a legal spouse, and that of the opposite sex.

Policy of Non-Discrimination

No person in the East Palmyra Christian School community will be unlawfully excluded from admission, employment, participation in, denied benefits of, or subjected to discrimination under any administrative policy, education program, or activity offered, on the basis of gender, race, color, national or ethnic origin.

Organization

Corporation

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 Directors to govern the school.

Society members support the school with effort, time, financial contributions, and prayers. Society membership is strongly encouraged for all parents whose children attend the school. Applications for membership are available in the main office.

Board of Directors

The 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 consisting of a principal, teachers, and other personnel, 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 be in agreement with the school's policies, practices, and approach to Christian instruction. Salaries, benefits, and other conditions of employment and/or service are determined by the Board, as well as the curriculum.

Church Affiliation

While EPCS strives to present and develop a distinctive Reformed worldview, it has no formal connection with a church or denomination and in that way differs from a parochial school. Parents from a wide variety of denominations and churches send their children to the school.

Christian Schools International

East Palmyra Christian School is a member of Christian Schools International (C.S.I.), which networks 450 similar schools throughout North America. C.S.I. 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.

Section 2: Administrative Information

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.**
- **Children who ride the bus will be sent home on the bus unless the office has a note from a parent before 2:30 p.m.**

Visits and Delivery of Student Materials

Parents are welcome to visit the school at any time. Visitors must notify the school office before entering classrooms by signing in and receiving a name tag. Visits to a child's classroom should be made at appropriate times. Teachers are NOT available to meet with you between 8:00 a.m. and 2:45 p.m. Under normal circumstances, student visitors will not be permitted in the school classrooms during the regular class sessions.

If your child forgets any essential materials for the day, those items must be delivered to the office and NOT to the classroom. This will limit classroom interruptions and allow full use of time for instruction. We strongly encourage your children to be self-advocating, independent problem solvers. Therefore, our faculty and staff are instructed to only allow students to contact parents when the forgotten materials are vital to the school day.

Before School/ After School 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.

During drop off and pick up, do not pass loading or unloading buses!

Before school, ALL vehicles MUST take the full loop around the center parking section and deposit students at the curb. See diagram.

Parking

Please park in the parking lot at all times. Never park at the front curb or along the driveway. These areas are clearly marked with no parking signs.

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, especially regarding behavior of the students while en route, or in emergencies.

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. 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.

Emergency Closings & 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. It will also be made on the following stations:

AM Radio Station: WHAM 1180

FM Radio Station: WDWI 100.5

TV Stations: WHAM 13, WROC 8, WHEC 10

We will also post the closing on our Facebook page.

Sometimes the announcement will not be on a station because of difficulties with telephone lines or because the station people are too busy to answer their phone, so it is wise to check more than one station. The most reliable station is WHAM. Usually the message is on the air by 6:30 a.m. **If the Newark School District is closed, EPCS will be closed.**

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 listen **both for East Palmyra Christian School and for the district in which they live.**

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. An attempt will be made to get the announcement on WHAM 1180. Parents, especially from the more distant districts, are urged to check their texts, emails, or local radio/television station.

Section 3: General Information

Admissions and Enrollment

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 of 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.

Students entering preschool must turn 4 years old by December 1, and the students entering kindergarten must be 5 years old by December 1 of a given school year.

Parents of prospective students are interviewed, and students go through a process that may include interviewing, testing, and evaluating past school records. All new students are on probation for the first nine weeks.

The following guidelines are used to determine if a student should remain at EPCS :

1. Satisfactory academic performance
2. A cooperative spirit with regard to personal conduct
3. Sufficient number of school days attended
4. Constructive attitudes toward the school and what it seeks to accomplish
5. Emotional stability
6. Respect for authority

Attendance

Tardiness/ Early Dismissal

Tardiness is **excused** if the student's bus arrives late in the morning. Tardiness is **not excused** for missing the bus, sleeping in (self or family member), personal interactions, or grooming. Middle school students may be late to specific classes only if the nurse or other staff member has detained them. In middle school classes, repeated tardiness may result in further disciplinary action.

Students who are not in homeroom by 8:05 must first report to the office to sign in.

- If a student comes to school late, a note of explanation should be given to the office. If a student must be dismissed early, a note must be sent to the office.
- 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.
- Doctor and dentist appointments should be scheduled for after school hours. If they must be made during school time, the student should miss no more than one half of a morning or of an afternoon session.

Absence

A child is absent when he/she is not present at school when in session, or at a required school activity (i.e. concerts for band/orchestra members). **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.

- The parents must notify the office by 8:30 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 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.**
- 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.
- 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:

- Written notification of such a vacation is needed at least a week in advance
- 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

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.

Attendance and Course Credit

Students must attend **85% of all classes** in order to pass. Absences over this amount can only be excused if they are for major medical reasons accompanied by a doctor's statement.

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 11 month period beginning in September and ending in July.

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 60 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 (effective January 2018).

EPCS must be notified in writing by May 31st 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 also collected by May 31st. Failure to notify the school in writing, or pay the intent fee before May 31st will result in a \$100 late withdrawal fee which will be added to the current year's tuition due balance.

Service Credit

The Service Credit 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. Completed hours may be reported by emailing the office at offices@eastpalmyraschool.com. After completing the 30 hours, you will receive notification in May from the school office. The service credit then may be deducted from your last tuition payment, refunded to you, carried over to the next school year, or may be donated to the school. If you have any questions, please contact the office. Thank you for your support and service to the school. Service hour opportunities include but are not limited to: helping in the library, driving for school events, serving on committees, and attending school work days.

Recess/Cold Weather

EPCS is not only dedicated to the intellectual development of our students but also to their social and physical development. Recess time provides excellent avenues for such growth.

Students in grades K-4 have 2 recess periods each day. Students in grades 5-8 have 2 breaks, 10 minute snack time in the morning and 20 minutes outside recess.

Students are required to go outside for recess except in case of inclement weather or a written excuse from a physician for a specific health condition. Students may have access to the gym only if a staff member is present and only in inclement weather.

Parents should ensure that their children are prepared to be out in cold weather with appropriate clothing at school. This includes boots, coat, snow pants, hat, mittens/gloves, scarf and anything else you feel will keep them warm and dry.

Students will not be allowed outside if the temperature, including wind chill, is 10 degrees or below.

Cell Phone/Telephone Use

All student cell phones will be off and stored away during school hours (8:00 to 2:45). Since student cell phone 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. Cell phones may be used after 2:45 p.m. but not during school sponsored activities. Middle school students may text/call parents with details about transportation when travelling to and from events. Any cell phone communications are subject to our behavioral expectations (see "Use of Electronics").

Section 4: Student Information

Records

When a child transfers from East Palmyra Christian School, records of health, academic achievement, grade placement, and also 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.

Cheating and Plagiarism

EPCS has a “no tolerance” stand on cheating and plagiarism. If a middle school student cheats or plagiarizes, then he/she will receive a “0” percent on the work. The student must still do the work and submit it to ensure the material has been learned, but that score will not be recorded, only the “0.”

Use of Technology

The school computers are for the use of school students and staff. Computer and other technology use is 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.”*

Technology Rules

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

Internet Rules

- The internet may be accessed only with direct EPCS staff supervision at all times. If a staff member is not present, then the Internet may not be used.
- Students must immediately report to the staff member anyone who uses the computer to attempt to hurt or harass them.
- Websites not directly related to schoolwork may not be accessed.
- Students must not give out any personal information over the Internet.
- Any ideas and information used from the Internet must be given credit in student work.
- E-mail will only be accessed for direct curricular activity and with immediate staff supervision in grades 6-8.

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. (See Technology Use Agreement)

Discipline

Behavior Expectations

Rationale:

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.

Respect for the individuals within the community, respect for the learning environment, and respect for school property are keys to creating a Biblical community of learners.

Expectations

1. I 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 my words and actions
- ❖ Keeping our campus free of alcohol, tobacco, illicit drugs and firearms

2. I 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 appropriately in class
- ❖ Abiding by the dress code (see page 21)
- ❖ 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

Shared Commitments

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. (see next page)

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 my planner 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 _____ Student Signature _____

Parent Print Name _____ Student Print Name _____

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 forgiveness.

Scope of Discipline

Students of EPCS are subject to the school’s disciplinary policy and procedures in connection with all activities related to their enrollment in the school. These include field trips, traveling to and from school (except where under direct parental supervision), extra-curricular activities, and any other school functions.

Grounds for Discipline

Conduct on the part of a student which may give rise to the exercise of discipline by a staff member or principal includes the following:

1. Interfering with the learning of others
2. Neglect or refusal to accept instruction, perform assigned tasks, or abide by school rules
3. Insubordination to those exercising authority on behalf of the school
4. Behavior that is morally unacceptable or of a criminal nature, including but not limited to abusive or profane language; intentionally causing physical, emotional, or spiritual harm to another; theft; lying; deliberately damaging school property; using, possessing, or trafficking alcohol, tobacco, or illicit drugs
5. Unauthorized and/or inappropriate use of electronic devices
6. Behavior that is injurious to the well-being of the school, having particular regard to its Christian purposes

Discipline Procedures

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 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**
- **Loss of recess**
- **Removal from class**
- **Withdrawal of privileges, including participation in extra-curricular activities**
- **Assignment of an alternative activity**
- **Assignment of additional tasks**
- **Financial reimbursement**

A student and/or his/her parents/guardians will be held responsible for financial reimbursement of all loss from theft or for repairs made necessary by the student.

- **Suspension**

A suspension is a temporary withdrawal of the right to attend school or school functions or activities. A student who has chronically misbehaved or is guilty of serious misconduct may be suspended from one or more classes or from the school.

A principal may suspend a student from one or more classes, or from school, for a period not to exceed five school days. Notification must be given to a parent/guardian of the student. The Education Committee will be notified of any suspensions from school of any particular student by name, and the Board will be notified of any suspension from school in excess of 3 days on any particular student by name.

After a suspension from school, a student may only return to classes after an interview with the principal and a parent/guardian, during which time the student must express commitment to abide by the Shared Commitments.

A student is responsible for all school work during the time of suspension. Grades earned during this time of suspension will be reduced by 10%.

- **Probation**

Probation is a period of time defined by the Education Committee during which the conduct of the student will be monitored closely by the principal in consultation with the Education Committee. A student may be placed on probation because of the failure of parents/guardians to comply with and support the disciplinary procedures of the school, or failure to get recommended professional help for academic, physical, mental, or spiritual health. Additionally, all new students are under probation during their first 9 weeks.

- **Expulsion**

Expulsion means the removal of a student from school and an indefinite withdrawal of the right to attend school. Students who have chronically misbehaved or are guilty of serious misconduct may be expelled from the school by decision of the Board, upon recommendation of the principal in consultation with the Education Committee.

A student may be expelled because of the failure of parents/ guardians to comply with and support the disciplinary procedures of the school, or failure to obtain recommended professional help for academic, physical, mental, or spiritual health.

Before an expulsion is made, the student and a parent/guardian must be given notice in writing of the principal's recommendation and the supporting reasons, and they are entitled to attend a meeting with the Board at which time the recommendation will be considered. The student and a parent/guardian must be given the opportunity at the Board meeting to speak in response to the principal's recommendation.

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.

The following are not acceptable:

1. Shirts with inappropriate slogans
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)

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.

Programs and Dress

All students who are scheduled to be involved in school programs are required to participate in those programs as a part of their course requirements. School programs are considered "dress up" affairs, and so students must dress accordingly.

Public Displays of Affection (PDA)

Showing love and care for others is encouraged at EPCS. Personal affection and romantic love is a gift of God. However, you are expected to participate in romantic relationships in a responsible, Godly, and socially sensitive manner. The East Pal facilities, grounds, and buses are public places, and intimate postures and student displays of affection are out of place.

Field Trips

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 required for participation in class trips. Signed permission slips for specific trips are a further indication of parental involvement in the total learning experience.

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

Grading

Report cards are issued three times per year to all students in grades PK-8. In the event that any outstanding money is owed (tuition, textbook fines, library fines, etc.), the final report card will not be issued to student or parents until the balance is cleared. Students are graded as follows:

Grades PK & 1	Grade 1-4	Grades 5-12	
4 = Exceeding	E = Excellent	100-98	A+
3 = Consistently Meeting	G = Good	97-94	A
2 = Working Towards	S = Satisfactory	93-90	A-
1 = Not Meeting	I = Improving	89-88	B+
NA = Not Assessed at this time	N = Needs Improvement	87-84	B
		83-80	B-
		79-78	C+
		77-74	C
		73-70	C-
		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.

8th Grade Graduation Requirements

Any 8th grade student receiving a final grade of 65% or less in any 8th grade core subject (Bible/Christian Worldview, Language Arts, Math, Science, or Social Studies) will not receive a diploma from EPCS. Students who do not qualify for a diploma are still encouraged to fully participate in the graduation ceremony and will discreetly receive a certificate instead of a diploma during the presentation time. Exceptions may be made for students who enroll at EPCS during Middle School or have other extenuating circumstances.

Homework Policy

Assignments are given to enhance student learning. No excuses will be permitted for homework not done. Through the use of Remind, you as a parent will know what your child has been assigned. 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.

Lockers

All students in grades 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.

Lunches

Students eat their lunches in the gym under the supervision of the teachers. Lunches should be plainly marked with the student's name. On Wednesday 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.

Sports

Athletic practices and competition offer students countless guided opportunities for physical, emotional, intellectual, and spiritual growth. Consequently, EPCS is committed to giving every child in grades 5-12 the opportunity to play on an athletic team when possible. However, if there are too many students in grades 5-12 desiring to play a specific sport, the students must try out for that sport. Selection criteria for the school teams will be student skill level, age, and attitude, with age the determining factor between two students of equal or nearly equal ability. Students may also have the opportunity to participate in specific sports in their home districts. Please contact the principal if you are interested.

Responsibilities and Privileges

Being on an EPCS sports team is a privilege. It is expected that student athletes will do their best in their school work and will set an example as maturing young Christians in all of their school life.

Students who fail to cooperate or who are having academic or behavioral difficulties may not be allowed to participate or to continue to participate in sports activities.

Eligibility

All students participating in inter-scholastic athletics must be protected by some form of insurance which covers all inter-scholastic sports.

Students who wish to participate in the athletic program must fulfill the following requirements:

1. Be consistent in completing daily assignments
2. Receive passing grades for homework, tests, and/or projects
3. Have a positive attitude toward school, teachers, and fellow students

Rather than requiring a certain grade point average for athletic eligibility, EPCS will use weekly reports from teachers. These reports will cover the three criteria listed above and will be reported by the faculty. If a student is reported as not meeting one or more of the requirements listed above, a warning will be issued and parents will be notified. If there is a second occurrence of a problem, parents will be notified again and the student will be suspended from the team for a week. Continued offenses may result in the student's removal from the team. These determinations will be made on an individual basis by the middle school teachers and the principal.

Attitudes

EPCS athletes are expected to develop certain key attitudes and behaviors:

1. Cooperation—following a coach's directions and instructions, helping the team and coach in any way possible, and being well-mannered
2. Teamwork—supporting teammates regardless of age or ability, learning to play together, and encouraging other athletes
3. Sportsmanship—playing by the proper rules, following referees' directions, and setting a good example for other teams
4. Responsibility—seeing to it that parents receive a written copy of the schedule and the sportsmanship policy; ensuring that proper transportation arrangements have been made in advance.

Attendance

EPCS athletes are expected to be at **ALL** practices and games. If a student must miss a practice or game for any reason other than illness, **the athlete must tell the coach by noon** of the day of the practice or game. To be eligible to play in a game, students must be in attendance at school by noon on the day of the game, unless permission from the coach has been granted.

Students failing to meet these attendance guidelines will be subject to the following discipline: the second offense will result in a two-game suspension, and the third offense will result in removal from the team.

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.

Supplies

In order to protect schoolbooks and students' papers and property, students are required to carry their books and papers in a water-repellant bag. 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

Three times a year in grades K-12, EPCS administers the MAPS testing program. Test results are shared with parents and used by the staff to analyze the academic program at EPCS. All 8th Grade students may take the Spanish Proficiency Test. All High School Students take Regents or Local Exams for each of the core content areas they are instructed in.

Weapons Policy

No weapons, nor any implement that can be construed as a weapon, are allowed on the school premises. If any child is found with such an implement, the principal will be notified. The child will be removed from the classroom and contact will be made immediately with the parent or guardian. After a meeting with the parent or guardian, student, and principal, proper steps will be taken to ensure the future safety of the student, as well as other members of the school. The weapon may be returned to the parents. Appropriate disciplinary action will be taken. Having a weapon, or any implement that can be construed as a weapon, may result in the student's suspension. Matches, lighters, pocket knives, laser pointers, and firecrackers are considered weapons and are not allowed on the school premises.

The principal will make contact with the proper authorities if necessary.

No toy guns or toys that look like weapons are allowed at school. A teacher may allow use of toy guns or weapons for learning activities (plays or drama) after consulting with the principal. These items will be in the teacher's control during the day and only used for the learning activity.

Section 5: Academics

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-3, Pre-4, TK's, 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 Education Committee.

Spiritual Life

Teachers intentionally learn about and use Faith Enhancing Practices to ensure faith integration throughout the day. We strive to integrate our faith into all areas of learning and also through:

- Daily classroom devotions
- Scripture memory
- Reflections—We gather corporately once a month to worship God, reflect on His work, and talk about how we can be reflections of Him.
- Reflection Pods—We gather once a month in multi-age groups to learn and grow in hands-on, engaging ways.
- F.I.S.H. "Faithful in Serving Him" –Classroom service opportunities for the elementary grades and individual projects for the middle school help develop servant-like attitudes and behaviors.

Section 6: Parent Information

Communication

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.

Progress Reports(Coming Soon!)

Progress Reports are usually given at the mid-marking period. They are not issued to all students but rather they are used to inform parents of concerns with particular students. Often they are used to encourage and to help parents see that their child is on the right track when individual progress may be slow.

Report Cards

Please see our calendar for the scheduled report card dates.

Parent-Student-Teacher Conferences

EPCS is an extension of the Christian home, and so consistent and regular dialogue among all parties involved in the education of each child is essential. Parent-student-teacher conferences provide a great opportunity for such dialogue.

Formal conferences occur in November and April. Because of our covenant together, parents and students are expected to attend the conference that is scheduled in April. Students can be involved in these conferences to encourage them to take responsibility for their learning. Teachers will prepare the students for their involvement. Portfolios, when applicable, will be used in the conferences to display student progress.

Conferencing between the parents and teachers is not restricted to these regularly scheduled conferences. At any time during the year, parents may request a conference with school personnel. Parents should not hesitate to call a teacher if they have a question or concern.

Calling for Changes in Student Pick up or Bus

Please notify the office for changes in whether the student will be picked up or will take the bus no later than 2:30p.m. on school days.

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.

Complaints/Problems

The parents, staff and entire EPCS community are dedicated to the education of each student. We share the same purpose. However, occasional misunderstandings or problems may arise between a teacher and a student or a teacher and a parent. This is often the result of miscommunication. **When questions or problems arise, in keeping with the principle outlined in Matthew 18**, please make arrangements to speak first with the teacher or responsible party. Please refrain from talking to other students, parents, or families about a problem either in person or on social media; it can easily become divisive and destructive. It is East Palmyra Christian School's policy to deal with these situations as described below.

1. All questions, problems, or complaints should first be brought discreetly to the teacher via a scheduled conference or scheduled phone call. **At the beginning and dismissal of the day, the faculty is NOT available to have a discussion regarding school matters because they are responsible for all of their students. Please come into or call the office to set up an appointment to speak with any faculty member. Please do not drop by the class during school hours.**
2. Please allow teachers one business day to respond to any communication from parents.
3. If the problem is not resolved at this level and still needs attention, it may be brought to the attention of the principal as the next step.
4. If the problem is still not resolved after being brought to the principal and it still needs attention, then it must be brought to the Education Committee in writing. The Education Committee will determine the appropriate action to be taken and will inform the Board of Directors of the situation.

Please be sure to follow this process as brothers and sisters in Christ.

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

Volunteers

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. Please email the office at office@eastpalmyrachristianschool.com to volunteer. We certainly have something you will enjoy doing.

Parent Teacher Association (PTO/Society)

The Parent Teacher Association at East Palmyra Christian School is known as the PTA or Society. 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 Pastor Appreciation Breakfast, the Pancake Breakfast, Teacher Appreciation Week, and Grandbuddy Day. Please consider volunteering to be a member of this essential committee.

Section 7: Health/ Safety Information

Child Abuse

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. All reasonable efforts will be made to assure that such interviews are conducted at the earliest time mutually convenient to the school and to CPS. If the nature of the allegations is such that it may be necessary for the student to remove any of his or her clothing in order for the CPS worker to verify allegations, the school nurse or health aide 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, unless the worker reasonably believes that the student would be subject to danger of abuse or maltreatment if he or she were not removed from school before a court order could reasonably be obtained. 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.

Emergency Response Safety Policy

Our faculty and Board of Directors 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.

Harassment and Bullying Policy

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.

Harassment can include a pattern of remarks, 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 he/she is being offensive as well as notify a teacher or administrator.

Bullying is a pattern of unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance (definition from www.stopbullying.gov) 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.

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 held in the school office and parents will be called to pick up the student. They may not attend until documentation is submitted.**

Health Services

Nurse

If a student becomes ill during the school day, the school secretary will call a parent.

Illness

Any child who has symptoms, or the beginning of an illness, should be kept home. We are not equipped to treat or care for sick children. We will call you to take your child home if he/she becomes ill at school.

Fever

If fever is greater than 100.4, the student will be sent home. Students must be **fever free without medication for 24 hours in order to return.**

Strep Throat

Not all sore throats are strep throat; the only way to determine strep is by throat culture. Students will be sent home if they have a fever greater than 100.4. If a student goes for a throat culture and it is negative (rapid test included) the student may return to school as long as he/she has no fever. If positive culture, the student must be home on meds for **48 hrs**, and then he/she may return to school.

Immunizations

New York State Public Health Law 2164 requires that in order 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.

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.

Section 8: Miscellaneous

Bible Translations

Education in a Christian school is based on the Word of God. Students in grades 4-12 are required to have a personal Bible for their use and for classroom instruction. All memorization is from the *New International Version* of the Bible (N.I.V.).

Lost and Found

The office maintains a Lost and Found box. If an object has been misplaced, be sure to ask in the office.

Pictures

Individual pictures are taken during the school year by a photography company. Ample notice of "Picture Day" will be given. On Picture Day, photos are taken of each student for the purpose of class composites and for inclusion in the school yearbook. Parents will be given opportunity to order the pictures from the photography company through school.

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.

Yearbook

A yearbook is available at the end of the school year. It includes group class pictures and individual pictures of the graduating class. It is ordered mid-year at a reasonable price. Watch for details in the weekly school newsletter.

PART 2: 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 description of the events EPCS holds on an annual basis, but it is not exclusive. Mark your calendars now so that you are sure to attend!

August

Back to School Night

Students come to school with their parents to meet their teachers and sign up for the many events our school has.

September

First Day of School/Convocation

Parents are invited to walk their children through the Main Entrance on the first day of school. Convocation begins at 8:15am and all are welcome.

See You at the Pole

See You at the Pole happens every year in mid-September at 8:30 am. Students at EPCS, and also all around the world, gather at their flagpoles to offer up the school year in prayer, and to pray for their friends and families. Families are encouraged to stay after drop off and attend with their children.

October

Pastor Appreciation Breakfast

The Pastor Appreciation Breakfast is an opportunity for our students to invite their pastors, children's directors, or youth ministers to the school to express appreciation for their care, guidance and service. The students at EPCS represent numerous churches from the greater Rochester area and this gathering affords everyone an opportunity to mingle and talk with other leaders, enjoy breakfast together, and then meet up with the students in their classrooms. This event allows your pastors to connect with your children at school and gives them a firsthand look into EPCS. We hope that this will help build relationships with area churches and give local pastors a better understanding of our school so that they can share EPCS with others. Families can get involved by serving on the day of the event as well as inviting the servants of their church.

Grandparents Day

Occurs during the school day in October. Grandparents are welcome to come and enjoy a ceremony dedicated to them.

Harvest Fest

Our annual Harvest Festival and Auction is one of our most popular events.

November

Thanksgiving Pie Sale

Perfect for the upcoming holiday, spent with family and loved ones.

December

Christmas Concert

All students, from preschool to 8th grade, participate in the EPCS Christmas Concert. It is a wonderful night of entertainment as we enjoy music from each class and the EPCS band and orchestra.

January

Paint Nite

February

Spaghetti Dinner

Bottle/Can Drive

Weeks 2/25/18 and week of 5/28/19

Change for Education

Week of 2/4/19-2/15/19, funds are used for classroom expenses.

March

April

Young Arts Festival

The Arts Gala is a fantastic time of entertainment from students in our Fine Arts Department! Musicians and artists grace our stage with song, written word and artwork that glorifies the Lord and lets us marvel in the beauty of the world He has created for us.

Dutch Dinner

May

Run for Reading (5k) + Dessert Auction

Lap A Thon/Field Day

June

Graduation

Information about Ongoing Fundraisers

Box Tops for Education

East Palmyra Christian School is raising money through a fundraising program called the General Mills Box Tops for Education. It is fun and easy. All you need to do is collect the box tops from participating General Mills cereals, snacks, and Yoplait yogurt multi-packs. Simply clip the Box Top logos and send them to school with your child. That's all there is to it! The more we collect the more money we can earn. If you have any questions, please contact the office. **Pat Talma**

Shop at Tops

Register your bonus card every year, they donate when you purchase participating products

Red Robin

Enroll in the school donation program.

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. A portion of your purchase goes to EPCS.

Used Toner Cartridges

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

Ambit Energy

Everyone uses electric and you can save money on your electric bill by signing up with Ambit. When you sign up, the school saves a portion on their electric bill. **Ester Hutt**

Can Drive

Drop your cans off at the school anytime, put them in the cans on the road side of the loading dock.

Greeting Cards

Purchase Greeting Cards at the school

Scrap Metal

Do you have scrap metal lying around? Contact the school to come and pick it up, or drop it off at the school behind the dumpsters. **Ed O'Brian & Arie Benne**

A Note about Fundraising

EPCS strives to provide the best, Christ-centered, Christian education at an affordable cost to families. One of the ways EPCS is able to do this is by hosting fundraisers during the year, of which the proceeds go directly to offset the cost of tuition or capital improvements.

Thank you in advance for your participation in these events!

Other Events

Open Houses

EPCS holds 2 - 3 open houses during the year to help bring new families into the school and learn about all that EPCS has to offer. Typically, EPCS will hold a family night the evening of an open house to bring the EPCS community together with those that attend the open house.

Part 3: Service Projects

As Christians, we are called to serve with a joyful heart. Instilling a servant's heart in our children comes from giving them practical ways to serve those around them and to learn to recognize needs they can fill. This is why involving students and families in service projects is an important part of the school year at EPCS. Service projects may change year-to-year, but our commitment to be the hands and feet of Jesus as we serve together remains the same.