



**EL SOBRANTE
CHRISTIAN SCHOOL**

Parent Policy

Handbook

2025 - 2026

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Introduction

Welcome to El Sobrante Christian School!

It is a privilege to play a key role in the development of your sons and daughters academically, spiritually, and socially. We strive to make their years at ESCS memorable and valuable as they develop critical skills for their success. Our goal is to partner with parents to help each student reach their God-given potential. With that goal in mind, let's move forward into the new school year with great excitement as we are anticipating a great year!

"For I know the plans I have for you, declares the Lord, plans to prosper you and not to harm you, plans to give you a hope and a future." (Jeremiah 29:11)

Scott Cox, Principal

Faculty & Staff

Name	Room	Position
Mr. Sturm	—	Pastor / President
Mrs. Edwin	14	Principal
Mr. Cox	17	Vice Principal
Mrs. Gonzalez	3	Teacher: Kindergarten
Mrs. Lakew	4	Teacher: Grade 1
Mr. Arnold	9	Teacher: Grades 2
Ms. Boparai	7	Teacher: Grades 3-4
Ms. Sturm	8	Teacher: Grades 5 & Music
Ms. Tavares		Teacher: Grades 6
Ms. Tavares	17	7-8 English
Mrs. Bradbury	Library	Teacher: Computer, Library
Mr. Gomez	—	Teacher: Physical Education, Facilities Supervisor
Mrs. Cubas	—	Office Manager
Mrs. Ruiz	—	Office Assistant
Mrs. Vahlstrom	—	Office Assistant
Mrs. Bhatia	—	Teacher's Aide, Office Assistant
Mrs. Moore	—	Yard Duty Supervisor
Ms. Kaur		Childcare Supervisor

Please feel free to contact the school office with any questions: (510) 223-2242.

School Hours*

Area	Start Time	End Time
Kindergarten	8:30 am	3:00 pm
Grades 1 - 8	8:30 am	3:00 pm
School Office Hours	8:30 am	3:30 pm

Organizational Structure

El Sobrante Christian School (ESCS) is owned and operated by Central Assembly of God of El Sobrante, California (Central Assembly Church). The school is a department of the church.

ESCS was established in 1971 under the leadership of the church's founding pastor, Russell Griffin. Pastor Griffin had a desire to start a private Christian School as an extension of the church to serve the El Sobrante community and its surrounding areas. Today, the church is under the leadership of Pastor Russell Sturm.

Annually, the corporation (church) appoints a sub-committee of the Board of Directors to oversee the operations of the school. This sub-committee is called the School Board, which consists of church members and active members from the school community. The School Board sets the annual budget and meets on a monthly basis to review issues pertinent to the school. The Pastor, by nature of his position, is Chairman of the Board of Directors and also serves on the School Board. Visit our website for a list of School Board members (www.escseagles.com). Contact the Board at SchoolBoard@escschool.com.

Vision Statement

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

Mission Statement

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

Philosophy

Each child is a unique individual before God. The responsibility for his/her growth and care lies with the home. El Sobrante Christian School seeks to aid the parent in this role. As such, we are partners in your child's education. Communication is vital to making this partnership work. A climate of mutual trust and support is essential for your child's success at El Sobrante Christian School.

Statement of Faith

Our standard for moral conduct and teachings in the faith rests in the truths expressed through God's Word as recorded in the Holy Scriptures, the Bible. The following is a general statement of faith, which we teach and uphold to be the eternal truth of God. All references below are from the New International Version of the Holy Bible.

1. WE BELIEVE the Holy Bible is the inspired, infallible, authoritative Word of God and is considered to be the guideline for daily Christian living. (2 Timothy 3:15-17; 1 Thessalonians 2:13)
2. WE BELIEVE that there is one God, eternally existent in three persons: the Father, the Son, and the Holy Spirit. (Matthew 28:19; Luke 3:22)
3. WE BELIEVE IN the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and in His future return to this earth in power & glory. (Revelation 1:8; Matthew 1:23; Hebrews 7:26, 1 Peter 2:22; Acts 2:22; 1 Corinthians 13:3-8, 2 Corinthians 5:21; Matthew 28:6; Luke 24:39; 1 Corinthians 6:14, 1 Corinthians 15:4; Acts 1:9, Acts 1:11; Acts 2:33; Philippians 2:9-11; Hebrews 1:3)
4. WE BELIEVE that the only means of being cleansed from sin is through repentance and faith in the Lord Jesus Christ and that regeneration by the Holy Spirit is essential for personal salvation. ((John 3:16-17; Romans 3:23; Romans 10:9-10)
5. WE BELIEVE in the daily ministry of the Holy Spirit by whose indwelling, the Christian is enabled to live a Godly life. (Galatians 5:16-18; 1 Corinthians 6:19-20, 2 Timothy 1:13-14)
6. WE BELIEVE in the resurrection of both the saved and lost - those who are saved, to the resurrection of everlasting life with God, and those who are lost, resurrection to condemnation and separation from God. (John 5: 28-29; 1 Corinthians 15:51-52)
7. WE BELIEVE there will be a resurrection of those who have fallen asleep in Christ together with those who are alive and remain at the time of His Second Coming. (1 Corinthians 15:51-52)
8. WE BELIEVE in the spiritual unity of believers in Jesus Christ and the evidence of that unity being shown by how we love one another. (Ephesians 4:13-14; 1 Corinthians 12; 1 Corinthians 13)

Statement on Gender and Sexuality

Statement on Marriage, Gender and Sexuality: We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person. This belief also accounts for (1) dressing in conformance with one's biological sex; (2) using the restrooms, locker rooms, and changing facilities conforming to one's biological sex. "Biological sex" means the condition of being male or female, which is determined by a person's chromosomes, and is identified at birth by a person's anatomy." We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in an exclusive union, as delineated by Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18; 7:2-5; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of the bounds of marriage between one man and one woman. We believe that any form of sexual immorality and sexual conduct outside the marital union of one man and one woman (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest and use of pornography) is sinful and offensive to God (Matthew 15:18-20; 1 Corinthians 6:9-10). We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11). We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines. (Association of Christian Schools International 2015).

Note: For purposes of this Handbook, the term "parent" also applies to a legal guardian.

1. Accreditation

El Sobrante Christian School maintains accreditation with the Western Association of Secondary Schools and Colleges (WASC). ESCS is in compliance with the annual requirements associated with the accreditation process.

2. Admissions

A. Non-Discrimination Policy

El Sobrante Christian School does not discriminate against any person on the basis of race, color, national or ethnic origin.

B. Testing

All applicants will be tested to determine qualifications for admittance. Test results must show that the student has the potential to meet or exceed the appropriate grade level in reading and math to ensure proper placement.

C. Special Needs

Some students may have special needs beyond the scope of our school, which may require a referral to a more appropriate environment.

D. Faith-Based Learning Program

ESCS is a private Christian school. As such, the presentation of the Gospel message, along with Bible reading, prayer, and chapel services are fully integrated throughout our educational program. The faith-based elements of our program cannot be waived.

E. Registration

The registration process will consist of:

- a. Completing an online application using our website link at www.escseagles.com
- b. Paying a non-refundable application fee
- c. Taking an Entrance Exam to determine academic placement
- d. Completing an interview with School Administration (if required)
- e. Paying registration fees if admission is approved
- f. Completing and submitting other required documentation if admission is approved

Note: We will provide written notification of your student's admission status.

F. Right to Refuse Admission

ESCS Administration reserves the right to refuse admission to anyone who is unable or unwilling to comply with school policies or meet academic standards.

G. Withdrawal

Parents are asked to provide written notice at least 30 days in advance if the need arises to withdraw the student from the school during the school year. Prepaid tuition may be refunded if there are no outstanding financial matters and the withdrawal does not occur in June.

Grades of "Incomplete" will be issued pending clearance of any delinquent academic matters.

3. Financial Policies

A. Tuition

El Sobrante Christian School is a private school, which operates without State or Federal funding. We operate on a tuition-based income structure.

Tuition is an annual fee, which may be paid in a lump sum or on a monthly basis. Each family will submit a financial contract electronically through our online vendor and will select their preferred method of payment at that time. Please contact the school office with any questions related to payment options.

Payment Options

- Lump Sum Payment
- Monthly Payments: 9 Month Plan, 10 Month Plan or 11 Month Plan

Lump Sum

Families who choose the Lump Sum option will receive a 2% discount if paid by August 1.

Monthly Payment Plan

Families who choose to make monthly payments will make payment arrangements through our online vendor. Parents can choose their desired due date, which must be no later than the 20th of each month. Payments are due on the selected due date.

Late Tuition Payments

A late fee will be assessed for tuition payments received after the established due date. Parents will receive notification from our online vendor for late payments. Failure to pay the past-due balance may impact the student's ability to attend class.

Delinquent Accounts

Students will not be allowed to attend class once an account reaches 60 days past-due. The full amount must be paid prior to bringing your student back to school. Failure to bring delinquent accounts into a positive standing could result in collection efforts and negative reporting to credit agencies.

B. Curriculum Fee

An annual fee assessed during enrollment to cover the cost of teaching and educational materials:

- \$400 per student: Grades K - 7
- \$440 per student: Grade 8 (includes graduation costs)

C. Capital Improvements Fee

An annual fee assessed in the month of June to help maintain the facilities.

- \$125 per family

D. Technology Fee

- \$150 per family

D. Parent Participation Deposit

To help ensure a successful educational program for our students, it is vital that we have the support and partnership of parents. To achieve this goal, we have implemented a Parent Participation Program.

During the school year, 10 hours of Parent Participation are required per family, regardless of the number of students enrolled. These hours can be served by grandparents or other family members. Please contact the school office for a list of approved Parent Participation activities.

If parent hours are not completed by the end of the school year, each family will pay a Parent Participation Fee of:

- \$300 per family which will be assessed in the month of June.

E. Annual Re-Registration Fee

- \$95: Discounted rate per family if paid during re-registration month (February)
- \$200: Standard rate per family if paid after re-registration month (after February)

F. Childcare Payments

When childcare is offered, charges are billed after fees are tallied for the month. Parents will be billed for the time used and will receive a statement of use. Childcare payments are due upon

receipt and must be paid in full as agreed upon in the online financial contract. To continue using this service, accounts must not be past-due more than 30 days. Parents will receive notice through our online payment system for any fees due.

G. Returned Checks

For parents who elect to pay by check, a \$40 fee will be assessed on all Returned Checks. If we receive two (2) Returned Checks within one school year, payments by check will no longer be accepted. Future payments must be in a form of guaranteed electronic payment, cash, Cashier's Check or Money Order.

4. Attendance

Regular attendance is necessary for good learning; therefore, parents should:

- Ensure students are in school daily when school is in session
- Drop off and pick up students at the appropriate times
- Call the school office by 8:15 a.m. if the student will be late or absent
- Review the online classroom program (ex: RenWeb, Google Classroom) and coordinate with the teacher to obtain class assignments when the student will be absent
- Ensure students make up any missed school work due to absence
- Obtain approval from school administration prior to any extended time away from the classroom. After receiving administrative approval, please coordinate with the teaching staff at least two weeks prior to departure. *(Note: Extended absences may result in a negative impact to the student's grades and are discouraged.)*

Unexcused Absences

- Excessive absences in a quarter could negatively impact the student's grade.

5. Tardies

Students should be on time to help ensure academic success; therefore, parents should:

- Ensure students arrive in time to obtain all necessary supplies before school begins
- Ensure students are in their assigned classrooms by the beginning of the school day
- Be aware that teachers will keep track of tardies

Note: Students who arrive more than 15 minutes late should report to the office before going to the classroom.

Excessive Tardies

- Excessive tardies in a quarter could negatively impact the student's grade.

6. Absences

Students who are absent for acceptable reasons will be allowed to complete missed assignments and tests that can be reasonably provided. Upon satisfactory completion, the student will be given full credit. Excused absences will be granted for reasons such as:

- Personal Illness
- Medical, Dental or Optometry Appointments
- Funeral Services for family members
- School Sponsored Events

Whenever possible:

- Appointments should be scheduled outside of school hours.
- Excused absences should be requested in writing prior to the absence.

Parents should call the school office by 8:15 a.m. if advance notice was not provided.

Absences due to family trips or staying home for reasons other than personal illness require school administration/teacher approval.

Parents should coordinate with the teaching staff to obtain missed assignments and tests. Teachers will decide which assignments and tests need to be completed and the time frames for completing the work.

Students who are absent from school are not permitted to attend school-sponsored events during their absence.

Unexcused Absences

Unexcused absences are those that do not qualify under the Excused Absence categories listed above. Students will not be given credit for missed assignments.

7. Academic Standards

Our program has high standards and homework is assigned at all grade levels. Students must apply good study skills and turn in completed assignments by the due date to help ensure academic success.

A. Late Assignments

Late or missing work will negatively impact a student's grade. Parents should regularly monitor the student's records to effectively manage the child's progress.

B. Standardized Testing Program

Annually, students will participate in a Standardized Achievement Test to help determine the effectiveness of our educational program and to help school administration determine areas for improvement. Parents will be provided with a copy of the student's test scores upon request.

C. Student Grading System

Grading Key: Grades K - 6

Category	Letter Grade	Numerical Grade	Percentile
Advanced	A	5	90 - 100%
Proficient	B	4	80 - 89%
Average	C	3	70 - 79%
Below Average	D	2	60 - 69%

Far Below Average	F	1	0 - 59%
Not Assessed at this time	N/A	N/A	N/A

Grades for classes such as Music, Computers, and Physical Education are based on participation, effort, and behavior and will be reflected as:

- E = Excellent
- G = Good
- S = Satisfactory
- N = Needs Improvement

Grading Key: Grades 7 - 8

Category	Letter Grade	Grade Point Average	Percentile
Outstanding	A	4.0	90 - 100%
Above Average	B	3.0	80 - 89%
Average	C	2.0	70 - 79%
Below Average	D	1.0	60 - 69%
Failing	F	0	0 - 59%

Progress Reports will be issued for students as follows:

- For Grades K-6, Progress Reports will be issued every 6 weeks
- For Grades 7-8, Progress Reports will be issued every 4 weeks

D. Academic Conference

An Academic Conference, as defined below, will be scheduled for students whose grades fall below a “C” or “3” level in core subject areas due to poor performance and/or chronic late, incomplete or missing assignments. Core subject areas include: English, Math, Science, and Social Science.

A student whose grades fall below a “C” or “3” level in core subject areas may be placed on Academic Probation, as defined below.

Students who receive an “F” or “1” in any subject will automatically require an Academic Conference.

Academic Conference: A meeting involving school administration/teacher, the parents, and the student to discuss the student’s academic performance or “CLIMATE.”

- C - Chronic
- L - Late
- I - Incomplete or
- M - Missing

- A - Assignments
- T - Threatens
- E - Education

Academic Probation: A period of time set by school administration during the Academic Conference in which a student's grades are monitored for acceptable progress. A student may also be excluded from extracurricular activities during the probationary period.

E. Cheating / Plagiarism

Cheating and plagiarism are not tolerated.

Cheating: When a student acts dishonestly, unfairly or uses deceptive practices to gain an advantage on an assignment or test.

Plagiarism: When a student uses the ideas, words or final product of another person or outside source and presents those ideas, words or final product as their own.

Guidelines

Students are permitted to copy limited information from the Internet and are encouraged to use many outside sources when writing reports and papers. All sources must be cited according to assigned standards by the teaching staff. Students involved in cheating and/or plagiarism will not receive credit for the assignment and parents will be notified.

8. Academic Reporting & Honors

We strive to keep families informed of the student's progress by providing the following tools:

- Online Classroom Service (ex: Renweb, Google Classroom): The use of online tools vary by age group and classroom, but may include information regarding the student's academic performance, classroom lesson plans, assignments, projects, and grades. The services are password-protected and families are encouraged to sign up for the applicable service.
- Progress Reports: Issued midway through each trimester (Grades K-6), or quarter (Grades 7-8)
- Report Cards: Issued at the end of each trimester (Grades K-6), or quarter (Grades 7-8), and may include a teacher's comments, citizenship, and attendance/tardies

Honor Roll

We recognize two levels of academic achievement:

- **Principal's Honor Roll**
 - Grades K-6: Students with all "5's"
 - Grades 7-8: Students with a Grade Point Average of 3.75 or higher
- **Honor Roll**
 - Grades K-6: Students with all "4's" and "5's"
 - Grades 7-8: Students with a Grade Point Average of 3.0 or higher

9. Curriculum

Our standard curriculum aligns with content standards of the State of California. We also include the following program enhancements:

A. Computer Instruction Lab

We maintain a Computer Instruction Lab for age appropriate classwork. All equipment is the property of ESCS as well as the information stored on it. Only hardware or software approved by school administration is to be installed on school equipment. Only school administration is authorized to modify system configurations. Sending and receiving personal messages and using school equipment to do anything other than approved schoolwork is prohibited. Individuals are prohibited from accessing websites that contain illegal or inappropriate content that is not conducive to the development of good Christian character. Violations of these guidelines will result in disciplinary actions. **Also see Section 15: "Acceptable Use for Technology Policy" later in this Handbook.*

B. Library

We have an onsite library that contains fiction, non-fiction, and reference materials that will be available to students. Contact the school librarian for Library Use Procedures.

C. Physical Education

Directed P.E. classes are held several times a week with an emphasis on skill development and overall conditioning. Students should wear well-cushioned athletic shoes for class activities.

D. Faith-Based Learning

Chapel services, Bible reading, and prayer are important elements of our educational program, which include music, activities, and guest speakers. Chapel services are held on a regular basis and participation is mandatory.

E. Sports Program

When we offer extracurricular sports, team sign-ups will be announced during the school year. Students must be in good academic standing and will be required to pay a participation fee.

F. Field Trips

Teachers may schedule field trips to complement the curriculum. Parental permission is required and written notification will be provided to parents prior to each trip.

G. Outdoor Education

When we offer outdoor educational trips, parental permission is required and participation is mandatory. Written notification will be provided to the parents prior to the trip.

10. Student Code of Conduct

Our mission is to provide an environment where students are challenged to achieve excellence in academics and citizenship from a Biblical perspective. As a result, we ask that students be committed to:

1. Arriving on time with all necessary supplies
2. Maintaining good attendance
3. Complying with school standards
4. Participating in classroom and school activities with a positive attitude

5. Respecting all members of school administration, staff, and fellow students. Disorderly conduct, defiance of authority; violation of “keeping hands to oneself”, throwing objects or leaving class without permission can result in immediate detention. Any physical act of aggression against a teacher will result in a suspension or expulsion depending on the severity of the action.
6. Using the “Golden Rule”: treating others as you want to be treated
7. Respecting the personal rights and property of other students
8. Refraining from any form of unwanted aggressive behavior such as fighting, hitting, etc.
9. Avoiding any behavior that could be interpreted as bullying, which is not permitted
10. Avoiding profanity and vulgarity, illegal drug activity or any other form of inappropriate behavior
11. Notifying a member of school administration if a problem arises; asking for help
12. Respecting school property and helping to keep it in good condition
13. Cleaning up after yourself and eating in designated areas only
14. Avoiding any behavior that would be considered disruptive to the learning environment
15. Behaving in a respectable manner at all school-sponsored events, both on & off campus

Policy Violation Consequences

School administration may hold a meeting for students who violate the Code of Conduct and disciplinary action may be taken.

Damaging or defacing school property will result in the family being responsible for repair or replacement costs.

11. Parent Commitments

We seek to partner with parents to help ensure the success of each student. To help facilitate a successful partnership, we ask that parents be committed to:

1. Ensuring the student arrives on time with all necessary supplies
2. Behaving in a respectful, professional manner with school administration and staff
3. Acting in a respectful manner at all school-sponsored events
4. Paying tuition and other required fees within the required time frames
5. Fulfilling all parent participation requirements
6. Partnering with school administration to maintain a positive learning environment

Policy Violation Consequences

Aggressive, threatening or unprofessional conduct by a parent or family member could negatively impact the student’s ability to remain enrolled at the school.

12. Dress Code

El Sobrante Christian Students are required to wear school uniforms. The standards of dress and appearance for students of El Sobrante Christian School are based on good taste, modesty, cleanliness, comfort, safety and practicality. They are intended to encourage reverence toward God, to show respect for the school and faculty, to build school spirit, and to give priority to the development of the inner self over outward appearance. Teachers and administrators have the responsibility and authority to apply these general guidelines when confronted with questionable appearance not covered specifically.

Students are expected to arrive at school in dress code and stay in dress code until they are released from school supervision.

Dress Code colors are listed below. Uniforms may be purchased from any local department store or uniform company. Dennis Uniforms also carries uniform appropriate clothes:
<https://www.dennisuniform.com/collections/w1escs/>

Uniforms must meet the following standards:

Polo Shirts	<i>May be long or short sleeved.</i>	<i>White, Navy, Gold</i>
Turtlenecks	<i>No writing or logos.</i>	<i>White, Navy, Gold</i>
Oxford Shirts	<i>May be long or short sleeved. No writing or logos.</i>	<i>White only w/button down collar.</i>
Sweaters	<i>Cardigan, crew, v-neck, or vest</i>	<i>White, Navy, Gold</i>
Sweat Shirts, Hoodies, Jackets	<i>Cannot have inappropriate sayings or logos</i>	<i>various</i>
Pants	<i>Straight legged, Pleated Only. No sweat pants, no spandex pants or skinny jeans. Cargo pants are ok.</i>	<i>Navy, Khaki, Black</i>
Shorts, Capris	<i>Uniform style only. No more than 3 inches above knee</i>	<i>Navy, Khaki, Black</i>
Skirts	<i>Uniform style only. No more than 3 inches above knee</i>	<i>Navy, Khaki, Black</i>
Skorts	<i>Uniform style only. No more than 3 inches above knee</i>	<i>Navy, Khaki, Black</i>
Leggings	<i>Leggings may only be worn underneath a skirt, jumper, skort, etc. They may not be worn as a substitute for pants.</i>	<i>Solid Colors Only</i> <i>(Blue, Black, White)</i>

All clothing must be the appropriate size for the student.

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

Undershirts: Must not hang below uniform shirt. This includes camisoles, lace undershirts or any shirt with a different color than the uniform shirt worn.

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

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

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

Shorts/Capris: Uniform or cargo style only.

Skirts/Skorts: Skirts/skorts length must be no more than 3" above the knee. Skirts/skorts are to be worn appropriately around the waist.

Sweatshirts, Hoodies: Classic styles, appropriately sized, not oversized or too tight. (See list) Uniform shirts must be worn under sweatshirts.

Hats: *NO hats/beanies/hoodie hoods inside classrooms or sanctuary. Can only be worn outside.*

Jewelry: *Moderate and modest in size and number. No chains or spiked jewelry or gauges.*

Free Dress or Spirit Days: *Free dress and Spirit days will be designated and announced by the administration, with the appropriate guidelines given. Pajamas are not ok on a regular free dress day unless it's a specified "Pajama Day". School guidelines apply for shoes always (no crocs, slippers, etc).*

Free Dress Guidelines: *Clothing on free dress days can be non-uniform clothing which still follows the guidelines of good taste, modesty, cleanliness, comfort, safety. Examples of inappropriate free dress would be ripped, or torn clothing; baggy or oversized clothing;*

tight or revealing clothing; or clothing with inappropriate sayings or logos. Free dress is a privilege and may be revoked if the guidelines are not followed.

Dress Code Violations:

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

1st time: verbal reminder given to student

2nd time: reminder note sent home by teacher

3rd time: detention and phone call home for change of clothes.

13. School Supplies

Students will need a variety of supplies for the school year. Supply Lists will be prepared for each grade level and will be provided to each family prior to the start of each school year.

14. Personal Items on Campus

Students must obtain permission from parents and school administration before bringing anything to school that is not normally used at school, including:

A. Electronic Devices

Electronic devices are convenient, but can be distracting. Therefore, electronic devices must be turned off during school hours unless otherwise required by school administration/teacher.

Policy Violation Consequences

The electronic device must be surrendered upon request and will be returned at the end of the school day. Failure to surrender the device upon request will result in further disciplinary action. If a student is caught with a phone without permission for a 2nd time, parents will be asked to pick up the device at the end of the day in the school office. A \$20 fee will be assessed.

B. Search Policy

Students are not permitted to possess any items on campus or at any school-related event that would be considered dangerous, profane or inappropriate such as: illegal instruments or weapons, illegal drugs or drug paraphernalia, obscene, profane or sexually-related material, fireworks, flammable material or explosive devices, gang-related apparel or any other items that school administration deems to be inappropriate. School administration/teacher reserves the right to search a student's person or belongings and/or ESCS property under their control (ie chromebooks) if the administration has reasonable belief that the student is in possession of any items that violate school policies. School administration and staff may seize illegal, unsafe, or otherwise prohibited items. School administration shall have the right to review, through administration or staff, all contents on confiscated cell phones or other electronic devices.

Policy Violation Consequences

Item(s) must be surrendered upon request. Students may be subject to disciplinary action for violating this policy. Parents will be notified of policy violations.

Students should not bring valuable items to school unless requested by a teacher for a class project. ESCS is not responsible for lost, stolen or damaged items that students bring to school.

15. Acceptable Use for Technology Policy

El Sobrante Christian School equips its classrooms and libraries with computer systems and also maintains a Computer Instruction Lab. The equipment is connected by an internal network, which is linked to the Internet. This Acceptable Use policy applies to anyone who uses computer equipment on campus, including staff, students, parents, and outside vendors. Individuals who use computer equipment on campus agree that:

- Computer equipment provided by El Sobrante Christian School will only be used by permission of school administration/teacher.
- Computer equipment provided by the school is school property and is subject to search by school administration/teacher at their discretion.
- Files saved on the school's network or school computer hard drive can be accessed by school administration/teacher at their discretion.
- Computer equipment should be used for school-related assignments and projects only. Individuals should not change settings, upload, download or install any information on the school's computer equipment without prior permission of school administration/teacher.
- Individuals should not access any Internet sites without prior permission of school administration/teacher.
- Computer equipment should not be used to access inappropriate sites, participate in inappropriate online communications or engage in any other unauthorized activity.
- Individuals will refrain from eating or drinking at computer stations.
- Individuals using the school's computer equipment will not waste paper and supplies and will only print when given permission by school administration/teacher.

16. Social Media (student use)

Social media is part of our current culture and is utilized by students, parents/guardians, and staff regularly and for a variety of purposes. Although it is often used after school hours and/or off-campus, in keeping with our desire to be Christ-like in all areas of our lives, students are expected to use social media in a positive, responsible manner.

Each of the following standards of conduct is to be followed by our parents/guardians and students:

- Students may not “friend” or “follow” employees of ESCS.
- Online interactions between parents/guardians and school administration and staff are to be no different than interacting face-to-face.
- Good judgment, sensitivity, and discretion shall be used when posting about others in the ESCS community including photos/videos and comments.
- Once something is posted to any social networking site, parents/guardians and students are to remember that the postings may remain available online even if you think it is removed
- Inappropriate social media activity, whether in or outside of school, may have school disciplinary consequences.
- Failure to comply with the above policy can result in further actions taken by the school administration.

17. Discipline Policy

As a Christian school, we base our discipline policy on Biblical principles. The Bible tells us in Proverbs 3:11-12 that God disciplines those He loves. Our goal is to handle discipline from a teaching perspective to help students recognize bad choices, become more knowledgeable in Godly principles, and help them make good decisions in the future.

The Book of Proverbs teaches us about different types of behaviors including wise decisions vs. foolish decisions. Our discipline is based on the following Proverbs Model:

Wise: A student who behaves “wisely” will not be a subject for discipline. (Proverbs 22:6; Proverbs 2:6; Proverbs 3:13-14)

Simple: A student who exhibits “simple” behavior follows others into mischief, is easily deceived, and does not foresee consequences to their actions. (Proverbs 1:10; Proverbs 14:15; Proverbs 22:3)

Foolish: A student who exhibits “foolish” behavior does not show reverence for God, is regularly involved in mischief, may give a false report to hurt others, and does not show respect for authority. (Proverbs 1:7; Proverbs 10:23; Proverbs 10:18; Proverbs 14:16)

Mocker: A student who behaves like a “mocker” refuses to listen to correction, rebels against authority, and causes contention and strife. (Proverbs 1:22; Proverbs 13:1; Proverbs 15:12; Proverbs 22:10)

Disciplinary Consequences

School administration/teacher will determine the appropriate disciplinary action based on the severity of the offense and the category in which the student falls. Parents will be notified of policy violations.

- A. Disciplinary Hearing:** A conference involving school administration, parents, and the student regarding the student’s behavior. Further disciplinary action may result.
- B. Disciplinary Probation:** A period of time set by school administration during a Disciplinary Hearing in which a student’s behavior is monitored for improvement. A

mutually agreed upon plan between school administration and the parents will be established, in writing, for the good of the student and the school.

A student may be excluded from sports and other extracurricular activities during the probationary period. In some cases, a probationary period may be established as a condition for the student remaining at the school.

- C. **Suspension:** School administration may suspend a student based on the policy violation. Parents will be notified of the Suspension. Suspensions include:
- a. **Out-of-School Suspension:** The student is not permitted on campus and cannot attend any school-sponsored events. The student is not permitted to make up any missed assignments, but may be allowed to make up tests at the discretion of the school administration/teacher. All provisions of the Suspension will be communicated to the parents.
 - b. **In-School Suspension:** The student will be assigned to a teacher or classroom for the specified time period. The student will pay a \$50 fine. All provisions of the Suspension will be communicated to the parents.
- D. **Re-Enrollment Eligibility:** Students who have shown a pattern of disciplinary issues will jeopardize their opportunity for continued enrollment in the school. School administration will evaluate each case and will communicate with parents accordingly.
- E. **Expulsion:** After a *Disciplinary Hearing (*refer to "A" above), school administration may decide to expel a student from the school. School administration will communicate this decision to the parents and all fees are non-refundable.
- F. **Citation / Official Reports:** School administration may involve law enforcement agencies as needed.

18. General Campus Procedures

The following is a list of general procedures that apply to the school:

A. Childcare

When offered, parents can sign up on a daily basis. Students will automatically be checked in if they are not picked up after school. Childcare availability and hours are subject to change.

- Regular Hours: 7:30 a.m. - 8:00 a.m. and 3:15 p.m. - 6:00 p.m.
- Overtime Rate is \$1.00 per minute after the standard cutoff time

B. Closed Campus

ESCS is a closed campus; therefore, students are not permitted to leave the campus during school hours except for:

- School-sponsored events such as field-trips or sports activities
- Parent-approved activities with prior approval of school administration

Visitors must check in at the school office and obtain a Guest Pass at the time of arrival.

C. Parking Lot Guidelines

Please park your car in one of the appropriate spaces before dropping off or picking up students in the parking lot. Please do not stop in the driveway or by the front door of the school, which is a safety hazard and blocks other cars from entering the parking lot. Please drive carefully while in the parking lot to ensure the safety of others.

D. Medication

Students with special health needs must have those needs documented on the appropriate medical form in the school office. All prescription and non-prescription drugs must be brought to and dispensed by the school office. Prescription medications must be in their original packaging with clearly marked instructions from the doctor. Students are not permitted to share or exchange any type of medication with other students.

E. Student Illness/Injuries

Please do not send a sick child to school. If the child has a fever or is vomiting, please keep the child at home. Call the school office regarding any student that is unable to attend school due to illness.

If a child is injured or becomes ill during the school day, parents will be notified. If needed, the student should be picked up within 30 minutes for the welfare of the child and the office staff. The school does not have special supervision to care for sick students.

F. Restriction of Physical Activities

Parents must provide written permission for a student to be excused from Physical Education activities. During this time, students will not be permitted to participate in school-sponsored sporting events.

19. School Policy Acknowledgement

Our goal is to provide clear communication to students and parents to help ensure a successful partnership throughout the school year. This Handbook is an important tool to aid in that communication. Thank you for taking the time to review this policy handbook.