
ETC Phoenix School





Office and Campus Information

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School Hours:

3 Days: Monday, Tuesday, Thursday 9:00-3:00

4 Days: Monday-Thursday 9:00-3:00

5 Days: Monday-Friday 9:00-3:00



Family Handbook

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General Information

About

Welcome to ETC Phoenix School, a nurturing homeschool environment where education meets the wonders of nature, the allure of the arts, and the innovations of STEAM! At ETC Phoenix School, we believe in fostering the holistic development of every student in grades K-8, blending academic rigor with creativity and real-world problem-solving.

Our curriculum is deeply rooted in Christian values, promoting a sense of community and purpose while embracing the natural world as a vital part of our learning experience. Through hands-on projects that connect children with the environment, we cultivate a love for nature and encourage sustainable practices. Our arts programs empower students to express their unique voices, whether through visual arts, music, drama, or design, nurturing the creative spirits within them.

Our engaging STEAM curriculum is designed to inspire curiosity and exploration, blending hands-on projects and real-world applications with artistic expression. Students will have the opportunity to investigate scientific concepts, design engineering solutions, explore technological advances, and express themselves through various art forms. This interdisciplinary approach not only fosters a love for learning but also empowers students to work collaboratively and think critically as they tackle complex problems.

As we prepare for the upcoming school year, we are excited to introduce flexible drop-off instruction options, providing 3, 4, and 5-day attendance choices to accommodate family needs. 3 days per week will be core curriculum instruction, 1 day will be nature-based led instruction, and Fridays will be "Flex Friday" with extra enrichment activities and independent study.

Our dedicated educators are committed to creating an engaging and supportive atmosphere, where every child is encouraged to explore their interests and develop critical thinking skills that will serve them well beyond the classroom.

At ETC Phoenix School, we are not just preparing students for academic success; we are shaping well-rounded individuals ready to thrive in life. Join us as we embark on this enriching educational journey, where creativity, exploration, and faith come together to ignite a lifelong love of learning!

Mission

At ETC Phoenix School, our mission is to provide a Christ-centered and holistic education that encourages the growth of the whole student. We are dedicated to nurturing creativity, critical thinking, and problem-solving skills, all while delivering a rigorous curriculum that prepares our students for the challenges of life and empowers them to make meaningful contributions to their communities.



Vision

Our vision at ETC Phoenix School is to cultivate a vibrant learning environment where each child can flourish academically, spiritually, and socially. We envision a future where our students emerge as confident, innovative thinkers equipped with the skills, knowledge, and values to pursue their passions, embrace their uniqueness, and lead with purpose in an ever-changing world. Through our commitment to nature, arts, and STEAM education, we aspire to inspire the next generation of compassionate leaders and creative problem solvers

Non-Discrimination Policy

ETC Phoenix School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. ETC Phoenix School does not discriminate on the basis of race, color, national, or ethnic origin in administration of educational policies, financial policies, and school-administered programs.

Student Enrollment

Admissions Procedures

New families should complete the admission application found on the website and then expect an interview with the Directors. New families will be expected to submit information concerning the student's academic history and will be asked to review this handbook.

During the re-enrollment period, returning families can indicate an intention to remain with ETC Phoenix School and be given the opportunity to reserve a spot for the upcoming year prior to general enrollment. A new sibling from a returning family may enroll during the re-enrollment period but must follow the new student application and enrollment process outlined on the school website.

Once you have completed the admissions application, met with the Directors, and paid your tuition, you will receive an acceptance letter.

Tuition and Fees

Since tuition is expected to fund classroom instruction and basic school administration each year, an increase in tuition and fees can be expected each year.

2024-2025 School Year

- Registration- no fee
- January-May monthly tuition fee:



- 1st child: \$1,000
- Each additional child: \$700
- For this year January’s payment will also cover the last week of school in June so you will only need to make 5 monthly payments

2025-2026 School Year

- Secure enrollment by submitting your Registration Fee of \$250
Registration fees are non-refundable. The registration fee covers the purchase of individual curriculum supplies (consumable workbooks) and journals and is due at the time of registration.
- Curriculum and Materials Fee- \$250 (due by July 1st)
Curriculum and materials fees are non-refundable and are used to purchase curriculum books, art supplies, STEAM supplies, and curriculum subscriptions.
- September -May 9 monthly payments of:

Program Choice	First Child	Additional Children
3 Days/Week (Mon, Tues, Thurs)	\$900	\$800
4 Days/Week (Mon-Thurs)	\$1,000	\$900
5 Days/Week (Mon-Friday)	\$1,100	\$1,000

- We will open enrollment for the 2025-2026 school year in February 2025.
- Keep in mind that as we grow our location may change but we are looking for school space within 30 minutes of our current area.

Late Payments

Tuition is due on the first of each month; there is a grace period of two days. A \$50 late fee will be charged PER STUDENT on the 4th day of the month if tuition has not been received on time. An additional \$50 fee per student will be charged for every additional week tuition is late.

Scholarships

Coming soon!

Policy for Withdrawal

ETC Phoenix School contracts for its facilities, faculty, and staff on an annualized basis. After an enrollment agreement is signed, parents are responsible to honor the agreement and its designated deadlines and tuition obligations, even if a student withdraws prior to the beginning of the school year.

The application fee and tuition are non-refundable. Once your family has reserved a spot through enrollment and tuition payment, ETC Phoenix School has committed significant



administrative planning towards your family. In many cases, we have also denied admission to other families based on class size limits. Your tuition payment confirms your family's commitment to participating in the upcoming year. Exceptions may be made in the case of unforeseen moves out of the geographical region.

A request to withdraw from the school must first be discussed both with the classroom teacher and the Director. After the necessary discussions have taken place, the request must be made in writing (by email or letter) to the Director. Withdrawals made verbally by phone or other forms of communication will not be seen as official notification and, therefore, students will remain fully enrolled until written notification is received and approved. Furthermore, any approval to withdraw will be given with the understanding of the financial commitment stated in the signed enrollment agreement.

Academic Information

Curriculum

Charlotte Mason

The Charlotte Mason teaching philosophy is an educational approach developed by British educator Charlotte Mason in the late 19th and early 20th centuries. It emphasizes a holistic and child-centered approach to education, focusing on nurturing a child's mind, heart, and spirit. Here are the key principles of the Charlotte Mason philosophy:

- 1. Education as an Atmosphere:** Mason believed that education occurs not just in formal settings but in the broader environment in which a child grows up. This includes the culture, values, interactions, and experiences that surround them. A rich and nurturing environment is seen as foundational to effective learning.
- 2. Education as a Discipline:** Mason emphasized the importance of forming good habits of mind and character. She believed that discipline is essential for learning and that children should develop habits such as attention, observation, and reflection, which are vital for lifelong learning.
- 3. Education as a Life:** According to Mason, education should be a process that engages the whole person rather than a mere accumulation of facts. This includes cultivating a love of learning and fostering a genuine interest in the world, as well as nurturing moral and spiritual development.
- 4. Living Books:** Mason championed the use of "living books"—well-written, engaging literature that brings subjects to life—rather than dry textbooks. These books should captivate the imagination and encourage critical thinking and personal connection to the material.



5. Narration: One of the cornerstone practices in Mason's philosophy is narration, where students verbally recount what they have learned. This technique encourages comprehension, retention, and the ability to articulate thoughts clearly. Narration can also take many forms, including written summaries or discussions.

6. Nature Study: Mason placed a strong emphasis on nature and the outdoors as essential components of education. She encouraged regular time spent in nature, observation of the environment, and hands-on explorations, promoting both scientific understanding and an appreciation of beauty.

7. Art and Music Appreciation: The philosophy includes a focus on exposure to art and music. Students should engage with original works of art, study composers, and learn to appreciate beauty in various forms.

8. Short Lessons: Mason advocated for short, focused lessons that respect a child's natural attention span, particularly in the early years. This approach helps maintain enthusiasm for learning and allows for deeper engagement with the material.

9. Focus on the Whole Child: Finally, Mason's philosophy is rooted in the belief that education should nurture not just intellectual growth but also emotional, social, and spiritual development. This holistic approach seeks to cultivate a well-rounded individual.

Overall, the Charlotte Mason philosophy encourages a rich, engaging, and purposeful educational experience that fosters a lifelong love of learning and personal growth.

Simply Charlotte Mason Curriculum:

https://simplycharlottemason.com/?gad_source=1&qclid=Cj0KCQiAghi8BhDIARIsAJLOlueoWtMX2SgrvAGHrRwyqOFVZILQGNelK-2EhwHlzkJ9cjicLauwNIMaAi_6EALw_wcB

Reading A to Z

Reading A to Z is an educational program designed to support literacy development for children, primarily in pre-kindergarten through fifth grade. Its focus is on fostering reading skills using a comprehensive, structured approach that includes a variety of resources and instructional materials.

The Reading A to Z curriculum is designed to create a comprehensive literacy experience for young learners. By combining leveled reading materials, diverse text types, comprehension strategies, and flexible teaching resources, the program aims to nurture a strong foundation in reading that will benefit students throughout their educational journeys.

<https://www.learninga-z.com/>



FCPS Aligned

At ETC Phoenix School, we are committed to providing a well-rounded education that aligns with FCPS and state standards. To achieve this, we utilize the Charlotte Mason curriculum, complemented by various resources, to ensure we educate the whole student—addressing their academic, emotional, and social needs—while meeting the necessary educational benchmarks. We prioritize ensuring that our curriculum remains aligned with the Fairfax County Public Schools (FCPS) and state standards. By closely following these guidelines, we provide our students with a comprehensive and relevant education that fosters academic growth while preparing them for future success in a dynamic and evolving world.

<https://www.fcps.edu/academics/curriculum>

STEAM

At ETC Phoenix School, we believe that learning should be both rigorous and enjoyable, which is why we integrate the Generation Genius STEAM curriculum alongside our Charlotte Mason Science curriculum and other hands-on STEAM resources. Generation Genius offers K-8 students engaging, high-quality videos and comprehensive lesson plans that bring school science standards to life, all designed in collaboration with the National Science Teaching Association and aligned with educational standards across all 50 states, ensuring our students receive a dynamic, well-rounded education.

<https://www.generationgenius.com/>

Specials

More information coming soon!

Nature-Based Learning

More information coming soon!

Classroom Structure

Monday, Tuesday, Thursday: Our current structure includes starting the day with homeroom where students settle in for the day, do their daily prayer, do Bible class, and set their goals for the day. There are two blocks during the day. Block 1 in the morning which is Literacy and Math and Block 2 in the afternoon which is Science and Social Studies. Students will be grouped based on grade and ability during these two blocks. The purpose of the blocks is to allow flexible time and groupings. During the blocks students may also be working in small groups or 1:1 instruction as needed. Students have Specials: art, music, and cooking



OUR DAILY
CLASS SCHEDULE

9:00-9:10	Drop Off
9:00-9:30	Homeroom
9:30-9:45	Morning Meeting/ Movement
9:45-12:00	Work Block
12:00-12:30	Lunch
12:30-1:15	Enrichment
1:15-2:45	Work Block
2:45-3:00	Wrap Up/Dismissal

Wednesdays: Nature is a big part of the Charlotte Mason Curriculum so Wednesdays will be dedicated to learning in nature! Charlotte Mason's approach to nature-based instruction emphasizes the importance of connecting children with the natural world as a fundamental component of education. She believed that direct experiences in nature foster a sense of wonder, curiosity, and respect for the environment. Through activities like nature walks, observation, and journaling, children are encouraged to engage with their surroundings, develop their powers of observation, and cultivate an appreciation for the beauty and complexity of nature. Mason advocated for the use of living books, rather than textbooks, to inspire a love of learning about the natural world, allowing children to explore flora and fauna, ecosystems, and the interrelationships within nature. This immersive, hands-on approach not only enhances scientific understanding but also nurtures emotional and spiritual growth, instilling a lifelong love and reverence for nature.

Fridays: Fridays will follow a similar but more flexible schedule. This day is utilized to follow up on the week's assignments, provide intervention or extension for those who need it, and to do project-based lessons. PE class will be held on Fridays for specials.

Special Education

At our school, we are committed to providing a nurturing and inclusive environment for all students, including those with special needs. Our staff is highly trained in special education, ensuring that they are equipped to address a range of learning differences and challenges. We maintain small class sizes, which allow for personalized attention and tailored instruction that can be adapted to meet the individual needs of each student. Additionally, our thoughtfully structured curriculum is designed to promote engagement and success for all learners.



General Curriculum Supports

If a student is accessing the general curriculum but requires support, we will work within our structure and support to provide individualized instruction and accommodations. We have special education teachers and additional staff members that can provide push in support or 1:1 or small group pull out support as needed.

Please discuss any needs with the director at registration.

Adaptive Curriculum

For the 2025-2026 school year, we will have a classroom for students who are accessing the adaptive curriculum. Students in this program will be focused on social and life skills while utilizing specialized curriculum programs to meet them where they are. We will work with ABA providers, allowing them to be present throughout the school day to support student needs.

Please see FCPS's page on adapted curriculum for reference.

<https://www.fcps.edu/academics/special-education/adapted-curriculum-prek-12>

While we offer support staff and resources to encourage academic growth, please note that we are unable to accept students with significant behavioral, medical, bathroom, or elopement needs. Our goal is to create a supportive and effective learning environment where every child can thrive.

If you would like to register for our adaptive curriculum program, please contact the director to set up a tour, observation, and assessment. Please note that we have very limited space in this program and may not be able to accept all students.

Calendar

The school calendar can be found on our website.

Our school year typically runs from the first week in September through the end of May

Homeschool

Families who are part of ETC Phoenix School are considered homeschool families. Though the Commonwealth of Virginia provides extensive liberty to homeschool families, ETC Phoenix School parents are responsible to be familiar and act in accordance with the laws of the Commonwealth, including but not limited to letters of intent, proof of adequate yearly progress, etc.

Notice of Intent to Homeschool: <https://www.fcps.edu/sites/default/files/media/forms/se270.pdf>

Arrival and Dismissal Procedures

Arrival

- Arrival is between 9:00-9:10.



- We will start with a kiss and ride line at the back door of the building. Pull up and drop your child off. Staff will be there and will take the kids up all together.
- If you arrive late, please text us and we will either come down to meet you or have you bring your child up.

Dismissal

- Dismissal is at 3:00.
- At 3:00 we will bring everyone down together and dismiss from the back door.

*As we grow we may need to shift this procedure but will communicate any changes.

Attendance

There is no requirement for homeschool attendance however there is a requirement for private schools so just to be safe and keep track, we will be keeping record of attendance.

Please let us know if you plan to be late, pick up early, or if your child will be absent.

Assessments and Grading

Parents are asked to remember that grades are only one indication of how much a student is learning and only one aspect of student abilities. Parents are also encouraged to remind their students that their sense of worth does not come from grades, but from their status as children made in God's image they should be proud of doing their best and working hard regardless of the specific grade earned in any given subject.

That said, objective standards exist for subjects.

At-Home Work Days for 3 and 4 day students

It is necessary for the parent to oversee and monitor the at-home work component to ensure that students are understanding the content and learning to their fullest potential.

The amount of time for doing work on any given home day will vary from day to day and from student to student. Some students will always require more time; others will require less time. The generic rule of thumb is that the workload ought to take one hour more than the grade level.

However, the amount of time for doing work on any given home day will vary from day to day and from student to student. Some students will always require more time; others will require less time. The younger grades will require fewer hours than the upper grades. If you are concerned about the amount of time your child is spending to finish their work on home days, whether too little or too much, please email your teacher.

There will be NO at-home work assigned on the Federal Monday holidays, Veterans' Day, or over the Thanksgiving, Christmas, or Easter breaks.



Homework

We understand that the topic of homework can be a concern for many families, and we want to take a moment to explain our decision to adopt a no-homework policy at our school. Our primary goal is to foster a love of learning and to ensure that our students have ample opportunities to explore their interests, spend time with family, and engage in activities outside of the classroom. By eliminating homework, we aim to reduce stress and pressure on students, allowing them to focus on deepening their understanding of classroom material during school hours. We believe that learning is best achieved through exploration, discussion, and hands-on experiences, rather than through assignments that may not always enhance understanding or retention. That being said, we may send home notes or spelling words for students to study or optional extra practice but we do not require that work be done at home (outside of the 3 and 4 day homeschool student's regular school work) We encourage you to discuss what your child is learning each day and to engage in educational experiences together at home. Thank you for your understanding and support as we strive to create an enriching environment for all students.

Report Cards

Reports are issued at the end of each quarter. Students will receive marks for academic work, as well as marks for work habits and behavior. Teachers are required to notify both parents in writing before the end of each grading period if a student is in danger of receiving an unsatisfactory conduct grade or a failing academic grade for the quarter.

Guidelines for Promotion

In order to establish a consistent set of standards to be applied in determining grade promotions, the following guidelines will be applied to all students. "Promotion" shall mean the advancement of a student from the most recent grade completed to the next successive grade. "Retention" shall mean requiring a student to repeat the grade in which he was most recently enrolled.

Students are expected to meet or exceed proficiencies in the following areas as required for each grade level objectives:

- Behavioral maturity
- Listening and responding appropriately to more than one direction given at a time
- Ability to work independently
- Reading fluency in literature and textbook
- Math skills
- A 70% or better level of proficiency in each subject

Students who fail to meet proficiencies listed above for each grade level may be retained at the recommendation of ETC Phoenix School.

Considering a child for possible retention should be taken very seriously. The first three (K-2) years are critical years for a child to set the patterns and learn the basic skills that will be built



upon in later schooling. Retention should be a greater possibility in these years, rather than in upper elementary, in order to give the child more time to mature and master the basic skills before going on.

If a child is a candidate for retention in a grade, the teacher and the administration should discuss the matter with the child's parents before the conclusion of the second quarter. The teacher should suggest specific things for the parents to work on in order to help their child master the necessary concepts to advance to the next grade. However, if after the beginning of the 4th quarter the teacher still does not think the child has mastery of the necessary concepts, the teacher should tell the administration that he/she does not recommend the student be promoted to the next grade.

Academic Expulsion

Academic expulsion is seen as a last resort when all other efforts to help a student have failed. If a student has not shown the academic improvement to pass his or her coursework, it may be determined that the student would be better served at another school.

Academic Integrity

Essential to the success of ETC Phoenix School is a commitment to the principles of academic integrity, which derive from God's law as encapsulated in the Ten Commandments and summarized by Jesus' commands to love the Lord and to love others. Activities that have the effect or intention of interfering with the education or fair evaluation of any student's performance are prohibited and will invite immediate disciplinary action on behalf of the Head of School.

Examples of such activities include but are not limited to the following:

- Cheating—using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work. Example: using a cheat sheet in a quiz or exam, altering a graded exam and resubmitting it for a better grade, using another student's or sibling's previous tests to study for current tests.
- Plagiarism—using the ideas or language of another person without specific or proper acknowledgment. Example: copying another person's work (regardless of source) and submitting it for an assignment, cloning someone else's ideas without attribution, failing to use quotation marks where appropriate.
- Facilitating academic dishonesty—knowingly helping or attempting to help another person violate any provision of these principles. Example: working together on a take-home exam.

This includes cheating on tests and quizzes, plagiarism, unauthorized use of AI generated content, and giving or receiving improper assistance on homework. In the case of cheating or plagiarism or unauthorized use of AI generated content, an additional academic punishment of a zero grade may be given for the cheating incident at the discretion of the Director.



- Unfair advantage—attempting to gain unauthorized advantage over fellow students in an academic exercise. Example: gaining or providing unauthorized access to examination materials, obstructing or interfering with another student’s efforts in an academic exercise misrepresenting the need for an extension for an assignment, exam, paper, etc.

If a parent/student is unsure whether an action constitutes a violation of these principles, then it is that parent’s/student’s responsibility to consult with the instructor to clarify any ambiguities. In these matters, our goal should be to honor God and promote His glory.

Textbooks and Supplies

Most necessary textbooks and consumable texts are purchased by ETC Phoenix School staff and paid for via the annual deposit. Families are responsible for providing such classroom supplies (pencils, markers, notebooks, etc.) as noted by each teacher.

Student Supply List

Since we have limited space please ask before sending extra supplies with your child!

Please bring a small pencil case with the following items:

- Pencils
- Scissors
- glue sticks
- Eraser
- dry erase markers
- Colored pencils

Additional Items to bring:

- composition lined notebooks- blue, yellow, red, and green
- handwriting notebook
- graph paper notebook
- Folders-red, yellow, and a fun one any color!
- clipboard
- tissues
- disinfectant wipes
- hand sanitizer

Amazon Wish List

https://www.amazon.com/hz/wishlist/ls/2G7R0RWTJYHJ1?ref_=wl_share

Achievement Testing

ETC Phoenix School does administer achievement tests at the end of the school year to satisfy the Commonwealth of Virginia’s homeschooling requirement for an annual nationally-normed exam. However, as registered homeschool students in Virginia, Maryland, or Washington, DC,



students need to complete the annual requirements for their appropriate location. Teachers can provide guidance on those requirements, when given ample time to respond to queries.

Community Life

Visitors & Volunteering

We love to welcome parents and grandparents to assist or help as volunteers. Please arrange volunteer opportunities with the Director or your child's teacher.

Field Trips

More information on field trips coming soon!

Recess

ETC Phoenix School values the overall health and well-being of the student, both intellectually and physically. Students are expected to attend all outdoor recesses unless there is a medical reason that restricts the students' involvement outdoors. Whether as players or spectators, ETC Phoenix School students are expected to:

- Never make disparaging remarks about opposing teammates, classmates or players. Always follow game rules.
- Never attempt to injure anybody.
- Accept responsibility (and consequences) for mistakes.
- Practice safety and follow all instructions by the teacher on duty.

We currently use the Stafford Drive Park 3300 Stafford Dr, Fairfax, VA 22030 which is across the street from our facility and provides a large soccer field, playground, and wooded trail. Students wear safety vests and are accompanied by an adult at all times.



Lunch/Snack

- Students are required to bring a packed lunch from home.
- Snack times are also given during the day.
- We suggest that students bring a refillable spill-proof water bottle to school every day.



- Due to potential food allergies, students are not permitted to share food.
- Lunches and snacks must be peanut-free due to allergies.
- Students are not allowed to chew gum on campus.
- There will usually be no provision at the school to supplement or purchase lunches if forgotten at home.
- Students have limited access to a refrigerator or microwave, so parents should choose items that do not require special preparations.

In-Class Celebrations

If you wish to send in food to celebrate your child's birthday please coordinate with the classroom teacher first and make sure that any food brought in is peanut free and that you and the teacher communicate on any other classroom allergies.

Phones and Electronic Devices

Please do not bring electronics of any kind to school.

Because cell phones distract from the human interactions that we value, students are not permitted to bring electronic devices on campus. Any approved devices must remain in the Director's office. Parents are asked to communicate with their children through the school office/Director during the school day.

After School Activities

After school theatre classes will run on Tuesdays and Thursdays from 3:00-5:00. These classes are open to the public and registration/information can be found at www.educatetheatrecamp.com/upcomingevents

Quarter 3 2025

January 28-March 20th

- Tuesdays and Thursdays theatre 3:00-5:00 (each day is a separate registration, discount for both days)

Quarter 4 2025

March 25th - May 29th

- Tuesdays and Thursdays theatre 3:00-5:00 (each day is a separate registration, discount for both days)

Register

*Use coupon code "**DoubleTheatre**" on the Thursday class registration IF you are registering for both days!

<https://www.educatetheatrecamp.com/upcomingevents>



Before and After Care

Please indicate your interest in before and aftercare at registration. If we have enough interest, we will run before and/or aftercare programs.

Social Media

Public Facebook: <https://www.facebook.com/profile.php?id=61571961320622>

PTA

Coming soon!

Discipline Procedures

"I have no greater joy than to hear that my children are walking in the truth."

3 John 1:4

The goal of all discipline measures at ETC Phoenix School is to train students to know the joy of obeying God. Our role is to come alongside parents with delegated authority in effort to uphold God's standard of living and behaving towards others.

Because of our unique vision, mission, and community, students, parents, faculty, and staff at ETC Phoenix School are expected to function in Christian charity. When concerns arise, the principles found in Scripture, especially in Matthew 18 are to be followed by everyone involved.

Difficult situations are compounded when they are shared among people who are not part of the solution. Self-examination of motives and attitudes should precede attempts to correct a problem. A spirit of gentleness is expected when approaching people with concerns.

If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses.

Matthew 18:15-17

Issues with other parents

If you have a conflict with another parent, please remember that all families are coming to ETC Phoenix School with different backgrounds and experiences. If you hear or see another parent say or do something that is in conflict with the way you would handle the situation, pray first then contact the parent privately as soon as possible to discuss your concern. Often minor misunderstandings can be solved through effective communication.

If you meet with a parent but are unsuccessful in resolving the situation, please contact the Head of School.



If you have a concern about another child in the class, please speak to the teacher rather than the parent of the other child.

Issues with teachers

If you have a concern about your child in the classroom, please contact the teacher directly to discuss your concern. Classroom issues including grades, class work, homework, class rules, daily routines, and conflict between your child and another student. If you are unsuccessful in resolving the situation by speaking with the teacher, please contact the Director. The Director will not discuss a student issue that has not first been addressed with the teacher.

If you have a complaint:

- Pray about it. Ask God to help you make your complaint in such a way that it will result in the betterment of our school, and thus is the glory and growth of His Kingdom.
- Express it promptly. Keeping it to yourself can cause ill feelings and friction which may cause worse problems later.
- Tell it to the right person. Complaints against specific individuals should be expressed first to the individual in question, then through the chain of command (teacher, Academic Dean, Head of School) if you cannot work it out with the primary individual.
- Express it clearly. Make sure the person you are expressing your complaint to knows all the details of the situation, and exactly what you are complaining about and why. Misunderstanding of complaints could lead to further problems, and needless disunity.
- Don't broadcast it. Express your complaint only to the person who should hear it. Unneeded worry, harm, and hard feelings result when problems and dissatisfaction are expressed to persons other than those directly involved with the problem, and an impression of disharmony is presented.

Standards of Conduct

It is vital for parents and students to realize that maintaining an orderly atmosphere in the school and the classroom is critical to the learning process and, more importantly, it is reflective of the principles of Scripture. Therefore, ETC Phoenix School has established high standards for student conduct.

ETC Phoenix School views the school as an extension of the home in the training and nurturing of its students. In light of this fact parents are asked to:

- Cultivate courteous behavior of their children in thoughts, words, actions, and attitudes.
- Cultivate habits of punctuality, thoughtfulness, neatness, honesty, resourcefulness, independent reading, and study.
- Expect students to participate in all school activities to develop social skills and friendships.
- Require completion of all at-home work, making certain that all books and completed work are returned to school the following day.

In addition, students should:



- Practice patience by raising hands in class when wishing to speak.
- Practice self-control by walking calmly and quietly.
- Treat others with honor by exhibiting appropriate eye contact.
- In the case of boys, practice being gentlemen by opening doors and offering their chair to ladies and girls.
- Show honor toward all positions and symbols of authority at school and at home, including parents, teachers, God and His Word, and government leaders.
- Show respect, good judgment and propriety toward members of the opposite sex. No displays of affection (physical or otherwise) are permitted on campus
- Dress and use restrooms in accordance with their biological sex.
- Value and safeguard the property of other students.
- Refrain from profanity, obscenity, cheating, lying, stealing, smoking, and the use of drugs or alcohol.
- Refrain from buying, selling or trading while at school without written permission.
- Refrain from using electronic games or equipment, including cell phones and smart watches, at school or on school-related functions and trips. Students found with such equipment will be required to leave it with their teacher.
- Never bring guns, knives, or weapons of any kind to school or to any school function or trip.

Student Discipline

The School views discipline as a branch of learning rather than simply a list of rules. Children are taught behavior management and self-regulation. Classroom rules are agreed upon at the beginning of each year. These rules stress the importance of creating a classroom in which learning can take place and the importance of respecting the rights, feelings and property of all. Our goal is to maintain a secure, challenging and nurturing school environment in which students develop a strong sense of integrity and respect for others. In order to promote this goal, students are expected to be honest, use appropriate language, and have appropriate interactions with others.

Another equally important goal is to help students mature and learn a sense of self responsibility. For this reason, students are held to a high standard of integrity and are expected to appropriately seek help and report problems when circumstances arise. We encourage students to seek help and report problems on their own without parental involvement as much as possible.

The standards of student conduct are designed to provide students with guidance to help them meet the goals and expectations of our community. Our behavioral expectations should be read carefully. Violations will result in serious consequences, up to and including suspension or dismissal from the School. Students may also be held responsible for any damage or harm that they cause to individuals and/or the School community at large.

Our policies and expectations apply any time a student is enrolled in the School, whether on or off campus, including school breaks.



The policies and expectations outlined in this Handbook should not be read as an all inclusive description of the School's standards, which are based on **honesty, respect, trust and safety**. Any behavior that constitutes a breach of these School values may be treated as a major infraction. Students may be dismissed or otherwise disciplined if the student does not meet the behavioral or academic standards of the School, or whose conduct at any time or place interferes with School programs or operations, or brings discredit to the School. Determination of compliance is in the sole discretion of the School.

Student Behavioral Expectations

- Students are expected to be considerate and respectful of adults, visitors, and one another at all times.
- Students are required to show good sportsmanship and courtesy at all times on and off campus.
- Students are expected to cooperate with School staff at all times.
- Students are expected to listen and respond appropriately.
- Students are expected to respect School property and the property of others.
- Students are expected to respect other children and to listen to their wishes regarding personal space, personal belongings, etc.
- Students are expected to settle their own problems whenever appropriate.
- Students are expected to follow classroom rules.
- Students are expected to be honest.
- Students are expected to treat others with kindness and respect.
- Students are expected to use appropriate language and actions.
- Students are expected to refrain from fighting and horseplay.
- Students are expected to refrain from bullying, harassing, or intimidating peers at all times.

Classroom Approach

- Class rules: these are simple, discussed and posted in each classroom
- "Environmental" handling of problems: change seating, change in classroom activity, etc.
- Directly and privately talk with a student: "What can we do about the talking during math class?"
- Behavior modification: incentives to encourage appropriate behavior such as earning points or tickets that can be exchanged for activities or privileges, etc.
- Isolating a student: any student who continually interferes with the learning of others may be asked to take his/her work to another area of the School to finish. If this is a regular occurrence, this situation will be discussed with the parents.
- Finding another school placement: if we are unable to keep a student from disrupting others, we will meet with the parents and help them find a more appropriate school setting for their child.
- The School reserves the right at all times in its discretion to issue discipline, up to and including removal from School.



Procedures and Consequences

The teacher of each class is in charge of the ordinary discipline in the classroom. The student is expected to comply with whatever rules or disciplinary measures the teacher may impose. Faculty and staff members should always be addressed in a polite and respectful manner. Confrontational behavior with a teacher is at variance with conduct expected from all students and parents. Each situation will be handled at the School's discretion in accordance with the School's rules, policies, and practices as well as general common sense. Students who do not behave appropriately or break the rules will experience consequences that are developmentally and situationally appropriate, such as talking with a member of the administration and/or potentially being sent home from School. Any continued violation of these expectations will result in a conference with the child's parents, teachers and administrative staff, as well as with the child. Disciplinary incidents will be considered over the entire time a student is enrolled at the School. However, there may be one incident or infraction that could lead to suspension or removal from School.

Bullying and Harassment

The physical and emotional safety of each student is the primary concern of the administration, faculty and staff of our School. To encourage positive social interactions, the teachers work closely with each class to encourage the courtesy, respect and kindness essential to a supportive and nurturing academic environment. Any behavior, either in person or with the use of technology, including but not limited to intimidation and/or harassment, which threatens the emotional or physical safety of any of our students will not be tolerated. This includes but is not limited to teasing, ridiculing, threatening, and inappropriate touching. We are confident that we have our parents' full cooperation and assistance in expecting from our students only those behaviors which affirm the highest ideals of good citizenship and healthy peer relationships.

All concerns relating to harassment or bullying should be reported immediately to the Principal. We also expect that anyone, whether student, faculty, staff or family member who witnesses, or has knowledge of an incident of bullying or harassment, will report the incident to administration immediately. When the School administration becomes aware of harassment or bullying, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from School for serious violations. No adverse action will be taken against any person who makes a good faith report of harassment or bullying. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

Cell Phones and Other Electronics

When a student brings any electronic devices to School (smart/cell phones, iPads, Gameboys, etc.), the student does so at his/her own risk. The School will not be responsible for the theft, damage, or loss of such devices. Students who choose to bring such devices to school must comply with all rules and regulations regarding same.



All electronic devices must be turned off and stored in the student's backpack while on campus unless a teacher has specifically authorized the use of the device during that particular class for educational purposes. If the device is being used for educational purposes, students must comply with the guidelines relating to such use. Whenever such use is permitted, students may not use electronic devices in any way that is harassing or disruptive to the educational environment including using devices to take, transmit, or post pictures or videotape classes, to send text messages to other students in class, or in ways that would otherwise violate a School rule. Students who violate this policy will have their cell phones or electronics confiscated. In such case, the School reserves the right to inspect the device, including all contents.

Students must provide any passwords to inspect the device upon request by a School administrator. Parents will be required to come to the School office to pick up confiscated items. Students will also be subject to disciplinary procedures for violation of this policy.

Drugs and Alcohol

- **General:** Students are prohibited from possessing, using, selling or purchasing any alcoholic beverages or other mind-altering substances (including synthetic salts or other substances) on or near School property or at School-related off campus activities. Off-premises possession, use, sale or purchase of mind-altering substances and off-premise alcohol abuse is also prohibited. This policy does not prohibit the proper use of medication under the direction of a physician. However, the misuse or abuse of such drugs is prohibited. Parents of students who are taking prescription or nonprescription drugs must notify an administrator in the School Office of this fact when they report to School. All medications should be dropped off at the Front Office or given to the School Nurse by the parent, not by the student or in the student's book bag.
- **Consequences:** The School reserves the right to impose additional or different requirements as appropriate for the circumstances: determination of possible legal action; required professional counseling approved by the administration; required random and/or regularly scheduled drug and/or alcohol testing at a School-approved local clinic or doctor's office for a time period and at intervals to be determined by the School's administration. Refusal of a student (directly or through a parent/guardian) to undergo testing or to cooperate fully with any of these tests is considered a positive test result and will result in automatic expulsion.

Tobacco Products

The use or possession of tobacco products is not permitted on campus or at School related events.



Safety

Bathroom Procedures

For 9990 Fairfax Blvd



In this location, separate male and female restrooms are located in the main hallway on the 4th floor outside of our suite.

- We will have regularly scheduled bathroom breaks throughout the day where the class will go together.
- Students needing to use the restroom outside of scheduled breaks **MUST** be accompanied by an ETC Phoenix School adult.
- Supervisors will check to see if the bathrooms are vacant before allowing students to go in.
- If there is one student using the restroom, supervisors will wait right outside the bathroom doors.
- If more than one student is in the bathroom at a time, supervisors must keep the doors propped open and ensure that students are going 1 to a stall.
- Students must be prepped on bathroom procedures on the first day:
 - Must be accompanied by an adult
 - One student in a stall at a time
 - Wait until restrooms are clear of other users
 - Go, wash, get out- no playing

Safety Drills

ETC Phoenix School will conduct fire drills twice during the year. Students and staff will meet at a predetermined location and roll be taken.



School Closings

In the event of a school closing due to inclement weather, cancellations will be announced via email and posted on our facebook page. ETC Phoenix School will make every effort to have school as long as the safety of our students is not in jeopardy and the parking lot is accessible. ETC Phoenix School will follow the guidelines of FCPS school closings but will monitor our facility and surrounding routes and may make a different decision.

Reporting of Child Abuse

We take our responsibilities to report suspected physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, sexual abuse or exploitation seriously and will cooperate with governmental authorities in connection with their investigations. If you have any questions regarding the School's mandatory reporting obligations, please consult with the Principal.

Medical

Illness and Accidents

It is expected that students are sent to school healthy, well rested, and ready for class. Students with a temperature of 100 degrees Fahrenheit or greater, diarrhea, contagious viruses, severe colds, vomiting, and the like will be sent home to avoid infecting others. Students should be fever and symptom free (below 99.5) without medication for at least 24 hours before returning to school. Students who are lethargic, tired, and unable to do their schoolwork will be sent home for rest and recuperation.

The teacher will determine if a child who becomes ill or is injured needs to be sent home. Staff will call a parent to inform them of their child's condition.

For a serious illness or accident requiring a trip to the hospital, parents or guardians will be notified immediately. A school staff member or volunteer parent will accompany the child to Hospital.

If an antibiotic is prescribed, the child must complete 24 hours of therapy before he / she may return to school.

Parents should provide the school with emergency numbers of friends and/or family who can pick up their child from school. A parent is required to have their child picked up within 30 minutes of receiving a call from the school office. Sick children cannot remain at school past the period of time. If parents are not reached within a timely manner, the emergency contact will be called to pick up the child.



Medications

If your student has a severe allergy (anaphylaxis), asthma, diabetes, or a potentially life-threatening medical condition, fill out the appropriate form and return the form to the Director.

Please notify the Director if your student has a health-related need during the school day or if your student has any serious medical conditions.

ETC Phoenix School teachers will administer medications such as pain medication and allergy medicine, if a parent provides a signed note indicating dosage amount and timing. In case of a need that arises during the day, parents may give permission for medication via phone or text.

Injury Reporting

If a child is hurt during the class day, parents will be notified via email and / or text and if necessary, you will receive a call from the teacher or Director. In the event of a serious issue, 911 will be called.