

2009-2010

# East Hill Christian School

Parent and Student Handbook

1301 EAST GONZALEZ STREET

## I. EAST HILL CHRISTIAN SCHOOL

### MISSION

It is the mission of East Hill Christian School to educate students morally, intellectually, and physically, based on the Word of God, in a loving, Christian environment.

### VALUES

- **Christianity:** East Hill Christian School is Christian in origin, belief, and behavior. The school is committed to its *Statement of Beliefs* that begins with the belief in God the Father, Son, and the Holy Spirit. It trusts the Bible to be the final authority on all matters.
- **Academics:** East Hill Christian School offers a Biblically-integrated curriculum that incorporates the English language and develops critical thinking skills through the study of the Arts and Humanities, Languages, Mathematics, the Sciences, History, and Philosophy.
- **Teaching:** East Hill Christian School recruits and retains qualified, Christian educators committed to providing students with the best education available in a creative, challenging, and caring environment.
- **Leadership:** Parents, serving as members of the East Hill Christian School Board of Trustees, are the final authority on all organizational and administrative matters.
- **Enrichment:** East Hill Christian School encourages students to engage in extracurricular activities including competitive sports, mission outreach, clubs, and performing arts.
- **Availability:** East Hill Christian School is a nondenominational school and is open to all students without regard to race, creed, color, or national origin.

### VISION

East Hill Christian School envisions the development of Christ-centered graduates who are morally, intellectually, and physically prepared to meet the challenges of the 21<sup>st</sup> Century.

#### A. Philosophy

East Hill Christian School is committed to a doctrine which supports the infallibility of scripture, that the Bible is the ultimate authority against which all evidence is examined. The educational philosophy is Christ-centered. We believe that the Bible has unique relevance to the development of the whole person and assign priority to its instruction in all academic disciplines. Teachers are well credentialed and profess a saving knowledge of the Lord Jesus Christ. The learning environment is loving, supportive and reflects the highest standards of scholarship. We believe that students should find the classroom exciting, imaginative, and disciplined and a vital laboratory which nurtures creativity, individuality of thought, and spiritual development.

We believe that it is important for every student to know the subject matter content of a traditional curriculum which incorporates English, math, science and history. As important, however is the development of critical thinking skills which are anchored in the Word of God. It is our belief that the East Hill Christian School approach to education will plant the seeds of godly wisdom into the developing mind of the student, and that

these seeds will germinate to provide for a life which is intrinsically rewarding and brings honor to the person of the Lord Jesus Christ.

East Hill Christian School admits students of any race, color, and/or national origin in the administration of educational policies, admissions procedures, scholarship programs, athletics, or any school-related activities.

## **B. Governance**

East Hill Christian School is operated as a nonprofit corporation under the laws of the State of Florida. The purpose is to provide Christian education, discipleship, and evangelism. East Hill Christian School is a part of the family of God, joined in Christ to bear the fruit of Christian education. Therefore, the school system is organized and administered to function according to the leadership of the Holy Spirit. The final authority for governance is expressed through the Board of Trustees. The Board of Trustees has legal responsibility for the corporation, and the Headmaster is charged with the oversight of the operation of the school. The leadership of East Hill Christian School is:

- The EHCS Board of Trustees, who express final authority.
- The Headmaster and Administrative Staff, who develop and recommend policies and goals to the Trustees; and who also implement policy and control daily operations.
- Administrators, teachers, and other staff members, who fulfill their assigned responsibilities under the supervision of the Headmaster.
- Support school organizations, which operate in cooperation with the Administrative Staff.

## **C. Parent Commitment**

We understand and agree:

- a. It is a privilege to attend East Hill Christian School and therefore we will uphold the school through our prayers and positive attitude and share any complaints only with the staff and not with our child(ren) or other parents.
- b. To wholeheartedly support the spiritual teachings of the school and strive to regularly attend church as a family.
- c. To show honor to the Holy Trinity and to the Bible as God's Word. Further, we agree that our child(ren) will show respect to teachers, staff, and the administration of EHCS and will be obedient to the school's rules and policies.
- d. To uphold the school's standards of conduct and discipline; therefore, we will cooperate with the disciplinary program of the school and cooperatively work with teachers and staff.
- e. To provide, at the time of admission, any information that will assist the school faculty and staff to effectively meet the educational needs of our child(ren), such as reporting any prescribed program of medication our child(ren) may need and reporting results from our child(ren)'s educational testing or tutoring.
- f. That the Bible commands Christians to make every effort to live at peace and resolve disputes with each other in private or within the Christian community in conformity with the Biblical injunctions of I Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Therefore, we agree that any claim or dispute arising out of, or related to, the admission of our child(ren) at East Hill Christian School, including any claim or statutory claims, shall be settled by Biblically-based mediation. If resolution of the dispute and reconciliation does not result from such efforts, the matter shall be submitted to a panel of three arbitrators for binding arbitration. The selection of the arbitrators and the arbitration process shall be conducted in accordance with the Rules of Procedure for Christian Conciliation of the Institute as printed in the *Christian Conciliation Handbook*. We agree that these methods shall be the sole remedy for any controversy or claim arising out of the parental agreement and expressly waive our right to fill a lawsuit against one another in any civil court for such disputes, except to enforce a legally

binding arbitration decision. Each party, regardless of the outcome of the matter, agrees to bear the cost of his/her/its own arbitrator and one-half of the fees and costs of the neutral arbitrator and any other arbitration expenses.

- g. To be financially responsible for any injury to any person or damage to the property of others caused by our child(ren).
- h. To support the school through our involvement by participating in our child's education, fundraising projects, and other activities throughout the year.
- i. To will honor our financial obligation to East Hill Christian School. Therefore, we will pay annual tuition in either (1) a single payment due on or before June 15<sup>th</sup> or (2) twelve equal monthly payments due on the 1<sup>st</sup> day of the month beginning June 1<sup>st</sup>. **Late Charge:** We understand and agree that monthly payments are subject to a late charge of **\$25.00** if not paid by the 12<sup>th</sup> of the month.

#### **D. Withdrawal Policy**

- a. EHCS assumes that once a child is enrolled, they will attend for the entire year unless a prior exception has been made.
- b. Families who withdraw prior to the start of school forfeit registration fees and any tuition paid or owed.
- c. Families who withdraw during the school year must give 30 days notice prior to withdrawing and are responsible for tuition charges for the balance of the nine weeks in which they withdraw.

#### **E. Statement of Beliefs**

We believe that the Word of God has unique relevance to the process of educating this nation's youth. When properly integrated into a curriculum, we believe that the Bible provides the students with competencies which are vital to the process of coping in the world today.

- a. We believe the Bible to be the inspired, infallible, authoritative, inerrant Word of God (*2 Timothy 3:16, 2 Peter 1:21*).
- b. We believe there is one God, eternally existent in three persons—Father, Son, and Holy Spirit (*Genesis 1:1, Matthew 28:19, John 3:30*).
- c. We believe in the deity of Christ (*John 10:33*), His virgin birth (*Isaiah 7:12, Matthew 1:23, Luke 1:35*), His sinless life (*Hebrews 4:15, 7:26*), His miracles (*John 2:11*), His vicarious and atoning death (*1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9*), His resurrection (*John 11:25, 1 Corinthians 15:4*), His ascension to the right hand of the Father (*Mark 16:19*), and His personal return in power and glory (*Acts 1:11, Revelation 19:11*).
- d. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding
- e. sinfulness of human nature; that men are justified on the single ground of faith in the shed blood of Christ;
- f. and that only by God's grace and through faith alone are we saved (*John 3:16-19, 5:24; Romans 3:23, 5:8-9; Titus 3:5*).
- g. We believe in the resurrection of both the saved and the lost: they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (*John 5:28-29*).
- h. We believe in the spiritual unity of believers in our Lord Jesus Christ (*Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28*).
- i. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life (*Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18*).

#### **F. Biblical Exhortation**

1. "A pupil is not above his teacher; but everyone, after he is fully trained, will be like his teacher." *Luke 6:40 (NASB)*
2. "And God has appointed in the church, first apostles, second prophets, third teachers." *1 Corinthians 12:28 (NASB)*
3. "...be teachers of good things." *Titus 2:3 (KJV)*
4. "Teaching them to observe all things that I have commanded you." *Matthew 28:20 (NASB)*
5. "And you shall teach them to your sons, talking to them when you sit in your house and when you walk along the road and when you lie down, and when you rise up." *Deuteronomy 11:19 (NASB)*
6. "Let not many of you become teacher, my brethren, knowing that as such we shall incur stricter judgment." *James 3:1 (NASB)*
7. "I thank Christ Jesus our Lord, who has strengthened me, because He considered me faithful, putting me into service". *1 Timothy 1:12 (NASB)*

## **G. Educational Objectives**

- a. To meet the individual needs of each student in the spiritual, physical, emotional and social realms.
- b. To train young people in the highest principles of Christian leadership, self-discipline, individual responsibility, personal growth, and good citizenship.
- c. To maintain an environment that is in harmony with the Christian home and the standards of the local church.
- d. To lead students to accept Christ as their personal Savior.
- e. To provide students with basic reading skills and activities which will lead the students to become functional and literate readers in our society and enjoy a wide variety of reading experiences.
- f. To provide students with math skills and concepts that will enable them to effectively function in real-life situations at home, work or as a consumer.
- g. To provide students with thinking skills and problem-solving skills to deal with new situations in a changing society.
- h. To provide students with computer, science, and math skills and knowledge to continue further study and acquire further training in a technologically complex world.
- i. To provide students with language arts and study skills to perform successfully in postgraduate study of the business world.
- j. To train students to take an active role in a local church and participate in worship of God and ministry to others.
- k. To provide students with the opportunity to acquire basic skills in speaking, understanding, reading and writing a foreign language.
- l. To provide students knowledge about the maintenance of a healthy body as the temple of the Holy Spirit.
- m. To train students to make productive use of leisure time by developing skills in individual and team sports, vocal and instrumental music and art.
- n. To assist students in the development of the following psychological and sociological skills: self-management skills, interpersonal/communication skills, decision-making skills, emotional expression and control, and social systems coping skills.
- o. To train students to respect and appreciate people who are different than they are, especially people who are unique because of a handicap or people who are from a different culture or race.

## **H. School History**

In the spring of 1958, a small group of concerned parents, under the leadership of Rev. Don Graham, banded together around a common vision of a parent-led Christian education for their children. The result of this lofty goal was the formation of East Hill Christian School, with a fall enrollment of 26 students in kindergarten and first grade. Even then, the mission of the school," to develop students morally, intellectually and physically and

to equip them with a foundational knowledge of the Word of God in order to prepare them for responsible roles in society,” was at the forefront of all that was done. While East Hill celebrates its 50<sup>th</sup> anniversary with two campuses and a K4-12<sup>th</sup> grade enrollment of over 200 students, its central mission is still guiding every decision.

Starting from a \$1,000 monthly budget in 1958, EHCS experienced steady growth. Grades were added each fall so that by 1962, the school provided classes in kindergarten through sixth grade. When fire destroyed the school building in 1963, even this apparent setback was wrested to the school’s advantage with the construction of the first unit of a new facility. During 1967, the second floor was added to allow a fall 1968 enrollment of 188 students. Just two years later, a new wing was added, doubling classroom space and enabling enrollment to increase at 1600 E. Moreno Street.

In 1976, East Hill’s Board of Trustees voted to expand the program to include a middle school. Over the next two years, 7<sup>th</sup> and 8<sup>th</sup> grades were added. During this time, the school received its first accreditation through the Florida Association of Christian Colleges and Schools (FACCS). In 1980, due to increased enrollment pressure and the availability of a prime piece of property for expansion, EHCS purchased approximately three acres at 1301 E. Gonzalez Street, just a few short blocks from the Moreno Street Campus. The following year, this property, which already housed a gymnasium and a pool, was utilized as the middle school campus. Each year thereafter, improvements were made to both campuses and a separate campus for the preschool was acquired in the ongoing effort to provide an environment conducive to scholarship. The addition of science labs, computers, and additional equipment for physical education were just a few of these improvements.

During 1986, the Board of Trustees decided to become a member school in the Association of Christian Schools International (ACSI), the country’s largest Christian school accrediting agency. The existing FACCS accreditation was transferred to ACSI with immediate plans made ready for the rigorous re-accreditation process in 1989.

In 1987, a decision was made by the Board of Trustees to launch into a high school program. A 9<sup>th</sup> grade class was formed in the fall of 1987 with a plan to develop a grade each year thereafter. With the high school came many new expectations for growth, both academically and athletically, which required even greater levels of commitment from faculty and parents. That desire to succeed came through as EHCS produced its first graduating seniors in the spring of 1991. Since then, many East Hill graduates have continued to become outstanding students in many fields of study at some of the best universities and colleges in the nation.

In the summer of 1996, EHCS acquired the former East Hill Baptist Church complex at 13<sup>th</sup> and Gadsden Street. This enabled the separation of middle school and high school programs and the expansion of both.

Since 1958, EHCS has been providing excellence in non-denominational Christian education to students in the Pensacola area. Today, two campuses, located within blocks of each other in the historic East Hill district, offer a complete program which encompasses grades K4-12.

In the fall of 2002, the elementary campuses were combined at our Gadsden campus and the middle school moved to the Gonzalez campus. The small class sizes, a caring staff and a high degree of parental involvement are all part of what makes the educational experience at East Hill so valuable. This year we are proud to announce the consolidation of our Gadsden campus and Gonzalez campus so that we are finally united as one school family.

East Hill Christian School is part of a select group of schools accredited by the Association of Christian Schools International (ACSI). This organization represents nearly one million students and 5,000 schools nationwide. The ACSI school accreditation and administration/teacher certification programs enable member schools to focus on spiritual and academic excellence. ACSI accreditation is recognized internationally, as well as by

many regional and state accrediting agencies. These ACSI programs provide the most comprehensive evaluation models available to Christian schools.

East Hill Christian School offers a sound and proven academic program, integrated with a biblical view of God and the world, to the end that we might prepare our students to be a positive influence in our ever-changing society.

## II. ADMISSIONS

### A. Admission Policy

- a. To be considered for enrollment in East Hill Christian School, every student's parent must submit a completed application and parent commitment form, and pay a registration fee. If the student has attended another school, all previous report cards and achievement test results, along with a Florida "Physical and Immunization" record, must be submitted prior to an interview with the Headmaster.
- b. Parents will be notified by the school to schedule the interview with the Headmaster. Students should accompany their parents to the interview. The Headmaster will review the school's history, philosophy, curriculum, discipline system, homework expectations, communications, etc. The Headmaster will discuss the child's academic, spiritual, social and physical needs with the parents. The parent will be notified regarding their child's acceptance by mail and/or phone.
- c. EHCS admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to its students and do not discriminate on the basis of race in administration of its educational policies, scholarship program, athletic and other school administered programs.
- d. Families shall agree to abide by school policies, assist the school, and support school officials in the implementation and enforcement of its policies.
- e. Each student of the school shall be of the highest moral character and be obedient to all biblical principles, including, but not limited to, prohibitions against fornication and homosexuality. All students shall obey the laws of the United States of America and the State of Florida, and all local ordinances. The school reserves the right to dismiss any student with or without cause.
- f. K-4 students must be four (4) years old on or before September 1<sup>st</sup> of the school year; K-5 students must be five (5) years old on or before September 1<sup>st</sup> of the school year. First grade students must be six (6) years old on or before September 1<sup>st</sup> of the school year.
- g. Priority of acceptance is determined by the following criteria:
  1. Pupils currently enrolled in East Hill Christian School;
  2. Children of staff members;
  3. Siblings in families who already have one or more children in the school.

### B. Admission Procedure

- a. Each new applicant will be interviewed with at least one parent.
- b. Each applicant will be administered an entrance exam, if deemed necessary by the principal, to determine grade level readiness.
- c. Placement of new students rests with the administration.
- d. Acceptance of an applicant will be made in writing and/or by phone to the parents after the interview with the Headmaster.
- e. All students are required to express a desire to attend EHCS and a commitment to obey the school's rules. Florida law requires that all students entering kindergarten or moving into the state receive a physical and all required immunization.
- f. **East Hill Christian School is not equipped or certified to enroll students whose special educational or physical needs cannot be met by our existing programs, services or staff.**

- g. Re-Registration begins the first Monday in February. An information packet will be mailed to each currently enrolled family in January outlining the re-enrollment process.

### III. HEALTH & SAFETY

#### A. Required Immunizations

In accordance with Florida law, each student must be current in his/her immunizations in order to attend East Hill Christian School. The record of these immunizations must appear on the blue form (DH 680) from the Florida Department of Health.

The following schedule indicates the requirements to be met for all students entering a Florida school: DTP, Polio, MMR, Hepatitis B, Varicella, TD Booster, HEB (K-4) only). Students entering the 7<sup>th</sup> grade are required to have the Hepatitis series vaccine and a tetanus shot before they are allowed to begin school. The County Health Department can provide additional information to parents regarding immunizations.

#### B. Physical Examination

Each child entering school in the State of Florida must submit proof of a medical examination performed by a Florida physician. This information must be submitted to the school on the gold form (DH 3040) from the Florida Department of Health.

#### C. Communicable Diseases

In the interest of each student's well being, parents are requested to keep their child home when he/she is sick. If a student has symptoms such as elevated temperature, rash, vomiting, excessive nasal discharge or diarrhea he/she will not be allowed to attend school. When a student develops symptoms at school, the student will be isolated, and the parents will be notified to pick up the child as soon as possible. **Students shall be fever-free for 24 hours before returning to school!** Students returning to school after an illness lasting five days or more must bring a note from the doctor for admission to class.

#### D. Medication

Students are not permitted to carry medication (either over-the-counter or prescription) on their persons or store them in their desks, lockers, or backpacks. Parents must deliver all medication to the school office. Designated school staff must administer all medications. Prescription drugs must be in the original pharmacy-labeled container. Written instructions on the container must correspond with an "Authorization for Administration of Medicine" form supplied and signed by the student's doctor and parent. EHCS requires the parents to send a two-week supply of medicine. Containers will be sent home with the student on the 2<sup>nd</sup> Friday so that parents can refill a two-week supply and return the filled container to the office the following Monday morning.

1. Infectious Diseases—In the event an enrolled student or applicant in the process of enrollment is discovered to have an infectious disease or to be the carrier thereof the following will apply:

Each case shall be considered on an individual basis. The decision about admitting or continuing to enroll an infected student will be based upon the behavior, neurological development, and the physical condition of the student. The expected types of interaction with others in the school environment and the probability of contagion will likewise be considered in this decision.

The parent of an infected student (who has been permitted to enroll or remain enrolled) is responsible for securing regular medical evaluations, as determined by the school's administrator, so as to permit a reliable

assessment of any change in the student's condition which might affect the school's decision permitting enrollment or continued attendance.

2. First Aid—Designated faculty with proper training will render first aid treatment. Students who become ill at school will be temporarily housed there until transportation home can be arranged. Under no condition will a student be released without the specific authorization of a parent.
3. Emergency Phone Number of Parent—We request at least one emergency phone number be on file in the school office. In addition to home phone numbers, the school requires a work phone number or a number of a close friend, neighbor, or relative who could be contacted in the event of a serious problem.
4. Medical Release Form Required—The school must have a medical release form for each student on file by August 18, 2008. Students who do not have this form on file will not be allowed to attend class. This form allows a physician to perform emergency treatment in the event that it is impossible to reach a parent. Few hospitals or doctors would treat a patient under eighteen without parent consent. Only a school official would use this form when a parent cannot be contacted.
5. Accidents at School/Accident Insurance—while every precaution is taken for proper supervision for the prevention of accidents at school, accidents do happen. Accidents are immediately reported to the parent, and an accident form is completed. Parents are required to show proof of adequate health insurance protection. East Hill Christian School carries liability insurance but not insurance for student accidents.
6. Doctor and Dental Appointments—All medical and dental appointments should be made outside of regular school hours. If this is not possible, a parent should notify, in advance, the teacher(s) affected by the student's absence, and the note shall then be presented to the office for verification. Students must be signed out of school by a parent. Student drivers shall have a note from a parent to leave campus for a doctor or dental appointment. Upon return to school, the student shall present a doctor's note verifying the appointment. Generally, appointments during school hours will be considered excused absences.
7. Physical Education Excuses—Every student enrolled in East Hill Christian School is expected to participate in our Physical Education Program. Excused absences include:
  1. Sickness or injury which prevents attendance or participation in the normal P.E. classroom.
  2. Doctor's written excuse. These notes must state the cause and reason for excusing the student as well as the date(s) of length of the nonparticipation. (The PE teacher must give these to the Headmaster for approval and filing.)
  3. Parent's written excuse. These notes should ask the instructor to take into consideration a student's condition. Generally, there are other activities that can be done without aggravating a problem. Therefore, in most situations a student will not be excused from P.E.
  4. It is the instructor's prerogative to excuse any student whom he/she considers unable to participate.
8. Fire Drills—Students must exit quickly through designated exits without **talking**, running, and/or pushing. Walk single file from the building, listen to your teacher's instructions, and move to the designated area. The fire alarm will signal a drill or fire.
9. Head Lice Policy—Students may be checked for head lice randomly. If lice or nits are found, the student(s) will be isolated and parents will be notified to pick up their child(ren) as soon as possible. Students need to be treated with medication and be nit free before returning to school. Office personnel must clear students before they are allowed to return to the classroom. Parents are required to give notice to the school in the event that they find head lice or nits on their child at home; this will help prevent the spread of head lice at school.

#### IV. PROGRAM OF INSTRUCTION

##### A. Elementary Report Cards

Report cards are issued every nine weeks so you can keep current with the progress of your child. The information included on the report card is designed to provide you with a picture of your child's progress academically, spiritually, socially, and physically. The following letter grades are used:

###### **K-4 & K-5**

G—Good Progress

W—Working at Skill

N—Needs Improvement

###### **Performance Grades**

E—Excellent

S—Satisfactory

N—Needs Improvement

I—Improvements Shown

###### **1<sup>st</sup>-5<sup>th</sup> Grades**

A 100-90

B 89-80

C 79-70

D 69-60

F 59-0

###### **Performance Grades**

E—Excellent

G—Good

S—Satisfactory

N—Needs Improvement

U—Unsatisfactory

NA—Not Applicable

##### B. Middle School and High School Grade Reports

EHCS has four nine-week grading periods. Grade reports will be sent home on the week following the end of the marking period. The final report card will be mailed home after school has been dismissed for the summer when all financial obligations are settled. East Hill's grading scales is as follows:

A 100-90

B 89-80

C 79-70

D 69-60

F 59-0

##### C. Middle School and High School Semester Exams

The semester grade is based upon an average for the two nine-week grading periods plus the semester exam. In grades 6-8, the semester exam is 10% of the semester grade. In grades 9-12, the semester exam is 20% of the semester grade. All students will take a semester exam with the exception of seniors who may exempt the second semester exam if:

1. They have an average of 90% or above for the second semester in any given class through the last day of class before exams.
2. They have had no more than three absences from class during the second semester, excluding school-sponsored activities and two days for college visits.

##### D. Mid-Term Progress Reports

In order to keep parents informed concerning their child's grades, progress reports will be issued four weeks into the marking period. Every student will receive a progress report with a grade in every subject and the

number of times he/she has been absent or tardy from that class. These progress reports should be signed and returned to the student’s homeroom teacher. Parents may request an additional progress report by writing a personal note to their child’s teacher anytime during a marking period.

### **E. Homework**

Homework will be assigned on a regular basis. The amount of homework may fluctuate at times; however, the teacher will attempt to keep homework within manageable limits. As a general rule, homework is given for: remediation, reinforcement, review or responsibility. Homework assigned is to be completed by the next school day unless otherwise specified by the teacher. Due to the specific nature of homework in helping the student develop or increase learning skills, homework will not be allowed to be made up if it is not turned in on time. Homework is generally heavier on Monday, Tuesday, Thursday and Friday evenings. In an effort to support families attending church on Wednesday nights, we have a policy in place that teachers do not assign **written homework**, except for math class which will be held to a minimum on this night of the week. Homework expectations increase beginning in third grade, and continue to increase as the child moves from grade to grade. As a general rule, homework is given for remediation, reinforcement, review, and responsibility.

### **F. Elementary Homework Guidelines**

Grade 1.....	15-30 minutes once or twice per week
Grade 2.....	20-30 minutes two or three time per week
Grade 3.....	30-40 minutes two or three time per week
Grade 4.....	30-60 minutes two or three time per week
Grade 5.....	40-60 minutes two or three times per week

Homework loads may vary with each student’s ability and use of time in class. If you feel that your child’s homework is exceeding the above guidelines, please contact the teacher.

### **G. Elementary Homework Journals**

Students will be given a homework journal at the beginning of the school year. Students should write their homework assignments and take the journal home each day. Parents are asked to read the journal and sign, verifying that they have read it.

### **H. Honor Roll**

An Awards Chapel will be held at the end of the year to honor students for their academic achievement. Some of the awards given will include:

1. Principal’s Honor Roll—an “A” in all subjects each marking period.
2. Gold Honor Roll—Cumulative average of 89.5% and no grade lower than a “B”.  
Other requirements for receiving Honor Roll recognition:
  - Honor Card average for the year must be 90 or above.
  - No suspensions—neither in-school nor out-of-school.
  - Dual enrollment semester grades will be averaged into the students GPA.
3. A student who receives an “unsatisfactory” conduct grade will not be eligible to receive Honor Roll recognition.

### **I. Extracurricular Eligibility**

See Athletic Handbook.

## **J. Academic Eligibility**

Glorifying God through academic excellence is a focus of East Hill Christian School. Each student is eligible to attend East Hill by continuing to meet these standards:

- **Overall**—Students must maintain a cumulative GPA of 2.0 or higher.
- **F's**—No more than 1 (one) F in a nine-week marking period.

## **K. Incompletes**

Students will be given make-up work when they are absent from school. Students who do not make up their work within the guidelines of their absence dates will be given zeros. Parents are encouraged to contact their student's teacher as early as possible when they know that their child will be missing several days of school for any reason. (See guidelines for make-up work on page 21).

## **L. Failed Courses**

### **1. Middle School**

- a. A final grade will be determined by averaging the two semester grades. A student will receive credit for the entire year if this final grade is passing.
- b. If only one course is failed, the Student Affairs Committee may require that the student get summer tutoring or repeat the course.
- c. If a student fails 2 courses for the year, he/she will be required to repeat the grade or to satisfactorily complete a summer school program at an accredited summer school.
- d. Students who fail more than two courses will be required to repeat the grade.

### **2. High School**

- a. Students must pass each semester of a course in order to receive credit.
- b. If a student retakes a class at East Hill Christian School that was failed elsewhere, the failed grade will be replaced by the grade earned at EHCS. Any student, who fails an East Hill class, takes the same class at another school, and returns to East Hill will have both the failing East Hill grade and the additional grade as part of his permanent record.
- c. Verification of summer work must be received by EHCS **before** fall classes begin.

## **M. PATS Testing/Eligibility**

If a student resides in Escambia County, Florida and qualifies, he/she may attend the PATS Center (Program for Academically Talented Students). Parents are responsible for making arrangements with the PATS Center with regard to both testing and scheduling. The school does not provide transportation to and from the PATS Center. Students who attend PATS are responsible for the work that they miss while attending.

## **N. Stanford Achievement Testing**

East Hill Christian School, in conjunction with the Association of Christian Schools International (ACSI) and the Psychological Corporation, administer the Stanford Achievement Test each spring. Results from this achievement test are given to the parents for their review.

## **O. Middle School and High School Graduation Requirements**

Students must have a 2.0 cumulative GPA with a minimum of 25.5 credits and 75 hours of community service to graduate from East Hill Christian School. It is required that students take the ACT and/or SAT test by the end of the first semester of their senior year.

The course requirement for graduation from East Hill Christian School is:

- 4 credits of English, science, social studies, math, and Bible
- 2 credits of a foreign language
- 2 credits—made up of 0.5 credit from each of the following:
  - Life Management Skills
  - Computer science
  - Speech
  - An elective from performing or practical art
- 1 credit of physical education (0.5 must be personal fitness)

In order for seniors to participate in Graduation Commencement Exercises, they must have fulfilled all obligations and responsibilities academically, spiritually, and financially. Valedictorian and salutatorian are chosen based on grade point average and Christian character. Candidates must have attended East Hill Christian School for a minimum of two years.

Dual enrollment note: Some dual enrollment courses earn 1 full high school credit upon completion. East Hill Christian School graduates are still expected to pass eight (8) semesters of Bible, English, math, science, and social studies. Students must have a 3.0 unweighted GPA, score an acceptable grade on a College Placement Test (CPT), and meet departmental qualifications to dual enroll. In the event that a student makes below a “C” the first semester, he/she may be required to take classes on East Hill’s campus for the second semester.

## **P. Student Etiquette**

Students will be expected to show consideration for their teacher and their classmates by complying with the following standards such as but not limited to. the following: The students will:

1. Be seated and quiet when the bell rings;
2. Not walk across desk seats or dash across the room to get to their desks;
3. Not throw paper from their desk to the trash;
4. **Not eat or drink in class, except water without the permission of the Headmaster;**
5. Not disturb anything on the **teacher’s desk** (including reference books) without permission;
6. **Not sit at the teacher’s desk or open drawers in the desk;**
7. Not prop their feet on the desk tops;
8. Not throw pencils, pens, white out, etc. across the room to another student;
9. Not write on desks, walls, textbooks, posters, etc.;
10. Pick up trash around their desks before leaving;
11. Not adjust blinds or open or close windows without permission from the teacher;
12. Not pass notes, nor ask others to pass notes;
13. Not talk while the teacher is talking, nor interrupt other students during class discussion;
14. Not work on other homework, assignments during class (without permission from the teacher);
15. Be orderly and considerate.

## **Q. Library**

The East Hill Christian School library is open to students and parents between the hours 7:30 a.m. and 3:30 p.m. Any items checked out from the library are to be returned within two weeks. The librarian must be notified prior to the due date if additional time is needed. All items not returned by the due date will be charged \$0.10/day for 10 school days; at that time the student will be charged the replacement cost of the book. A replacement fee will be charged for lost or damaged books.

Books are expensive, and the system of processing and inventory control requires much time and effort. Parents are urged to see that library books are properly maintained, returned on time and all penalties and fines are paid. **The quarterly report card will be held until the librarian has cleared the student's account.**

## **R. Extra-Curricular Activities**

### **Middle School Sports:**

Volleyball-6th—8th  
Basketball-7<sup>th</sup> & 8<sup>th</sup> (Boys)

### **Middle School Activities:**

Worship Team  
National Junior Honor Society  
Student Council

### **High School Sports (Boys)**

Soccer  
Basketball  
Baseball

### **High School Sports (Girls)**

Volleyball  
Basketball  
Softball  
Cheerleading

### **High School Activities:**

Student Council  
Fellowship of Christian Athletes  
National Honor Society  
National Junior Honor Society  
Student Leadership Institute

### **Elementary Students:**

Jogging Club

Admission to the National Honor Society and National Junior Honor Society entrance is based on a cumulative GPA of 3.25 and 3.50 respectively: no grades below a "C"; with outstanding ratings by the student's teachers in leadership, service, character and citizenship; and an average of a 90 average on his/her Honor Card.

## **S. Curriculum**

Students at East Hill Christian School will enjoy a curriculum that has been designed to provide students at each grade level with meaningful learning activities that will enable them to build skill upon skill in their academic development.

The Faculty and Administration review new curriculum yearly according to the established review cycle. New curriculum is carefully scrutinized to make certain that it fits with our philosophy, goals and objectives.

East Hill Christian School uses a number of different publishers, some secular and some Christian. We fully understand that a secular curriculum will not be totally consistent with our beliefs. That is why we put so much emphasis on making certain our teachers always integrate biblical truth into their teaching. This method allows our students to develop the ability to make decisions that are based on a clear understanding of God's Word in relation to the world in which we live. We want to encourage parents to reinforce biblical values at home by discussing with your student(s) information they learn at school.

EHCS takes very seriously the responsibility to be a quality school with a biblically integrated instructional program. Since all truth is God's truth, the student's studies in every instructional area should, in a natural way, reveal God as the Creator and Sustainer, and His glory as the ultimate purpose of each area of study.

## **V. ATTENDANCE**

### **A. Attendance Policy**

Regular attendance is required by Florida Law and is necessary for good scholarship. All school days on the calendar are considered full days unless otherwise specified through notification of special events. All minimum days and activity days, specifically chapel and the “Spiritual Life Retreat”, are considered compulsory attendance days. Attendance at school becomes a permanent part of the student’s record.

We believe that regular attendance in class is essential to the success of a student’s school experience. One can never really make up or compensate for absence from class. Any work done to make up what was missed during an absence is primarily an effort to bridge the gap in the classroom experience.

## **B. Absences**

When a student is absent from school, the parent must call the school office by 8:30 a.m. to explain the reason for the absence. Arrangements must be made ahead of time with teachers for students who are required to be out of town; otherwise, it will not be an excused absence. Students must report to the office the day following an absence to get an admittance slip. They cannot attend class without one.

1. Students who are absent from school may not participate in any extracurricular activities scheduled that day.
2. Students are considered absent from school if they leave prior to 11:30 a.m. Students arriving after 11:30 a.m. will be marked absent for that day.
3. Students who are absent from school in excess of 10 days per semester will be required to have a letter from their physician explaining their absences, in order for the absences to be excused.
4. Excessive excused or unexcused absences in a school year (20 days) may cause a student to be retained in his/her current grade. If a student is absent 10 or more individual classes in a semester, he/she shall be required to pass the semester exam in order to receive credit in the course.
5. Participation in an athletic contest requires attendance in at least 5 classes that school day.

## **C. Excused Absence**

1. Illness or injury prohibiting a child from coming to school;
2. Students participating in school-sponsored activities during the school day;
3. Serious illness of an immediate family member or a death in the family;
4. Emergencies deemed so by the Headmaster.

Approved, pre-arranged absences are intended to meet extenuating circumstances of families. We strongly discourage student absences during the course of the year. If such an absence is inevitable, **we ask that the parent inform the Headmaster in writing at least 5 school days in advance. The student is responsible for seeing each teacher and getting his/her assignments before the absence.**

## **D. Unexcused Absence**

**Unexcused absence result in zeroes on all work missed the day of the absence.**

1. Absences for reasons school authorities determine could have been handled outside of school hours;
2. Truancies;
3. Absences for which an excuse is **later** than a one-day grace period;

## **E. Notes from Parents**

Parents must be specific about the reason for the absence when reporting to the school office. “Personal business” (shopping, running errands, sleeping late etc.) will not be an acceptable excused absence, and zeros will be given for missed work. **A note from a parent does not necessarily excuse the absence.**

## **F. Extended Absence**

Absences of **five consecutive days or more for illness will require a doctor’s note to be excused. The doctor’s statement should confirm that the student’s condition required this absence.**

## **G. Early Departures/Medical Appointments**

Students may not leave the school grounds without permission. Therefore parents are asked to notify the office (24 hours in advance) of any early departures or time away from school for appointments. Parents must sign the child “In” or “Out” from the Student Office before the child leaves the premises.

## **H. Make-up or Missed Work**

When a student has received an **excused absence**, he/she must communicate with the teacher on the first day back to school to find out the assignments missed. The student will then have 1 day for every day absent to complete the assigned work but **not to exceed a total of five days**. If a student has been absent more than five days, the student may request an extension through guidance. After the allowed time, the student may continue to make up work for five more days with a minus 10 points per day. If the work is not made up in this time, the teacher is to record a **zero** for the work.

Parents may call and request make-up work when their child is sick. The school office must receive this request by 9:00 a.m. in order for the work to be picked up that afternoon by 3:00 p.m. All work and books will be sent to the office for the parent’s convenience. Parents should never go to the classroom during the school day and disrupt a teacher who is teaching in order to obtain make-up work.

## **I. Clarification for required work**

1. If the homework or tests were assigned prior to the absence, the student is responsible for the test or homework upon returning to school;
2. In general students are expected to have assignments ready for class upon return to school or within the time given above;
3. Students are responsible for obtaining their own make-up work for missed assignments.

## **J. Signing a Student out of School**

1. A student may be signed out only under the following conditions:
  - a. His/her absence would fall under one of those defined as excused in this handbook;
  - b. If the reason is illness, the student must be running a fever or not feeling well enough to remain in class, as determined by the best judgment of the school officials and/or parent.
2. Establish phone contact with a parent and have a member of the office staff verify permission for the student to leave campus. The student must wait in the designated by the school until the parent arrives.
3. Detailed records for students will be kept in the office regarding signing in and out of school. Students showing an excessive number or sign-outs or sign-ins will have the situation reviewed in a conference between the parents, students and Director of Guidance.
4. Upon checking in either later that day or a following day, a written note from home must accompany the student as outlined in this handbook

## K. Tardies

### Elementary Tardies

It is important that your child be at school when school begins. A student will be considered tardy if they are not seated in their classroom by 8:05 a.m. Students who come in late only disrupt the morning activity and cause unnecessary inconvenience for the teacher and students. Please insure that your child is at school on time. Students will report directly to their classroom. *Three tardies will equal one absence. Therefore, students who are tardy three times in a 9-week marking period will be unable to receive perfect attendance awards.*

#### **Penalties for Excessive Tardies (per 9-week marking period)**

- 3rd tardy—Note to parents
- 4th tardy—The student will serve a recess detention for this tardy and for each succeeding tardy thereafter.
- 6th tardy—Letter from the office.

**\*\*The above policy is subject to administrative discretion regarding emergencies.**

### Middle School and High School Tardies

It is important that your child be at school when school begins. Students who come in late only disrupt the class activity and cause unnecessary inconvenience for the teacher and students. **Parents, please ensure that your child is at school on time.**

1. **Morning Tardies:** Every effort should be made to have students in school on time each day. An arrival to school after 8:00 a.m. and prior to 8:15 a.m. is considered a morning tardy. Students who are not seated in the first period classroom when the 8:00 bell rings must go to the office to obtain a classroom admittance slip. Three (3) tardies to school, prior to 8:15 a.m., are allowed each nine-week grading period. Tardies to school because of medical appointments do not count toward the limit of three, as long as the student present a verification note from the doctor. Each morning tardy after the third (3) in a nine-week grading period will be considered unexcused and will result in a 30 minute half detention after school.

2. **Class Tardies:** Tardies to school or class after 8:15 a.m. are considered class tardies, and require a pass to class. If faculty or staff caused the tardy, then that faculty/staff member must send a pass with the student to their next class. For all other class tardies, students must obtain a pass from the office to be admitted to their next class. Each class tardy will ordinarily result in a 30 minute half detention after school.

## L. Truancy

An absence for one or more periods without permission of parents and prior notification of the school is considered truancy. A parental conference will be held for a student who cuts all or part of a day before the student is reinstated into his/her classes. A truancy will result in an in-school suspension. This offense will carry a 2-point grade reduction in all classes missed on the day of truancy and one point per day of in-school suspension.

Students on campus must be in an assigned class unless permission has been obtained from the headmaster and teacher involved. Students found to be absent without permission will likely be dealt with as truant.

## M. Inclement Weather

The closing of school due to inclement weather will be announced as soon as possible. Sometimes the announcement can be made the evening before the closing of school, but most days the announcement cannot be made until the morning of the closing of school. The Headmaster will endeavor to make a decision by 6:30

a.m. or earlier. When school is closed for inclement weather, all events for that day, including practices or evening activities will be canceled. The following stations will officially report the closing of EHCS:

**WEAR—Channel 3 TV**  
**WCOA—AM 1370**

## **N. Tornado**

If a tornado **watch** is in effect at the close of a school day, there will not be after-school activities. All students will depart for home, immediately. No students will be dismissed from the building if a tornado **warning** is in effect. The only exception will be if a parent comes to school to pick up his/he child(ren).

## **VI. GENERAL OFFICE**

### **A. Student records**

The school maintains a permanent cumulative file on all East Hill Christian School students. Records of health, grades, standardized test scores and disciplinary action records make up most of the content of these files. Parents have a right to view their child's(ren's) record(s); however, no records will be released to students or parents. Upon written request from another school, records will be released provided all financial obligations are met.

### **B. Student Pictures**

Each fall an approved photographer will take individual student pictures. Parents will be sent information concerning prices. This individual picture will be used in the school's yearbook; therefore, each student will have their picture taken regardless of whether he/she purchases any pictures.

In the spring, the "classroom group" school pictures will be taken. Ordering information will be given to parents ahead of time.

### **C. School Phone**

Due to the size of the Student Office and limited telephone lines, **students are not allowed to use the telephone in the office** unless they are required to stay after school for make-up work or help, they have an athletic schedule change or are sick.

**Cell phones are not allowed to be used on campus from the 8:00 bell in the morning until 3:00 in the afternoon.** Use of a cell phone indicates the phone ringing or making a noise without the student causing it. If a student has a phone that rings or makes a noise in the "off" position, then the student should not bring that phone to school.

Violation of this cell phone policy will result in:

- First offense within a school year- the offending student receiving a detention and the confiscation of the cell phone until the end of school of the following day or the payment of a \$25 fine.
- Second offense within a school year- the offending student receiving a detention and the confiscation of the cell phone for one week or the payment of a \$50 fine.
- Third (or more) offense within a school year- the offending student receiving an in-school suspension (with the accompanying one point deduction) and the confiscation of the cell phone until the end of the school year or the payment of a \$75 fine.

Retrieval of cell phones from the office and/or payment of the appropriate fine at the end of the day of the offense may only be done by parents.

#### **D. Lost and Found**

Clothing, books and personal articles will be collected by the school's custodial staff each day and placed in the "Lost and Found". Students and parents are asked to check and reclaim articles as needed. **The school assumes no responsibility for articles left lying about the building or improperly stored. The owner shall forfeit articles which are not reclaimed after a reasonable time, and the article shall be donated to an appropriate charitable organization.**

#### **E. Textbooks and Supplies**

1. Textbooks and supplementary books will be provided for each student. It must be emphasized that these books are the property of East Hill Christian School and will be taken care of properly, including appropriate protective covering (**no contact paper**). Loss, deliberate mutilation, or defacing of any of these materials will result in the full replacement price being assessed to the parents. Students may retain possession of "consumable" books.
2. Students will not be permitted to take the final semester exam until textbooks or cost for damage or replacement is turned in to the teacher administering the exam. Replacement cost for books is a minimum of \$45.
3. The school does not furnish supplies to students. Students are required to provide their own pencils, pens, paper, notebooks, and other such supplies and material that may be required.
4. Students are responsible for purchasing their own textbooks for dual-enrollment courses.

#### **F. Yearbook**

Yearbooks can be purchased at a designated time during the school year from the yearbook staff. The yearbook will be presented at a "Signing Party" near the end of school.

#### **G. Personal Belongings**

Students **should not bring magazines, radios, tape recorders, electronic games, CD players, iPods, beepers, cameras, skateboards, toys, video games, or personal items to school. Lap top computers shall be permitted in accordance to the guidelines.** Students will have many opportunities to share personal items throughout the school year. All personal items should be labeled.

#### **H. Middle School and High School Lockers**

Each student will be assigned a locker. All lockers have a built-in lock and should be locked. Students are not to exchange lockers or enter any locker but their own. Unauthorized entry will result in suspension from school. **Students are expected to keep their lockers neat, closed and locked. No stickers are to be applied to the locker, inside or out.** There may be random locker checks by homeroom teachers and/or administration. Students are not to manipulate their locker so that it will not lock or latch.

#### **I. Lunch Area**

Elementary students and middle school students eat in the cafeteria; high school students may eat in the cafeteria or in the designated areas outside. Students may not eat in the gym or classroom unless that teacher has a special meeting and is present. Students are not to leave the lunch area until the bell rings.

## **J. School Lunches**

EHCS offers an optional catered lunch program. Menus will be sent home once a month. Students may purchase lunch from the school or bring their lunch from home.

## **K. School Hours**

School office hours are: 7:30—3:30 p.m.

### **Elementary School Hours**

- 7:30—School opens to receive students.
- 8:05—Teachers meet students and take them to class.
- 8:05—Children are tardy after this time.
- 2:45—Dismissal (K-4 dismisses at 12:15)
- Extended Care begins 15 minutes after dismissal
- 5:30—Extended Care ends

### **Middle School and High School Hours**

- 7:30—School opens to receive students.
- 8:00—Students are tardy after this time.
- 3:00—Dismissal

## **L. Change of Name, Address, Telephone**

Any student who changes his/her name, who moves to another address, or who changes telephone numbers must report the change to the office immediately.

## **M. Milk**

Milk can be purchased by the semester. An order form must be completed and given to the office secretary along with payment. Milk is not sold on a daily basis.

## **VII. OFFICE COMMUNICATIONS**

### **A. Appointments to See Teachers**

Parents are encouraged to see any member of the teaching staff if they have a question or concern about their child's progress. Parents are asked to call the school office to confirm availability of the teacher they wish to see. If a telephone conference is desired, please leave a message with the office, and the teacher will be asked to return your call at his/her earliest possible convenience.

### **B. Parent/Teacher Conferences**

Parents who have a concern about a particular teacher or classroom situation are encouraged to follow the principle found in Matthew 18:

1. All questions, problems, or complaints should be brought directly to the person involved before anyone else is consulted;
2. If the situation cannot be resolved at this level through direct contact, it should then be brought to the Headmaster;
3. When the above steps have been executed in order and without satisfactory resolution, the problem may be presented to the Board President (in written form).

**Important:**

In order for parents to know first-hand their student's progress, parents are encouraged to request conferences at any time they deem necessary. EHCS teachers and administrators welcome these opportunities and are eager to help each student. Please call the office to schedule a conference with the teacher or administration. Note: All parents are welcome in the school. However, when a visit to the classroom is necessary, please come by the office first. **DO NOT GO DIRECTLY TO THE CLASSROOM.** If you wish to talk to your student's teacher please arrange for a private conference by calling the office. Do not meet the teacher before or after school or detain the teacher from his/her responsibilities. Teachers are very happy to arrange conferences with parents at a scheduled time. Please be considerate of your student's teacher.

**C. School Communications**

1. Monday Notes—On Monday's every effort will be made to have "Monday Notes" posted by 9:00 p.m. on RenWeb. Additional copies are available in the office. The purpose of these notes is to effectively communicate important information to our school families.
2. Mailings—EHCS occasionally will send out a mailing to school families, which contains notices of special events and activities as well as developmental needs.
3. Website—Monday Notes, Athletic Schedules, school calendars and general information are kept up to date and posted weekly on the EHCS web site, [www.ehcs.org](http://www.ehcs.org).

**D. Parent Meetings**

1. "New and/or 7<sup>th</sup> Grade Parent/Student Orientation will be held before school starts in August to allow these students to get their schedules, lockers and meet their teachers.
2. Open House is scheduled at each campus at the beginning of each school year. These meetings are designed to allow parents to come to school to "walk through" the student's daily schedule and meet his/her teachers. They are very informative and allow the parents to experience first hand the daily routines of their students.
3. State of the School—In the spring the Board of Trustees of EHCS holds its annual business meeting in conjunction with the State of the School meeting.
4. Parent Teacher Fellowship—The Parent Teacher Fellowship helps to promote East Hill Christian School. Throughout the school year the Parent Teacher Fellowship provides volunteer that work in cooperation with the Administration for fund-raisers and special events. Every parent is invited to become an active member of this fellowship.

**E. Homework Journals**

Each student in grades 1-5 will keep a homework journal by the elementary school. This journal is an integral part of our communication program and students are required to maintain it daily and carry it between home and school. Parents can write a note to their child's teacher in the journal if needed. Teachers can use the journal to make comments regarding student behavior and performance during a given day.

**F. Classroom Visitation**

Anyone wishing to visit the campus must make a request to the Headmaster at least one day in advance and check in first at the Headmaster's office on the day of the visit to receive a visitor's pass. Visitation or "shadowing" is designed for prospective students interested in enrolling in East Hill Christian School.

**G. Extended Care**

EHCS offers an Extended Care Program at the Elementary School beginning immediately at the close of the

normal school day. The purpose of this program is to provide a safe, enjoyable environment for students whose parents are unable to pick them up at the close of the school day due to work. This program is not intended for drop-in students who are not registered, unless it has been pre-arranged. Extended Care is open until 5:30 p.m. in the afternoons. Any child who is not picked up by 15 minutes after dismissal will be placed in our Extended Care Program. Parents will be charged \$3.50 per hour (or any part of an hour) that their child remains in this program. Parents who pick up their children after 5:30 p.m. will be charged a late fee. The late fee is \$5.00 from 5:31 p.m. - 5:45 p.m. After 5:45 p.m., the cost is \$1.00 per minute. Failure to pay the late fee will result in the removal of that child from this program. Extended Care payments, unlike tuition, are based on (9) 20-day school months, and payments are made September through May. You may register for fewer than five days per week if it will be consistent for the entire semester.

## **H. Complaint or Problem procedure**

Occasionally during the course of the year misunderstandings or problems that can arise between the teacher and a student, teacher and parent, parent and the school or any one of several possible areas. This is often the result of a lack of communication between those involved. The Board of Trustees has adopted a set policy for these situations, and complaints or problems will be considered only as prescribed below (cf. Matthew 18:15-17), unless they involve a specific action taken by the Board itself.

First, all questions, problems, or complaints should be brought directly to the person involved before anyone else is consulted. If the situation cannot be resolved at this level through direct contact, it should then be brought to the Principal. If it still is not solved with the principal, it should then be presented to the Chief Administrator of East Hill Christian School for his consideration. Finally, but only when all of the above three steps have been taken in order and without satisfactory resolution, does the problem find its way to the President of the Board (in written form) who will assign it to the appropriate Board Committee.

## **I. Financial Responsibilities**

1. Tuition—The primary source of income for East Hill Christian School comes from tuition. Each year the Board of Trustees determines the amount of tuition to be charged based on the proposed budget for the next fiscal year.
2. Tuition Payment—Parents are responsible to meet all tuition and other financial obligations to EHCS. There are two payment plans:
  - a. Annual tuition can be paid in a single annual payment due on or before June 15<sup>th</sup>. Parents that choose this method of payment will benefit from a 1% discount if paid by check, cash or money order.
  - b. Annual tuition can be paid in twelve equal monthly payments due the 1<sup>st</sup> day of the month beginning June 1<sup>st</sup>. A statement will be mailed to each family prior to the 1<sup>st</sup> of each month. Parents may send their payment by mail or drop off their payment at any school office. Payments may be made with check or money order. Credit card payments and bank drafts can be arranged through RenWeb.
3. Late Charges—Tuition payments are due on the 1<sup>st</sup> and late on the 5<sup>th</sup> of each month if not received by noon. Any account that is past due will be assessed a \$25 late fee. Parents who receive financial aid and are late paying tuition will lose their financial aid. If tuition cannot be paid on time, it is expected that the parent will notify the Business Office to give good reason and to work out a written plan for repayment. If payments become 31 or more days overdue with no repayment plan, or if the parent does not adhere to the payment plan, the child will be removed from the school.
4. Bad Debt—The Board of Trustees considers all unpaid tuition accounts from the past years still due and payable to EHCS. Bad debt claims will be turned over to a collection agency. A \$10 processing fee will be added to the account.

5. Withdrawal Policy—EHCS assumes that once a student is enrolled, he/she will attend for the entire school year unless a prior exception has been made. Therefore, families who withdraw prior to the start of school forfeit registration and tuition fees paid. Families who withdraw during the school year must give 30 days' notice and are responsible for tuition charges for the balance of the nine-week period in which they withdraw. Families who do not give 30 days notice will be charged an additional month of tuition. The only exception to the above policy is for a student being asked to leave East Hill Christian School due to disciplinary or academic action during the school year.
6. Any family having outstanding debt will not be allowed to re-enroll their child at EHCS until that debt is satisfied.

## VIII. FIELD TRIPS, TRANSPORTATION, PICK-UP AND PARKING

### A. Field Trips

Many times a good educational experience can be achieved by leaving the classroom and going on a field trip. Students are to understand that this is a privilege and with it goes the responsibility of representing our school in a very positive manner. The same policies that apply to school and classroom behavior also apply to students on a field trip. Parents are encouraged to attend field trips as their schedules allow.

1. Annual Field Trip Release/Emergency Medical Form—This form will be filled out annually and kept on file in the Student Office. The teacher will carry a copy of this form on the field trip. These forms must be notarized. We have two ladies on staff who are notaries public.
2. Special Event Off-Campus Permission Form- The classroom teacher will send this form home each time your child is asked to attend any off-campus activity sponsored by the school. It must be completely filled out, signed, dated and returned prior to the activity
3. Chaperone Guidelines
  - a. It is important for volunteers to realize that they are acting as Christian role models for our students. Please be an example by demonstrating maturity in actions, attitudes and dress. The classroom teacher in charge of the trip will give specific instructions.
  - b. Only children enrolled in the class or activity may go. **Under no circumstances may guests or siblings attend a field trip unless the trip is announced as a special family event and other siblings are specifically invited.** The first responsibility of each volunteer is to the students being supervised.
  - c. Chaperones are responsible for the behavior of those students assigned to them. In private vehicles, the driver is responsible for the students' behavior.
  - d. Chaperones should make a special point to remain with the students for whom they are responsible. They should keep the students who ride with them close to them. They should resist the temptation to group with other adults while allowing the students to “do their own thing”.
  - e. Chaperones should know exactly how many students are in their group and count them several times during the trip. Be sure they are all present when moving from one place to another.
  - f. Students are to return with the same person and vehicle that transported them for the event.
  - g. Drivers and chaperones should refrain from purchasing special treats for the children they are supervising unless all the children in the class benefit equally.
4. Driver Chaperone Guidelines
  - a. The supervising teacher will make all vehicle assignments. Drivers will be provided with a list of names of the children being transported in their vehicle.
  - b. Driver Chaperone should arrive at school ten to fifteen minutes before departure.
  - c. Seat belts must be worn at all times. Only one child is permitted per working seat belt.
  - d. Children may not ride in seats with airbags unless they can be disarmed.
  - e. The teacher will provide a map and directions. Chaperones are asked to please stick to the assigned route to and from the trip.

- f. It is expected that chaperones will obey all traffic laws including maintaining acceptable speed limits.
  - g. When traveling, cars will “caravan” together. At no time should cars pass the “lead car” or take “side trips” away from the caravan.
  - h. Chaperones should call the school immediately for instructions if they experience car problems or have an emergency arise.
  - i. Children must enter and leave the vehicle from the curbside unless the vehicle is in a protected parking area.
4. Volunteer Driver Application Form—All parent volunteers willing to drive on a school field trip are required to complete and submit this form. The purpose of this form is to reduce the liability of the school and volunteer drivers by being proactive in our selection of parent drivers. A new Volunteer Driver Application Form must be filled out each school year.
- a. Students not attending the off-campus field trip/activity—Parents may choose for their child to not participate in a particular field trip or activity. If this should be the case, he/she is **not excused** from school during the time of the field trip unless approved by the Headmaster. An alternative graded assignment will be provided for students that will be averaged into their nine-week grade.
  - b. Off-campus trip/activity privilege revoked—Attendance for any school outing is a privilege that may be revoked if the student is not prepared for the outing or does not comply with the school handbook or supplementary policies. Teachers may refuse to allow a student to go on a field trip if he/she has a “D” or “F” in the class at that time. Students must have a 90 point average on their Honor Card to participate in field trips unless approved by the Headmaster. Parents are expected to make travel arrangements and pay for the expenses if a student needs to be returned to school for disciplinary or health reasons.

## **B. Transportation**

East Hill Christian School does not provide bus transportation to and from school. Many parents car pool from various areas of the county in providing transportation to and from school. The school office can furnish names of families who live in particular zip code areas, but the school does not set up or arrange car pools.

## **C. Riding the Bus**

EHCS has two buses which are used for transporting students to sports events, school activities and field trips. Improper behavior on the school bus will not be permitted. Our bus drivers need to concentrate on driving and should not be distracted by misbehavior of students on the bus. Those students whom the driver reports for misbehavior will be referred to the Headmaster for appropriate action.

## **D. Morning Drop-Off**

Students may be dropped off at the school beginning at 7:30 a.m. A teacher will be on the premises to supervise. We ask that students eat a healthy breakfast before school. Middle school and high school students should be dropped off on the Gonzalez Street entrance and elementary students should be dropped off on the DeSoto Street entrance. Middle School students will proceed to the cafeteria through the double green doors. High School students will wait in the courtyard area or designated rooms during inclement weather.

## **E. Afternoon Pick-up**

The elementary school is dismissed at 2:45 pm and the middle school and high school is dismissed at 3:00 p.m. Parents are asked to wait outside the building until your child is dismissed from school. Students must be picked up **by 3:30 p.m.** EHCS does not have student supervision after 3:30 p.m., unless they are a part of an extracurricular activity or extended care.

## **F. Parking**

A student who drives to school must register his/her vehicle with the School Office and have a current *Permission Form for Driving to School* on file in order to be issued a parking decal. The cost for a parking decal is \$10 and must be purchased within five days of the beginning of school or within five days of getting a driver's license. Student drivers (and parents) are asked not to park in a space assigned to another. Students will not be permitted to drive to and from school without the permission form on file and the parking decal displayed on the lower front corner of the windshield on the driver's side. Careless driving or failure to adhere to the student vehicle policies may result in a loss of driving privilege. **Vehicles are off limits during school hours unless special permission has been granted from the office. There is to be no loitering in the parking lot at any time during school including lunch.**

## **G. Biking**

Students who bike to school must park their bike at the designated bike parking and they must not ride their bike on the sidewalks.

## **IX. DISCIPLINE**

### **A. Philosophy**

Discipline is the overall condition of order and control created by love, training, restraint and example. A disciplined environment is needed in both the home and school setting in order to develop the desirable characteristics of obedience, respect, kindness, understanding and love. The word "discipline" comes from a root word meaning learner or "disciple". Discipline should always be a learning experience for a child. There must be a balance of love and control to create an environment where the child understands what is expected, and the limits and consequences if they choose to disobey.

The Bible clearly indicates that parents are responsible for the discipline/training of their child(ren). The Christian school exists to assist parents in their God-given responsibilities. East Hill Christian School does not seek to assume a task that God has given to parents, but only to serve as the parents' appointed representatives in the child's training process. East Hill has attempted to align itself as closely as possible with the Bible's instructions to parents as to provide the utmost consistency for the child between training to be taught at home and training received at school. In that same spirit, the school likewise assumes parents will direct and discipline their child(ren) accordingly. If parents have chosen to follow a different course in training and disciplining their children, then parents and students should realize that East Hill Christian School might not be the choice in education that suits their needs.

God expects parents or other authorities to discipline a child with the goal that he/she consistently becomes more self-disciplined, requiring less supervision as he/she matures. God's ultimate purpose in charging parents with this task is to prepare children to enter into and mature within God's family and to respond to Him with respect and obedience on the basis of the training that they have received from their parents. East Hill Christian School's philosophy of education and discipline exists to serve and further this ultimate spiritual goal.

God-given responsibilities in the discipline process exist not only for parents and teachers; but they also exist for students. During school hours and at school related functions, students are to respond to school faculty and supervisory staff members with the same obedience in action and respectfulness and in the same spirit that should be present under biblical standards when they respond to their parents. Any failure to maintain a biblical attitude of respect and obedience toward school authority, which manifests itself in improper behavior or violated standards, will result in disciplinary action.

East Hill Christian School is committed to the philosophy and principles of Christian education. Student conduct which works against school philosophy, will not be condoned. The guidelines listed in this handbook are based on Christian principles, appropriate standards of conduct, and common sense. Guidelines provide boundaries for security and freedom. We trust that our students will respond with positive attitudes and conduct.

The goal of positive behavior is to have each student develop self-control and moral character. Therefore, the disciplinary policies are designed to foster Christian maturity in the students by encouraging:

- Respect for authority;
- Fulfillment on one's responsibility;
- Cooperation in the education process so that an atmosphere conducive to learning is maintained;
- Consideration for others.

Only while operating within the above philosophy of discipline can the educational process reach its maximum potential.

**The Administration reserves the right to determine penalties, suspension, probations and dismissal whenever such extraordinary actions are deemed necessary.**

## **B. Elementary Process**

### **Instruction**

Students are instructed by their teachers concerning the rules and regulations that they are expected to obey. These rules are reviewed regularly so that each child fully understands what is required of them. Classroom rules are posted by teachers for the students to read.

### **Warning**

Students are given warnings when they do not obey the rules. Students are spoken to privately when they have violated a rule. If the inappropriate behavior continues after the warning, the student will be disciplined appropriately and parents may be notified if deemed necessary by the teacher.

### **Correction**

To correct a student's behavior, teachers and staff may use the following punitive measures:

- a. Verbal correction**—instructing a student as to what is expected and offering suggestions.
- b. Remove Privileges**—loss of recess, free time.
- c. Detentions**—students must stay after school for a period of time (30-45 minutes) to do work assigned by the detention supervisor. A detention notice will be sent home for a parent signature. Students receive detentions for the following: fighting, stealing, profanity, disrespect, disobedience, destruction of school or personal property, or several conduct slips within a grading period. Students receiving three or more detentions during one nine week period will be suspended from school for one day. A student will receive a zero in all assignments and subjects for the day. No make up is allowed.
  - 1. Parent Contact**—Parents may be contacted by phone call, assignment journal, white slip, conduct slip, personal conference.
  - 2. Suspensions**  
**East Hill Christian School reserves the right to suspend or expel a student for misconduct occurring on or off the school campus, and without regard for whether the form of misconduct is identified specifically herein, and without regard for whether it is specified as improper off campus.**

**While East Hill Christian School has no control over activities by students off campus which are not school-sponsored, and does not supervise student conduct off campus which occurs during an activity which is not school-sponsored, misconduct during such activity may come to the attention of school authorities and may result in the administration of discipline, including suspension or expulsion. Any suspension will negate the possibility of a student earning honor roll status for the semester or the year.**

**Some examples for which suspensions may be given are:**

- a. Fighting
- b. Smoking – on or off campus during the school day, or at school functions.
- c. Flagrantly abusive language and /or disrespectful conduct.
- d. Second offense of cheating on any test or assignment.
- e. Repeated detentions.
- f. Possession, consumption, supplying or selling of alcohol.
- g. Possession of pornography.

**6. Expulsion**

- a. Possession or use of non-prescribed drugs of any kind, or the misuse of any prescribed drugs of any kind, on or off of school property.
- b. Selling or supplying prescribed or non-prescribed drugs.
- c. Repeated violations of discipline that have resulted in suspensions.
- d. Failure of parents to cooperate with the school in discipline of their children.
- e. Assault or battery of a teacher or other school personnel.
- f. Sexual misconduct
- g. Other serious moral misconduct.
- h. Continual lying.
- i. Continual stealing
- j. Possession or use of a knife in a threatening or dangerous manner, which is perceived to be capable of inflicting physical harm.
- k. Possession, transfer, sale, or discharge of any gun (including a starter gun or pellet gun), firearm, or any other explosive device, of any type, whether loaded or unloaded, on school property or at any school-related activity.

**The administration reserves the right to determine penalties, suspensions, probations, and dismissals when extraordinary actions are deemed necessary.**

7. The school reserves the right to report serious offenses (those offenses that may constitute violation of criminal laws established by the State of Florida) to the proper authorities and to press charges against the student if the situation should so warrant. This action would require approval from the Chief Administrator and the Board of Trustees.
8. Infractions of these rules will result in disciplinary action including conferences, detentions, in-school suspensions, out-of-school suspensions and expulsions. The administration may deem it necessary to render stricter or lighter disciplinary measures according to the severity and nature of the infraction.

**9. Receiving Information –Confidentiality**

Information received from students and others is acted upon only after an investigation has occurred. When parents are willing, they are encouraged to communicate the information to the parents of the student being accused. When the parents are unwilling to do this, the administration may investigate the credible information and possibly act upon the information given.

- a. No information is acted upon without an investigation. Date, place, time, action, witness and affected parties are usually known before any meeting with students/parents occurs.
- b. Parents are contacted to attend a meeting where information will be presented. Parents

may be aware of a problem, or they may not. Again, information presented has been investigated.

- c. It is not necessary that the person who has given the information be present or identified during the investigation or meetings.
- d. School policy is written to serve and help people. When disciplinary action is needed, it will be taken. Although discipline may be firm, it is intended to benefit the student and assist him/her in developing life skills that result in an understanding of the consequences for wrong actions.
- e. Persons may provide information in confidential fashion if they desire, however, information provided in such a manner will not provide the sole basis for disciplinary action, until the information provider agrees that, or acts as if, confidentially is not expected any longer.

## School Expectation

Because of our concern for the worth and dignity of persons, each student of the school is expected to be sensitive to the special needs existing in our school and in society. Discrimination against others on the basis of race, national origin, sex or handicap is not acceptable.

1. Any kind of demeaning gesture, threat of violence, or physical attack directed toward another person will not be tolerated.
2. Consideration for others and standards of good taste are important; therefore, all activities should be limited by this principle.
3. Because a clean building provides a better atmosphere for work, students should accept responsibility for keeping the building and surrounding grounds as neat as possible. Proper care must also be taken of all school equipment and furniture. Vandalism of property is unacceptable. ***Students will be held responsible for damage done to school property, including textbooks. Actual replacement or repair costs will be assessed.***
4. Chewing gum on school grounds is not permitted.
5. Radios, tape recorders, electronic games and cameras may not be brought to school unless for a specific assignment with permission granted from the teacher.
6. Students should conduct themselves in an orderly manner in the school hallways. There should be no loud talking in the restrooms, hall or classrooms when school is in session. Students are expected to walk at all times in the halls and on the stairs.
7. Each student's attitude and language should show respect and consideration for his/her teacher and classmates. Conduct should be pleasing and courteous. Each student should be prompt and prepared by having all the materials needed for each day.
8. For safety reasons, skateboards, roller blades, and roller shoes are not allowed on campus.

## C. Middle School and High School Process

Correction or chastening is mandated by God through Scripture for conduct, which is unacceptable according to set standards. The ultimate goal of EHCS is self-correction by the student as he is truly committed to do the will of the Father. This would include true sorrow for the misconduct and genuine desire, through God's strength, to redirect his actions.

In cases when there is little or no evidence of self-correction, the teacher is called upon to assist the student in this redirection process. This could include anything from a word of warning or being excused from class to being expelled from school. The form of the correction depends on the nature of the misconduct. Emphasis is placed on the student being personally responsible for his actions. Restoration to his proper place should come after there is a heart or an attitude commitment to obey and to submit to the desire of God and those placed in authority over him.

A teacher has the authority to remove a student from class. The headmaster has the authority to suspend the student. The EHCS Board of Trustees has the authority to expel the student.

Teachers are expected to handle normal discipline situations with a “sanctified common sense.” Taking away privileges, giving work to be done at break, assigning lines, and other similar procedures are acceptable forms of discipline for minor offenses. When minor offenses persist and patterns develop, parents will be contacted and a trip to the office may be in order.

Obviously, some discipline situations demand more prompt and direct attention. Depending on the discipline situation a discipline warning, half detention, whole detention, in-school suspension, out-of-school suspension, expulsion, or a combination of these actions may be in order.

### **1. Discipline Warnings**

Examples: (not complete list) for which discipline warnings may be given are:

- Mildly inappropriate behavior in class or at a school function (assembly, pep rally, athletic event, parking lot, field trip, graduation, etc.)
- Rude or discourteous behavior
- Rough housing, horseplay or running in a walking zone (hallway, room, etc.)
- A pattern of failing to bring necessary materials to class
- Failure to have tests or progress reports signed by parents
- Failure to complete assignments
- Other forms of mildly inappropriate behavior deemed so by the teacher or headmaster

### **2. Half Detentions-**

Examples of automatic (not a complete list) for which half detentions (30 minutes) may be given are:

- Morning and class tardies
- Excessive failure to have tests or progress reports signed by parents
- Excessive failure to complete assignments
- Minor behavior violations
- Open food or beverage in a restricted area (library, computer, etc.)

### **3. Detentions-**

Examples (not a complete list) for which detentions (60 minutes) may be given are:

- Minor vandalism (any damage that does not cost more than \$25 to fix)
- Flagrant misconduct at a school function or in class
- Driving wrecklessly or parking in the wrong spot (second offense will result in the loss of driving/parking privileges for an appropriate period of time)
- Invasion of privacy (being in someone’s purse, locker, wallet, etc.)
- Disruptive behavior in class
- Throwing something in the cafeteria
- Violations of electronic devices on campus policy
- Public display of affection
- Other forms of inappropriate behavior deemed so by a teacher or the headmaster

A detention requires time spent after school for offenses committed. Detentions are normally given for disruptive classroom behavior or other conduct that in the teacher’s opinion is unruly or disrespectful. Detentions are either 30 minutes or 60 minutes depending on the offense and must be served within one week. Detentions are served on Monday and Wednesday afternoons from 3:00-4:00. A detention notice will be sent home for the parents to sign and return to school. Failure to serve a detention within one week will result in

additional detention of the same length. Students still have to serve both detention times. If multiple detentions add up during one nine week's term, the possibility exists of suspension or eventual expulsion. If a student fails to serve detentions at the end of the nine weeks term, ½ point will be deducted from each class average per ½ hour of unserved detention.

The normal system is as follows:

- Three discipline warnings equals a first detention
- Two more discipline warnings equals a second detention
- One more discipline equals a third detention; and immediate detention for every offense thereafter.
- Fourth detention: In-school suspension (with one point deduction per day of ISS in each subject for the grading period).
- Fifth detention: Out-of-school suspension, with resulting two points deduction per day of OSS in each subject for the grading period.
- Sixth detention: Possible expulsion.

Thirty minute detentions do not count toward suspensions.

#### **4. Suspension-**

Examples (not a complete list) for which suspensions may be given are:

- Possession or use of tobacco products
- Threatening a faculty or staff member
- Creating a disturbance
- Lying
- Profanity/vulgarity
- Defiance/disrespect
- Fighting
- Four hours of detentions during a nine week period
- Leaving school without permission of the headmaster
- Other conduct deemed inappropriate by the headmaster

Suspensions may be served in or out of school depending on circumstance and the nature of the offense. Students who are suspended from school will not be allowed to attend any classes or school functions either on or off campus during the suspension period. Students will be responsible to complete all classroom homework assignments that are due during the suspension period and hand in the completed work to the teacher(s) the first day the student returns to school. Tests missed during the suspension period will be made up at the earliest practical time for the teacher after the student returns to school. Serving a suspension does not cancel out any un-served detentions.

#### **School Expectations**

- a. Discrimination against others on the basis of race, national origin, sex or handicap is not acceptable.
- b. Any kind of demeaning gesture, threat of violence, or physical attack direct toward another person will not be tolerated.
- c. Consideration for others and standards of good taste are important; therefore, all activities should be limited by this principle.
- d. Because a clean building provides a better atmosphere for work, students should accept responsibility for keeping the building and surrounding grounds as neat as possible. Proper care must also be taken of all school equipment and furniture. Vandalism of property is unacceptable.

**Students will be held responsible for damage done to school property, including textbooks; repair or replacement costs will be assessed.**

- e. **Students should not bring magazines, radios, tape recorders, electronic games, CD players, iPods, beepers, cameras, skateboards, toys, video games, or personal items to school unless for a specific assignment with permission granted from the Headmaster.**
- f. Students should conduct themselves in an orderly manner in the school hallways. There should be no loud talking in the restrooms, hall or classrooms when school is in session. Students are expected to walk at all times in the halls.
- g. Public display of affections (PDA) (holding hands, arms around each other, hugging, kissing, etc.) are not permitted at school or school activities.
- h. Each student's attitude and language should show respect and consideration for his/her teacher and classmates. Conduct should be pleasing and courteous. Each student should be prompt and prepared by having all the materials needed for each day.
- i. For safety reasons, skateboards are not allowed on campus.

### **Grounds for Dismissal**

- a. Being absent for more than 10 days per semester without a doctor's explanation;
- b. Possession, use and/or being under the influence of a prohibited drug(s), alcohol, or tobacco on the school campus or at any school-sponsored activity;
- c. Distribution and/or unauthorized use of prescription medicine on the school campus or at any school-sponsored activity;
- d. Possession, use or distribution of weapons on the school campus or at any school-sponsored activity;
- e. Any action of a sufficiently serious nature considered in violation of the standards of East Hill Christian School as expressed in the philosophy of the school as determined by the Administration;
- f. Failure to submit to required medical or physical examinations or drug test.

## **X. DRUG POLICY**

East Hill Christian School acknowledges the problems of substance abuse (including alcohol) as a serious threat in our society. Furthermore, we see substance abuse as a serious threat to our staff and students. We are addressing this problem by introducing a substance abuse policy to ensure the school will be a drug-free workplace. **The ultimate goal of this policy is to balance our respect for individual privacy with our need to keep a safe, productive, drug-free environment. Our intention is to prevent and help students seek treatment of substance abuse. We would like to encourage those who use drugs or abuse alcohol to seek help in overcoming their problem.**

### **A. Legal Drug Definition**

Prescribed drug or over-the-counter drug which has been legally obtained and is being used solely for the purpose for which it was prescribed or manufactured. **While East Hill Christian School understands that students under a physician's care are required to use various prescription drugs, abuse of prescribed medications will be dealt with in the same manner as the abuse of illegal substances.**

### **B. Illegal Drug Definition—any drug which:**

- a. Is not legally obtainable;
- b. May be legally obtainable but has not been legally obtained;
- c. Is being used in a manner or for a purpose other than as prescribed.

### **C. Illegal Drug Use**

A student bringing into the school's premises or property; having possession of; being under the influence of; possessing in the student's body, blood or urine in an amount that exceeds the levels established by the Department of Health and Human Services; or using, consuming, transferring, selling or attempting to sell or transfer any form of illegal drug while on school campus or at any time during the hours between the beginning and ending of the school day, whether on school property or not, is guilty of misconduct and is subject to expulsion, even for the first offense.

### **D. Alcohol Abuse**

A student bringing unto the school's premises or property; having possession of; being under the influence of alcoholic beverages at any time while on school property or at any time during the hours between the beginning and ending of the school day, whether on school property or not, shall be guilty of misconduct. He/She is subject to expulsion, even for the first offense.

### **E. Drug Testing**

The school will maintain screening practices to identify students who use illegal drugs or abuse alcohol, either on or off the school campus. It shall be a condition of continued enrollment for the student to submit to a drug screen. The student may be required to submit to drug and/or alcohol testing at a laboratory chosen by the school if there is a cause for reasonable suspicion of substance abuse. **At the discretion of the Headmaster, students may be randomly tested for drugs.**

### **F. Consultation Rights**

Students have the right to consult the testing lab for technical information regarding prescription and non-prescription medications.

### **G. Confidentiality**

All information, interviews, reports, statement memoranda, and drug-test results, written or otherwise, received by the school through a drug-testing program are confidential communications. They may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceeding except in accordance with this rule or in determining compensability under Chapter 440, Florida Statutes.

Employers, laboratories, student-assistance programs, drug and alcohol rehabilitation programs, and their agents who receive or have access to information concerning drug-test results shall keep all information confidential. Release of such information under any circumstances shall be solely pursuant to a written consent form signed voluntarily by the person tested, unless such release is compelled by a hearing officer or a court of competent jurisdiction pursuant to an appeal taken under this section or unless deemed appropriate by a professional or occupational licensing board in a related disciplinary proceeding. The consent form must contain, at a minimum, the following:

- The name of the person who is authorized to obtain the information;
- The purpose of the disclosure;
- The precise information to be disclosed;
- The duration of the consent;
- The signature of the person authorizing release of the information.

Information on drug-test results shall not be released or used in any criminal proceeding against the student. Information released contrary to this section shall be inadmissible as evidence in any criminal proceeding.

## XI. DRESS CODE

### Elementary Dress Code

#### General Guidelines

Policy Statement—The Board of Trustees has sought to develop a standard of proper dress and

general appearance for students that will:

1. Be a testimony from the whole student body.
2. Be a testimony for the Christian atmosphere of our school.
3. Be an acceptable standard in the eyes of most of our parents.
4. Enhance the educational process.

We believe it is the parent's responsibility to enforce the school dress and hair standards. Please make sure you are familiar with what is acceptable dress and help your student comply. When a student is observed by a teacher or the Principal to be in violation of the dress code, the parents or legal guardian may be called and the student may be sent home to make any needed alterations. **If it is impossible for the parent to bring a change of clothes or student to go home to change, he or she may be held out of class for the remainder of the day.** The student's grade for each class will reflect his or her absence.

Since this normally works a greater hardship on the parents or guardian than the students, parents are urged to supervise their child's dress on a daily basis. If a student is judged in noncompliance, complaints, or arguments based on what other students wear or how they appear will not be applicable. It is the student alone and his/her parents or guardian who are responsible for proper dress consistent with the spirit and word of the dress code.

#### B. Dress Code—Girls (K4-5<sup>th</sup> grade)

- Skirts and dresses should be within 3 inches of the knee when standing or sitting. Shorts and skirts should be no shorter than mid thigh.
- Dresses must have three inches of material covering each shoulder. No visible cleavage or midriffs will be tolerated.
- Blouses and shirts should not be see-through or form-fitted. Undergarments must not be seen. No visible cleavage or midriffs will be tolerated.
- Any shirt with inappropriate slogans, pictures, or advertising will not be permitted.
- Shorts, capri pants, pants and jeans that fit properly and are neat (no holes or frayed edges), clean and modest are acceptable year-round. There will be no writing on shorts or pants.
- While belts are not required, if clothing cannot fit properly without one, a belt will be required.
- Shoes with socks must be worn at all times. No "flip flops", sandals, or backless shoes.
- Jewelry must be simple and in good taste. No make-up or body glitter.
- No body piercing beyond one or two holes in the ears only.
- Extreme hairstyles will not be permitted.
- Hats are not to be worn in the school building.
- A sweater or sweatshirt is appropriate attire in cold weather.
- An EHCS t-shirt may be appropriate attire for field trips and special activity days.
- Chapel day will be dress-up day. No blue jeans nor jean skirts are permitted. Dressy pants are permitted.

#### C. Dress Code – Boys (K4-5<sup>th</sup> grade)

- Any shirt with inappropriate slogans, pictures, or advertising will not be permitted.
- Shorts, pants, and jeans that fit properly (not too baggy or too tight) and are neat (no holes or frayed edges), clean and modest are acceptable year-round.
- No "sagging" of pants. Undergarments must not be seen.
- While belts are not required, if slacks cannot fit properly without a belt, one will be required.

- Shoes with socks must be worn at all times. No “flip flops”, sandals, backless shoes or athletic cleats.
- Hair must be neatly trimmed, off the collar, out of their eyes and no longer than the bottom of the ear in length.
- No earrings, body piercing, or tattoos (permanent or temporary) are allowed.
- Extreme hairstyles will not be permitted.
- Hats are not to be worn in the school building.
- A sweater or sweatshirt is appropriate attire in cold weather.
- An EHCS t-shirt may be appropriate attire for field trips and special activity days.
- Chapel day will be dress-up day with tucked in shirts. No blue jeans permitted.

**D. Consequences of dress code violation:**

- First Infraction - The teacher will send home a copy of the dress code, infraction highlighted, for the parent to sign and return.
- Second Infraction - The parent will receive a phone call from the office.
- Third Infraction - The parent will be called to bring proper change of clothes to the school for the child.

Due to changing styles of dress, the administration reserves the right to review or exclude styles which are not appropriate for school activities or do not conform to the purpose of EHCS.

## **Middle School and High School Dress Code**

The dress standard of EHCS is to promote an outstanding educational environment while emphasizing modesty and neatness. East Hill recognizes that there is clothing that is modest and neat that does not comply with the school’s dress standard, so please make sure that you are familiar with what is **acceptable for school**. Parents are responsible to enforce the dress codes and expected to support the school in all dress code issues. A staff or faculty person who observes a student out of compliance with the dress codes should send the student to the office, complete a dress code violation report, and make sure the student does not return to class until they are in appropriate attire. Any questionable clothing or hair should be referred to the Headmaster. Parents will be notified, if necessary, to bring a change of clothes. Students who have excessive dress code problems will be asked to withdraw from EHCS. **Neatness and modesty are the goal!**

### **A. General Guidelines**

1. Low-rider style clothing is unacceptable;
2. Shirts and sweatshirts with inappropriate slogans, pictures or advertising are unacceptable (as determined by the Headmaster);
3. Shoes must be worn at all times;
4. No visible midriff or cleavage is acceptable. Appropriate undergarments must be worn but may not be visible (this includes black spaghetti strapped tops under a white top);
5. Hats are not to be worn;
6. Hairstyles should not be extreme and must be a natural color;
7. No tattoos, permanent or temporary, are permitted;
8. No body piercing is acceptable;
9. Wallet chains are not permitted.

### **B. Girls’ Dress Code**

You may wear the following:

1. A skirt, dress, skorts or a pair of non-athletic shorts that is not shorter than 3” above the knee when standing **and** sitting, including slits.

2. A pair of non-athletic shorts, pants, or jeans that fits at the waist, that is not too tight, and is in good repair (i.e. **No holes or fraying**). **Low-rider styles are unacceptable.**
3. A blouse or shirt with sleeves and/or collars. Acceptable blouses and shirts must not be see-through or form-fitted. Blouses and shirts may be worn without being tucked in. **No cleavage is to be showing. No skin is to be exposed while sitting and/or standing.** Shirts should not be baggy or oversized. No inappropriate writing or drawing on shirts as determined by the Headmaster.
4. A dress that has at least 3" of material covering each shoulder.
5. Jewelry that is simple and in good taste.
6. No more than 2 earrings per ear. No other body piercing is acceptable.

#### **Chapel Dress**

1. Dress or dress pants may be worn (no denim jeans or pants)
2. Shirts should have no large writing on them.

#### **Formal Attire**

1. Dresses must comply with modesty with no visible cleavage or midriffs and dresses should not be more than 3" above the knee.
2. Dresses may be strapless for the high school.
3. Dresses may not be backless nor have cut-outs.
4. Appropriate shoes (i.e. no flip-flops).

**All formal attire is to be brought to school for one of the ladies on the Administration Team to check, or pictures may be e-mailed or brought to the office with 3 views—front, back and hemline.**

### **C. Boys' Dress Code**

You many wear the following:

1. A pair of non-athletic shorts, pants, or jeans that fits properly (no sagging), that is not too tight, and are in good repair (no holes or fraying).
2. Shirts may be worn without being tucked in. No undergarments or skin can be exposed. Shirts are not to be baggy or oversized.
3. Hair should be neatly trimmed, off the collar, no longer than the bottom of the ear on the sides and no longer on the forehead than the eyebrows (No Mohawk nor other extreme haircuts are acceptable).
4. Facial hair must be clean-shaven.

#### **Chapel Dress**

1. Dress pants or dress shorts (no denim).
2. Shirts should have no large writing on them and should have a collar.

#### **Formal Attire**

1. Suit or tuxedo
2. Appropriate shoes (no flip-flops)

### **D. After School Activities**

1. **Students attending home and away athletic events are expected to maintain the general modesty standards.** Shorts and dresses must be an acceptable length. Shirts must be long enough to cover the midriff (i.e. no skin showing) and no cleavage showing on female students.
2. Athletic banquets require chapel dress or better
3. Swimwear for school activities must be modest. Female students must have a one-piece suit or a long dark-colored shirt covering the swimsuit.

### **E. P.E. Uniforms**

For P.E. classes, students must have:

1. Gym shorts (cost \$10.00)
2. Gym shirt (cost \$10.00)
3. Tennis/athletic shoes—No cleats!
4. White socks/socklets

## **XII. OTHER GENERAL POLICIES**

### **A. Solicitation/Distribution**

Unauthorized commercial solicitation will not be allowed on school property at any time. The distribution by students and parents either in the school building or on school grounds of political material whose content reflects the special interest of a political candidate or political organization is prohibited unless the distribution is part of an organized school educational activity.

### **B. Request to Skip a Grade Level**

The Administration and Board of Trustees of EHCS does not encourage nor do we endorse allowing an elementary age child to skip an entire grade level. We firmly believe that each grade level helps to develop the child socially, mentally and spiritually. However, the school will review individual parental requests for this action.

1. The child's parents will submit a formal written request to the Elementary Principal. This request should contain the following:
  - a) An overall assessment of the child's developmental readiness socially, physically, emotionally, mentally and spiritually.
  - b) Detailed explanation describing why you as a parent want your child to be allowed to skip an entire grade level.
2. The child's current teacher will be asked to submit to the principal an evaluative report addressing the child's strengths and weaknesses socially, physically, emotionally, mentally and spiritually.
3. The parents may be asked to provide to the Principal necessary evaluative criteria (ability test, achievement test, educational assessments, etc.) to be used in the decision making process.
4. The Elementary School Principal or Assistant Principal will evaluate all the information and make a final decision concerning the request. No further appeal will be permitted.
5. The parents will be notified by letter concerning the final decision.
  - a) If the decision is no, the child will be promoted to the next sequential grade level.
  - b) If the decision is yes, a probation contract will be written detailing conditions that the child must fulfill in order to remain at the higher-grade level.

### **B. Disclaimer**

Because of many situations that may arise, it is understood that this handbook is a guideline and not a complete document. It is our desire to create a document that lives up to the commandments, "Love the Lord your God with all your heart" (*Deut. 6:4-6*), and "Love one another" (*John 13:33*). In areas where this handbook does not directly address an issue, it will be the determination of the Administrative staff and then the Board of Trustees as to how the issue is resolved.