



**EAST HILL**  
CHRISTIAN SCHOOL

**Parent-Student Handbook**  
**2025-2026**

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## **WELCOME!**

Dear Parents and Students,

Welcome to East Hill Christian School! Thank you for being a part of the East Hill family. It is a joy and privilege to attend a Christian school. It is our desire to assist the parents in training up young lives. We do not take this responsibility lightly.

Since 1958, EHCS has been committed to educational excellence. Along with high academic standards, our focus over the years has been to teach Biblical truth, instill character, promote patriotism, and encourage students to do God's will for their lives. The purpose of this handbook is to explain daily procedures and to be a help when it comes to school policies. We ask that the parent and student read through the handbook, and if there is any need for clarification, please feel free to call the school office.

We are here to assist you in any way. Thank you again for entrusting us with your children. Our prayer has been and will continue to be for the Lord's blessing, protection, and provision, as well as for God's will to be done at East Hill Christian School.

### **Key Facts about EHCS**

- Founded:** 1958
- Accreditation:** Association of Christian Schools International (“ACSI”)
- Description:** East Hill Christian School is a private, coeducational, nondenominational Christian school in historic Pensacola, Florida, for students in VPK through Grade 12.
- Office Hours:** 7:30 a.m. to 3:30 p.m.
- School Verse:** “But they that wait upon the LORD shall renew their strength; they shall mount up with wings as eagles; they shall run, and not be weary; and they shall walk, and not faint.” Isaiah 40:31
- School Colors:** Green and Gold
- School Mascot:** Eagles
- Gonzalez Location:** 1301 East Gonzalez Street, Pensacola, FL 32501
- Gadsden Location:** 1301 East Gadsden Street, Pensacola, FL 32501
- Phone:** (850) 438-7746
- Facsimile:** (850) 434-7384
- URL:** www.ehcs.org

### **Administration**

Executive Director.....	Jason M. Osborn
Principal.....	Beth Ann Owens
Operations Director .....	Morgan Maygarden Gleason
Admissions Director.....	Deborah Hawkins
Spiritual Formation Director.....	David Coltrane
Dean of Academic Development .....	Dr. David Ortiz
Dean of Student/Athletic Director.....	Todd Caroline

### **Board of Directors**

President.....	Travis Garrett
Vice President.....	Ali Ohler
Secretary.....	Carla Bondurant
Treasurer.....	Ryan Mattox
Member.....	Nick Newkirk
Member.....	Denise Myrick
Member.....	Jeremy Garrett

## **I. MISSION, VISION, AND VALUES**

### **A. 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.

### **B. Vision**

EHCS envisions the development of Christ-centered graduates who are morally, intellectually, and physically prepared to meet the challenges of the 21st Century.

### **C. Values**

**Christianity:** EHCS 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:** EHCS 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:** EHCS 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 Board of Directors, are the final authority on all organizational and administrative matters.

**Enrichment:** EHCS encourages students to engage in extracurricular activities including competitive sports, mission outreach, clubs, and performing arts.

**Availability:** EHCS is a nondenominational school and is open to all students without regard to race, creed, color, or national origin.

### **D. Statement of Faith**

1. 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.

2. We believe the Bible to be the inspired, infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).

3. 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).

4. 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).

5. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; that men are justified on the single ground of faith in the shed blood of Christ; 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).

6. 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). f. 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).

7. 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).

#### **E. Philosophy**

EHCS 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 and supportive and reflects the highest standards of scholarship. We believe that students should find the classroom exciting, imaginative, and disciplined. It should be 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. Equally important, however is the development of critical thinking skills which are anchored in the Word of God. It is our belief that the EHCS 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.

EHCS 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.

#### **F. Governance**

EHCS is operated as a nonprofit corporation under the laws of the State of Florida. The purpose is to provide Christian education, discipleship, and evangelism. EHCS 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 Directors. The Board of Directors has legal responsibility for the corporation, and the Executive Director is charged with the oversight of the operation of the school. The leadership of EHCS is made up of the following tiers:

1. The EHCS Board of Directors, who express final authority.
1. The Executive Director, who develops and recommends policies and goals to the Directors, implements policies, and controls daily operations.
2. Administrators, teachers, and other staff members, who fulfill their assigned responsibilities under the supervision of the Executive Director.
3. Support school organizations, which operate in cooperation with the Administrative Staff.

#### **G. Parent Commitment**

Parents and guardians understand and agree with the following statements:

1. It is a privilege to attend EHCS; 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.
2. We will wholeheartedly support the spiritual teachings of the school and strive to attend church regularly as a family.
3. We will 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 administration of EHCS and will be obedient to the school's rules and policies.
4. We will uphold the school's standards of conduct and discipline, will cooperate with the disciplinary program of the school, and will cooperatively work with teachers and staff.
5. We will provide, at the time of admission, any information that will assist the school faculty and staff in effectively meeting 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.
6. We understand 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 EHCS, 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 file 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.
7. We will be financially responsible for any injury to any person or damage to the property of others caused by our child(ren).
8. We will support the school through our involvement by participating in our child(ren)'s education, fundraising projects, and other activities throughout the year.
9. We will honor our financial obligation to EHCS.
10. We understand that monthly payments are subject to a late charge if not paid by the 5th day of the month.

#### **H. Use of Given Names and Pronouns; Use of Restrooms/Locker Rooms**

Believing that God wonderfully creates each person as male or female, two distinct yet complementary genders, which reflect the image and nature of God, and in conformity with the statement of faith, students will be addressed by the name given to them by their parents and recorded on the original birth certificate. Nicknames are acceptable when indicated by the parent on the continuous enrollment agreement. Pronouns are limited to those which correspond to a student's biological sex. Likewise, we require students to use the restroom and locker room facilities in conformity with their biological sex. A person's biological sex is defined as being male or female, which is determined by a person's chromosomes, identified at birth by a person's anatomy, and recorded on a person's birth certificate.

## **I. Final Authority for Matters of Faith and Conduct**

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

## **I. CONTINUOUS ENROLLMENT**

The following sections detail the terms of the Continuous Enrollment Agreement between EHCS and Parent/Guardian or other Financially Responsible Party. By signing this Continuous Enrollment Agreement (hereinafter "Enrollment Agreement"), you agree to the following:

1. **Acknowledgement.** Parent/Guardian acknowledges that the policies, procedures, and practices of EHCS, including, but not limited to, those set forth in the East Hill Christian School Parent/Student Handbook, and the annual tuition rates published by the school on its website, [www.ehcs.org](http://www.ehcs.org), are incorporated into this Enrollment Agreement by reference. Accordingly, Parent/Guardian agrees to abide by all such policies, procedures, and practices and acknowledges that the same will be subject to periodic modification by EHCS in its sole discretion. This Enrollment Agreement may also be modified periodically by EHCS in its sole discretion. In such cases, adequate written notification of such modification to the Enrollment Agreement by EHCS will be provided to Parent/Guardian at the address and/or email address provided to EHCS by Parent/Guardian.

Parent/Guardian represents and warrants that the household/billing information provided to EHCS upon acceptance is accurate and that Parent/Guardian will immediately notify EHCS of any changes. Parent/Guardian understands enrollment at EHCS is a privilege, not a right, and suspension of enrollment or termination of enrollment is at the sole discretion of the EHCS administration. During the term of this Enrollment Agreement, Parent/Guardian does hereby promise and agree to fully and timely pay EHCS (in accordance with the payment plan selected) all tuition, charges, fees, and assessments associated with the student's admission, enrollment, and/or program participation at EHCS. The tuition for the next school year is determined in December of the then current school year, is published on the school's website in January, and is incorporated into this ongoing Enrollment Agreement. Parent/Guardian understands that the maximum tuition level is due from families who choose not to apply or do not qualify for financial aid.

2. **Term and Termination.** Parent/Guardian understands and agrees that this Enrollment Agreement extends until the graduation of the student(s) from EHCS or the termination of this Enrollment Agreement as provided herein. Accordingly, the term of this Enrollment Agreement shall be in effect for the academic year in which the student is enrolled and shall renew automatically for each successive academic year until graduation from EHCS, unless and until this Enrollment Agreement is terminated by EHCS or Parent/Guardian. To terminate this Enrollment Agreement, Parent/Guardian must notify the Admissions Office by submitting the Opt Out/Withdraw Form by January 31st of the then current school year. Parent/Guardian acknowledges that the tuition and fees charged for the academic year are for an enrollment place within EHCS and not for a specified period of attendance. Accordingly, the absence of a student during that academic year does not materially reduce the expenses of EHCS. Parent/Guardian agrees that the absence, academic failure, or withdrawal of the student during the academic year shall not excuse, alter, abate or nullify the parent's/guardian's obligations for payment of tuition and certain other charges and fees through the academic year.

3. **Payment.** Parent/Guardian understands that payment of tuition for the following school year is due to EHCS in full by July 1st of each year; however, for the convenience of parents/guardians, EHCS currently offers several tuition payment plans (listed below).

a. **Enrollment/Re-Enrollment Fees.** New students require an enrollment fee of \$500 for each student for the following school year which will be due upon enrollment. Returning students will be charged a discounted annual re-enrollment fee of \$300 automatically through your FACTS account on February 1st. Re-enrollment fees not paid in full by March 1st forfeit the early re-enrollment discount and will be charged an additional \$100 per student. If the enrollment fee has not been received by April 1st, the student's seat will be forfeited and the student must reapply as a new student in order to return. Payment of the enrollment fee confirms a spot for your student; therefore, the fee must be paid in full to guarantee a spot for your student. Please plan accordingly. Enrollment fees are non-refundable.

b. **Payment Plans.** Payment plans for tuition available through FACTS Tuition Management Company are as follows:

- (1) Annual Payment Plan – full tuition due by June 1st for each upcoming school year.
- (2) Semester Payment Plan – two equal tuition payments are due in June and December under this payment plan.
- (3) Quarterly Payment Plan - four equal payments are due June, September, December and March.
- (4) 10 Month Installment Plan - ten equal payments are due August through May (select this plan if your student receives scholarship funds from AAA or Step Up For Students).
- (5) 12 Installment Payment Plan – twelve equal tuition payments are due June through May.

Parent/Guardian is responsible for setting up a payment account with FACTS at <https://online.factsmgmt.com>. Once a payment plan is established, the payment plan will continue each year unless changed by Parent/Guardian in their FACTS account.

4. **Withdrawals.** Parent/Guardian understands that your financial commitment to the school is not a partial or fractional agreement. It is a commitment in which you agree to pay the full tuition for the term of attendance selected whether or not your child is able to attend the entire term. Once you sign (includes electronically) and return your contract and pay all applicable fees, the school saves a space for your child. The school must have a guaranteed income to meet the obligations it makes for you and your child. Parent/Guardian understands that the overhead expenses of the school do not diminish with the withdrawal of some students and that (upon full execution of this Enrollment Agreement by EHCS and Parent/Guardian) Parent/Guardian accepts the obligation to pay the tuition and other fees in full for the entire academic year for which the student enrolled.

a. **Effect of Withdrawal.** EHCS will release Parent/Guardian from this obligation with a signed Opt Out/Withdraw Form received on or before January 31st for the following academic year. If the Opt Out/Withdraw Form is signed/completed after the re-enrollment deadline but before June 1st, Parent/Guardian will be responsible for 25% of the tuition for the following academic year. If Parent/Guardian withdraws after June 1st, Parent/Guardian agrees to pay the FULL TUITION whether or not your child is able to attend the entire year. These commitments cannot be undone if he or she does not attend or withdraws during the school year except for the reasons below.

b. **Exceptions.** With at least a 30-day prior written notice submitted through the Opt Out/Withdraw Form, the withdrawal obligation may be waived if any one of the following circumstances apply:

- (1) In the event of an unplanned move 50 miles or more;
- (2) In the event EHCS terminates the enrollment agreement for the upcoming school year; or
- (3) In the event of hardship (hardship cases require the approval of the Executive Director).

All textbooks or other educational materials issued by EHCS are the property of EHCS and must be returned upon the close of the school year or withdrawal of the student. Parent/Guardian agrees to pay for the replacement of books and/or materials not returned or damaged beyond normal wear and tear.

5. **Eligibility.** Parent/Guardian understands that student(s) may not attend classes and/or participate in any school-sponsored activities, including sports, until all enrollment, registration, and health forms, including, without limitation, a signed Enrollment Agreement, are received. Furthermore, all fees, as well as tuition installments that are due must be paid to date.

6. **Scholarships.** Parent/Guardian understands it is their responsibility to determine eligibility, secure scholarship funding through Step Up for Students or AAA, and provide a copy of the scholarship award letter to the EHCS business office. Awarded scholarship funds will be applied to the student's tuition account and the parent/guardian will be responsible for any remaining balance, including any incidental charges. It is also the parent/guardian's responsibility to comply with all requirements of the scholarship administering agency, including approval of quarterly disbursements to EHCS. If scholarship funds are not received by EHCS, the parent/guardian will be responsible for the unpaid tuition.

7. **Failure to Pay.** Timely payment of tuition and fees is essential for the operation of EHCS. If Parent/Guardian or other Financially Responsible Party under this Enrollment Agreement shall fail to timely pay tuition, fees, or finance charges when due, EHCS shall have the right, without notice, to terminate this Enrollment Agreement, refuse to allow the student to attend any classes and/or take exams, and to pursue collection pursuant to Paragraph 8 below. EHCS has the right to withhold a student's recommendations, cumulative records, schedules, grades, transcripts, and diploma for failure of Parent/Guardian or other Financially Responsible Party to pay tuition, fees, or finance charges until outstanding amounts are paid in full.

8. **Delinquent Accounts.** EHCS reserves the right to forward the collection of tuition 90 days past due to a professional collections agency and/or small claims court. This will include notification to the local and national credit bureaus and may include employing legal resources if deemed necessary. Additionally, any legal or other fees incurred by EHCS as a result of the collection of delinquent accounts will become the sole responsibility of Parent/Guardian, Guarantor, or other Financially Responsible Party.

9. **Returned Payment.** EHCS does not accept cash or checks at the school. Parent/Guardian must enroll in a Payment Plan with a credit card or bank account. Parent/Guardian understands that a \$30 service charge will be assessed per returned payment or rejected withdrawal.

10. **Dispute Resolution.** The undersigned Parent/Guardian agrees to abide by EHCS's dispute resolution policy set forth in the Parent-Student Handbook to address all disputes or disagreements with EHCS.

11. **Governing Law and Attorney's Fees.** The validity, effect, and operation of this Enrollment Agreement shall be determined according to the laws of the State of Florida, with the exclusive venue lying in Escambia County, Florida. Upon any lawsuit brought by any party to enforce the terms of this Enrollment Agreement, the prevailing party shall be entitled to recover its reasonable costs

and attorney's fees from the non-prevailing party, including any costs and attorney's fees incurred at all levels of appeal.

12. **Severability.** The parties agree that if any provision or portion of this Enrollment Agreement shall be held illegal, invalid, unenforceable, or void by a court of competent jurisdiction, the remainder shall not be affected thereby and shall remain enforceable and valid and such holding shall not diminish the validity or enforceability or any other provision hereof.

Upon acceptance and signature of this Enrollment Agreement by Parent/Guardian and EHCS, the student will be enrolled. If Parents of the student are legally divorced or separated at the time the Enrollment Agreement is signed and have joint custody or share financial responsibility, then each parent must sign this Enrollment Agreement. If someone other than a natural parent is to be financially responsible for the student's tuition, fees, and account, such individual must also sign as a Financially Responsible Party.

## **II. CAMPUS ACCESS, COMMUNICATION, AND CONFLICT RESOLUTION**

### **A. Office/School Communication**

We understand the importance of keeping our school family informed and connected. Our goal is to provide you with timely and relevant information through various channels to ensure that you are well-informed about upcoming events, activities, and important updates. Communication is a two-way street, and we encourage parents to reach out to school personnel with any questions, concerns, or feedback.

We utilize several communications platforms and methods to ensure we keep parents apprised of happenings on campus. Stay updated with our weekly newsletter, "Bird's Eye View," where you will find dates and details of upcoming events, activities, and valuable insights into our school family. Additionally, we leverage the power of social media platforms to share exciting news, highlights, and snapshots of school life. Our website serves as a central hub for accessing essential resources, event calendars, and announcements. Here, you can easily navigate through important information about academics, extracurriculars, and school policies. Through FACTS and Canvas, our student information system and learning management system, respectively, we communicate information about lesson plans, assignments, grades, and other important academic information.

### **B. Parent-Teacher Conferences**

Parents are encouraged to see any member of the teaching staff if they have a question or concern about their child's progress. Such conferences must be scheduled with the student's teacher or teachers in advance by email or telephone. When a visit to the classroom is necessary, parents must adhere to the Visitors policy in this handbook.

### **C. Parent Meetings**

EHCS hosts several parent/student events throughout the school year. Orientation will be held in August before school begins to allow students to meet their teachers, pick up their schedules, and organize their lockers/desks. Open House is scheduled in the Fall and in the Spring. These meetings are designed to allow parents to come to school to "walk through" the student's daily schedule and meet his/her teachers. This event is very informative and allows the parents to experience firsthand the daily routines of their students. In the Spring, the Board of Directors hosts the State of the School fellowship, EHCS's annual business meeting. Moreover, the Parent Teacher Fellowship (PTF) helps to promote EHCS and provides numerous volunteer opportunities for fundraisers and special events. Every parent is invited to become an active member of this fellowship.

**D. Visitors**

All visitors must obtain a visitor's pass from the school office. Visitors must sign in at the school office and present a government-issued photo I.D. will be required. Visitors' passes must be worn in a visible manner at all times while on campus until the time that they sign out when leaving the campus.

Visitors desiring to see any student or member of the faculty during school hours must first secure permission from the school office and get a visitor's pass. Parents or others wishing to confer with teachers or students should call for an appointment. In general, students should not invite visitors to come to school with them. For situations deserving exceptions to this rule, prior permission must be secured in writing at least 1 day in advance by a school administrator.

We use a sophisticated visitor management system that screens visitors against registered sex offender databases for all 50 U.S. states and territories and other databases to ensure the safety of our students, staff, and families. All visitors will be screened through our visitor management system, and any potential or prospective visitor who is flagged by such system will be denied access to our campus.

**E. Prospective Students**

Requests for prospective students wishing to visit the campus must be made to the administration at least one day in advance, and they must check in first at the Front 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 EHCS.

**F. Custodial Concerns**

In any family experiencing a transition in parental custodial relationships, the following guidelines will apply:

1. In two-parent families, we will assume that both parents live at the same address unless otherwise notified. It is assumed that parents are communicating regarding their child and sharing all information, including but not limited to conference appointments, report cards, school activities, discussions with school personnel, and financial obligations.
2. In families that reside in separate households, all paper communication and student work will be sent home with the child to the parent with physical custody. It is assumed that this is shared by and between the parents.
3. In families separated by divorce, the administration should be notified of the parenting plan and/or court-ordered custody. A copy of the court order must be on file in the school office. Unless the court has ordered otherwise, all paper communication will be sent home with the child to the custodial parent. The custodial parent is asked to share this information directly with the non-custodial parent unless there is a court order that states otherwise.
4. If no court order has been presented that limits a non-custodial parent's rights to access, the school will provide access to digital communications including FACTS.
5. It is preferred that parent conferences be conducted with both parents present to avoid miscommunication or misunderstanding. It is assumed that parents will be able to set aside their differences and come together on behalf of their child(ren).
6. School personnel will not discuss any school or health concerns with other parties, including grandparents, family members, etc. unless a Release of Information form has been signed and returned to the school office.

7. Financial information will only be released to the parent listed in the FACTS software as the “financially responsible” parent except under court order.

**G. Conflict Resolution**

Occasionally during the course of the year, misunderstandings or problems can arise between teacher and student, teacher and parent, parent and school, etc. Such conflicts are often the result of a lack of communication between those involved. EHCS 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 of Directors itself.

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 Executive Director.

3. When the above steps have been executed in order and without satisfactory resolution, the problem may be presented to the Board of Directors (in written form). The Executive Director can provide the written procedure for addressing the Board of Directors.

**III. STUDENT HEALTH**

**A. Required Immunizations and Physical Examination**

In accordance with Florida law, each student must be current in his/her immunizations in order to attend EHCS. The record of these immunizations must appear on 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 7th grade are required to have the Hepatitis series vaccine and a tetanus shot before they are allowed to begin school. The Florida Department of Education can provide additional information to parents regarding immunizations. Each child entering school in the State of Florida must submit proof of a medical examination performed by a Florida physician.

**B. Illness at School; Return to School after Illness**

In the interest of each student’s well-being, parents should keep their child home when he or she is sick. If a student has symptoms such as fever, contagious illness, rash, lice, vomiting, excessive nasal discharge, or diarrhea, he or she will not be allowed to attend school. When a student develops symptoms at school, we will (1) refer the student to the school office, and (2) notify the parents or other emergency contact to pick up the student as soon as possible.

A student who is sent home from school or is absent from school due to illness may return to school when (1) the student is and remains fever-free or vomit-free (as applicable) for 24 consecutive hours; or (2) upon receipt of documentation from a medical professional that a visible rash is non-contagious. We ask that parents please be considerate of other students and adults in the classroom when determining the return of a child who has been ill. Students returning to school after an illness lasting five days or more must bring a doctor’s note for admission to class.

**C. Medication**

Medication required during the school day must be delivered to the office by the parent. Trained personnel will administer the medication as directed. All medication must be in the pharmacy container labeled with the prescription in the student’s name. This includes inhalers and epi-pens. Written instructions on the container must correspond with an Authorization for Administration of Medicine form supplied and signed by the and parent. Over-the-counter medication may be administered but must be

in the original packaging and accompanied by a note from a medical professional. Students are not permitted to have medication (either over-the-counter or prescription) in their possession or to store them in their desks, lockers, or backpacks.

**D. Doctor and Dental Appointments**

We strongly encourage doctor and dental appointments to be made outside of school hours whenever possible. If these appointment and others such as sick appointments cannot avoid school hours, they should require a physician note so that they may be excused.

**E. Controlling Head Lice**

We are dedicated to providing a safe and healthy learning environment for all students. Head lice infestations can disrupt the learning process and affect the well-being of students. To minimize the spread of pediculosis within the school community, the following policy outlines procedures for head lice detection and management.

Any student showing symptoms of head lice infestation, such as itching or visible live bugs, will be referred for a head check by a designated staff member. Staff members will be designated by the Executive Director and/or school principal(s) and given training information. Staff members who have been trained to conduct a head check will utilize gloves and screening sticks to inspect the head(s) of any student(s) showing symptoms of head lice, using a fresh set of sticks and gloves between each student.

If live head lice or nits are found on any student, the parent/guardian will be contacted to remove the student from school and given treatment information. Students may not return to school until they are completely free of live lice and nits. To be cleared to return to school, the student may either be rechecked by designated school personnel or present a note from a medical doctor stating that the student has been examined and is free of both live head lice and nits.

When live head lice or nits are found or known to be present on any student, a check of the entire class and any siblings of the affected student will be performed. Parents/guardians will be notified that a check was performed and advised to recheck their children at home.

All information regarding head lice infestations will be kept confidential to protect the privacy of affected students.

**IV. CAMPUS SAFETY AND SECURITY**

**A. Background Screening Required**

All employees, contractors, licensees, and volunteers who have access on school grounds when students are present, direct access to students, or access to or control of school funds must undergo and complete a level 2 background screening pursuant to Chapter 435 of the Florida Statutes. He or she shall not have direct contact with students unless and until he or she has completed the screening required by Chapter 435.

**B. Inclement Weather**

**1. Closure/Cancellation**

EHCS may from time to time close because of inclement weather. In those instances, we will announce a school closing as quickly as possible. If the Escambia County School District announces a school closure because of inclement weather, EHCS also will be closed. Otherwise, we will endeavor to make a decision by 6:30 a.m. or earlier on the day of school closing. When school is closed for inclement weather, all events for that day, including practices or evening activities, will be canceled. We

will notify parents through our available notification and communication systems. School closure may also be reported by local area television and radio stations, such as WEAR TV3 or WCOA AM 1370.

## **2. Tornado/Hurricane**

If a tornado or hurricane watch is in effect at the close of a school day, after-school activities will be canceled. 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 or her child.

EHCS will be closed during the pendency of a tropical storm or hurricane warning for the geographic area in which EHCS is located. Upon reopening, we will notify parents through our available notification and communication systems that school has resumed.

## **V. PROGRAM OF INSTRUCTION**

EHCS employs a curriculum 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. New curriculum is carefully and regularly scrutinized to make certain that it fits with the philosophy, goals, and objectives of the school. EHCS uses a number of different publishers, some secular and some Christian, understanding that a secular curriculum will not be totally consistent with Christian beliefs. Teachers place strong emphasis on integrating Biblical truth and Christian worldview into their teaching. This method allows 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 they live. Parents are encouraged to reinforce Biblical values at home by discussing with students information they learn at school. Class sizes are based on student dynamics and teacher profile, not local public school standards or independent school norms.

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.

### **A. Textbooks and Supplies**

EHCS issues textbooks and supplementary materials to each student. Textbooks and supplementary materials are and shall remain the property of EHCS. It is the student's responsibility to take proper care of all issued books, including appropriate protective covering. Loss, damage, deliberate mutilation, or other destruction of textbooks or supplementary materials will result in the full replacement price being assessed to the student's account, and the student will be subject to disciplinary action.

Students will turn in textbooks for individual classes when arriving to take the semester or final exams. Report Cards and records will be held until all textbooks and library books are turned in or the cost for damage or replacement is paid in full. Replacement cost for textbooks or library books will be determined by the replacement cost to EHCS.

The school does not furnish supplies to students. Students are required to provide their own pencils, pens, paper, notebooks, and other such supplies and materials that may be required.

### **B. Report Cards, Progress Reports, and Grading**

EHCS issues report cards and progress reports to communicate a student's progress academically, spiritually, socially, and physically. Student grades, behavior, attendance, homework, and lesson plans can be viewed at any point in time. Parents should check Canvas or FACTS on a daily basis to review student progress in a given class.

EHCS uses the following grading scales:

<b>VPK</b>
G: Good
W: Working on skill
N: Needs improvement

<b>Kindergarten</b>
M: Mastered skill
W: Working on skill
N: Needs help with skill
I: Improvement observed

<b>Grades 1 through 5</b>	
A: 100-90	E: Excellent
B: 89-80	G: Good
C: 79-70	S: Satisfactory
D: 69-60	N: Needs improvement
F: 59-0	U: Unsatisfactory

<b>Middle school/High school</b>
A: 100-90
B: 89-80
C: 79-70
D: 69-60
F: 59-0

At the end of every week, the guidance department will report current grades to the school administrators. At the midpoint of each of the four grading periods, progress reports will be posted in FACTS and transmitted by email. Report cards will be posted in FACTS and transmitted by email at the end of each of the four grading periods. Final report cards will be posted in FACTS and transmitted by email at the end of the school year once all financial obligations are settled.

All middle school and high school students will be assessed at the end of each semester through a cumulative exam, paper, or project designed to measure proficiency in the content or skills taught throughout the semester. A student's semester grade is based upon the weighted average of the two nine-week grading periods and the semester exam or assessment, as follows:

<b>Middle school</b>		<b>High school</b>	
First nine-week grading period	45%	First nine-week grading period	40%
Second nine-week grading period	45%	Second nine-week grading period	40%
Semester exam/assessment	<u>10%</u>	Semester exam/assessment	<u>20%</u>
<b>Total</b>	<b>100%</b>	<b>Total</b>	<b>100%</b>

High school seniors may be exempt from second semester exams/assessments on a course-by-course basis if they meet the following criteria:

1. Average of at least 90% through the last day of class before exams in the class for which exemption is sought;
2. No more than three absences from the class for which exemption is sought, excluding school-sponsored activities and two days for college visits; and

3. No more than three disciplinary write-ups from the start of the school year through the last day of class.

**C. Extra Assignments**

The giving of “extra credit” for assignments should be the exception and not the norm and should be made available to the class at large. Extra credit may be given by a teacher, but such credit may not count more than 2% of the total grade for a given subject.

**D. Attendance**

Regular school attendance is required by Florida law and is necessary for good scholarship. The attendance of all students shall be checked and recorded each school day. Students may be counted in attendance only if they are actually present at school or engaged in an educational activity that constitutes a part of the school-approved instructional program for the student (e.g., retreats, field trips, senior trip, and special activities).

Participation in any extracurricular activities, including athletic contests, requires attendance for at least half of that school day. Students are considered absent from school if they leave prior to 11:30 a.m. or if they arrive after 11:30 a.m.

**1. Absences**

When a student is absent from school, the parent must fill out the online Absence Notification Form to explain the reason for the absence.

**a. Excused Absences**

Absences from school may be excused for the following reasons:

- Illness of student;
- Documented medical appointments;
- Major illness in the immediate family of the student (immediate family is defined as parents, brothers, sisters, grandparents, aunts, uncles, legal guardians, persons *in loco parentis*, or a member of his own household);
- Death in the immediate family of the student;
- Subpoena or forced absence by any governmental agency (other than involvement as a detainee, arrestee, suspect, target, or defendant in any criminal proceedings); or
- Other emergencies deemed so by the Executive Director.

**b. Unexcused Absences**

Any absence that is not an excused absence will be an unexcused absence. Each unexcused absence will result in a 1-point deduction in each subject for the grading period.

**c. Prearranged Absences**

Approved, prearranged absences are intended to meet extenuating circumstances of families. EHCS strongly discourages student absences during the course of the school year. If such an absence is unavoidable, the parent must request approval of proposed absence at least five school days prior to the absence. The Executive Director will review the request and decide whether the absence will be excused. The school office will notify the teacher of the approved absence or the unexcused absence, and work will then be arranged between the teacher and the student or parent. ***It is the parent and student’s responsibility to make such arrangements with the student’s teacher or teachers.***

**d. Extended Absences**

Absences of three 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. 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 more than 10 days or more than 10 individual classes in a semester, the student will need to make up the hours missed (6.5 hours per day or 50 minutes per class). Absences due to prolonged sickness will be reviewed by the Executive Director.

**e. Late Arrivals and Early Departures**

Upon arrival at school, students may not leave the school grounds without permission. Students who arrive on campus after 8:00 a.m. must check in at the school office. For planned early departures or medical appointments, parents should notify the school office at least 24 hours in advance. Unless prior arrangements have been made in writing, a student may not leave the premises until a parent physically signs the child "Out" from the school office. For students in VPK through 8th grade, parents must physically sign the child "In" upon late arrival or return to school. Students in 9th through 12th grade may check "In" without a parent.

**2. Absence Notes from Parents**

Parents must be specific when completing the online Absence Notification Form or providing an explanation for a student's absence or late arrival. Doctors' notes or other documentation should be provided to the school office within three school days after the absence and should include the date of absence and the reason.

**3. Make-up or Missed Work**

When a student is absent from a class, ***it is the student's responsibility to communicate with his or her teacher on the first day back to school to make arrangements for missed work, assignments, quizzes, tests, or classroom notes.*** The student will then have one day for every day absent to complete the assigned work. Assignments not completed within the time frame permitted will result in zeroes.

Parents should contact the school office to make arrangements to pick up textbooks or other materials. Parents should check Canvas for lesson plans and assignments, and they may email the student's teacher or teachers for updates or clarification as needed. Parents should help to ensure that students are making up work in a timely manner.

**4. Tardies**

Late arrivals are disruptive to classroom activities and scheduled events, and each student should be at school by the time school begins. A student will be considered tardy if not seated in the classroom by the designated time. A student who is late to class during the school day without a pass will be considered tardy. Tardies may result in academic penalties or disciplinary action.

**a. Elementary Tardies**

Realizing that young students are not responsible for their own transportation, any student in VPK through 5th grade who accumulates four tardies in a quarter will be placed on probation, and the parents will be required to attend a conference with the Dean of Students and the Principal. Parents and guardians who habitually deliver their student(s) late may jeopardize their student's continued enrollment at EHCS.

**b. Middle School and High School Tardies**

Students who are late to first period should go directly to class, and the teacher will record the tardy. A student who misses more than 20 minutes of a class period (due to unexcused tardiness, check-in, or check-out) will be considered absent for that period.

For students who drive themselves to school, the following are the consequences once the student has received their 4th unexcused tardy for the start of the school day:

- 4th tardy:** 30 minute detention, and the student is placed on probation
- 5th tardy:** 60 minute detention, and parent conference with the Dean of Students and the Principal
- 6th tardy:** Equals 1 unexcused absence for the student and results in an academic penalty of a 1-point deduction in the class in which the student is tardy.

For students who do not drive themselves to school, once four tardies have accumulated, the student will be placed on probation, and the parents will be required to attend a conference with the Dean of Students and the Principal. Parents and guardians who habitually deliver their student(s) late may jeopardize their student's continued enrollment at EHCS.

Students who are late to class during the school day will receive a detention for each tardy beyond the second. If a student is late due to meeting with a teacher or administrator, the teacher or administrator will excuse the tardy. Habitual tardiness will result in contact with parents and additional consequences beyond lunch detention.

- 3rd tardy:** 30 minute detention, and the student is placed on probation
- 4th tardy:** 60 minute detention, and parent conference with the Dean of Students and the Principal
- 5th tardy:** One day of in-school suspension

**E. Truancy**

An absence for one or more periods without permission of parents and prior notification is considered truancy. A parental conference will be held for a student who is truant for all or part of a day before the student is reinstated into his/her classes. Truancy will result in a suspension from school, which carries an academic penalty of a 1-point deduction in each subject or class for both the day of truancy and the day of suspension.

Pursuant to Florida law, we are required to report truancy to the appropriate authorities. If a student incurs (a) five or more unexcused absences, or absences for which the reasons are unknown, within a calendar month, or (b) 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period, EHCS will report the student as truant to the Escambia County School District.

**F. Field Trips**

When an educational experience can be best achieved by leaving the classroom and going on a field trip, students must understand that this privilege also carries the responsibility of representing

EHCS in a very positive manner. The same policies that apply to school and classroom behavior also apply to students on field trips. Parents are encouraged to attend field trips as their schedules allow. When a field trip has been planned and approved, the classroom teacher will communicate the details to students and parents including the date, time, and any associated costs. Written permission is required for each student in advance of the field trip. Any student without parental permission must remain at school. A student who does not attend a particular field trip or activity will receive an unexcused absence that carries an academic penalty, unless approved by the Executive Director.

Attendance for any school outing is a privilege that may be revoked if the student is not prepared for the outing, does not comply with the Parent-Student Handbook or supplementary policies, or is on academic or disciplinary probation. 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.

A limited number of chaperones will be needed for each field trip and arranged by the classroom or sponsoring teacher. Chaperones must complete an application, including a Level II background check, in order to attend a field trip in an official capacity. Chaperones that are selected are expected to act as Christian role models for students and to model maturity in actions, attitudes, and dress. The classroom teacher in charge of the trip will give specific instructions. Chaperones will uphold all the policies and procedures in the Parent-Student Handbook.

Chaperones may purchase admission to the event/venue utilizing any discounted rate provided to the school. Additional adults are always welcome to participate; however, those who are not designated as Chaperones are responsible for securing their own admission to the event/venue. Only children enrolled in the class or activity may attend. Chaperones may not bring guests or siblings on a field trip unless the trip is announced as a special family event and other siblings are specifically invited. The first responsibility of each Chaperone is to the students being supervised.

## **G. Homework and Homework Planners**

Homework will be assigned on a regular basis. The amount of homework may fluctuate at times; however, teachers 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. Homework is generally heavier on Monday, Tuesday, Thursday, and Friday evenings. In an effort to support families attending church on Wednesday nights, written homework, tests, and quizzes will not be assigned, except for math written homework, which will be held to a minimum. Tests or quizzes may be administered on Thursdays only with administrative approval. Homework expectations increase beginning in third grade and continue to increase as students move from grade to grade.

At the beginning of the school year, elementary and middle school students (grades 1 through 8) will receive a homework planner for writing daily assignments and for transporting papers. Parents are expected to read the journal, check their student's homework, and initial the planner each night. For students in VPK and Kindergarten, we will send home a homework folder, which should be checked daily by parents.

## **H. Honors, AP, and Dual Enrollment Eligibility Requirements**

In addition to its traditional course offerings, we offer courses that move at an accelerated pace or bear other hallmarks of enhanced rigor. Because of the expectations of these courses, we assess student achievement prior to enrollment.

### **1. Honors and AP Eligibility**

Initial and continuing eligibility for courses designated as Honors or Advanced Placement requires the following:

- a. Standardized test scores in at least the 70th percentile;
- b. At least a B average in the previous school year's course(s); and
- c. Teacher recommendation.

## **2. Dual Enrollment Eligibility**

Initial and continuing eligibility for dual enrollment courses requires the following:

- a. Satisfactory score on the SAT, ACT, CLT, or PERT (may vary by course);
- b. 3.0 or higher unweighted high school GPA; and
- c. Counselor recommendation.

In the event that a student earns below a "C" in a dual enrollment course, the student may be required to take classes exclusively at EHCS in subsequent terms.

### **I. Late Work**

Failure to turn in work as when due will result in penalties, as follows:

#### **1. Middle School**

##### **Homework**

One day late:	20% deduction
Two days late:	40% deduction
More than two days late:	Zero for assignment

**Labs/projects:** Deduction of one letter grade per day late

#### **2. High School**

##### **Homework**

One day late:	20% deduction
More than one day late:	Zero for assignment

**Labs/projects:** Deduction of one letter grade per day late

#### **3. Advanced Placement/Dual Enrollment**

Advanced placement and dual enrollment classes are college level courses. Late work policies for those classifications are as follows:

**Advanced Placement:** At the discretion of the instructor.

**Dual Enrollment:** At the discretion of the instructor, or in accordance with the sponsoring college's or university's policy on late work.

The late work policy for each class will be published in each course syllabus, and all students and parents/guardians are presumed to have read and to have agreed to such policies. In all instances, students are very strongly, encouraged to communicate with their instructors in advance of the due date for such assignment if they think they will be unable to complete an assignment on time.

Students are required to turn in late work, regardless of whether the late work will earn a grade above a 0. If a student fails to turn in more than three assignments, subsequent grades in the same category will earn a 0 until the late assignments are turned in. Any 0 assigned under this policy to an assignment that is turned in on time will be recoverable.

#### **J. Chapel/Assemblies**

Chapel and assemblies are a part of the curriculum and are designed to be educational, profitable, and spiritually enriching experiences. Chapel provides multiple opportunities for building community and to participate in singing, praying, and learning from God's word. Regardless of the type of program, courtesy demands that the student body be respectful. Students who are found to have intentionally missed chapel or other assemblies will face the same disciplinary action as if they had skipped a class.

#### **K. Academic Integrity**

The mission of EHCS encompasses a broad range of values and ideals based in scripture and sought after in the community. One such value includes the ability to act with honesty and integrity. Those who model integrity are considered trustworthy, are looked to for leadership, and build stronger relationships. Integrity is defined as "the quality of being honest and having strong moral principles" or "the state of being whole and not divided." Academic integrity is a critical value for students, especially those who plan to continue their education beyond high school. Academic integrity strengthens the learning environment and promotes academic growth. Honesty can be defined as being truthful and defending truth in all situations.

Academic dishonesty destroys the learning environment and impedes learning for all parties involved. The Academic Honesty Policy outlines student expectations and sets boundaries for students; however, it should not be considered without limitation in the definitions and descriptions of acts considered to be dishonest. Students are expected to hold themselves and their peers accountable to the highest standards of academic honesty and integrity.

We define academic honesty as each student completing his or her own work without the assistance of outside resources, including written resources, technology resources, and human resources. Any student who uses the work, words, or phrasings of another must properly credit the source, even if the source is a classmate. In instances of assigned group work, unless the teacher has assigned one common work bearing the names of multiple students, each student is expected to submit his or her own original work for submission. In cases of permissible collaboration, ideas and concepts may be discussed and shared, but the work product must be original to the student submitting the assignment.

Any student who gives or receives unauthorized help in violation of this policy will be held accountable. Likewise, any student who assists another student in violation of this policy will be held equally responsible and accountable. ***Students are strongly discouraged from sharing their work via Google Drive because it is nearly impossible to recover such work once it has been shared and copied.*** Each student is responsible for safeguarding his or her own work. In the event identical assignments are submitted by multiple students, all of the students involved will be held accountable. Students are reminded that sharing passwords is a violation of the Electronic Use Policy.

Academic dishonesty includes, without limitation, the following:

1. Copying another student's work with or without the student's permission or knowledge;
2. Submitting the words or work of another as one's own;

3. Submitting portions of another's work without giving accurate citations or credit;
4. Copying answers directly from an electronic source without giving appropriate credit;
5. Using online translators for foreign language assignments;
6. Using notes, phones, smart watches, or other devices or materials during a test or quiz without the teacher's permission;
7. Giving or receiving answers to a test or quiz before, during, or after the test or quiz has been administered in the classroom;
8. Not safeguarding one's work from duplication by others;
9. Asking or pressuring another student to share the answers to a test or assignment; and
10. Pressuring another student to cover or hide incidents of academic dishonesty.

If a teacher suspects a student of violating the academic honesty policy, the teacher will notify the student in person and also document via FACTS. The student will have 48 hours to respond to the teacher in writing or by email. If the teacher has determined that a violation has occurred, the incident will be recorded in FACTS and addressed by an administrator.

Academic Dishonesty bears the following consequences:

- |                        |  |
|------------------------|--|
| <b>First Offense:</b>  | Student will not receive credit for the assignment.  |
| <b>Second Offense:</b> | Student will not receive credit for the assignment and will serve, at minimum, a 60 minute detention.  |
| <b>Third Offense:</b>  | Student will not receive credit for the assignment, and will serve, at minimum an in-school suspension and will be placed on academic probation. The student may be recommended for dismissal. |

Offenses are cumulative across the student's schedule and the academic year. In other words, violations within multiple classes within the same academic year will follow the sequence of consequences listed above. Offenses remain in the student record but do not carry over from one academic year to the next.

#### **L. Honor Roll**

An Awards Chapel will be held at the end of the year to honor students for their unique achievements. Some of the awards given and factors taken into consideration are listed below:

1. Principal's Honor Roll – An "A" in all subjects each marking period.
2. Gold Honor Roll – No grade lower than a "B" in all subjects each marking period.

Dual enrollment semester grades will be averaged into a student's GPA. Honor Roll may be denied based on student conduct.

**M. Failed Courses**

**1. Middle School**

A student's final grade in a course will be determined by averaging the two semester grades. A student will receive credit for the entire year if the student's final grade is a passing grade. If a student fails one course, we may require the student to complete a summer school program at an accredited school. If a student fails two or more courses for the year, we may require the student to repeat the grade. Students must earn all required middle school credits prior to advancing into high school.

**2. High School**

Students must pass each semester of a course in order to receive credit for a course. If a student retakes a class at EHCS that was failed elsewhere, the failed grade will be replaced by the grade earned at EHCS. Any student who fails an EHCS class, takes the same class at another school, and returns to EHCS will have both the failing EHCS grade and the additional grade as part of his permanent record. If a student fails a course, we may require the student to complete a summer school program at an accredited school. We will require verification of such work prior to start of fall classes. Any student who fails three or more semester courses may be required to repeat the grade, and such performance may jeopardize the student's continued enrollment at EHCS.

**N. Student Progression**

**1. Elementary**

In order to be eligible for promotion to the next grade, students must have a passing grade in both reading and math. In the event that a student's grade is deficient in either reading or math, promotion may be considered if the following conditions are met:

- The student's grades in all other core subjects are at or above 70%; and
- The student scores above the 50th percentile on an approved assessment in the deficient subject area prior to the start of the next school year.

Occasionally the teacher and/or parent may feel that retention is in the student's best interest even when passing grades have been obtained. In such cases, all interested parties will meet with the school principal to determine the best course of action in the best interest of the student.

**2. Middle School**

In grades 6 through 8, any failed core subject (language arts, math, science, or social studies) must be retaken via an approved course prior to promotion to the next grade. A student's final grade in a course will be determined by averaging the two semester grades. A student will receive credit for the entire year if the student's final grade is a passing grade. If the average for the year is failing, a student must make up any semester that is failed. If a student fails two or more courses for the year, we may require the student to repeat the grade. Failed courses may impact the student's eligibility to re-enroll until the course is successfully repeated. Students must earn all required middle school credits prior to advancing into high school.

**3. High School**

In grades 9 through 12, students must pass each semester of a course in order to receive credit for a course. If a student fails a course, we may require the student to complete a summer school program at an accredited school. We will require verification of such work prior to start of fall classes.

Any student who fails three or more semester courses may be required to repeat the grade, and such performance may jeopardize the student's continued enrollment at EHCS.

If a student retakes a class at EHCS that was failed elsewhere, the failed grade will be replaced by the grade earned at EHCS. Any student who fails an EHCS class, takes the same class at another school, and returns to EHCS will have both the failing EHCS grade and the additional grade as part of his or her permanent record.

All coursework attempted will be reflected on the student's transcript, unless the course is dropped within seven days after the start of the then-current term. The student's grade point average will be calculated based on credits earned. In the case of courses repeated for grade forgiveness, the grade from the student's first forgiveness attempt will be included in the GPA calculation even if multiple attempts are required to earn the credit.

**O. Student Classification**

Under normal circumstances, students are classified at the end of the school year. High school students will be classified based on the number of credits they have earned; however, any student entering high school for the first time must enter 9th grade regardless of the number of credits he or she earned while in middle school. Students who do not have the minimum number of credits to be classified as a sophomore, junior, or senior will be ineligible for participation in the respective class activities. Students entering 9th grade in the 2025-2026 school year must obtain sufficient credits to advance in classification as follows:

<u>Classification</u>	<u>Minimum Credits</u>
Sophomore	7
Junior	14
Senior	20

**P. Standardized Testing**

EHCS administers standardized achievement tests to students in VPK through 11th grade. The results of those assessments are reported to families upon completion.

**Q. High School Graduation**

**1. General Requirements**

Seniors who desire to participate in commencement exercises must have fulfilled all obligations and responsibilities academically, spiritually, and financially, one week before graduation. To be eligible for graduation, students must (1) earn a minimum of 27.0 credits; (2) earn a cumulative unweighted grade point average of 2.0; (3) perform at least 100 hours of community service; and (4) take the ACT, SAT, or CLT by the end of the first semester of their senior year.

Valedictorian and salutatorian honors are granted based on grade point average, when calculating the weighted value of all grades received to complete the number of credits required for graduation, and Christian character. Candidates for such honors must have attended EHCS for both their junior and senior years.

## **2. Course Requirements**

The course requirements for graduation from EHCS are shown in Appendix A to this Handbook.

## **3. Community Service Requirements**

In alignment with the Bright Futures Scholarship criteria, graduation mandates 100 hours of community service. Students must earn and submit 25 hours of community service per academic year, starting from their freshman year. Outstanding community service commitments will result in students being denied the opportunity to participate in grade level activities until the requirement has been satisfied.

## **R. Sports and Extracurricular Activities**

### **1. Extra-Curricular Offerings**

Our extra-curricular activities are outlined in Appendix B to this Handbook.

### **2. Academic Eligibility**

Glorifying God through academic excellence is a focus of EHCS. A student must maintain a cumulative unweighted grade point average of 2.0 or higher with no failing grades to participate in athletic and extracurricular activities at EHCS. Any student who earns a grade F for a semester in any class will be ineligible to participate in extra-curricular activities for the following semester. Additional policies pertaining to athletics can be found in our current *Athletic Handbook*.

### **3. Scheduled Events and Activities**

Coaches and sponsors will schedule activities in accordance with the school calendar. Extra-curricular activity practices, rehearsals, meetings, or performances will not be scheduled on Wednesdays or Sundays. Only the Executive Director may approve exceptions.

## **S. Academic Probation**

Students are expected to meet minimum academic requirements in core subject areas, which includes a minimum semester grade of 60% in each core subject and at least a 2.0 unweighted grade point average. Failure to maintain these expectations may result in academic probation or specific retake requirements, retentions, or withdrawal from EHCS.

Students on academic probation must enter into an Academic Probation Contract, which may include removal from school activities. Academic probation will be assessed at the end of each grading period. Students on academic probation may be blocked from renewal through the continuous enrollment process until the probationary terms have been satisfied. A student's seat for the following academic year is not guaranteed during any period of academic probation.

## **VI. GENERAL OPERATING GUIDELINES**

### **A. School Hours**

School office hours are 7:30 a.m. to 3:30 p.m.

#### **1. Elementary School Hours**

The elementary school day begins at 8:00 a.m. and ends at 2:45 p.m. Students may be dropped off beginning at 7:30 a.m. Upon arrival, elementary students will report to the Morning Room. Students not picked up by 3:00 p.m. will go to Aftercare, and parents will be charged accordingly.

## **2. Middle School/High School**

The middle school/high school day begins at 8:00 a.m. and ends at 3:00 p.m. Students may be dropped off beginning at 7:30 a.m. Upon arrival, students will report to the Gymnasium. Students not picked up by 3:20 p.m. will go to Aftercare, and parents will be charged accordingly.

### **B. Aftercare Program**

EHCS offers an Aftercare program 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 pre-arranged. Aftercare is open until 5:30 p.m.

Any elementary student who is not picked up within 15 minutes after dismissal and any middle school and high school students who are not picked up by 3:20 p.m. will be placed in the Aftercare. Parents who pick up their children after 5:30 p.m. will be assessed a late fee. Aftercare financial obligations must be kept current to ensure continued attendance.

### **C. Student Records**

The school maintains a permanent cumulative file on all EHCS students. Records of health, grades, standardized test scores, and disciplinary action make up most of the content of these files. Parents have a right to view their child's records; 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.

### **D. Student Pictures**

Each fall and spring an approved photographer will take individual student pictures. Parents will be sent ordering information concerning prices. This individual picture will be used in the school's yearbook; therefore, each student will have his/her picture taken regardless of whether he or she purchases any pictures. We gladly work with parents to ensure their students are not tagged, identified, or shown in our public-facing media without consent.

### **E. School Phone**

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

### **F. Cell Phones and Smart Watches**

Cell phones and smart watches are not allowed to be used or seen on campus from the 7:30 a.m. until 3:00 p.m. If a student brings such a device to school, it must be powered off and remain out of sight. Devices that are in sight, used, vibrate, or make noise will be confiscated, and a parent will be required to retrieve the device. Repeated offenses will result in a parent conference and may jeopardize the student's continued enrollment at EHCS.

### **G. Lost and Found**

Clothing, books, and personal articles will be collected by the school's 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 around the building or improperly stored. The owner shall forfeit articles which are not reclaimed after a reasonable time.

**H. Personal Belongings**

All book bags, lunchboxes, water bottles, jackets, PE uniforms, and other personal items should be clearly labeled. Students should not bring to school magazines, electronic games, skateboards, roller blades, roller shoes, toys, video games, or other items that are either safety hazards or a distraction to the educational setting. Such items may be confiscated and held until retrieved by parents.

**I. Lockers**

Each student in grades 6 through 12 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 disciplinary action, including a possible 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. Random locker inspections will be conducted from time to time, either with or without notice. No student is permitted to manipulate his or her locker so that it will not close, lock, or latch. Students may not leave belongings on the ground. Students must take home daily all belongings from on top of their locker.

**J. Lunchroom/Cafeteria**

Students will eat only in designated areas, as follows:

<b>Grade(s)</b>	<b>Location</b>
Kindergarten through 2nd grade	Classroom
3rd grade through 5th grade	Gadsden lunchroom
6th grade through 12th grade	Gonzalez cafeteria

Students are not to leave the lunch area until released by the teacher in charge.

**K. School Lunches**

EHCS offers an optional catered lunch program. Families have the option of ordering lunches through Campus Cuisine to be delivered at lunch time. Orders must be placed prior to 11 a.m. one day in advance on the Campus Cuisine website: [www.campuscuisine.net](http://www.campuscuisine.net). Access Code: EHCS850. A limited number of microwaves are available to warm food needing a minute or less to warm up. Foods requiring more than 1 minute to heat should not be sent to school for student lunches. Lunch will be provided for any student who forgets either to bring or to order lunch. In such event, the cost of lunch will be charged to the student's account.

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

Parents of a student who has a change in name, who moves to another address, or who changes telephone numbers must report the change to the office within 30 days after such change.

**M. 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 reflecting the special interest of a political candidate or political organization is prohibited unless the distribution is part of an organized school educational activity.

**N. Transportation**

EHCS does not provide transportation to and from school. Many parents carpool from various areas of the county to and from school. EHCS does not set up or arrange carpools, but the PTF may be able to connect families for purposes of carpooling.

### **1. Drop-Off**

Students may be dropped off at the school beginning at 7:30 a.m., when teachers will be on the premises to provide supervision. Parents are prohibited from dropping off students prior to 7:30 a.m. Follow the Traffic Flow diagram located in Appendix C to this handbook for drop-off and pick-up. Parents are expected to follow all traffic flow procedures. The parking lot is not to be used for drop-off or pick-up. The parking lot is only to be used by staff, student drivers, or visitors to campus who check in at the school office.

### **2. Pick-Up**

VPK students are dismissed at 12:00 p.m. Elementary school students are dismissed at 2:45 p.m., and middle school and high school students are dismissed at 3:00 p.m. Follow the Traffic Flow diagram located on the school website for drop-off and pick-up. Parents are asked to wait outside the building until students are dismissed from school. Parents are expected to follow all traffic flow procedures. Elementary students must be picked up by 3:00 p.m., and middle and high school students must be picked up by 3:20 p.m. EHCS does not provide supervision for students after these times, unless they are a part of an extracurricular activity or Extended Care (see Extended Care, section VI, letter N for more information).

### **3. Student Drivers and Parking**

A student who drives to school must register his/her vehicle with the school office and have a current Student Driver Permission Form on file in order to be issued a parking permit. A parking permit costs \$20.00 and must be purchased within five days after the beginning of school or within five days after the student begins parking on campus. All parking on campus is assigned, and student drivers (and parents) may not park in a space assigned to another. 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 school office. Students may not loiter in the parking lot at any time before, during, or after school, including the lunch period or school-related events. Students who bike to school must park their bike at the designated bike parking.

### **4. School Bus**

EHCS has vehicles used for transporting students to sports events, school activities, and field trips. Improper behavior on the school bus will not be permitted. Those students whom the driver reports for misbehavior will be referred to the Dean of Students for appropriate action.

## **VII. INTERNET SAFETY AND COMPUTER USAGE**

Students are encouraged to use school devices and student laptops for teacher-assigned, educational work. All references to a computer or computer equipment includes both hardware and software. In addition to the provisions of this Handbook, Student use of EHCS's technology resources is governed by the Student Device Issuance Agreement, which is incorporated by this reference. Students using the school's computers and network must abide by the following non-exclusive rules:

- A. Students may only access the Internet or computers by using their assigned account. Use of another person's account/password is prohibited. Students may not allow other users to utilize their passwords. Students may not intentionally seek information on, obtain copies of, or modify files, data, or passwords belonging to other users, or misrepresent other users on the network.
- B. Students may not download or install programs from the Internet or any portable device.
- C. Students may not delete programs on the school's computers.
- D. Students may not use the internet to engage in "hacking" or other unlawful activities.

- E. Students should only use computer programs approved by the classroom teacher.
- F. The school staff may review computer files or messages that are created by the student either to grade or to check for appropriate content.
- G. Only one student may work at a single computer. Only a teacher may assign more than one student to work at a single computer.
- H. Students are not to access social networking sites, chat rooms, instant messengers, proxies, etc. Student email accounts may be accessed with teacher permission.
- I. Students are not to enter the network's operating system.
- J. The use of CDs, and jump/flash drives are not permitted without teacher permission.
- K. Food or drink is not permitted near any computer equipment.
- L. All copyright laws are to be enforced.
- M. Students are not to unplug or change any computer device or network connections.
- N. Students are not to change any display screen settings, program toolbars, or settings.
- O. Malicious use of the school's computers/network to develop programs that harass or bully other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited.
- P. Students are not to remove, modify, damage, or destroy any computer equipment.
- Q. Students are not to use live CDs or alternate operating systems.
- R. Students are to advise their teacher when a computer malfunctions in any way (example: a DVD cannot be removed from a computer).
- S. Laptops must not be left unattended. The student is responsible for the device the entire time it is checked out under the user's name.
- T. Students are responsible for any damage, whether intentional or accidental, to the computers, e-readers, or laptops. The parent(s) of the student will be charged accordingly based on the cost to repair or replace the device. Repeated misuse of a device will lead to loss of privilege and further discipline.
- U. Laptops should be used on a flat solid surface. Laptops should not be exposed to extreme temperatures or liquids. Students should immediately notify a teacher when damage or loss occurs.
- V. The use of virtual private networks, hotspots, or proxy servers is prohibited.

Violations of these rules or the Student Device Issuance Agreement may result in disciplinary action, including without limitation, termination of access to the school's computers, detention, suspension, and/or expulsion. We may report or refer violations of these restrictions to the appropriate authorities, and we may pursue other legal action.

### **VIII. STUDENT CONDUCT**

Discipline is the overall condition of order and control created by love, training, restraint, and example. The Bible clearly indicates that parents are responsible for the discipline/training of their

children. The Christian school exists to assist parents in their God-given responsibilities. EHCS 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. EHCS 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, we likewise assume parents will direct and discipline their children accordingly. If parents have chosen to follow a different course in training and disciplining their children, then parents and students should realize that EHCS might not be the choice in education that suits their needs.

God-given responsibilities in the discipline process exist not only for parents and teachers, but also for students. Students are to respond at all times to school personnel 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, will result in disciplinary action.

Students are held accountable for their behavior in and out of the classroom. It is the responsibility of the faculty and administration to consistently enforce the school standards of conduct. We reserve the right to determine penalties, suspension, probations, and dismissal whenever such extraordinary actions are deemed necessary.

**A. Middle and High School**

Level I Offenses	Level II Offenses	Level III Offenses
<ul style="list-style-type: none"> <li>● Being in off-limits areas of the school</li> <li>● Bringing animals to school without permission from the administration</li> <li>● Inappropriate or unapproved use of electronic equipment</li> <li>● Chewing gum</li> <li>● Classroom disruptions</li> <li>● Eating or drinking in the classroom</li> <li>● Failure to do assigned work</li> <li>● Failure to bring required school materials or equipment</li> <li>● Leaving class without permission</li> <li>● Littering</li> <li>● Lying</li> <li>● Misconduct in the lunchroom</li> <li>● Violation of school bus rules</li> <li>● Violation of the dress code at school or school functions</li> <li>● Horseplay, pushing, tripping, teasing, taunting, or play fighting</li> <li>● Throwing or propelling objects</li> <li>● Any other offense which disrupts class or is detrimental to the school climate</li> </ul>	<ul style="list-style-type: none"> <li>● Habitual Level I offenses</li> <li>● Defacement and/or destruction of school property</li> <li>● Defiance of authority; failure to obey teachers or other school personnel at a school-related event</li> <li>● The use of social media to misrepresent others or the school, slander, or otherwise posting inappropriate material as determined by the administration.</li> <li>● Bullying*</li> <li>● Harassment*</li> <li>● False fire alarm</li> <li>● Misconduct in chapel</li> <li>● Fighting</li> <li>● Gambling or wagering</li> <li>● Graffiti</li> <li>● Leaving campus without checking out</li> <li>● Public display of affection (any physical or verbal interaction between two individuals that indicates a romantic relationship)</li> <li>● Skipping class or school</li> <li>● Using crude, profane, obscene, derogatory, or abusive language or gestures (either written, typed, or spoken)</li> <li>● Missed detention</li> <li>● Any other offense similar in severity</li> </ul>	<ul style="list-style-type: none"> <li>● Habitual Level II offenses</li> <li>● Bullying* or cyberbullying*</li> <li>● Harassment*</li> <li>● Exchanging or sharing medications</li> <li>● Possession of any dangerous object</li> <li>● Possession of fireworks</li> <li>● Possession of guns, knives, or other weapons (including toys that look like weapons, airsoft guns, etc.) on campus</li> <li>● Possession of or solicitation of obscene material</li> <li>● Providing false information to school personnel</li> <li>● Sexual misconduct</li> <li>● Sexual harassment*</li> <li>● Smoking, vaping, or possession of tobacco, nicotine, or related devices</li> <li>● Suspended students trespassing on school property or attending school activities</li> <li>● Threat of violence or bodily injury</li> <li>● Using racial slurs or hate speech</li> <li>● Theft, extortion, or vandalism</li> <li>● Using, selling, or possessing alcohol, drugs or drug paraphernalia on or off campus</li> <li>● Violation of criminal laws</li> <li>● Any other offense similar in severity</li> </ul>

**1. Definitions**

a. **Bullying:** Unwanted, aggressive behavior that involves a real or perceived power imbalance and is repeated, or has the potential to be repeated over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

b. **Cyberbullying:** Sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information or images belonging to or related to someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.

c. **Harassment:** Any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that:

- Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
- Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- Has the effect of substantially disrupting the orderly operation of a school.

d. **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature. Examples of prohibited behavior that is sexual in nature and is unsolicited and unwelcome include, but are not limited to the following:

- **Written Contact** – suggestive or obscene letters, notes, magazine articles, invitations, or drawings. This also includes digital messages of a sexual nature.
- **Verbal Contact** – suggestive or obscene comments, rumors about a person's sexual life, threats, double entendres, jokes (including jokes about gender-specific traits), sexual propositions, demanding sexual favors, or comments used in a negative or embarrassing way about an individual's body, sexual characteristics, or sexual orientation.
- **Physical Contact** – any intentional pats, squeezes, touching, pinching, repeated brushing up against another's body, assault, or blocking of movement.
- **Visual Contact** – suggestive looks, leering or staring at another's body, gesturing or displaying sexually suggestive objects, pictures, cartoons, posters, magazines, or digital images.

## **2. Consequences**

- a. Level I Offenses may receive before or after school 30 minute detention to be served at the next available detention time. Habitual offenses may result in multiple detentions or suspension.
- b. Level II Offenses receive a minimum of a 60 minute detention and may result in suspension.
- c. Level III Offenses receive a minimum of a one-day suspension and a review of the student's status of continuation at EHCS. When a Level III offense has been reported, the student may be removed from school until an investigation has been conducted. At the conclusion of the investigation, we reserve the right to ask the student to withdraw permanently if the findings support permanent removal.

During a student's suspension, he or she will be allowed to make up graded assessments. During any suspension, students may not attend or participate in any extracurricular activity.

## **3. Behavioral Probation**

Students placed on behavioral probation will be suspended from participation in or attendance at school activities outside of school hours, including, without limitation, athletic events, musical/dramatic performances, school club events, and ceremonial events such as homecoming and prom. Additionally, school-based privileges, including without limitation, parking, attendance at assemblies, field trips, and other similar privileges, may be revoked.

## **B. Elementary**

### **1. Instruction**

Students are instructed by their teachers concerning the classroom and school rules that were established in collaboration by the teachers and the elementary administration.

Students are expected to obey and regard these rules and regulations. These rules are reviewed regularly so that children fully understand what is required of them. Classroom rules are posted by teachers for the students to read.

### **2. Warning**

Students receive a series of three verbal warnings for any combination of minor behaviors when they do not obey the rules. A student may receive a warning for one behavior, then a second warning for a different unwanted behavior, and so on. The teacher will use a variety of responses to redirect the student and the unwanted behavior.

After accumulating three warnings the teacher will submit a behavior referral to the elementary school principal. The principal will counsel the student, interview other parties, make decisions, determine consequences, if necessary, and inform parents. Should that student accumulate a fourth warning, the teacher will submit a behavior referral and consequences may escalate at the discretion of the principal.

Parents/Guardians may be contacted by phone call, personal conference, or email to discuss the student's conduct.

Should a major behavior be exhibited, the student will immediately be reported to the elementary school principal's office. Should the behavior be a safety concern, the student will be removed from the classroom and be sent to or retrieved by the elementary school principal. The principal will counsel the student, interview other parties, make decisions, determine consequences, and inform parents.

Parents/Guardians may be contacted by phone call, personal conference, or email to discuss the student's conduct.

### **3. Correction**

To correct a student's behavior after instruction, warnings, and counsel have been given, the following forms of discipline may be used:

- a. **Loss of Privileges** – A percentage of lost recess time or free time, etc.
- b. **Lunch Detention** – Students will take their lunch with the Principal (or his or her designee) separate from peers.
- c. **Restitution** – Such as replacement of damaged property.
- d. **Detentions** – Students must stay after school for a period of 50 minutes to do an assignment given by the teacher or detention supervisor. Parents will be sent an email notification that specifies the conduct and the date of the detention.
- e. **Suspension or Expulsion** – See the Suspension and Expulsion section under Middle School and High School Process for Discipline that will apply to all students at EHCS.

<b>Minor behaviors (without limitation)</b>	<b>Major behaviors (without limitation)</b>
<ul style="list-style-type: none"> <li>• Tardy to homeroom/class</li> <li>• Name calling</li> <li>• Making faces/eye rolling</li> <li>• Inappropriate language</li> <li>• Dress Code Violation Minor</li> <li>• Physical Contact Cell phone use/abuse Gum chewing</li> <li>• Refusing to do work</li> <li>• Distracting/disrupting the educational process (horseplay; pestering, teasing, talking out, unreasonable or unnecessary noises, etc.)</li> <li>• Refusing to comply with reasonable directions</li> <li>• Hallway disturbance, (running, horseplay, etc.)</li> <li>• In a location without permission</li> <li>• Inappropriate personal property</li> <li>• Cafeteria/Playground policy violation</li> <li>• Noncompliance with posted school/classroom rules</li> <li>• Minor misuse of computers, technology, or property</li> </ul>	<ul style="list-style-type: none"> <li>• Accumulation of 4 minors</li> <li>• Lying</li> <li>• Copying others' work</li> <li>• Lewd or intimidating gestures</li> <li>• Stealing</li> <li>• Defamation of Character</li> <li>• Offensive, explicit, profane, or vulgar language</li> <li>• Physical violence/aggression (throwing, kicking, biting, punching, pushing, etc.)</li> <li>• Tantrums</li> <li>• Safety issue</li> <li>• Substance use</li> <li>• Intent to cause harm</li> <li>• Defamation</li> <li>• Destruction</li> <li>• Threats</li> <li>• Bullying/Harassment</li> <li>• Repeated mistreatment of peers</li> <li>• Weapons</li> <li>• Obscene material</li> <li>• Major misuse of computers, technology, or property</li> </ul>

**IX. DRESS CODE**

**A. General Guidelines**

The dress standard of EHCS is designed to promote an outstanding educational environment while emphasizing modesty, appropriateness, neatness, and safety. EHCS recognizes that some clothing may be modest and neat but still not comply with the school's dress standard. Parents are responsible for enforcing the school dress and hair standards at home before students enter the school grounds.

To help accomplish its mission, EHCS has developed a standard of proper dress and general appearance that allows students to:

- Be a positive testimony as a student body;
- Reflect the Christian atmosphere of our school;
- Meet an acceptable standard in the eyes of most parents; and
- Enhance, not distract from, the educational process.

Parents are strongly encouraged to monitor their child's or children's attire daily. When in doubt about whether an item is acceptable under the dress code, parents may send the item for review by the appropriate EHCS staff member.

Any student not in compliance with the dress code will be addressed discreetly and individually in a gracious manner. EHCS may determine that a change of clothing is required before a student not in compliance with the dress code may return to class. EHCS will notify parents in such a case. A student who is absent from class due to a dress code violation may receive an academic penalty for missed work, and any such absence will be unexcused.

Due to changing styles of dress and accessories, EHCS reserves the right to review or exclude styles that are not appropriate for school activities or do not align with EHCS's mission. Any clothing that displays messages, images, or logos must reflect the values of our Christian community. Clothing with references to secular music artists, entertainment, or pop culture that promotes values inconsistent with a Biblical worldview (e.g., violence, profanity, substance use, rebellion, drugs, sex, alcohol, tobacco, etc.) is prohibited.

**B. Tops**

1. Tops must be modest, neat, and in good repair.
2. Blouses and shirts must not be see-through or form-fitting. They must not reveal cleavage or midriffs at any time, including when arms are raised.
3. Blouses and shirts may not have large or altered necklines, such as cut collars, that allow the item to hang off the shoulders. Likewise, they may not have large or altered arm openings that expose any portion of the midriff.
4. Dresses and tops must have at least 2 inches (approximately 3 fingers' width) of material covering each shoulder.
5. Undergarments must not be visible. Clothing traditionally designed as undergarments shall not be worn as outer garments.
6. T-shirts must not be so long that shorts or skirts underneath cannot be seen.
7. Shirts and sweatshirts with inappropriate slogans, pictures, or advertising are prohibited.
8. Hats and sunglasses are prohibited inside EHCS buildings. Hoods may not be worn at any time.

**C. Bottoms**

1. Athletic wear and sleepwear, including, without limitation, gym shorts, sweatpants, pajama pants, jeggings, and leggings, are not considered appropriate for daily school attire and are prohibited (official EHCS athletic uniforms and PE attire excepted). Girls in VPK through 3rd grade may wear jeggings or leggings with shirts or tunics that are long enough to cover the entire buttocks.
2. Skirts, dresses, shorts, and skorts shall be no shorter than mid-thigh when standing (including slits). Shorts or spandex must be worn under skirts and dresses.
3. Pants, capris, or jeans must fit properly at the natural waist, must not be form-fitting, and must not be torn at any point above the knee.
4. Undergarments shall not be visible. Clothing traditionally designed as undergarments shall not be worn as outer garments.

**D. Shoes**

1. Students must wear shoes at all times on campus.
2. Elementary students must wear socks and athletic-type shoes only.
3. Middle and High School students are prohibited from wearing bedroom or house slippers.

**E. Accessories, Grooming, and Makeup**

The following provisions apply to all Students:

1. Hair must be natural colors only. Temporary hair dyes, including Kool-Aid, are prohibited because they do not wash out in a timely manner.
2. Body piercings are prohibited.
3. Tattoos, both permanent and temporary, are prohibited. Students admitted with existing tattoos must keep them covered during school hours and at school-sponsored events.

**F. Boys**

1. Hair must be neatly groomed and well-kempt. Hair must be kept out of the eyes and face.
2. The following are prohibited:
  - Extreme hairstyles, such as mohawks, hairstyle fads, or razor designs;
  - Earrings;
  - Facial hair;
  - Makeup;
  - Nail polish; and
  - Hair accessories on the front or sides of the head.

**G. Girls**

1. Girls may wear up to three small ear piercings per ear. Bars, chains, tapers, spikes, daggers, needles, spear-shaped earrings, or similar styles are prohibited.
2. Makeup must be simple and appropriate.
3. Girls in VPK through 5th grade may not wear makeup or have fake or real fingernails that exceed the length of their fingertips.
4. Girls in 6th grade through 12th grade may not wear or have fake or real fingernails that are so long that they interfere with regular classroom operations (e.g., typing, writing, etc.).

**H. Swimwear**

1. Swimwear for school events must be a modest one-piece swimsuit.
2. All students must wear a dark-colored shirt over swimwear, and girls' shirts must be long enough to cover the entire buttocks.

**I. Activities Outside the Regular School Day**

1. The dress code applies to before-school, after-school, extracurricular, and off-campus, school-related activities.
2. Students attending banquets or other “church dress” events are expected to dress appropriately. Dresses, skirts, or dress pants for girls, and dress pants with collared shirts for boys, are required. Parents and students will be notified of this expectation when applicable.
3. On designated spirit or theme days, students may dress according to the theme, but modesty and general dress code standards apply.

**J. PE Uniforms**

1. For middle and high school PE classes, students must purchase and wear school-issued gym shorts and shirts. They also must wear socks and tennis/athletic shoes with light-colored soles to protect the gym floor.
2. There is no PE uniform requirement for students in VPK through 5th grade.

**K. Special Occasions**

1. All general modesty guidelines apply.
2. Students shall not wear attire not generally intended for their biological sex.
3. Dresses must have at least two inches (approximately three fingers’ width) of material covering the shoulders.
4. Dresses cannot be backless or have cutouts below the bra line.
5. Boys must wear a suit, dress shirt, and tie.
6. Bedroom or house slippers, flip-flops, slides, crocs are prohibited. Students may, however, wear sneakers or tennis shoes.
7. Non-EHCS students attending EHCS events must also adhere the Dress Code.

**X. DRUG AND ALCOHOL PREVENTION**

We acknowledge the problems of substance abuse (including alcohol) as a serious threat not only to society, but also to the staff and students. The ultimate goal of this policy is to balance a respect for individual privacy with a need to maintain a safe, productive, drug-free environment. Prevention is a primary goal, but helping students seek treatment for existing substance abuse is important, as well.

**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 EHCS 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 onto the school’s premises or property, having possession of, and/or 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 or 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. If there is a cause for reasonable suspicion of substance abuse, students may be required to submit to drug and/or alcohol testing, and collection and testing will be conducted at a laboratory chosen by the school. At the discretion of the Executive Director, 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:

1. The name of the person who is authorized to obtain the information;
2. The purpose of the disclosure;
3. The precise information to be disclosed;
4. The duration of the consent; and
5. 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.

## **APPENDICES**

- A. Course Requirements
- B. Extracurricular Offerings
- C. Traffic Flow Diagram

**Appendix A**  
**Course Requirements**

<b>Required Courses</b>	<b>Credits</b>	
<b>ELA</b>		
English I, II, III, and IV	4.0	
<b>Math</b>		
Algebra 1	1.0	
Geometry	1.0	
Math of student's choice	2.0	Must be at least as rigorous as required courses.
<b>Science</b>		All credits must be earned at EHCS.
Biology	1.0	At least two with substantial lab.
Science of student's choice	3.0	
<b>Social Studies</b>		All credits must be earned at EHCS.
World Cultures	1.0	Students may substitute AP Human Geography.
World History	1.0	
U.S. History	1.0	
U.S. Government	0.5	
Economics	0.5	
<b>Bible</b>	4.0	Transfer students should consult with guidance dept.
<b>Foreign Language</b>	2.0	At least two sequential, in the same language
<b>PE</b>	1.0	May be satisfied with two years of JV/Varsity sports.
<b>Personal Financial Literacy</b>	0.5	
<b>Electives</b>	3.5	
<b>Total</b>	<b>27.0</b>	

\*Exceptions may be made for students who transfer to EHCS during 9th through 12th grade.

## **Appendix B**

### **Extracurricular Offerings**

#### **Elementary School**

- Basketball
- Jogging Club
- Pep Squad (Cheer)
- Praise Peeps (Hand chimes)
- Soccer

#### **Middle School**

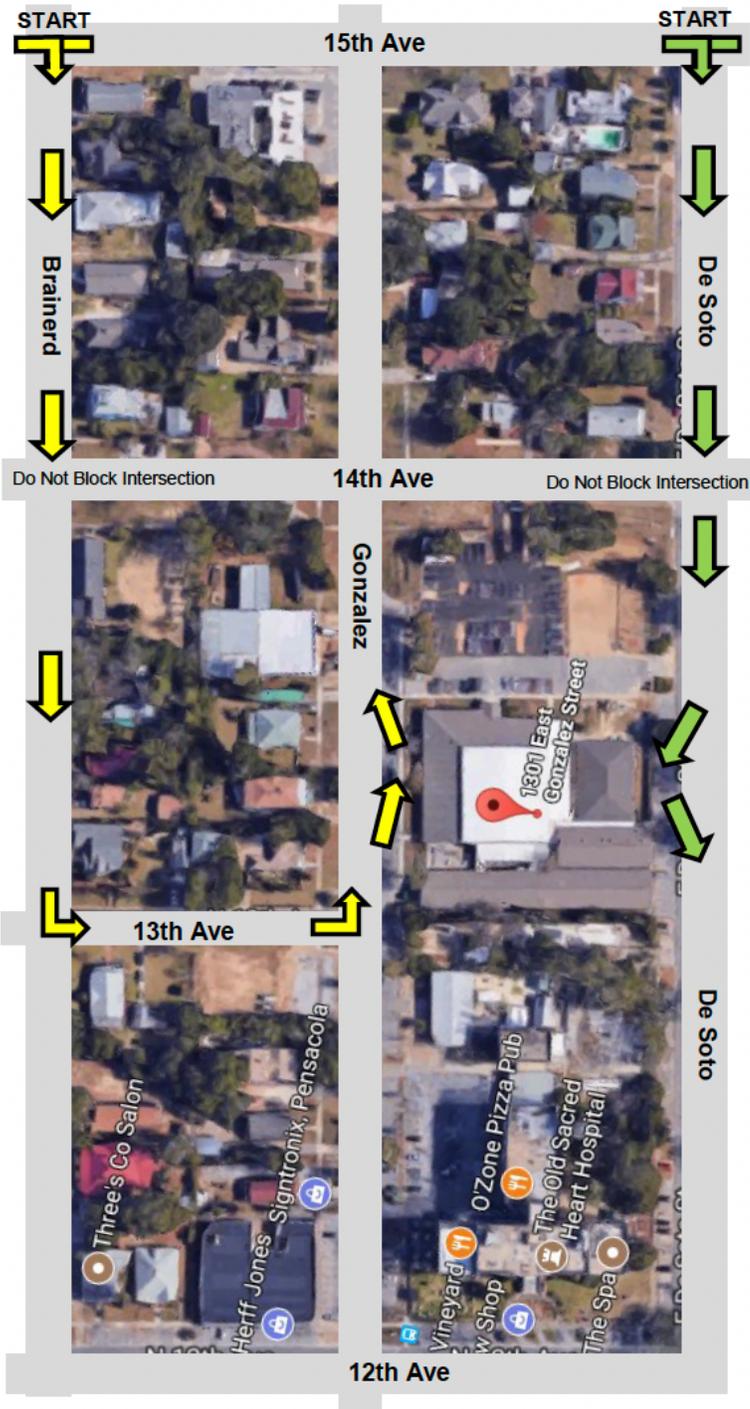
- Baseball
- Basketball
- Cheerleading
- Cross Country
- Football
- Softball
- Student Council
- Tennis
- Volleyball

#### **High School**

- Baseball
- Basketball
- Cheerleading (Competition and Sideline)
- Choir/Chorus
- Cross Country
- National Honor Society
- National Junior Honor Society
- Soccer
- Softball
- Student Government Association
- Student Leadership Institute
- Tennis

## Appendix C

### Traffic Flow Diagrams



#### Drop-Off – Grades 6 through 12

Student drop-off for grades 6 through 12 is at the main gate on Gonzalez Street. Parents should enter Gonzalez Street from 13th Avenue to ensure that traffic is **not blocked** for **Montessori School** (located next to Ozone’s Pizza). With Montessori School and NB Cook in the same neighborhood, the traffic flow procedure is required of our parents and guests.

#### Pick-Up

Students in grades 6 through 8 should be picked up at the main gate on Gonzalez Street. Students in grades 9 through 12 should be picked up at the main gate on DeSoto Street. The EHCS identification card should be placed in the window to help teachers identify the vehicle.

To keep traffic flowing, be sure to follow the green arrows. For safety reasons, students should never enter the vehicle from the street side. Students should only enter or exit the vehicle from the passenger side.

Please remember that teachers will not be able to discuss student-related issues at the pick-up line. Parents should feel free to schedule a conference by contacting their students’ teachers by email or telephone.

#### Student Drivers

Student drivers should park in the parking lot. Each student driver will be given a designated parking place.

#### Parking Lot Guidelines

The parking lot is not a drop off or pick up zone during morning arrival or afternoon dismissal. Parents should only use the parking lot to park in case of scheduled meetings or for student check-in or check-out. Parents will not be permitted to bypass the Gonzalez Street and DeSoto Avenue.

# Arrival Traffic Flow Gadsden Campus

Cervantes Street

Overflow Parking



### Arrival Tips:

School begins at 8:00 a.m.  
Drop Off - 7:30 - 8:00 a.m  
Car doors start to open at 7:30 a.m  
Use the overflow parking to park - Reduces congestion and blockage  
All drop offs are at the school entrances - Drivers, Walkers, etc.  
Ss may not be dropped off without an attendant outside.  
After 8:00 a.m. parents must check students in at the office.  
Ss will be marked tardy at 8:05. Staff will walk them to class.

Gadsden Street

RESERVED  
PARKING  
FOR  
STAFF  
ONLY

13th St.

First City  
Church

14th St.

School  
Entrance

15th St.

Residence

RESERVED  
PARKING  
FOR  
STAFF  
ONLY

EAST HILL  
CHRISTIAN SCHOOL  
EDUCATE. EMPOWER. ELEVATE.

Jackson St.

Do not Block  
Driveways

E. La Rua St.

# Dismissal Traffic Flow Gadsden Campus

## Cervantes Street

### Dismissal Tips:

Blue line line-up begins on E. La Rua Street.  
 Do not block driveways or intersections.  
 Do not enter from Jackson St.  
 Blue line is for students in VPK (with or without siblings in K - 5th), Kindergarten (with or without siblings in 1st - 5th), 1st Grade (without siblings in 2nd - 5th), and 2nd grade (without siblings in 3rd - 5th).

Green line line-up begins at 12th St.  
 Do not block sidewalks or intersections.  
 Green line is for 3rd - 5th grade students without a sibling in VPK or K, and for 1st and 2nd grade students with siblings in 3rd - 5th grade.

Overflow Parking



## E. Gadsden Street



RESERVED  
PARKING  
FOR  
STAFF  
ONLY

Residence



13th St.



First City Church

School  
Entrance



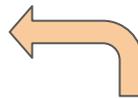
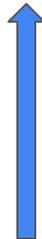
14th St.

3rd - 5th w/  
siblings in 1st/2nd  
follow the  
Green Path  
Exit at 14th/  
Cervantes

VPK - 2nd w/o  
siblings; & VPK - K  
with siblings in 1st  
- 5th follow the  
Blue Path &  
Exit at Cervantes



## E. Jackson St.



## E. La Rua St.



## **FORMS**

Absence Notification Form

Academic Probation Contract

Authorization for Administration of Medicine

Media Consent Form

Student Device Issuance Agreement/Technology Use Agreement

Student Driver Permission Form

Traffic Flow diagram

Volunteer Application Form