PARENT-STUDENT HANDBOOK

2018-2019 | GRADES VPK-12

EAST HILL
CHRISTIAN SCHOOL

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 the desire of EHCS 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 a high academic standard, our focus over the years has been to teach Biblical truths, 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 son or daughter. 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.

Founded	1958
Accreditation	Association of Christian Schools International (ACSI)
Description	East Hill Christian School is a private, coeducational, nondenominational, Christian school in Historic Pensacola for students in VPK through Grade 12.
Office Hours	7:30 am to 3:30 pm
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 & Gold
School Mascot	Eagles
Campus Location	1301 East Gonzalez Street Pensacola, FL 32501 **PH:** 850.438.7746 **FX:** 850.434.7384 **W:** www.ehcs.org

ADMINISTRATION

Headmaster.....Mr. Glenn A. Dickson
Dean of Students.....Mr. Steve Thomas
Business Manager.....Mrs. Tracy Van Norman
Administrative Assistant .....Mrs. Donella Ray
Elementary Principal ..... Mr. Nathan Witter
Director of VPK .....Mrs. Debbie McArthur

Revised Summer 2018

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INTRODUCTION

MISSION

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

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 Trustees, 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.

VISION

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

HISTORY

In the spring of 1958, a small group of parents from McIlwain Presbyterian Church, led by Reverend Donald Graham, banded together around a common vision of a Christian education for their children. They were disturbed by secular trends in the public schools and envisioned a parent-led school upholding a standard of academic excellence within a Christian environment. The result of this lofty goal was the formation of East Hill Christian School, with a fall enrollment of 26 students in kindergarten and 1st grade. The school was housed at McIlwain. Transportation was a secondhand station wagon driven by the church staff. Weekly prayer meetings were held, and from the very beginning, the mission of the school "to develop students morally, intellectually, and physically, based on the Word of God, in a loving, Christian environment" was at the forefront of all that was done.

In the fall of 1959, the former Petree School property at 1600 East Moreno Street was purchased, and parents remodeled the rooms to accommodate the 1st and 2nd grades. Enrollment was 53 students. Monthly expenditures totaled $1,013.00. EHCS experienced steady growth, adding grades each fall, so that by 1962, the school provided classes in kindergarten through 6th grade. Early on a spring morning in 1963, a floor furnace exploded, and the school burned. Some equipment was salvaged, including a school bus and a piano rescued by neighbors. McIlwain graciously opened their doors again and provided facilities for the 83 students. The fire and destruction of the building was a setback, but the Board of Trustees passed the hat, secured a loan, and quickly began construction of the first unit of a new facility. That fall, a new five-classroom building welcomed back the students. In 1966, three classrooms were added on the second floor. The adjacent property was also purchased, and the house sitting on that property was remodeled into a library and kindergarten classes. During 1967, the second floor was added and enrollment soared to 188 students in the fall of

HISTORY (cont.)

1968. In 1969, a new wing was added, doubling classroom space and enabling enrollment to increase to 328 students! Upon occupancy of the new classroom wing, arsonists burned down the remodeled house containing the library. The Board and the school parents promptly replaced the remains with a new library and later added new office space. Needed library equipment came as a result of EHCS parents consuming and collecting labels of 23,000 cases of Campbell's Soup.

In 1976, the EHCS Board of Trustees and parents voted to expand the program to include a middle school. To allow space for 7th and 8th grade classrooms at the current Moreno location, the kindergarten and 1st grade classes were moved to East Hill Baptist Church located at the corner of 13th Street and Gadsden Street. During this time, EHCS received its first accreditation through the Florida Association of Christian Colleges and Schools (FACCS). In December 1980, a three-acre prime piece of property became available at 1301 East Gonzalez Street, just a few short blocks from the Moreno Street Campus. EHCS was facing increased enrollment pressure with a record 375 students and decided to purchase this property for a middle school campus. Parents loaned money and held rummage sales and bazaars to cover initial expenses and build needed classrooms. The property also housed a pool and a gymnasium. The middle school students moved into the complex in 1981. By 1983, new offices and a library were added. A nursery building at 1507 East Moreno Street was also purchased that year and allowed preschoolers to have a separate campus. Kindergarteners and 1st graders were also able to move back home to Moreno Street.

In 1986, the Board of Trustees decided to become a member school in the Association of Christian Schools International (ACSI), the country's largest Christian school accrediting agency. The existing FACCS accreditation was transferred to ACSI and the entire school started preparing for the rigorous re-accreditation process scheduled for 1989.

EHCS's Articles of Incorporation stated that its mission should be propagated through a kindergarten, elementary, middle, and high school. In February 1987, the Board of Trustees decided to launch into a high school program. This decision was based on three important criteria: 1) the class size would be kept to a maximum of 20-25 students with high school enrollment reaching a maximum of 80-100 students, 2) the primary purpose of the high school was to provide a distinctive Christian academic environment preparing its students for college and Christian service, and 3) finances to develop the high school would come from sources outside the budget. Through tuition and contributions of a single benefactor, it was determined that the high school could maintain itself without putting a strain on the budget, and a detailed development plan was drawn up to construct a high school over a six year period. The first 9th grade class started in the fall of 1987, with a plan to develop a grade each year thereafter. Not only were a new library, computer lab, home economics lab, and two science labs added in 1991, but EHCS also graduated its first class of seniors in the spring of 1991. Over the next four years, a new wing was added that included more classrooms, administrative office spaces, additional restroom facilities, a weight room, a concession stand, and a lunchroom. The gym also was enhanced with a new hardwood floor.

On March 10th, 1994, EHCS held its 35th anniversary celebration to proclaim and praise God's faithfulness. EHCS had come a long way, and its nondenominational Bible Program was instructing students from over 100 different churches in the community. Student enrollment was 435, with a faculty of 34. The school was fully accredited by ACSI International, recognized internationally for its mission and standards of excellence in education. Reverend Donald Graham, one of the school's founders, was honored at the event. The featured speaker was Dr. Tim LaHaye.

Beginning in 1996, EHCS explored several different avenues for expansion. The first acquisition occurred in the summer of 1996 when EHCS purchased the former East Hill Baptist Church complex located at 1301 East Gadsden Street. The church wanted to see the five acres of land and 54,000 square feet of building on the property continued as a Christian ministry, and the school was running out of space in its present locations. Purchase of the former church enabled the separation of middle school and high school programs and the expansion of both. Middle school officially started in this building in the fall of 1996. The Business Office and the Development Office were also moved to the Gadsden Street complex.

In the fall of 1996, EHCS launched a satellite elementary campus at Hillcrest Baptist Church on Nine Mile Road. This campus was K5-5th grade. Its goal was to go, tell, and disciple the north end of Pensacola. When students were ready to enter

HISTORY (cont.)

middle school, the new acquisition of the Gadsden Street complex provided enough space to accommodate students from the Moreno and Nine Mile Road campuses, plus new students. Also in 1996, two small homes located just to the east of the Moreno Street elementary school were purchased. The homes and several trees were removed to prepare this land for future expansion. It was initially used for an outdoor eating area for the students. The official enrollment at EHCS in October, 1998 stood at 735 students. In 1999, acting on a recommendation from the Administration, the Board of Trustees made a decision to close the preschool program and sell the building at 1507 East Moreno Street. It was undoubtedly one of the most difficult decisions the Board had to make, but due to several factors, it was deemed a necessary move.

The 21st Century dawned with more changes for EHCS. In the fall of 2002, the elementary campus at 1600 East Moreno was sold. The students at the Moreno and Nine Mile Road campuses were consolidated to the 1301 East Gadsden Street property. In turn, the middle school students were transferred to the 1301 East Gonzalez Street high school campus. EHCS was now housed on 2 campuses. EHCS also entered into a partnership with First City Church at the 1301 East Gadsden Street property. First City Church leased part of the building from EHCS to use as a worship center.

By 2004, the national economy was in severe decline. If that was not enough, Hurricane Ivan came ashore and devastated Pensacola, doing considerable damage to both EHCS campuses. That year, EHCS sold the 1301 East Gadsden Street property to First City Church. The school and the church changed roles, and EHCS now became the lessee housing the elementary students at the building. The official enrollment in October, 2004 stood at 368 students.

The next few years found EHCS exploring various paths with regard to facilities, while continuing to offer quality Christian education in K5 through 12th grade. Mission trip opportunities were plentiful for EHCS students to locations including Jamaica, Central America, and Spain. An eleven-acre piece of property was purchased on Eight Mile Creek Road with a vision of moving the entire school to the north end of Pensacola. Even though hopes were high for this move, it was not God's plan for EHCS, and the property was eventually sold. Instead, plans were developed to consolidate the elementary campus and the middle/high school campus together at the 1301 East Gonzalez campus. An elementary school structure was built over the former swimming pool site, and K5 through 5th grade officially moved in the fall of 2009. EHCS students were finally united as one school family on one school campus!

Although enrollment has dropped to approximately 200 students and some years have brought lessons of patience and hard work, EHCS students, parents, faculty, administration, and board are thankful, excited, and encouraged by all that God has accomplished for the school throughout its development. It is such a joy to see alumni teaching in the classrooms, enrolling their children at the school, and serving as trustees. EHCS continues to be accredited by ACSI International and offers a sound and proven academic program, integrated with a Biblical view of God and the world, and is committed to the development of Christ-centered graduates who are morally, intellectually, and physically prepared to meet the challenges of the 21st Century. Furthermore, EHCS is dedicated to the Great Commission in these latter days by sharing the good news of Jesus Christ with students and families who don't yet know Him as Savior. God has richly blessed EHCS and the school ventures into the future by continuing to seek God's Will and following His lead and guidance.

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.

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 Trustees. The Board of Trustees has legal responsibility for the corporation, and the Headmaster is charged with the oversight of the operation of the school. The leadership of EHCS is made up of the following tiers:

a. The EHCS Board of Trustees, who express final authority.
b. The Headmaster, who develops and recommends policies and goals to the Trustees, implements policies, and controls daily operations.
c. Administrators, teachers, and other staff members, who fulfill their assigned responsibilities under the supervision of the Headmaster.
d. Support school organizations, which operate in cooperation with the Administrative Staff.

PARENT COMMITMENT

We understand and agree with the following statements:

a. 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.
b. We will wholeheartedly support the spiritual teachings of the school and strive to attend church regularly as a family.
c. 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.
d. 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.
e. 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.
f. 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.

g. We will be financially responsible for any injury to any person or damage to the property of others caused by our child(ren).
h. We will support the school through our involvement by participating in our child(ren)'s education, fundraising projects, and other activities throughout the year.
i. We will honor our financial obligation to EHCS. Therefore, we will pay annual tuition in either a single advance payment due on or before June 15th or twelve equal monthly payments due on the 1st day of the month beginning June 1st.
j. We understand that monthly payments are subject to a late charge if not paid by noon on the 5th day of the month. If the 5th falls on a weekend or holiday, then the payment would be due by noon on the next business day. The current year's late charge amount can be found on the *Tuition Information* page located under Scholarships and Tuition on the school's website.

STATEMENT OF BELIEFS

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

a. We believe the Bible to be the inspired, infallible, authoritative, inerrant Word of God (*2 Timothy 3:16, 2 Peter 1:21*).
b. We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit (*Genesis 1:1,Matthew 28:19, John 3:30*).
c. We believe in the deity of Christ (*John 10:33*), His virgin birth (*Isaiah 7:12, Matthew 1:23, Luke 1:35*), His sinless life (*Hebrews 4:15, 7:26*), His miracles (*John 2:11*), His vicarious and atoning death (*1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9*), His resurrection (*John 11:25, 1 Corinthians 15:4*), His ascension to the right hand of the Father (*Mark 16:19*), and His personal return in power and glory (*Acts 1:11, Revelation 19:11*).
d. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding 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*).
e. 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*).
g. 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*).

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 East Hill Christian School's faith, doctrine, practice, policy, and discipline, our Board of Trustees is EHCS's final interpretive authority on the Bible's meaning and application.

BIBLICAL EXHORTATION

a. "A pupil is not above his teacher; but everyone, after he is fully trained, will be like his teacher." *Luke 6:40*
b. "And God has appointed in the church, first apostles, second prophets, third teachers." *1 Corinthians 12:28*

c. "…be teachers of good things." *Titus 2:3*
d. "Teaching them to observe all things that I have commanded you." *Matthew 28:20*
e. "And you shall teach them to your sons, talking to them when you sit in your house and when you walk along the road and when you lie down, and when you rise up." *Deuteronomy 11:19*
f. "Let not many of you become teacher, my brethren, knowing that as such we shall incur stricter judgment." *James 3:1*
g. "I thank Christ Jesus our Lord, who has strengthened me, because He considered me faithful, putting me into service". *I Timothy 1:12*

EDUCATIONAL OBJECTIVES

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

POLICIES & PROCEDURES

I. Admissions

A. Admissions Policy

1. To be considered for enrollment at EHCS, every student's parent must submit a completed application and parent commitment form and pay a registration fee. If the student has attended another school, all previous report cards and achievement test results, along with a Florida "Physical and Immunization" record, must be submitted prior to an interview.

2. Parents will be notified by the school to schedule an interview. Students should accompany their parents to the interview. The Headmaster will review the school's history, philosophy, curriculum, discipline system, homework expectations, communications, etc. The Headmaster will discuss the child's academic, spiritual, social, and physical needs with the parents. The parents will be notified regarding their child's acceptance by mail and/or phone.
3. EHCS admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to its students and does not discriminate on the basis of race in administration of its educational policies, scholarship programs, athletics, or other school-administered programs.
4. Families shall agree to abide by school policies, assist the school, and support school officials in the implementation and enforcement of its policies.
5. Each student of the school shall be of the highest moral character and be obedient to all Biblical principles, including, but not limited to, prohibitions against fornication and homosexuality. All students shall obey the laws of the United States of America and the State of Florida, and all local ordinances. The school reserves the right to dismiss any student with or without cause.
6. K-4 students must be four (4) years old on or before September 1st of the school year; K-5 students must be five (5) years old on or before September 1st of the school year. 1st grade students must be six (6) years old on or before September 1st of the school year.
7. Priority of acceptance is determined by the following criteria:
    a. Pupils currently enrolled in EHCS,
    b. Children of staff members,
    c. Siblings in families who already have one or more children in the school.

B. **Procedures for Admissions**
1. Each new applicant will be interviewed with at least one parent.
2. Each applicant will be administered an entrance exam, to determine grade level readiness.
3. Placement of new students rests with the administration.
4. Acceptance of an applicant will be made in writing and/or by phone to the parents after the interview.
5. All students are required to express a desire to attend EHCS and a commitment to obey the school's rules. Florida law requires that all students entering kindergarten or moving into the state receive a physical examination and all required immunizations.
6. EHCS is not equipped or certified to enroll students whose special educational or physical needs cannot be met by our existing programs, services, or staff.
7. Re-Enrollment begins the first Monday in February.

C. **Withdrawal Policy**
The policies for early withdrawal can be found under *Financial Responsibilities* (*section VIII, letter E*)

II. HEALTH & SAFETY

A. **Required Immunizations**
1. 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 the blue form (DH 680) from the Florida Department of Health.
2. 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 County Health Department can provide additional information to parents regarding immunizations.

B. **Physical Examination**
Each child entering school in the State of Florida must submit proof of a medical examination performed by a Florida physician. This information must be submitted to the school on form DH 3040.

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

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

E. **Infectious Diseases**
In the event an enrolled student or applicant in the process of enrollment is discovered to have an infectious disease or to be the carrier thereof, the following guidelines will apply:
1. Each case shall be considered on an individual basis. The decision about admitting or continuing to enroll an infected student will be based upon the behavior, neurological development, and physical condition of the student. The expected types of interaction with others in the school environment and the probability of contagion will likewise be considered in this decision.
2. The parent of an infected student (who has been permitted to enroll or remain enrolled) is responsible for securing regular medical evaluations, as determined by the school's administrator, so as to permit a reliable assessment of any change in the student's condition which might affect the school's decision permitting enrollment or continued attendance.

F. **First Aid**
Designated faculty with proper training will render first aid treatment. Students who become ill at school will be temporarily housed until transportation home can be arranged. Under no condition will a student be released without the specific authorization of a parent.

G. **Emergency Phone Number of Parent**
At least one emergency phone number is to be kept on file in the school office. In addition to home and/or cell phone numbers, the school requires a work phone number or a number of a close friend, neighbor, or relative who could be contacted in the event of a serious problem.

H. **Medical Release Form Required**

The school must have a medical release form for each student on file by the first day of school. Students who do not have this form on file will not be allowed to attend class. This form allows a physician to perform emergency treatment in the event that it is impossible to reach a parent. Few hospitals or doctors would treat a patient under eighteen without parent consent. A school official would use this form only when a parent cannot be contacted.

I. **Accidents at School/Accident Insurance**

While every precaution is taken for proper supervision for the prevention of accidents at school, accidents do happen. Accidents are immediately reported to the parent, and an accident form is completed. Parents are required to show proof of adequate health insurance protection. EHCS carries both liability insurance and student accident insurance.

J. **Doctor and Dental Appointments**

All medical and dental appointments should be made outside of regular school hours. See *Attendance, section V* for policies pertaining to late arrival and early dismissal due to appointments.

K. **Physical Education Excuses**

Every student enrolled in EHCS is expected to participate in the Physical Education class in which he/she is enrolled. Excused absences may be recorded or participation may be suspended in the following situations:

1. Sickness or injury which prevents attendance or participation in the normal P.E. classroom.
2. Doctor's written excuse. The note must state the cause and reason for excusing the student as well as the length of time and the date(s) that participation should be suspended.
3. Parent's written excuse. The note should request that the instructor take into consideration a student's condition. Generally, there are other activities that can be completed without aggravating a problem. Therefore, in most situations a student will not be completely excused from participation in P.E.
4. Instructor's prerogative. The P.E. instructor may excuse the student from activities based on extenuating circumstances.

L. **Head Lice Policy**

Students may be checked for head lice randomly. If lice or nits are found, the student(s) will be isolated, and parents will be notified to pick up their child as soon as possible. Students need to be treated with medication and be nit free before returning to school. Office personnel must clear students before they are allowed to return to the classroom. Parents are required to give notice to the school in the event that they find head lice or nits on their child at home to help prevent the spread of head lice at school.

M. **Fire Drills**

The fire alarm will signal a drill or fire. Students must exit quickly through designated exits without talking**,** running, and/or pushing. They must walk single file from the building, listening to the teacher's instructions, and move to the designated area.

III. 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.

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

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. **Elementary Report Cards**

Report cards are issued every nine weeks so parents can monitor student progress. The information included on the report card is designed to communicate progress academically, spiritually, socially, and physically. The following letter grades are used:

K4 & K5		**Grades 1-5**	
G: Good progress	E: Excellent	A: 100-90	E: Excellent
W: Working at skill	G: Good	B: 89-80	G: Good
N: Needs improvement	S: Satisfactory	C: 79-70	S: Satisfactory
	N: Needs improvement	D: 69-60	N: Needs improvement
	I: Improvement shown	F: 59-0	U: Unsatisfactory

B. **Middle School and High School Report Cards**

Report Cards will be emailed and are available through the online parent portal the week following each of the four grading periods. The final report card will be mailed home after school has been dismissed for the summer when all financial obligations are settled. The grading scale is as follows:

A:	100-90
B:	89-80
C:	79-70
D:	69-60
F:	59-0

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

The semester grade is based upon an average for the two nine-week grading periods plus the semester exam. In grades 6-8, the semester exam is 10% of the semester grade. In grades 9-12, the semester exam is 20% of the semester grade. For students in grades 6-8 taking a high school credit, the semester exam is 20% of the semester grade. All students will take a semester exam, with the exception of seniors who may be exempt from the second semester exam if they meet the following criteria:

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

D. **Progress Reports**

Parents are encouraged to check the online parent portal on a daily basis for their student's progress in any one class. Their student's current grades, behavior, attendance, homework, and lesson plans can be viewed at any point in time.

E. **Homework**

Homework will be assigned on a regular basis. The amount of homework may fluctuate at times; however, the teacher will attempt to keep homework within manageable limits. As a general rule, homework is given for remediation, reinforcement, review, or responsibility. Homework assigned is to be completed by the next school day unless otherwise specified by the teacher. Due to the specific nature of homework in helping the student develop or increase learning skills, homework that was not completed on time must be turned in the following day. 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. In MS-HS, tests or quizzes may only be given on Thursdays with the Headmaster's approval. Homework expectations increase beginning in third grade and continue to increase as the child moves from grade to grade.

F. **Elementary Homework Guidelines**

Homework loads may vary with each student's ability and use of time in class. Parents should contact the teacher for concerns regarding homework.

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

G. **Elementary Homework Journals**

Students (grades 1-5) will be given a homework journal at the beginning of the school year. Students should write their homework assignments and take the journal home each day. Parents are expected to read the journal, check their student's homework, and initial the journal each night.

H. **Honor Roll**

An Awards Chapel will be held at the end of the year to honor students for their academic achievement. Some of the awards given and other factors that are 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."
3. Dual enrollment semester grades will be averaged into a student's GPA.
4. Honor Roll may be denied based on a review of student conduct by the Headmaster.

I. **Failed Courses**

1. Middle School
    a. A final grade will be determined by averaging the two semester grades. A student will receive credit for the entire year if the final grade is passing.
    b. If only one course is failed, the Headmaster may require the student to satisfactorily complete a summer school program at an accredited school or repeat the grade.
    c. Students who fail 2 or more courses for the year may be required to repeat the grade.
2. High School
    a. Students must pass each semester of a course in order to receive credit.
    b. If a student retakes a class at 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.

c. Verification of summer work must be received by EHCS before fall classes begin.
d. Students who fail 3 or more semester courses may be required to repeat the grade.

J. **PATS Testing/Eligibility**

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

K. **Standardized Testing**

EHCS administers a Standardized Achievement Test for grades K5-11 each spring. Results from this achievement test are mailed to the parents at the end of the year.

L. **High School Graduation Requirements**

Students must have a 2.0 cumulative GPA with a minimum of 25.5 credits and 100 hours of community service to graduate from EHCS. It is required that students take the ACT and/or SAT by the end of the first semester of their senior year. The course requirements for graduation from EHCS are as follows:

- 4 credits of English, Science, Social Studies, and Math
- 4 credits of Bible or its equivalent as determined by the Headmaster
- 2 credits of a Foreign Language
- 2.5 credits—made up of 0.5 credits from the following:
    - Life Management Skills
    - Computer Applications
    - Speech
    - Advanced Writing
    - An elective from performing or practical arts (Drama, Media Production, Art, Home Economics, Media Technology)
    - A required online course through Florida Virtual School
- 1 credit of Physical Education (0.5 must be personal fitness)

In order for seniors to participate in graduation commencement exercises, they must have fulfilled all obligations and responsibilities academically, spiritually, and financially. The valedictorian and salutatorian are chosen based on GPA and Christian character. Candidates must have attended EHCS for a minimum of two years.

Some dual enrollment courses earn 1 full high school credit upon completion. EHCS graduates are expected to pass eight (8) semesters of Bible, English, Math, Science, and Social Studies. Students must have a 3.0 unweighted GPA, score an acceptable grade on a College Placement Test (CPT), and meet departmental qualifications to participate in dual enrollment. In the event that a student makes below a “C” the first semester, he/she may be required to take classes at EHCS for the second semester.

M. **Library**

The EHCS Library is open on Mondays, Wednesdays, and Thursdays. Books may be checked out and returned during the times that the Library is open. Books may also be returned to the Book Drop outside the Library at any time and will be processed back into the

system on the next day the Library is open. EHCS encourages proper care of Library books and asks that parents help ensure that books are returned promptly and in good condition. The number of books that can be checked out and the number of days will vary by grade.

Magazines may be checked out by students in grade 3 and above at the discretion of the Librarian. Any magazine checked out will count as one book selection. There is no daily penalty for overdue books; however, students who wish to keep books longer than the check-out period should take the book back to the Library for renewal. Students having overdue books will have Library privileges suspended until the overdue book is returned or the replacement fee is paid. Report cards will be held at the end of each Quarter for students who have overdue Library accounts.

N. **Request to Skip a Grade Level**

The Administration and Board of Trustees of EHCS neither encourages nor endorses allowing an elementary age child to skip an entire grade level, believing that each grade level helps to develop the child socially, mentally and spiritually. However, the school will review individual parental requests for this action.

1. The child's parents will submit a formal written request to the Headmaster explaining reasons for the request. This request should contain an overall assessment of the child's developmental readiness socially, physically, emotionally, mentally and spiritually.
2. The student's current teacher will be asked to submit to the Headmaster an evaluative report addressing the child's strengths and weaknesses in all areas.
3. The parents may be asked to provide necessary evaluative criteria (ability test, achievement test, educational assessments, etc.) to be used in the decision-making process.
4. The Headmaster will evaluate all the information and make a final decision concerning the request. No further appeal will be permitted.
5. The parents will be notified by letter concerning the final decision. Students who are permitted to skip a grade level will be held to a conditional probationary contract in order to remain at the higher grade level.

IV. SPORTS & EXTRACURRICULAR ACTIVITIES

A. **Academic Eligibility**

Glorifying God through academic excellence is a focus of EHCS. Each student is eligible to participate in athletic and extracurricular activities at EHCS by continuing to meet these standards:

1. If a student's cumulative GPA falls below a 2.0, the student athlete will be suspended from team sports for the following semester.
2. If a student's quarterly grades fall below a cumulative GPA of 2.0, there will be a review by the Administration, which may result in the student being suspended for the remainder of that semester or the first quarter of the next semester.
3. A failing grade (59 or below) in any grading period will result in a three-week suspension from the team. More than one failing grade in any grading period will be reviewed by the Administration to determine the length of suspension. The Administration will review the student's grades at the end of each suspension period and reinstate the athlete if the grades are satisfactory.
4. In order to try out or participate on a sports team, the following two conditions must be met and maintained: tuition and fees must not be 31 days past due, and the athletic and booster cub fees must be paid prior to the first game of the season.

B. **Extra-Curricular Activities Offered**

Elementary	Middle School	High School
Pep Squad Cheer, Basketball & Soccer; Hand Chimes, Interpretive Dance, and Sign Language may be options if available	Junior Honor Society, Student Council, Huddle Groups, Field Trips, Cross Country, Volleyball, Soccer, Basketball, Cheerleading, Baseball, Softball & Tennis	National Honor Society, Student Leadership, Student Government Association, Fellowship of Christian Athletes, Cross Country, Volleyball, Soccer, Basketball, Cheer, Baseball, Softball & Tennis

C. **National Honor Society & EH Junior Honor Society**

Admission is based on a cumulative GPA of 3.5, with no grades below a "C", as well as outstanding ratings by the student's teachers in leadership, service, character, and citizenship. A GPA of 3.5 must be maintained to remain a part of the NHS or EHJHS.

D. **Scheduled Events & Activities**

Coaches and sponsors will schedule activities in accordance with the school calendar and with the Headmaster's approval. Extracurricular activity rehearsals, meetings, or performances will not be scheduled on Wednesdays or Sundays. Exceptions will need to be approved by the Headmaster. Please refer to the current *Athletic Handbook* on the school website for additional policies pertaining to sports.

V. ATTENDANCE

A. **Attendance Policy**

Regular attendance is required by Florida law and is necessary for good scholarship. All school days on the calendar, including retreats, field trips, senior trip, and special activities, are considered compulsory attendance days and become a permanent part of a student's record. Students participating in school activities during the school day will not be counted absent. All school days are full days unless otherwise specified through the school calendar or notification of special events.

1. Students who are absent from school may not participate in any extracurricular activities scheduled that day or evening. Extenuating circumstances may be considered by the Headmaster.
2. Students are considered absent from school if they leave prior to 11:30 a.m. Students arriving after 11:30 a.m. will be marked absent for that day.
3. 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 Headmaster.
4. Participation in an athletic contest requires attendance in at least half of that school day (3.5 hours).

B. **Absences**

When a student is absent from school, the parent must call the school office by 8:30 a.m. to explain the reason for the absence.

1. **Excused Absences**
   a. Illness or injury prohibiting a child from coming to school.
   b. Serious illness of an immediate family member or a death in the family.
   c. Emergencies deemed so by the Headmaster.
2. **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 inevitable, the parent is required to write a note or send an email to the receptionist in the Front Office at least 5 school days prior to the absence. The Headmaster will review the request and make a decision. The receptionist 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.

3. **Unexcused Absences**
   Each unexcused absence will result in a 1-point deduction in each subject for the grading period. Unexcused absences are given for truancies and for absences that the Headmaster determines should have been handled outside of school hours.
4. **Extended Absences**
   Absences of 5 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.
5. **Late Arrivals and Early Departures**
   Students may not leave the school grounds without permission or arrive on campus after 8:00 a.m. without checking in at the Front Office.
   a. For planned early departures or medical appointments, parents are asked to notify the office 24 hours in advance. Parents must sign the child "Out" from the Front Office before the child leaves the premises and "In" upon his/her return.
   b. For unplanned early departures, contact must be established between the parents and the Front Office concerning the specifics of the departure.
   c. Excessive occurrences of arriving late or leaving early will be addressed by the Headmaster.

C. **Absentee Notes from Parents**

A parent must be specific in his/her written note or email about the reason for the absence when reporting to the school office. The note or email should be sent within 3 school days of the absence and should include the date of absence and the reason. When the note is received, the Headmaster will review the note and make a decision on whether it is excused or unexcused.

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

When a student has been absent, it is his/her responsibility to communicate with the teacher on the first day back to school to find out the assignments missed. The student will then have 1 day for every day absent to complete the assigned work. Assignments not completed within the time frame permitted will result in zeroes.

The school office should be notified early in order for textbooks to be picked up that afternoon from the Front Office. Parents should check the online parent portal for assignments and may email the teacher for updates or clarification. Parents should help to ensure that students are making up work in a timely manner according to the policy above.

E. **Tardies**

It is important that each child be at school by the time school begins. A student will be considered tardy if not seated in the classroom by the designated time. Late arrivals are disruptive to classroom activities and scheduled events.

1. **Elementary Tardies**
   The penalties for unexcused tardies within a 9-week grading period are as follows:
   a. 3rd unexcused tardy – An email notification will be sent to the parent.
   b. 4th unexcused tardy and each one thereafter – The parent's account will be charged

a $5 fine.

c. 6th unexcused tardy – Equals 1 unexcused absence for the student and results in an academic penalty of a 1-point deduction in each subject for that grading period.
d. Excessive tardies (excused and unexcused) will be addressed by the Headmaster in a parent conference.

2. **Middle School and High School Tardies**

The penalties for unexcused tardies within a 9-week grading period are as follows:

a. 3rd unexcused tardy – An email notification will be sent to the parent.
b. 4th unexcused tardy and each one thereafter – The parent's account will be charged a $5 fine and the student will serve a detention.
c. 6th unexcused tardy – Equals 1 unexcused absence for the student which results in an academic penalty of a 1-point deduction in each class for that grading period.
d. Excessive tardies (excused and unexcused) will be addressed by the Headmaster in a parent conference.
e. Students late to class throughout the school day will require a pass to class. See *Discipline* (*section X, letter D*) for penalties.

F. **Truancy**

An absence for one or more periods without permission of parents and prior notification of the school is considered truancy. A parental conference will be held for a student who cuts all or part of a day before the student is reinstated into his/her classes. A truancy will result in 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.

G. **Inclement Weather**

The closing of school due to inclement weather will be announced as soon as possible. If possible, the announcement will be made the evening before the closing of school. Otherwise, the Headmaster 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. Parents will receive a rapid notification alert in the form of a text, email, and/or voice message. The following stations will officially report the closing of EHCS:

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

H. **Tornado**

If a tornado *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/her child.

VI. GENERAL OFFICE GUIDELINES

A. **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.

B. **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/she purchases any pictures. In the spring, the "classroom group" pictures will be taken.

C. **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.

D. **Cell Phones**

Cell phones are not allowed to be used or seen on campus from the 8:00 a.m. bell in the morning until 3:00 p.m. in the afternoon. If a student brings a cell phone to school, it must be powered off and remain out of sight. Cell phones that are in sight, used, vibrate, or make a noise will be confiscated and given to the office. A parent will need to make arrangements to come to the school to retrieve the cell phone and/or pay the fine. Penalties during the school year are as follows:

1. First offense - The offending student will receive a detention. The parent will have the choice between the cell phone being held until the end of school the following day (not including weekends or holidays) or the payment of a $25 fine.
2. Second offense - The offending student will receive a detention. The parent will have the choice between the cell phone being held for 5 school days (not including weekends or holidays) or the payment of a $50 fine.
3. Third offense and every one thereafter - The offending student will receive a suspension, which carries an academic penalty of a 1-point deduction in each class for the marking period. The parent will have the choice between the cell phone being held for the remainder of the school year or the payment of a $75 fine.

E. **Internet Safety**

Students are encouraged to use the computer labs for teacher-assigned, educational work. All references to computer or computer equipment includes both hardware and software. Students using the school's computers are expected to abide by the following rules:

1. 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.
2. Students may not download or install programs from the Internet or any portable device.
3. Students may not delete programs on the school's computers.
4. Students may not use the Internet to engage in "hacking" or other unlawful activities.

5. Students should only use computer programs approved by the classroom teacher.
6. The school staff may review computer files or messages that are created by the student either to grade or to check for appropriate content.
7. Only one student may work at a single computer. Only a teacher may assign more than one student to work at a single computer.
8. Students are not to access social networking sites, chat rooms, instant messengers, proxies, etc. Student email accounts may be accessed with teacher permission.
9. Students are not to enter the network's operating system.
10. The use of CDs, and jump/flash drives are not permitted without teacher permission.
11. Food or drink is not permitted near any computer equipment.
12. All copyright laws are to be enforced.
13. Students are not to unplug or change any computer device or network connections.
14. Students are not to change any display screen settings, program toolbars, and settings.
15. 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.
16. Students are not to remove, modify, damage, or destroy any computer equipment.
17. Students are not to use Live CDs or alternate operating systems.
18. Students are to advise their teacher when a computer malfunctions in any way (example: a DVD cannot be removed from a computer).

Exceptions to the above rules are permitted only under direct teacher supervision. Violations of these rules may result in disciplinary action, including but not limited to, termination of access to the school's computers, detention, and/or suspension (see *Discipline section X*). Violations also may be referred to the appropriate legal authorities and/or other legal action may be pursued.

F. **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, and the article shall be donated to an appropriate charitable organization.

G. **Textbooks and Supplies**

1. Textbooks and supplementary books (property of EHCS) will be provided for each student. It is the student's responsibility to take proper care of all issued books, including appropriate protective covering (no contact paper). Loss, deliberate mutilation, or defacing of any of these materials will result in the full replacement price being assessed to the parents.
2. Students will turn in textbooks for individual classes when arriving to take the semester or final exam for that class. Report Cards and records will be held until all textbooks and library books are turned in or the cost for damage or replacement is turned in to the Business Office. Replacement cost for textbooks or library books will be determined by the Headmaster and will be a minimum cost of $20.
3. The school does not furnish supplies to students. Students are required to provide their own pencils, pens, paper, notebooks, and other such supplies and material that may be required.
4. Students are responsible for purchasing their own textbooks for dual-enrollment courses.

H. **Yearbook**

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

I. **Personal Belongings**

All book bags, lunchboxes, and jackets should be clearly labeled. Students should not bring 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.

J. **Lockers**

Each student in grades 6-12 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. There may be random locker checks by homeroom teachers and/or administration. Students are not to manipulate their locker so that it will not lock or latch.

K. **Lunchroom**

Elementary students and middle school students eat in the cafeteria; high school students may eat in the cafeteria or in the designated areas outside. Students may not eat in the gym or classroom unless a teacher calls for a special meeting and is present. Teachers may give permission to students in grades 9-12 to eat in the classroom when there is inclement weather. The teacher must be present. Students are not to leave the lunch area until the bell rings.

L. **School Lunches**

EHCS offers an optional catered lunch program. Students may purchase lunch from the school or bring their lunch from home. Lunch Calendars will be posted once a month to the online parent portal.

M. **School Hours**

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

1. **Elementary School Hours**
   - 7:30 - DeSoto Gate is unlocked and students in grades K4-2 go to Room 27 in the Elementary Bldg. Grades 3-5 report to the gymnasium.
   - 8:00 - Teachers meet students and take them to class.
   - 8:05 - Children are tardy after this time.
   - 2:45 - Grades K5-5 are dismissed (K-4 dismisses at 12:00).
   - 3:00 - Students not picked up will be sent to Extended Care and parents will be charged accordingly.
   - 5:30 - Extended Care ends.
2. **Middle School and High School Hours**
   - 7:30 - Gonzalez Gate is unlocked. MS students report to gym until the 7:50 bell. HS students report to lunchroom until the 7:50 bell.
   - 8:00 - Students are tardy after this time.
   - 3:00 - Grades 6-12 are dismissed.
   - 3:20 - Students in grades 6-8 not picked up will be sent to Extended Care and parents will be charged accordingly. Students in grades 9-12 not picked up will be directed to a teacher classroom, and parents will be charged accordingly.
   - 5:30 - Extended Care ends.

N. **Extended Care**

EHCS offers an Extended Care Program at the Elementary School beginning immediately at the close of the normal school day. The purpose of this program is to provide a safe, enjoyable environment for students whose parents are unable to pick them up at the close of the school day due to work. This program is not intended for drop-in students who are not registered, unless pre-arranged. Extended Care is open until 5:30 p.m. in the afternoons. Any child who is not picked up by 15 minutes after dismissal will be placed in the Extended Care Program. Parents who pick up their children after 5:30 p.m. will be assessed a late fee that will be charged to their account. Extended Care financial obligations will need to be kept current in order for continued attendance.

O. **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 immediately report the change to the office within 30 days.

P. **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.

VII. COMMUNICATION WITH OFFICE & SCHOOL

A. **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. Parents are asked to email the teacher to make an appointment or to request a return phone call. When a visit to the classroom is necessary, parents should come by the Front Office first for a visitor's pass instead of going directly to the classroom.

B. **School Communication**

1. Mailings - EHCS occasionally will send out a mailing to school families, containing notices of special events and activities as well as developmental needs. Day-to-day communication is done via email.
2. School information pertaining to grades, homework, and lunch orders is available through the online parent portal.
3. Website - Athletic schedules, school calendars, and general information are kept up to date and posted consistently on the EHCS website, www.ehcs.org.
4. Rapid notification alerts (text, voice and/or email) will be sent as needed for quick communication to faculty, staff, and parents.

C. **Parent Meetings**

1. Parent-Student Orientation will be held before school starts in August to allow students to meet their teachers, pick up their schedules, and organize their lockers/desks.
2. Open House is scheduled at the beginning of each school year. These meetings are designed to allow parents to come to school to "walk through" the student's daily schedule and meet his/her teachers. This event is very informative and allows the parents to experience firsthand the daily routines of their students.
3. State of the School - In the spring the Board of Trustees holds its annual business meeting in conjunction with the State of the School meeting.
4. Parent Teacher Fellowship - The Parent Teacher Fellowship (PTF) helps to promote EHCS. Throughout the school year PTF provides volunteers who work in cooperation

with the Administration for fundraisers and special events. Every parent is invited to become an active member of this fellowship.

D. **Classroom Visitation**

All visitors/parent volunteers must check in at the Front Office when arriving on campus to receive a visitor's pass and remain with faculty or staff throughout the visit. Before visitors/parent volunteers leave, they must check-out at the Front Office. 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.

E. **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. The Board of Trustees has adopted a set policy for these situations, and complaints or problems will be considered only as prescribed below (cf. *Matthew 18:15-17*), unless they involve a specific action taken by the Board itself.

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

VIII. FINANCIAL RESPONSIBILITIES

A. **Tuition**

The primary source of income for EHCS comes from tuition. Each year the Board of Trustees determines the amount of tuition to be charged based on the proposed budget for the next fiscal year.

B. **Tuition Payment**

Parents are responsible to meet all tuition and other financial obligations to EHCS. There are two payment plans:

1. Annual tuition can be paid in a single advance payment due on or before June 15th.
2. Annual tuition can be paid in twelve equal monthly payments due the 1st day of the month beginning June 1st. A statement will be emailed to each family prior to the 1st of each month. Parents may send their payment by mail or drop off their payment at the Front Office. Payments may be made with check or money order, and bank drafts can be arranged through the online parent portal or the Business Office.

C. **Late Charges**

Tuition payments are due on the 1st of each month and late if not received by noon on the 5th. If the 5th falls on a weekend or holiday, then the payment would be due by noon on the next business day. The current year's late charge amount can be found on the Tuition Information page located under Scholarships and Tuition on the school's website. Parents who receive financial aid and are late paying tuition may lose their financial aid. If tuition cannot be paid on time, it is expected that the parent will notify the Business Office to give

good reason to work out a written plan for repayment. If payments become 31 or more days overdue with no communication of a repayment plan, or if the parent does not adhere to the payment plan, the student's attendance will be disrupted.

All account balances must be current in the months of December and May no later than the 10th of the month. If payments are overdue with no communication of a repayment plan, or if the parent does not adhere to the payment plan, the student's attendance will be disrupted. Our purpose is never to embarrass a child or disrupt his/her education; therefore, parents should stay in close communication with the Business Office.

D. **Bad Debt**

The Board of Trustees considers all unpaid tuition accounts from past years still due and payable to EHCS. Bad debt claims will be turned over to a collection agency. A collection and/or processing fee will be added to the account.

E. **Withdrawal Policy**

EHCS assumes that once a student is enrolled, he/she will attend the entire school year unless a prior exception has been made. Therefore, the following policies are effective for early withdrawal:

1. Families who withdraw prior to the start of the school year forfeit registrations and tuition fees paid.
2. Families who withdraw during the school year must give a 30-day notice and are responsible for tuition charges for the balance of the 9-week period in which they withdraw, pending Headmaster review.
3. Families who do not give a 30-day notice may be charged an additional month's tuition.
4. The only exception to the above policies is for a student being asked to leave EHCS due to disciplinary or academic action during the school year.
5. Transcripts, report cards, and all records will be held until all financial obligations have been fulfilled and EHCS textbooks, library books, sports uniforms, and other EHCS property have been returned.
6. Any family having outstanding debt will not be permitted to re-enroll their child at EHCS until that debt is satisfied. The Business Office should be contacted regarding past due accounts.

IX. FIELD TRIPS, TRANSPORTATION & PARKING

A. **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.

1. **Annual Field Trip, Media, and Medical Release Form**
   This form will be filled out annually by parents, notarized, and kept on file. The teacher will carry a copy of this form on the field trip.
2. **Field Trip Permission Form**
   The parent must be completely fill out, sign, date and return this form prior to each specific activity or field trip.
3. **Chaperone Guidelines**
   a. Volunteers should realize that they are acting as Christian role models for students and should model maturity in actions, attitudes, and dress. The classroom teacher in charge of the trip will give specific instructions.

b. Only children enrolled in the class or activity may attend. Parent 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 volunteer is to the students being supervised.
c. Chaperones are responsible for the behavior of those students assigned to them. In private vehicles, the driver is responsible for the students' behavior.
d. Chaperones should make a special point to remain with the students for whom they are responsible. They should keep the students who ride with them close to them. They should resist the temptation to group with other adults while allowing the students to "do their own thing."
e. Chaperones should know exactly how many students are in their group, counting them several times during the trip and making sure they are all present when moving from one place to another.
f. Students are to return with the same person and vehicle that transported them to the event, unless special permission from the supervising teacher has been granted.
g. Drivers and chaperones should refrain from purchasing special treats for the children they are supervising unless all the children in the class benefit equally.

4. **Driver Chaperone Guidelines**
   a. The supervising teacher will make all vehicle assignments. Drivers will be provided with a list of names of the children being transported in their vehicles.
   b. Driver chaperones should arrive at school 10-15 minutes before departure.
   c. Seat belts must be worn at all times. Only one child is permitted per working seat belt.
   d. Children may not ride in seats with airbags that cannot be disarmed.
   e. The teacher will provide a map and directions. Chaperones are asked to stick to the assigned route to and from the trip.
   f. It is expected that chaperones will obey all traffic laws, including speed limits.
   g. When traveling, cars will "caravan" together. At no time should cars pass the "lead car" or take "side trips" away from the caravan.
   h. Chaperones should call the school immediately for instructions if they experience car problems or have an emergency arise.
   i. Children must enter and leave the vehicle from the curbside unless the vehicle is in a protected parking area.
5. **Volunteer Driver Application Form**
   All parent volunteers willing to drive on a school field trip are required to complete and submit this form. The purpose of this form is to reduce the liability of the school and volunteer drivers by being proactive in the selection of parent drivers. A new Volunteer Driver Application Form must be filled out each school year.
   a. **Students not attending the off-campus field trip/activity**
      Students who do not attend a particular field trip or activity will receive an unexcused absence that carries an academic penalty, unless approved by the Headmaster.
   b. **Off-campus trip/activity privilege revoked**
      Attendance for any school outing is a privilege that may be revoked by Administration if the student is not prepared for the outing, does not comply with the school 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.

B. **Transportation**

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

C. **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. Bus drivers need to concentrate on driving and should not be distracted by misbehavior of students on the bus. Those students whom the driver reports for misbehavior will be referred to the Headmaster for appropriate action.

D. **Morning Drop-Off**

Students may be dropped off at the school beginning at 7:30 a.m., when teachers will be on the premises to provide supervision. Follow the *Traffic Flow* diagram located on the school website for drop-off and pick-up. Before arriving on campus, students should eat a healthy breakfast. Elementary students should be dropped off at the De Soto Street entrance. Middle school and high school students should be dropped off at the Gonzalez Street entrance (see *School Hours section VI, letter M* for details on where students should go between the times of 7:30-8:00 a.m.).

E. **Afternoon Pick-Up**

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. 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).

F. **Parking**

A student who drives to school must register his/her vehicle with the Front Office and have a current *Student Drivers Permission Form* on file in order to be issued a parking permit. A parking permit costs $10 ($5 yearly renewal) and must be purchased within 5 days of the beginning of school or within 5 days of the student parking on campus. Student drivers (and parents) are asked not to 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 office. There is to be no loitering in the parking lot at any time during school, including the lunch period. Students who bike to school must park their bike at the designated bike parking.

X. DISCIPLINE

A. **Philosophy**

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

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, the school likewise assumes 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 expects parents or other authorities to discipline children with the goal that they consistently become more self-disciplined, requiring less supervision as they mature. God's ultimate purpose in charging parents with this task is to prepare children to enter into and mature within God's family and to respond to Him with respect and obedience on the basis of the training that they have received from their parents. EHCS's philosophy of education and discipline exists to serve and further this ultimate spiritual goal.

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

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

The goal of positive behavior is to have each student develop self-control and moral character. Therefore, the disciplinary policies are designed to foster Christian maturity in students by encouraging respect for authority, fulfillment of one's responsibility, and consideration for others. Cooperation in the education process is necessary so that an atmosphere conducive to learning is maintained. Only while operating within the above philosophy of discipline can the educational process reach its maximum potential.

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

B. **General Discipline Guidelines**

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

1. **Appropriate Conduct**

Good behavior must come from the heart in love and obedience to Jesus Christ.

a. Proper respect for administration, faculty, and all other staff members is expected.

b. Proper speech is expected. Vulgarity, profanity, spreading rumors, slang, and lying have no place at or away from EHCS.
c. Proper respect for the buildings and property of EHCS is expected.
d. Proper respect for teachers and other students is expected. Christian kindness, unselfishness, courtesy, civility, and honesty should characterize all dealings with faculty and fellow students.
e. Proper attitude is expected. Attitude is a measure of a person's spiritual life and allows the individual to reach his full potential. With the proper attitude, one will demonstrate initiative and leadership, and the influence of Christ upon his/her life will be evident.

2. **Inappropriate Conduct**

Inappropriate behavior will be handled by the individual teachers and/or the administration according to the severity or persistence of the offense. The listing of offenses below is not all-inclusive. Both at school and away from school, EHCS students can be suspended or expelled for being involved with or identifying with the following:

a. Possessing, distributing, selling, or using alcohol, tobacco, or illegal drugs.
b. Possessing, distributing, selling, or using a nicotine dispensing device and/or simulated smoke emitting device (vaping).
c. Engaging in or identifying with any form of homosexuality, homosexual behavior or orientation.
d. Immorality or sexual misconduct which would include physical contact or contact of a sexual nature with the opposite sex, sexual innuendos, sexual gestures, other sexual misconduct, or involvement with pornography.
e. Engaging in or threatening acts of violence towards other students, teachers, or administration by the student or parent; bringing firearms or other weapons on campus or to a school function; fighting, assault, or threatening a student, teacher, or any other person; bullying physically or verbally (including online and by phone) both on and off campus.
f. Exhibiting a hatred for people groups, making racist comments, or writing racist remarks; discriminating against others on the basis of race, national origin, sex or handicap.
g. Involvement in stealing, profanity, cheating, plagiarism, or vandalism.
h. Disorderly or boisterous behavior, fighting with or disrespect to faculty and administration.
i. Maintaining a personal online website or contributing to another's website or online social media that identifies with the inappropriate conduct listed in this section or that is deemed by the administration to be immoral, harmful, threatening, demeaning, derogatory, defaming of the reputation and character of others, or with other conduct or content that is inconsistent with school policies and Biblical teaching.
j. Not following proper procedures regarding prescription and non-prescription medications and the use or transfer of these medications.
k. Excessive detentions and/or failing to serve detentions; leaving the school building, campus, or school function without permission from school faculty.
l. Any behavior, action, or attitude considered by the administration of EHCS to be out of harmony with the school and dishonoring to Christ.

Full cooperation is expected from both student and parents in the education of the student. If at any time the school feels that this cooperation is lacking, the student may be requested to withdraw. Also, if the student's behavior or attitude indicates an

uncooperative spirit or one that is out of harmony with the spirit and standards of EHCS, whether or not there is any definite breach of conduct, he may be requested to withdraw. The failure of parents to cooperate with the school in the disciplining of the child will result in the Headmaster's decision to pursue expulsion of the student through the Board of Trustees. The administration reserves the right to determine penalties, suspensions, probations, and dismissals when extraordinary actions are deemed necessary. The administration may deem it necessary to render stricter or lighter disciplinary measures according to the severity and nature of the infraction. The school reserves the right to report serious offenses (those offenses that may constitute violation of criminal laws established by the State of Florida) to the proper authorities and to press charges against the student if the situation should so warrant. This action would require approval from the Headmaster and the Board of Trustees.

3. **Items That Should Not To Be Brought to School**

   EHCS reserves the right to conduct searches if necessary in student lockers, book bags, or vehicles on campus or at school functions by the Administration and Staff. EHCS reserves the right to invite the county or city law enforcement to search for questionable materials or items.

   Students can be suspended or expelled for bringing the following items to school or school-related activities: firearms, weapons of any kind, knives, laser pointers, matches or lighters, pornography, or any other objects that the administration would consider harmful to the safety of the school or its students or that would identify with inappropriate conduct listed above.

4. **Conduct at Sporting Events or School-Related Programs**

   Students and parents are asked to act appropriately at sporting events or school-related functions. Actions or comments directed to the opposing players, coaches, spectators, or officials that are threatening in nature are inappropriate. A serious infraction of this nature by a parent, student, or family member will result in a conference with the Headmaster and may lead to the dismissal of the student due to lack of parental support. Christian conduct in Athletics or Fine Arts from our students and parents is important to the testimony of EHCS.

C. **Elementary Process for Discipline**

1. **Instruction**

   Students are instructed by their teachers concerning the classroom and school rules and regulations that they are expected to obey. 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 are given verbal warnings when they do not obey the rules.

3. **Parent Contact**

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

4. **Correction**

   To correct a student's behavior after instruction and warnings have been given, teachers and staff may use the following forms of discipline:

   a. **Loss of Privileges -** Loss of recess, free time, etc.
   b. **Conduct Slips**- A conduct slip may be given for the following: disrupting class, excessive talking, dress code violation, not completing assignments, 3 warnings in

one day, etc.

c. **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 which specifies the conduct and the date of the detention. Students may receive detentions for the following: excessive horseplay or aggressive behavior, stealing, lying, profanity, cheating, chewing gum, cell phone violation, disrespect, direct disobedience, destruction of school or personal property, or 4 conduct slips within a 9-week grading period and every one thereafter, 3 dress code violations in a semester and every one thereafter.

d. **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.

D. **Middle School and High School Process for Discipline**

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

1. **Instruction**
   Students are instructed by their teachers concerning the classroom and school rules and regulations that they are expected to obey. These rules are reviewed regularly so that students fully understand what is required of them.
2. **Warning**
   Students are given verbal warnings when they do not obey the rules.
3. **Parent Contact**
   Parents may be contacted by phone call or email to discuss the student's conduct.
4. **Correction**
   To correct a student's behavior after instruction and warnings have been given, teachers and staff may use the following forms of discipline:
   a. **Conduct Notification-** The parent will receive an email of a Conduct Notification when a student is not responding to warnings. Conduct Notifications are sent to parents when there is disruptive behavior, excessive talking, dress code violations, incomplete assignments, the beginning of a pattern of misconduct, etc.
   b. **Detentions -** Students must stay after school for a period of 50 minutes from 3:05-3:55 p.m. on the designated detention days to complete an assignment given by the teacher or detention supervisor. Parents will be sent an email notification which specifies the conduct and date of the detention. Students may receive detentions for the following:
      - excessive horseplay or aggressive behavior, bullying physically or verbally
      - stealing, lying, profanity, cheating, disrespect, direct disobedience
      - Inappropriate language or comments at school, a school function or on social media
      - chewing gum
      - cell phone violation
      - 3 dress code violations for the semester and every one thereafter
      - late to class 3 times in a 9-week grading period and every one thereafter
      - 4 unexcused tardies in a 9-week grading period and every one thereafter
      - destruction of school or personal property
      - 3 Conduct Notifications within a 9-week grading period
      - excessive failure to complete assignments

- driving recklessly – may also result in loss of driving privileges
- invasion of privacy with another individual's personal belongings
- public display of affection
- failure to serve detention - repeated offenses will lead to greater disciplinary action

c. **Suspensions**- Students who serve a suspension (in school or out of school will be determined by the Headmaster) will receive an academic penalty of a 1-point deduction in each subject for the grading period. The student will turn in all homework assignments and will make up quizzes the next school day following the suspension. Tests will be given in a time frame determined by the Headmaster. Students who are suspended from school will not be permitted to attend any classes or school functions either on or off campus during the day and including evening activities.

   EHCS reserves the right to suspend or expel a student for misconduct occurring on or off the school campus, without regard for whether the form of misconduct is identified specifically herein, and without regard for whether it is specified as improper off campus. While EHCS has no control over or supervision of students during off campus activities which are not school-sponsored, misconduct during such activities may come to the attention of school authorities and may result in discipline, including suspension or expulsion.

   Some examples for which suspensions may be given are as follows:
   - Fighting or physical harm or attack towards another student
   - Bullying physically or verbally of another student on or off campus
   - Sexual misconduct
   - Flagrantly abusive language
   - Defiance or disrespectful conduct
   - Repeated offenses from the detention category
   - 3 detentions in a 9-week grading period
   - Leaving the school grounds without permission
   - Possession, consumption, supplying, or selling of alcohol
   - Possession or use of tobacco products at school or school functions or off campus
   - Possession of pornography
   - Threat of violence or bullying towards a student or staff member on or off campus directly or indirectly through social media or other means of communication

d. **Expulsion-** The Board of Trustees has the sole authority to expel a student and may do so as a result of the following offenses:
   - Possession, use, and/or being under the influence of prohibited drugs, alcohol, or tobacco on the school campus, at any school-sponsored activity, or off school property.
   - Distribution, selling, buying, receiving, and/or unauthorized use of prescription or non-prescription medicine on the school campus, at any school-sponsored activity, or off school property.
   - Repeated violations of discipline that have resulted in suspensions that may include such behaviors as continual lying, stealing, cheating, etc.
   - An attitude of a parent or student that is detrimental to a Christian environment and is contrary to the school's mission and purpose and out of harmony with

EHCS.

- Failure of parents to cooperate with the school in discipline of their children.
- Failure to submit to required medical or physical examinations or drug tests.
- Assault or battery of a teacher or other school personnel.
- Sexual or other serious moral misconduct.
- Possession, distribution, or use of a knife in a threatening or dangerous manner, which is perceived to be capable of inflicting physical harm.
- Possession, transfer, sale, or discharge of any gun (including a starter gun or pellet gun), firearm, or any other explosive device, of any type, whether loaded or unloaded, on school property or at any school-related activity.
- Any action of a sufficiently serious nature considered in violation of the standards of EHCS as expressed in the philosophy of the school as determined by the Administration.

E. **Confidential Information**

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

1. No information is acted upon without an investigation. Date, place, time, action, witness(es), and affected parties are usually known before any meeting with students/parents occurs.
2. Parents are contacted to attend a meeting where information will be presented. Parents may be aware of a problem, or they may not. Again, information presented has been investigated.
3. It is not necessary that the person who has given the information be present or identified during the investigation or meetings.
4. School policy is written to serve and help people. When disciplinary action is needed, it will be taken. Although discipline may be firm, it is intended to benefit the student and assist him/her in developing life skills that result in an understanding of the consequences for wrong actions.
5. Persons may provide information in confidential fashion if they desire; however, information provided in such a manner will not provide the sole basis for disciplinary action, until the information provider agrees that, or acts as if, confidentially is not expected any longer.

F. **Drug Policy**

EHCS acknowledges 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 the EHCS drug 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.

1. **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.
2. **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

3. **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.
4. **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/She is subject to expulsion, even for the first offense.
5. **Drug Testing -** The school will maintain screening practices to identify students who use illegal drugs or abuse alcohol, either on or off the school campus. It shall be a condition of continued enrollment for the student to submit to a drug screen. The student may be required to submit to drug and/or alcohol testing at a laboratory chosen by the school if there is a cause for reasonable suspicion of substance abuse. At the discretion of the Headmaster, students may be randomly tested for drugs.
6. **Consultation Rights -** Students have the right to consult the testing lab for technical information regarding prescription and non-prescription medications.
7. **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:
   a. The name of the person who is authorized to obtain the information;
   b. The purpose of the disclosure;
   c. The precise information to be disclosed;
   d. The duration of the consent;
   e. The signature of the person authorizing release of the information.

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

XI. Dress Code

A. General Guidelines

The dress standard of EHCS is designed to promote an outstanding educational environment while emphasizing modesty, appropriateness, and neatness. EHCS recognizes that there is clothing that is modest and neat that does not necessarily comply with the school's dress standard but also believes it is the parent's responsibility to help enforce the school dress and hair standards. To help accomplish the mission of EHCS, the Board of Trustees has sought to develop a standard of proper dress and general appearance that will allow students to attain the following goals:

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

If a student is out of compliance, a determination will be made by the administration on whether a change of clothing is necessary, or if the student may return to class. Students will be dealt with privately and individually in a gracious manner. Parents will be notified if a change of clothing is necessary. Students who miss class may receive an academic penalty for missed work. A dress code violation email notification will be sent to the parent. Parents are encouraged to monitor their child's dress on a daily basis. When in doubt as to what may be acceptable dress, parents may send the article of clothing to the office to be checked by the appropriate staff member. Due to changing styles of dress and accessories, the administration reserves the right to review or exclude styles which are not appropriate for school activities or do not conform to the purpose of EHCS.

B. Girls K4-5th grade

1. Skirts and dresses should be within 3 inches of the knee when standing or sitting. Shorts or spandex should be worn under all skirts and dresses due to girls playing at PE or on the playground. Shorts and skorts should be no shorter than mid-thigh.
2. Dresses must have the students' hand width of material covering each shoulder. No visible cleavage or midriffs will be tolerated.
3. Blouses and shirts should not be see-through or form-fitting. Undergarments must not be seen. No visible cleavage or midriffs will be tolerated.
4. Any shirt with inappropriate slogans, pictures, or advertising will not be permitted.
5. Shorts, capri pants, pants, and jeans that fit properly and are neat (no holes or frayed edges), clean, and modest are acceptable year-round. There will be no writing on shorts or pants.
6. While belts are not required, if clothing cannot fit properly without one, a belt will be required.
7. Tennis shoes with socks must be worn at all times. Shoes with socks must be worn at all times. No "flip flops," sandals, or backless shoes.
8. Jewelry must be simple and appropriate. No make-up or body glitter should be worn.
9. No body piercing beyond one or two holes in the ears only is allowed.
10. No tattoos, permanent or temporary, are permitted.
11. Extreme hairstyles will not be permitted. The administration reserves the right to determine what is considered extreme for school dress code.
12. Hats and sweatshirt hoods are not to be worn in the school building.
13. A sweater or sweatshirt is appropriate attire in cold weather.
14. An EHCS t-shirt may be appropriate attire for field trips and special activity days.
15. Chapel day will be dress-up day. No denim is permitted. Dressy pants are permitted.

C. **Boys K4-5th grade**

1. Shirts with inappropriate slogans, pictures, fads, or advertising will not be permitted.
2. Shorts, pants, and jeans that fit properly (not too baggy or too tight) and are neat (no holes or frayed edges), clean, and modest are acceptable year-round.
3. No "sagging" of pants is allowed. Undergarments must not be seen.
4. While belts are not required, if slacks cannot fit properly without a belt, one will be required.
5. Shoes with socks must be worn at all times. No "flip flops", sandals, backless shoes or athletic cleats should be worn.
6. Hair must be neatly trimmed, off the collar, out of the eyes and no longer than the bottom of the ear in length.
7. No earrings, body piercing, or tattoos (permanent or temporary) are allowed.
8. Extreme hairstyles will not be permitted (including mohawks, fads, or razor designs). The administration reserves the right to determine what is considered extreme.
9. Hats and sweatshirt hoods are not to be worn in the school building.
10. A sweater or sweatshirt is appropriate attire in cold weather.
11. An EHCS t-shirt may be appropriate attire for field trips and special activity days.
12. Chapel day will be dress-up day, and shirts should be tucked in. No denim or athletic shorts are permitted.

D. **General Guidelines for MS-HS Students**

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

E. **MS-HS Girls**

1. **Girls' Regular School Dress**

Girls are permitted to wear the following:

a. Skirts, dresses, skorts or non-athletic shorts that are not shorter than 3" above the knee when standing and sitting, including slits.
b. Non-athletic shorts, pants, capris, or jeans that are in good repair (no holes or fraying), fit at the waist (low-rider style is unacceptable) and are not too tight. Some fabric and/or clothing styles are form fitting; girls should avoid these styles and fabrics for regular school dress.
c. Skinny jeans may be worn only under the following condition: a top must be worn that covers the student's bottom while sitting or standing. Leggings may only be worn with a dress-code-length skirt.
d. Blouses and shirts that are not see-through or form-fitting, are not baggy or oversized, and expose no cleavage or midriff skin while sitting or standing. Blouses and shirts may be worn without being tucked in.
e. A dress or top that has at least 2" of material covering each shoulder.
f. Jewelry that is simple and appropriate.
g. No more than 2 earrings per ear. No other body piercing is acceptable.

2. **Girls' Chapel Dress**
   Girls should wear a dress or dress pants (no denim or colored jeans/pants). Shirts should be dressier with no large writing/pictures on them.
3. **Girls' Formal Attire**
   Modesty guidelines above will be followed. Formal dresses may be strapless for the high school, but dresses may not be backless or have cut-outs below the bra line in the back. Appropriate shoes should be worn (i.e. no flip-flops). All formal attire is to be brought to school for a designated EHCS female staff member to check. A deadline will be given for dress checks, and if any modifications are necessary, the dress will be given a final check days prior to the event. Young ladies who are non-EHCS students will need to go through the same dress check protocol.

F. **MS-HS Boys**
1. **Boys' Regular School Dress**
   a. Non-athletic shorts, pants, or jeans that fit properly (no sagging), are not too tight, and are in good repair (no holes or fraying).
   b. Belts with all pants and non-athletic shorts.
   c. Shirts that are neither baggy nor oversized and do not expose skin or undergarments. Shirts may be worn without being tucked in.
   d. Hair that is neatly trimmed, off the collar, no longer than the bottom of the ear on the sides and no longer on the forehead than the eyebrows. (No Mohawk, hairstyle fads, or other extreme hairstyles are acceptable).
   e. Facial hair must be clean-shaven on a daily basis.
2. **Boys' Chapel Dress**
   Boys should wear dress pants or dress shorts (no denim). Shirts should have no large writing on them and should have a collar.
3. **Boys' Formal Attire**
   Suit or tuxedo**,** dress shirt, tie, and appropriate shoes (no flip-flops) should be worn.

G. **After School Activities**
1. Students attending home and away athletic events or other school functions are expected to maintain the general modesty guidelines. Shirts must be long enough to cover the midriff (i.e. no skin showing) and no cleavage showing on female students. Appropriate undergarments must be worn but may not be visible. Shorts and dresses must be no higher than mid-thigh.
2. Students attending athletic banquets are encouraged to dress up or follow the coach's guidelines.
3. Swimwear for school activities must be modest. Female students must have a one-piece bathing suit or a long dark-colored shirt covering the swimsuit.

H. **P.E. Uniforms**
For PE classes, students must purchase school-issued gym shorts and gym shirt. Students will wear socks and tennis/athletic shoes (no cleats).

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