



EAGLE HEIGHTS

CHRISTIAN ACADEMY

2009 - 2010
Parent / Student Handbook
PreK 3 & 4 through 6th Grade

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SCHOOL OVERVIEW

Vision Statement

Our vision is a commitment to excellence in education so our students can reach their God-given potential and become God-fearing leaders that positively affect the world in which they live.

Mission Statement

Our mission is guiding children of Christian families to know Christ as Lord and Savior and to grow in their faith while providing a comprehensive academic program that is built upon Biblical principals.

Educational Philosophy

Founded as a ministry of the First Baptist Church of Pearland, Texas, **Eagle Heights Christian Academy** seeks to provide a quality educational experience from a Christian worldview. Our programs, faculty and staff are organized to ensure the spiritual, physical, intellectual, and social growth of the students we serve. Inherent in this Christ-centered environment is a focus on character development and self-discipline. We also seek to guide each student toward a deeper relationship with our Lord Jesus Christ, to radiate His compassion toward others, and to develop servant-leader qualities in their future vocations. In partnership with parents, we take seriously our responsibility to mold and equip these children with the knowledge, skills, and abilities necessary for them to reach their highest potential.

Statement of Faith

We believe:

- In the one and only true God who eternally exists and is manifested in three persons: God the Father, God the Son, and God the Holy Spirit. He created the universe and everything in it and maintains sovereignty over all things. (Gen. 1:1; John 10:30; I John 5:4-6)
- That Jesus is the Christ, the Son of the living God. He is the promised Messiah sent for the salvation of all who will believe on Him and trust in Him. He is the fullness of God manifested in bodily form; the image of the invisible God. (John 1:41; John 4:25; Col. 1:18-20)
- Jesus was God incarnate; born of a virgin according to Scripture; lived a sinless life; died for our sins as a substitutionary sacrifice for us; rose from the grave on the third day in victory over death; ascended back to the Father and is now our High Priest, Advocate, and is ever interceding on our behalf. (John 3:16; Luke 1:34-35; Luke 24:36-43; Acts 1:9-11; I Cor. 15:3-4; I Peter 2:21-24)
- Jesus is the Head of the body, the church, and at the appointed time will call His church out of this world; will come again to this world to establish His millennial reign, and to ultimately judge all the world and establish His eternal Kingdom. (John 14: 1-3; Acts 1:11; I Thes. 4: 16-17)
- In the eternal person of the Holy Spirit, the third part of the Godhead, who is working in the world today to reveal the fullness of Christ; to convict sinners of sin; regenerating and sanctifying, and sealing them forever to the Father. (John 16: 7-8; I Cor. 3:16)
- That the Bible is the pure, true, infallible, inerrant, and inspired word of God given through the direction of the Holy Spirit, through the prophets as our instruction book for life. (II Tim. 3:16-17)
- That salvation comes from each individual recognizing that he/she is a sinner by nature; recognizing that he/she cannot justify himself/herself by his/her own works; that each person must receive the shedding of Jesus' blood on the cross and in repentance, ask God for forgiveness; making Him Lord of their life; and having received Him, they are spiritually saved or "born again" and are indwelt by the Holy Spirit; therefore, they became a child of God and a forever member of the family of God for time and eternity. (John 3:16; Rom. 3:23-25; Rom. 10:9-10)
- That heaven is the place of eternal blessedness for the saved and that hell is the place for eternal conscious punishment for the unbelievers. (John 5:28-29; Rev. 20: 11-15; Matt. 25: 32-46)

- That the New Testament Church is a group of “born again,” baptized believers in Jesus Christ, who voluntarily and regularly meet together for worship, discipleship, fellowship, ministry and evangelism. (I Cor. 12:12-14; 20, 27; Eph. 5:23; Col. 1:18)

Statement of Goals

Based on our vision, mission and educational philosophy, it is our desire that EHCA students will:

Spiritual

- Know Jesus Christ as their Savior and Lord and have a personal relationship with Him.
- Have a relationship with a local, Bible-believing church.
- Understand the essential doctrines of the Christian faith through daily Bible study, chapel services and prayer time.
- Recognize his/her position as a significant member of the body of Christ and practice spiritual gifts, thus developing a desire to know and do the will of God.
- Demonstrate Christ’s love in word and deed and be committed to serving others.
- Develop and demonstrate a Christian worldview by applying it in everyday life situations, including the classroom.
- Be able to share the Gospel in order to fulfill the Great Commission.

Intellectual

- Demonstrate mastery of essential basic skills in all academic disciplines.
- Develop the ability to analyze information, examine facts, and evaluate assumptions.
- Gain a comprehensive command of the fundamental processes used in communicating with others (i.e. speaking, listening, writing, and reading).
- Form good study habits.
- Use the scientific method as a means of problem solving.
- Develop creative and critical thinking skills.
- Consider all that is true and edifying, and to contrast those ideas, values, and beliefs with those that are false and lead to ruin.

Physical/Social

- Develop a proper understanding and acceptance of themselves and others as God made them.
- Choose a wholesome, Christian use of leisure time.
- Demonstrate a Biblical view of life, work, and occupational endeavors.
- Understand the importance of fitness, maintenance, and skillful use of the body as the Temple of God.
- Exhibit a Biblical attitude toward material things.
- Exemplify the proper attitude for their role in the home.
- Understand the heights that can be reached and the accomplishments possible for a life fully yielded to Jesus Christ.

Affiliations and Memberships

Eagle Heights Christian Academy (K-12) is Fully Accredited by the International Christian Accreditation Association (ICAA).

EHCA (PreK-12) is also a member of the Association of Christian Schools International (ACSI).

Finally, EHCA is currently operating under the jurisdiction of the Texas Department of Protective and Regulatory Services, Licensing Division. A copy of the minimum standards is available for review in the school office. Copies are also available on the PRS (Protective and Regulatory Services) website at www.tdprs.state.tx.us or may be requested from the local day-care licensing office at 979-864-1428. In addition, the most recent copies of the following items are available for review in the school office: Department of Family and Protective Services Inspection Report; Documentation of Liability Insurance; Fire Marshal’s Inspection Report; Health Department’s Sanitation Inspection Report; and Gas Pipe Inspection Report.

Academy Ministry Team

EHCA operates as an independent Texas non-profit corporation and as a ministry of First Baptist Church—Pearland, Texas. It is governed by the Academy Ministry Team (AMT) which is comprised of a group of dedicated FBCP church members whose purpose is fourfold:

- To oversee the school's mission;
- To ensure its financial health;
- To act in a visionary and advisory capacity in establishing and enforcing school policy;
- To provide a quality system for offering a Biblically-based education.

The elected and/or appointed members meet monthly, or as needed, in conjunction with school administration, to deliberate on school issues. They assist school administrator in a resource and advisory capacity in establishing and enforcing school policies. The administrator directs the operation of the school. The Senior Pastor, as head of the church, is the final authority for the school. Board meetings are generally not open to public attendance; however, individuals desiring to make a presentation to the AMT should contact the Board president, other board member, or school administrator to request time to speak at the next scheduled meeting. Requests to speak must be made no later than one week prior to the meeting and must include the topic(s) to be presented.

ADMISSIONS POLICIES AND PROCEDURES

Policy of Non-Discrimination

Eagle Heights Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the school. We do not discriminate on the basis of race, color, national or ethnic origin in administration of educational policies, admissions policies, scholarship programs, athletic programs, or other school-administered programs.

Enrollment

In adherence with our Non-Discrimination Policy, EHCA considers all individuals who possess the qualifications necessary to be productive and disciplined students; however, we do not have the facilities or staff necessary to provide a successful educational experience for students with special needs, including academic deficiencies, behavioral problems, and emotional disturbances. In the best interest of these students, we cannot consider them for admission.

Administration will make final admission decisions upon completion and submission of required documents. Students with academic, social and/or discipline problems, including unsatisfactory conduct grades, may not be considered for enrollment. For students enrolling in 1st – 12th grade, standardized test scores must be at grade level or above in order to be considered for admission. All pre-school students must be toilet-trained to be considered for enrollment. Student age on September 1st of the Academic Year is used to meet the age-eligibility requirement for programs. (To enter Kindergarten or 1st grade, the student must be 5 or 6 years old respectively before September 1 of the school year.)

During the month of February, re-registration for current students and the application process for new students are conducted. Priority for registration is according to the following guidelines:

- 1) Students currently enrolled at EHCA and children of FBCP members in good standing, *provided they are in compliance with academic, financial, disciplinary, and school policies and if registered by the last day of the registration period for returning students.*
- 2) Children of EHCA faculty/staff or FBCP staff
- 3) Siblings of current EHCA students
- 4) Children of ministers/pastors of other Evangelical churches
- 5) Previous EHCA students/families
- 6) All other new students

Re-Registration for Returning Students

Returning students are students currently enrolled at EHCA who are applying for admission for the following school year. In order to register for the upcoming year, returning students must meet the following requirements:

- 1) All re-registration forms and fees must be completed and submitted on time.
- 2) A current immunization record and physician's statement must be on file in clinic.
- 3) Re-registering students must be in compliance with academic, discipline, and school policies. No student with a delinquent financial account shall be re-enrolled.
- 4) If a student is readmitted with a record of disciplinary problems, he/she will be placed on probation subject to re-evaluation at the end of each grading period.

The school regularly reviews student records to ensure that sufficient academic progress has been achieved in order to qualify for advancement to the next grade level. For any student making less than expected progress, a meeting will be scheduled with the parent(s), teacher(s) and an administrator in an effort to determine an appropriate course of action.

Application Process for New Students

The Application Packet must be completed with **all** attachments, including the non-refundable registration fee. Submission of materials does not guarantee acceptance. The admission procedure for new students is as follows:

- 1) Parents must submit completed application forms and non-refundable registration fee.
- 2) A copy of the student's current report card must be submitted, along with transcripts or report cards for previous two school years (1st – 12th grades).
- 3) Standardized tests scores taken within the past 12 months must be submitted for 1st-12th grade students to be considered for admission (exceptions may be made at the Principal's discretion). Standardized test scores must be at grade level or above.
- 4) A copy of the student's state birth certificate **must** be submitted.
- 5) Copy of current immunization record with month/date/year noted per immunization given.
- 6) A Physician's Statement stating that the child has been seen within the past year and is in good health.
- 7) An interview with the parents/guardians (and with the student for grades K-12th) is required for all students entering EHCA.
- 8) Students may be required to take a placement test before final determination of acceptance.
- 9) Students must be in good standing with their previous school.

Students without school records (report card, permanent school records stating grades and grade level, standardized test scores, and withdrawal form, when appropriate) will not be considered for enrollment in EHCA. Students coming from a home school program must submit standardized test scores indicating on-grade level competency, course grades, and a detailed description of curriculum.

Physical Examinations

Physical examinations must be current at the time a student is admitted/re-admitted. In order to meet the health requirements established by the Texas Department of Health and Human Services, EHCA requires either a written statement from a licensed physician or a form or written statement from a health service or clinic.

For all new students, if an appointment cannot be made by the end of the first full week of school, parents must provide written verification of the scheduled appointment date (preferably by the mid-point of the first six-week grading period), physician's name, and telephone number. Following the appointment, the school must be provided with the required medical statement. The school reserves the right to request additional physical examinations as it deems necessary and appropriate.

Immunizations

Before a child may attend classes at EHCA, the Record of Immunization form must be completed and validated by a physician or public health clinic. Once enrolled, this information must be kept current.

Immunization records must be current according to the recommended schedule for routine immunizations in the Texas Department of Health guidelines at the time a student is admitted. All records must be validated by a physician or public health clinic. A student will not be allowed to attend classes without current immunization records on file.

Recommended Immunization Schedule for Persons Aged 0 Through 6 Years—United States • 2009 For those who fall behind or start late, see the catch-up schedule

Vaccine ▼	Age ►	Birth	1 month	2 months	4 months	6 months	12 months	15 months	18 months	19–23 months	2–3 years	4–6 years
Hepatitis B ¹	HepB	HepB	HepB	see footnote 1	HepB	HepB	HepB					
Rotavirus ²			RV	RV	RV ²							
Diphtheria, Tetanus, Pertussis ³			DTaP	DTaP	DTaP	see footnote 3	DTaP					DTaP
<i>Haemophilus influenzae</i> type b ⁴			Hib	Hib	Hib ⁴		Hib					
Pneumococcal ⁵			PCV	PCV	PCV		PCV					PPSV
Inactivated Poliovirus			IPV	IPV			IPV					IPV
Influenza ⁶							Influenza (Yearly)					
Measles, Mumps, Rubella ⁷							MMR			see footnote 7		MMR
Varicella ⁸							Varicella			see footnote 8		Varicella
Hepatitis A ⁹							HepA (2 doses)					HepA Series
Meningococcal ¹⁰												MCV

Range of recommended ages
Certain high-risk groups

Recommended Immunization Schedule for Persons Aged 7 Through 18 Years—United States • 2009 For those who fall behind or start late, see the schedule below and the catch-up schedule

Vaccine ▼	Age ►	7–10 years	11–12 years	13–18 years
Tetanus, Diphtheria, Pertussis ¹		see footnote 1	Tdap	Tdap
Human Papillomavirus ²		see footnote 2	HPV (3 doses)	HPV Series
Meningococcal ³		MCV	MCV	MCV
Influenza ⁴			Influenza (Yearly)	
Pneumococcal ⁵			PPSV	
Hepatitis A ⁶			HepA Series	
Hepatitis B ⁷			HepB Series	
Inactivated Poliovirus ⁸			IPV Series	
Measles, Mumps, Rubella ⁹			MMR Series	
Varicella ¹⁰			Varicella Series	

Range of recommended ages
Catch-up immunization
Certain high-risk groups

Students (new and returning) who do not have current immunization records on file will not be permitted to attend class.

Notification of Acceptance

Upon satisfactory completion of all steps of the admissions process, applications are submitted to the Admissions Committee for final approval/disapproval. The Admissions Committee will consider all students based on past academic performance, admissions and other test scores, previous school recommendations, interview, date of application, application information, and past conduct/behavior and school attendance.

Letters of Determination are sent to all applicants in a timely manner. **Please note that all newly accepted students are admitted under probationary status for the first semester of their attendance at EHCA.** A grade-level or class-level adjustment may need to be made if the student is not performing at grade-level expectations (academically, socially, and/or behaviorally).

Class Placement Policy

It is the express responsibility of the School Principal to assign students to class/teacher rosters. The process of assignment is one that strives to strike a balance of students within the class by prayerfully considering many factors, including but not limited to academic ability, specific needs, birth order, girl/boy ratio, teacher recommendations and parent request. The usage of these factors provides for an equitable balance of needs, abilities, and relationships in the class and does not imply special privilege for any group. Parents are asked to support the Principal in this process by making class assignments a matter of prayer, asking God to guide the Principal in placing each child in the class where he/she can function and develop most effectively.

ATTENDANCE POLICIES AND PROCEDURES

School Hours

Pre-K 3

8:30 – 3:30 M – F
8:30 – 3:30 M/W/F
8:30 – 3:30 T/Th

Pre-K4

8:30 – 3:30 M – F
8:30 – 3:30 M/W/F
8:30 – 3:30 T/Th

Kindergarten – High School

8:30 – 3:30 M – F

Early Morning Care is available from 7:00 a.m. until 8:20 a.m., and After School Care is available from 3:30 p.m. until 6:00 p.m. In addition, Extended Day Care is available from 2:00 until 3:30 for 2 year olds in MDO who have older siblings enrolled in EHCA. Rates and fees for these supplementary programs can be found on the Application for Admission and in the General Policies and Information section of this Handbook.

Attendance Requirements

EHCA has a legal and ethical responsibility to require the faithful attendance of all enrolled students. Consistency in school attendance is vital to academic success, and excessive and/or unexcused absences can have a detrimental effect on student progress. Satisfactory attendance **must** be maintained in order to be considered for promotion to the next grade. Our school cooperates with the state of Texas in enforcing compulsory attendance statutes.

Compulsory School Attendance: “Every child in the state who is as much as six years of age, or who is less than six years and has previously enrolled in first grade, and who has not completed the academic year in which his 17th birthday occurred shall be required to attend the public schools in the district of his residence or in some other district to which he may be transferred as provided or authorized by law a minimum of 90% of the days each semester of the regular school term of the district which the child resides or to which the child has been transferred.”

Texas Education Code 25.085

Absenteeism

If a student is absent from school, we ask that the school office be notified by 8:30 a.m. on the morning of the absence (unless the absence has been previously arranged--<see corresponding section below>). When a student has been absent two (2) consecutive days without notice, the teacher(s) will contact the parents/guardians. If a student is absent more than five (5) consecutive days, a written doctor’s excuse is required. Parents of students with chronic and/or recurring medical problems that do not require medical attention each incidence should inform the school at the beginning of the school year regarding the situation.

On the day they return to school, all students must provide the teacher(s) with a valid written excuse for each absence. Please include the student’s full name, date(s) of absence, and reason for absence, as well as the parent’s signature. ECHA recognizes three (3) types of absences:

Excused absence: This is defined as an absence from school due to:

- personal illness;
- medical appointments;
- serious illness, injury or death in the immediate family (parents, grandparents, brothers, sisters, aunts, uncles); or
- weather or road conditions making travel dangerous.

Such an absence is considered excused if a written excuse is provided on the day the student returns to school. The excuse should contain the information stated in the above paragraph. **Excused absences do count against perfect attendance.**

Pre-arranged absence: This is defined as an absence from school in which the parent knows in advance that the student will miss school, including family trips, church activities, etc. In this case, a Pre-Arranged Absence Form should be used. Please submit the form at least one (1) week in advance of the date(s) to be missed so that **the teacher(s) and administrator may have sufficient time to evaluate the request.**

If the absence is approved, the student must complete make-up work in the manner consistent with school policy, or no credit will be given for this work.

The teacher will use his/her discretion regarding the issuing of homework prior to this absence. Any homework given prior to the absence must be completed and turned in the day the student returns; otherwise, no credit will be given for the assigned work. In most cases, tests and projects will be taken or turned in beforehand or immediately upon returning to school. Additional time may be given for test make-ups **if** arrangements are made **prior** to the absence. Further, if it is decided that no homework will be given prior, then all work must be completed within one week after the student returns to school. It must be recognized that missing school for any reason is detrimental to a student's progress in school. **Family trips and church activities WILL be counted toward the total days absent in the school semester and year.**

If the absence is not approved, any missed day(s) will be considered non-excused, but the work will be made up.

Unexcused absence: This is defined as an absence from school that does not follow the accepted guidelines for excused or pre-excused absence. All work and zeros, due to absences, will be made up and credit will be given accordingly. Students who are out of class for any length of time without the teacher's permission or without following the proper check-out procedures (refer to Sign-In/Sign-Out section below) will be subject to disciplinary action. Any anticipated absences not cleared in advance will be counted as unexcused. **Excessive unexcused absences may result in dismissal from school.**

Eagle Heights requires that all students be in attendance for at least 90% of the days during each semester in order to receive academic credit. Students in attendance for fewer than 90% of the days in a semester will not be given credit for the class unless the excessive absences are the result of verifiable extenuating circumstances. In addition, the parents of students missing more than 10% of the scheduled class days during any one semester will be required to direct a written explanation to the Academy Ministry Team. This correspondence should include a valid explanation for the excessive absences, a petition for the student to receive credit for the semester in question, and a written physician's excuse.

Parents are responsible for seeing that their children attend classes regularly, and contact will be made regarding any and all repeated or extended absences.

Half-Day Absence Policy

Any student arriving after 10:30am or leaving prior to 1:30pm will be counted as absent for ½ day. If student arrives late due to a doctor's appointment with written verification of the appointment, no absence will be recorded. In addition, if a student leaves early due to a doctor's appointment and presents written verification of appointment upon his return to school, no absence will be recorded. The following items are considered valid verification documents: Notice to Return to School or copy of fee receipt.

NOTE: HALF-DAY ABSENCES WILL DISQUALIFY A STUDENT FROM RECEIVING PERFECT ATTENDANCE AWARDS.

Tardiness to School

It is the parent's responsibility to see that all students arrive at school on time. Tardiness is strongly discouraged because of the amount of distraction which results and the waste of classroom time. Any student not in his/her seat and ready to begin the school day at 8:30 a.m. is considered tardy. If a student arrives at school after 8:30 a.m., he/she must be accompanied into school by a parent and signed in as late. Each tardy will be recorded on the student's report card. **Five (5) unexcused* tardies during any six-week period will equal one unexcused absence which will negatively impact perfect attendance.**

*Excused tardies include the following: Doctor appointments, required supplementary services such as speech or counseling, personal illness or illness of the transportation provider (accompanied by written documentation), extraordinary traffic difficulties (e.g., collision, extreme weather conditions, etc.), or any other extenuating circumstance deemed acceptable by the principal. **The principal determines if a tardy is excused or unexcused.**

Sign-In /Sign-Out Procedures

Before leaving school during the school day, a student must be signed out at the front desk by his/her parent. Parents must pick up their child(ren) at the classroom and present the required sign-out slip to the teacher. Before returning to school during the school day, a student's parent must sign him or her in at the school office. The sign-in slip must be presented to the teacher upon the student's return to the classroom.

Medical and Dental Appointments

Parents should make every effort to schedule medical and dental appointments before or after regular school hours in order to eliminate problems associated with absenteeism and the requirement to do make-up work. If the appointment must be made during school hours, please refer to the sections above entitled "Half-Day Absence Policy" and/or "Excused Absences."

Arrival and Departure

Drop-Off

Please follow the established route for dropping off and picking up students. **All students, parents, and visitors should enter the school building through the North Lobby entrance only.** Students may be dropped off at the North doors and go to either the Music room (Pre-K3 – 4th grade) or the Fellowship Hall (5th – 12th grades). Students below Grade 3 who arrive at school after 8:20 must be walked into the building. Students dropped off before 7:45 will be escorted to Early Morning Care and accounts will be charged.

Teachers of students in Pre-K through 6th Grade will pick up students at 8:20 and walk them to their classrooms.

Pick-Up

Classes will be dismissed at 3:30 p.m., and after school pick-up procedures are as follows:

- Students in grades Pre-K through K will be dismissed from the North Lobby entrance to the building.
- Students in 1st through 6th grades will be dismissed from the South Lobby entrance to the building.
- Students (1st – 6th graders) with younger siblings (Pre-K – K) will be dismissed from the North side of the building.

All students will be dismissed when their vehicle arrives at the loading zone. Cars are to form a single line in the loading zones. Out of courtesy to other drivers and for safety reasons, please do not attempt to pass a vehicle in the process of unloading students. Be sure to prominently display a sign with the names and grades of all students you are picking up. Although teachers and staff are familiar with most of the vehicles and drivers associated with each student, it is a great help to have the signs all year long, especially when there is a substitute teacher.

PLEASE DO NOT PARK IN THE DROP-OFF OR PICK-UP ZONES OR ALONG THE CURBS.

DO NOT ALLOW SIBLINGS TO EXIT THE CAR AND PLAY IN OR NEAR LOADING ZONES.

Students not picked up by 3:45 p.m. will be placed in After School Care and parents will be charged the daily rate for this service (see General Information Policies and Procedures).

Restrictions on Student Pick-Up

For the protection of our students, it is the policy of EHCA to only release them to a parent, guardian, or previously designated individual listed on the Emergency Information Form for such purposes. Parents requesting that any individual other than those listed be allowed to pick up their child must make acceptable arrangements through the school office.

If the parents are divorced or separated, the following guidelines will be followed:

--Ordinarily, the school will not resist or interfere with a non-custodial parent's involvement in school-related affairs or access to the parent's child or the child's records unless the school is presented with a court order or comparable legal document restricting such involvement or access.

--A non-custodial parent may not take custody of a child or remove the child from school premises unless the custodial parent presents either a written court order or a written authorization signed by the custodial parent permitting such custody.

--If the actions of parents, custodial or non-custodial, become disruptive to the operations of the school, the school has the right to restrict access by such parents and to take other necessary action.

--Concerning student activities that require parental consent, the school will accept consent only from the custodial parent unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.

ACADEMIC POLICIES AND PROCEDURES

Curriculum

Curriculum goals are developed by the administration and faculty under the oversight of the Academy Ministry Team. The following objectives guide curricular choices at Eagle Heights Christian Academy:

- To build a solid foundation for literacy development by providing valid and consistent instruction in word identification and reading comprehension;
- To foster vocabulary development, as well as higher level critical reading and thinking abilities;
- To provide a teaching perspective which evaluates and reviews literature from a Biblical, technical, and literary viewpoint;
- To teach writing and communication skills that will allow effective transmission of ideas and principles;
- To provide instruction in the basic mathematical skills that forms a basis for application to problem solving and reasoning ability in the development of mathematical and logical thinking;
- To provide an approach to social studies which views historical facts and man's behavior in the light of Scripture and instills patriotic spirit;
- To provide a Biblically-based view of science;
- To provide an approach to Bible study that balances Biblical knowledge and application of God's Word through the life of the student;
- To provide a goal to challenge students to physical fitness, good sportsmanship, competitive proficiency, and sound health habits;
- To provide an introduction to computers as a tool for learning;
- To provide extracurricular activities that reflect the same Biblical principles and standards of excellence as do the academic programs; and
- To provide the opportunity to develop musical skills, competencies, and talents while fostering an appreciation for the many forms of this performing art.

The elementary grades provide a full range of academic coursework. In the primary grades, priority is given to the development of reading, writing, and mathematical skills. All of the grades are given formal instruction in Bible, Science, Mathematics, Social Studies, Reading/Language Arts (including English, creative and other forms of writing, and spelling), Physical Education, Computer, and Music.

Grading Policy

Grades are numerical indicators of mastery of the curriculum and overall performance within a designated period of time. Written communication of the student's achievements will be reported to the parents on a six-week basis. (Refer to the School Calendar for specific dates.) It is the philosophy of EHCA that students in Grades K – 6 should be evaluated primarily according to their work products and not solely according to effort for the following reasons:

Objectively evaluating the product based on pre-determined, quantifiable criteria provides an accurate picture to the student and the parents regarding his/her progress, capabilities, and areas for improvement.

Grading the product allows the student to be honest about his/her God-given capabilities.

Grading the product allows the parents and staff to assist the student in realizing that his/her worth does not lie in one's abilities, but in who they are in God's eyes.

Grading Scale

Numeric (for all Academic assessment)

A = 90 – 100

B = 80 – 89

C = 75 – 79

D = 70 – 74

F = 0 – 69

Subjective (for all Conduct assessment)

E = Excellent

S = Satisfactory

N = Needs Improvement

P = Poor Performance

U = Unsatisfactory

Pre-K and Kindergarten students are typically graded using the subjective scale, as are First Grade students for certain subjects.

Report Cards and Progress Reports

Report Cards are sent home at the end of each six-week period, generally on Thursdays (see School Calendar). Progress Reports are emailed to parents during the fourth (4th) week of each grading period and reflect work done during the first half of the grading period. In addition, Progress Reports reflecting failing grades will be sent home with the student. All Report Cards and failing grade Progress Reports should be examined by parents, signed, and returned to school within three (3) days of receipt.

Incomplete Grades

Students failing to have all work turned in by the end of a grading period due to excused absences will receive a grade of "Incomplete" (I) on their report card. A student will be given ten (10) class days from the end of the grading period to complete all missing assignments.

Work not received by the end of the tenth (10th) day will receive a zero (0) and the student's grades will then be averaged and recorded. Extenuating circumstances will be reviewed by the administration at the request of the parent.

Honor Roll

At the end of each grading period, academic honor certificates/awards are presented to those students in Grades 1 – 6 who meet the following criteria:

First Honor Roll	All A's in Academic areas
Second Honor Roll	A's with no more than two (2) B's in Academic areas
Citizenship Honor Roll	All E's in conduct
Principal's Honor Roll	First Honor Roll and Citizenship Honor Roll
Perfect Attendance	No absences and fewer than 5 unexcused tardies

Promotion/Retention of Students

Promotion

The following guidelines are used to determine promotion:

Pre-K: A student must show satisfactory progress in all areas assessed, specifically age-appropriate developmental and social skills.

Kindergarten: Satisfactory completion/mastery of basic Literacy and Mathematical skills; satisfactory evidence of beginning Biblical foundation.

Grades 1 through 6: A yearly cumulative average of 70 or above in Mathematics and Language Arts (Reading, Writing, Phonics, Spelling); no more than two (2) unsatisfactory grades in Bible; and an overall average of 70 or above, derived by averaging final numerical grades in all academic subjects.

A student who fails two (2) subjects, with one being Math or Reading, will be retained unless tutored during the summer by an approved professional (i.e., any individual with a college degree and/or educational endorsement in the affected areas). A signed, written statement from the tutor indicating grade-level passing performance must be submitted to the school by the parent(s) during the first week of school. EHCA may, at their discretion, give an entrance test in the appropriate subject area(s) to the student. A student failing more than two core subjects will be retained unless extreme extenuating circumstances are proven.

For the student who fails either Math or Reading, summer tutoring is strongly encouraged (but is not required for promotion to the next grade) in order to prevent further “gaps” in learning.

If a student fails a required Bible course, he/she may be required to complete an independent study, which will be determined by the Bible teacher/Administrator.

Appropriate grade placement for all students is the ultimate prerogative of the school.

Retention

In certain cases, retention is a necessary and appropriate educational strategy used for the development of students. In rare cases, retention is necessary because of academic failure. The general policy is that students will not be retained more than once during grades K – 4, and once during grades 5 through 8. Students consistently not performing up to expectations and not meeting the criteria for promotion will be considered for dismissal from EHCA.

Academic Probation

A student may be placed on Academic Probation (see Appendix for form and criteria) if he/she fails to maintain acceptable grades while enrolled at EHCA. The probation will last a minimum of three (3) weeks. At the end of that time, the teacher(s), the parent(s), and principal will meet to review academic progress or lack thereof. The probationary period may be rescinded or extended, depending on the outcome of the conference. If a student is on Academic Probation for more than twelve (12) weeks, he/she may not be eligible for continued attendance or re-enrollment at EHCA.

Dismissal from School

Students who violate the policies of Eagle Heights Christian Academy will be subject to dismissal. Reasons for such action may include but are not limited to the following:

- failure to maintain passing grades;
- violation(s) of the student code of conduct;
- contributing to the spiritual or moral decline of other students;
- falsifying information during the application process;
- failure to maintain financial commitment; or
- as deemed necessary for the good of the school.

Withdrawal from School

All requests for withdrawal from EHCA, whether before the school year begins or during the school year, must be made in writing and follow the procedures below:

- 1) Parents should contact the Registrar at least two (2) weeks prior to the desired withdrawal date.
- 2) Parents are responsible for completing and returning withdrawal form.
- 3) All items on withdrawal checklist must be cleared prior to withdrawing.
- 4) Each teacher will provide a current grade when all items are cleared.
- 5) An exit interview involving the parent and a school administrator should be scheduled prior to the withdrawal date.
- 6) Upon completion of the previous steps, all necessary papers will be prepared and ready for the parent on the student’s last day of attendance at EHCA.
- 7) A copy of the student’s scholastic records will be mailed to the new school. (Requests for additional copies may require additional time and a processing fee.)

No records will be sent to the new school until all items on the checklist are cleared, all fees and fines are paid, and tuition is current. In order to be released from further financial obligations for the school year, procedures listed in the Tuition Refund section of Financial Policies must be precisely followed.

Student Records

The school shall keep records of the registration and attendance of all students, and shall maintain up-to-date, permanent cumulative records of personal data and progress through school, including academic achievement, health information, and test results. EHCA complies with the Family Educational Rights and Privacy Act (**FERPA**). Parents may request (in advance) to review, but not remove, their student's cumulative record file during regular school hours unless records are being held due to unpaid financial obligations. The contents of a typical file shall include (but not be limited to) the following items:

- | | |
|--|---|
| a) birth certificate | g) application for admission |
| b) immunization record | h) standardized test scores |
| c) TB skin test (See TDH Regulations) | i) student accident and/or disciplinary reports |
| d) Statement of Faith, signed by parent(s) | j) other testing reports as deemed appropriate |
| e) cumulative academic record | |
| f) physician's statement | |

Parent-Teacher Conferences

It is our desire to have a positive and productive relationship with all of our parents, and open, consistent communication is a vital part of this process. If you wish to schedule a conference with a teacher, please contact the school office and an appointment will be set at a time convenient for all involved parties. **PLEASE DO NOT ATTEMPT TO DISCUSS YOUR CHILD'S PROGRESS WITH A TEACHER BEFORE OR AFTER SCHOOL.** In the mornings, teachers are busy preparing for the day, and in the afternoons, they are responsible for supervising our students' departure and should not be distracted from this duty. Often, they have other obligations after school. In order for the time to be the most productive, it should be private and free from distractions. If you have a short message you wish to be delivered to your child's teacher, write a note and send it to class in a sealed envelope. Teachers will respond to all communication within a reasonable amount of time.

Homework

EHCA firmly believes that homework is an integral part of the total school program; therefore, teachers are at liberty to give assignments as necessary to complement classroom learning activities. The amount of time allotted to homework daily varies from teacher to teacher and subject to subject. All teachers attempt to keep all homework assignments reasonable. Each student is required to complete all his/her assignments **on time**.

Homework is given for several reasons, including:

- 1) For reinforcement—We believe that most students require adequate review in order to master material essential to the educational process.
- 2) For practice—Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.
- 3) For remedial activity—As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework subsequent to instruction is given to overcome such difficulties.
- 4) For special projects—Book reports, compositions, special research assignments, and projects are some of the activities frequently given for homework.

Most teachers require some type of assignment book in which homework is to be recorded. Any class work not completed during the assigned class period should also be finished at home. Parental involvement in the role of facilitator is strongly encouraged.

Make-Up Work

All students with excused absences will be allowed to make up all missed work. For each day of illness, a student will receive two (2) calendar days to make up his/her work. It is suggested, but not required, that parents call for assignments for all days missed. For a two- to three- day absence, all work must be made up within five (5) days after the student returns to school. A special individualized plan may be made for a student who has an excused or pre-arranged extended absence. Parents should call the school office by 9:00 a.m. on all days that the student is absent, and assignments may be picked up at the front desk after 3:00 p.m. on that day. Arrangements for class work and homework assignments can be made for situations involving an extended absence.

Standardized Testing

The Stanford Achievement Test (SAT) is administered each Spring to all students in K – 6th grades. This battery of tests is designed to measure the important learning outcomes of the school curriculum. The tests provide valid and reliable measures that can be of assistance in improving instruction and evaluating progress. Results are generally received prior to the end of school, and teachers are available to parents for individual conferences during which results may be discussed (see Parent-Teacher Conferences in the Academic Policies and Procedures section of this Handbook). The costs for these tests are covered by tuition and fees.

FINANCIAL POLICIES AND PROCEDURES

Schedule of Payment

Tuition will be collected utilizing the FACTS Payment Plan. Parents may pay their tuition in one of the following ways:

Payment in Full. This payment is made directly to the school by check, cash or visa and will entitle you to a 3% discount if paid by June 5th 2009.

Payment by Semester. This payment is made directly to the school by check, cash or visa and will entitle you to a 1% discount if paid by June 5th and January 5th, 2010.

Payments through FACTS. Payments may be made by one of the following methods:

Automatic Bank Payment (ACH) budgeted through FACTS over 12 months, June through May.

Payment date may be either the 5th or the 20th of the month from your checking or savings account.

Parents also have the option of debiting their accounts on the 5th and the 20th of the month.

Automatic billing to MasterCard or Discover with a convenience fee for each payment, 12 months June - May.

Penalty for Late Payment

Tuition payments are collected by FACTS Tuition Management Company, any penalty fees due to lack of funds in an account will be collected according to the policies of FACTS Tuition Management Company.

All other fees collected by the school, such as after school care, etc., will be accessed a \$ 25 late fee when delinquent for 14 days. (Fees due by the 5th of the month and are past due after the 20th.)

If an account becomes 60 days past due, the student cannot return to the classroom until the account is no longer delinquent. All tuition and fees must be paid by May 20th or the student cannot return to class on May 21st.

If there is a financial problem and you find it difficult to make a payment, please schedule an appointment with the Financial Secretary.

Tuition Refund Policy

Eagle Heights Christian Academy has financial and contractual arrangements with faculty, staff and vendors, which are made in the spring and summer before the beginning of the school year. These obligations make it necessary that we require families to make a firm financial commitment to our institution; therefore, **tuition and fees are not refundable.**

- 1) In the months of May, June or July, written notification of withdrawal submitted prior to the month end will release one from the following month and further financial obligation for the subsequent school year.
- 2) Notification of intent to withdraw must be submitted in writing to the EHCA office two (2) weeks prior to the effective date and by the 15th of the month to release the financial obligation for the subsequent months.
- 3) A student attending any part of the month is financially obligated for the entire month.
- 4) Under no circumstances will any application, testing, or registration fees be refunded.
- 5) Each student's place on the roster stands independently. Tuition cannot be transferred from one student to another.
- 6) No previously paid tuition shall be refunded for a student who is dismissed or withdraws for disciplinary or academic reasons.

Insufficient Fund Policy

An insufficient fund charge of \$25.00 for checks returned for any reason will be assessed to the student's account.

Late Summer Enrollment

For students enrolling after the tuition payments schedule has begun, tuition is calculated using the total annual figure. The missing months will be added as a supplemental tuition payment through the first semester of the school year, or a lump sum payment may be made.

Mid-Year Enrollment

For students enrolling after school begins, the tuition is calculated using the total annual figure prorated (using the daily rate) for the number of days that the student missed.

Sending Monies to School

Money should always be sent in a sealed envelope with the following information on the outside:

- 1) Student's name
- 2) Homeroom teacher's name
- 3) Purpose

Extracurricular Activities and Delinquent Accounts

Any student whose tuition is delinquent may not participate in any extracurricular activity that involves any cost or expense other than those activities or trips normally included in tuition or fees unless the student earns or pays the entire cost of the activity through a school-sponsored fundraiser. In other words, a student whose tuition account is delinquent may not travel with the choir, class trips, sports teams, or any other group where a parent must pay all or a portion of the cost to participate.

Donations

Eagle Heights Christian Academy operates on a very conservative budget. All donations are tax deductible and are greatly appreciated. We encourage people not to donate their tithe because that belongs to their local church. Gifts above the tithe are wisely invested at Eagle Heights in the lives of young Christian students. Those who are able can make significant benefits to this ministry through regular monthly donations.

HEALTH AND MEDICAL POLICIES

It is the parents' responsibility to notify the school of any special health or physical conditions requiring special considerations. It is also the parents' responsibility to notify the school of any changes to a student's health or physical condition that might affect his or her performance or jeopardize the student or others. Students with contagious illnesses or infection (including head lice and pink eye) must get written permission from the doctor before returning to school. If a student is hospitalized for any reason, there must be a doctor's release provided before returning to the classroom. These rules are for the protection of all EHCA students.

Emergency Information Form

An Emergency Information Form, giving EHCA the authority to seek medical attention for a student in the event a parent or guardian cannot be reached, is to be kept on file for all students and **must** be submitted at the time of the application. This form is also taken by teachers on all field trips. An Emergency Information Form **must** be on file before a student will be allowed to attend class at EHCA. For your child's safety, please keep this card current by updating anytime pertinent information changes.

Illness or Accident at School

A first aid assistant is available every day at EHCA. Students will be sent to the clinic in case of illness or accident. The parent or guardian will be notified if the student is unable to remain at school. *It will be the parent's responsibility to get medical attention unless an emergency is so great that the student must be taken immediately from school to a doctor or hospital.* In case of such an emergency, the parent will be notified as soon as possible, and school personnel will remain with the student until the parent arrives at school or the treatment site. Emergency first aid will be administered to cuts, scratches, or other minor accidents. For the protection of all, students will not be able to remain at school and parents will be notified if the student exhibits any of the following:

- fever of 100.4 or higher
- vomiting
- diarrhea
- suspected contagious disease
- feeling too ill to remain at school

Students should be kept at home if they show ANY indication of the above symptoms. **Students who are ill will be sent home.**

For the health of other students and staff, 24 hours must have passed before allowing a child to return to school after experiencing a temperature, diarrhea or vomiting. The child must be clearly well again and free from the ill effects without the use of medicine. If a child is sent home due to a temperature, diarrhea or vomiting during a school day, please do not send him/her to school the next day; rather, follow the 24 hour rule. Regarding vomiting and diarrhea at school, the child will be monitored by the first aid assistant or other identified responsible party for 30 minutes after the initial incident. Any subsequent occurrences will require the child to go home for the day.

Procedures for Checking Out a Sick Student

Students who become ill during the school day must report to the first aid assistant. The first aid assistant will notify the parent(s)/guardian(s) if the student needs to go home. The student may be picked up at the nurse's station after being signed out by the approved responsible party.

Administering Medication

School employees will administer medication to students during school hours upon the written request of a parent/guardian following the procedures listed below:

- 1) All medication must be furnished by the parent.
- 2) All medication must be locked in the clinic cabinet.
- 3) All medication, both prescription and non-prescription, to be administered at school, **must** be accompanied by a written request signed and dated by the parent or legal guardian.

All prescription medication **must** be in its original container and labeled by the pharmacist. The label must include:

- 1) the student's name;
- 2) the physician's name;
- 3) the name of the medication;
- 4) the amount of medication to be given and the frequency of administration; and
- 5) the date the prescription was filled.

Medication administered daily over long periods of time may be kept in the school clinic. The adult administering the medication will be required to sign each time they give the medication to ensure an accurate account.

All non-prescription medications must be in the original container. The written request (valid for 5 days) must contain the following information:

- 1) the name of the student;
- 2) the name of the medication;
- 3) the amount of medication to be given;
- 4) when the medication is to be given;
- 5) the reason the medication is to be given;
- 6) the date, and
- 7) the signature of the parent or guardian.

There shall be no more than one (1) medication per properly labeled container. If injectable medication is provided for any acute reaction, such as is given for asthma, insect bites or stings, hemophilia, etc., a physician's written authorization, as well as the parent's written request, is required. Regular allergy injections **will not** be given at school.

EHCA, its Academy Ministry Team, and its employees claim immunity from civil liability for damages or injuries resulting from administering medication to a student.

Communicable Diseases

EHCA desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" is defined as an illness which arises as a result of a specific infectious agent which may be transmitted, whether directly or indirectly, by a susceptible host, infected person, or animal to other persons.

In an effort to protect the health of all children, students and employees who are suffering from a communicable disease will be excluded from school. Re-admission to school will be allowed only after the principal has been given a written certificate from a physician or a permit issued by the local health authority, or when the school administrator has determined the student has met the criteria established by the Texas Department of Human Resources.

Parents will be expected to notify the school office immediately if their student has a contagious condition so that other parents may be informed. A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the principal.

If your child should contract one of the following illnesses, please do not send him/her to school unless the following conditions have been met:

- **Chicken Pox** – have a doctor’s permit to re-enter school or wait seven (7) days after the first crop of vesicles
- **Diphtheria** – have doctor’s permit to re-enter school
- ***Fifth Disease** – re-admit when fever subsides and have a doctor’s permit to re-enter school
- **Gastroenteritis** – re-admit when diarrhea subsides
- **Hepatitis** – have doctor’s permit to re-enter school. Parents of classroom contacts will be notified on recommendation of attending physician.
- **Impetigo** – have a doctor’s permit to re-enter school or wait until all sores are well
- ***Influenza** – re-admit when fever subsides
- **Measles** – have a doctor’s permit to re-enter school or until rash is gone. Must be reported since measles may be mistaken for other illnesses.
- **Meningitis** – have doctor’s permit to re-enter school
- **Mononucleosis** – have a doctor’s permit to re-enter school or exclude until free of symptoms
- **Mumps** – have doctor’s permit to re-enter school or wait until all swelling is gone. Must be reported since mumps may be mistaken for other illness.
- **Pediculosis (Head Lice)** – exclude from classroom until free of lice and nits. Extreme or recurring cases may require doctor’s permit to re-enter school.
- **Pink Eye** – have doctor’s permit to re-enter school or until eyes are clear.
- **Poison Ivy** – Treat and keep covered. In extreme cases, must have doctor’s permit to re-enter school
- **Ringworm of Skin** – may attend school with doctor’s permit following prescribed treatment and area is covered
- **Ringworm of Scalp** – may attend school with doctor’s permit following prescribed treatment.
- **Scabies** – have doctor’s permit to re-enter school
- **Streptococcal Infections (Strep Throat & Scarlet Fever)** – have doctor’s permit to re-enter school or exclude until free of symptoms
- **Tuberculosis** – have doctor’s permit to re-enter school
- **Whooping Cough** – have doctor’s permit to re-enter school or exclude until free of cough, usually three (3) to five (5) weeks

*May return when the student has been fever-free (below 100) without the use of fever-reducing medication (i.e., Tylenol, Advil) for 24 hours.

If the nature of the disease and circumstances warrant, EHCA may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. EHCA reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

Vision And Hearing Screening

Each year students in odd-numbered grade levels and all new students are provided the opportunity to fulfill the required vision and hearing screening on campus. Parents will receive prior notice of such screenings and will be notified of any apparent deficiencies. The school nurse administers these tests to the students.

Scoliosis Screening

Students in 5th grade are provided the opportunity to fulfill the required scoliosis screening on campus. The school nurse administers these screenings to the students. Parents will receive prior notice of such screening and will be notified of any apparent problem.

Acanthosis Nigricans Screening (ANTES):

Students in 3rd and 5th grades will be screened for ANTES, which is a precursor to developing Type 2 diabetes. Parents will receive prior notice of such screening and will be notified of any apparent problem.

Exemption From Physical Education

The school's physical education program is designed to meet the needs of all students who are physically able to attend school. Written requests from parents for exemption from P.E. covering one (1) to three (3) days at a time are given careful consideration, and the instructor (first aid assistant or principal, if necessary) will determine if it is advisable for the student to be excused from the activity. A physician's statement must be presented if more than three (3) consecutive days are involved.

Notice of Privacy Practices

EHCA complies with the Health Insurance Portability and Accountability Act (HIPAA), a law that describes how medical information may be used and disclosed, including privacy rights of such. Specific information is on file and may be obtained from the first aid assistant.

SAFETY AND SECURITY POLICIES AND PROCEDURES

Visitors

All EHCA visitors should enter the building **from the North Lobby doors only**. For the safety of our students and staff, all visitors to campus are required to sign in at the Front Desk and display a Visitor's Badge during the duration of their visit.

Traffic Safety

For the safety of all students, parents, staff, and other visitor, parking lot speed should remain between five (5) and fifteen (15) miles per hour. Please practice the rules of Caution and Courtesy, even when in a hurry.

Alarm System

The school must make certain that the alarm system and exit lights are in operating condition. This system will be used for all fire and disaster drills. The alarm system is usable with or without electrical power.

Alarm Signals

One long intermittent siren (sound) will begin and conclude all drills. The type of drill will be announced to teachers only. The principal will determine the manner by which classes outside will be notified of a return to normal activity.

Lock Down Procedures / Shelter-in-Place

Shelter in Place is a special designation used when a situation requires the lockdown of the school campus in order to protect students and staff from threats usually associated with, but not limited to, chemical or environmental disasters. Building Lockdown Procedures will also be followed in the case of the threat or act of violence.

Lockdown announces a crisis situation involving violence.

Teachers are to immediately close and lock their door.

The downstairs office staff will lock all outside doors unless we are moving students.

If any students are in the Cafeteria or open areas, they will be directed to the nearest safe location.

Instruct your students to move to the wall adjacent to the hallway, squat down, and remain **silent** and out of view of the doorway.

Windows should be covered and lights turned off in the classrooms.

No one is to leave the room for any reason.

Maintain silence until an official school crisis team member unlocks the classroom door. Designated people will be assigned to walk around to unlock all classroom doors. Teachers do not leave classroom until door is unlocked for them.

Shelter-in-Place announcement is environmental.

If environmental, all children are to remain inside their rooms unless otherwise directed.

All faculty and staff will secure rooms, make sure all windows or outside doors are closed and students are accounted for. Teachers need to have teacher handbook, grade book, attendance sheets, student emergency forms, and cell phone.

Teachers should have an appropriate activity planned for students. Keep them calm and occupied to prevent distractions. Announcements will be made if students are to change classes or stay in place.

If advised, teachers and students should cover mouth and nose with handkerchief, cloth, paper towels, or tissues.

If environmental, students will be allowed access to the restrooms on an emergency basis (only if shelter-in-place is for an extended period of time).

The downstairs office staff will lock all entrances to main building once students are in. If it is an air alert, the head custodian will turn off the HVAC system to prevent outside air from coming in.

Office personnel must contact each teacher/classroom for a headcount.

If advised by emergency coordinator or principal, teachers will contact parents of students in their class with information/procedures regarding the crisis.

A notice to parents will be posted on all entrances by downstairs office staff.

Parents will be allowed to pick up their children at their own discretion once cleared to do so by public safety, emergency management, or military authorities. They must properly check out their student in the front office.

Frequency and Format

Lock-Down and/or Shelter-in-Place Drills are conducted at least twice a year. Emergency Coordinator must document the drills including the date of the drill, time of the drill, and length of time for it to take place. Documentation is located in the Emergency Coordinator's office.

Fire Drills and Emergency Building Evacuation

Procedures

The principal should assure that all teachers know evacuation routes for their classrooms. Routes should be marked on a building diagram, posted by the door of each classroom, and displayed at all times. Teachers should make certain that all students are aware of these routes and the following procedures:

- All drills are to be silent and orderly.
- Students and staff should evacuate the classroom according to the map. If an exit is barricaded, proceed quickly and quietly to the next nearest exit.
- All doors should be closed when the rooms have been vacated.
- Classes should move as far away from the building as possible and stand in silent lines.
- The principal will give the "all clear" to return to the building.
- In a true emergency, the principal will notify the proper authorities.

Frequency and Format

Fire drills are conducted once each month during the school year. The format of the drills vary between "Announced" vs. "Unannounced, and "Obstructed Route" vs. "Unobstructed Route."

Tornado or Violent Storm Procedures

The following procedures/guidelines will be followed in case of tornado or violent storm:

- Teachers should slightly open windows or outside doors and draw blinds or shades.
- Students will move into a hallway or near an inside wall, away from windows, and get under strong tables or desks. Students on second floor should move to ground level if time permits.
- Students should cover their eyes with one arm and place the other over the back of their neck.
- Any students who may be outside should be quickly brought into the building.
- Should time not permit, the students should be led to a ditch or low place and instructed to lie down until the storm or inclement weather has passed.
- Students should return to normal activities when the "all clear" is given.

Other Emergencies

Upon being notified of any action that poses a possible threat to the students and employees of EHCA, an administrator or other designee will make all decisions regarding where and how children will be supervised. Proper authorities will be notified. Teachers are always to remain with their students.

Emergency Closings

EHCA will follow the emergency actions announced by the EHCA administration. Closings will normally be announced on KTRK television (Channel 13), through a telephone chain, email, school website, and/or a recorded message on the EHCA telephone voice mail. If school is in session and inclement weather formulates, call the school to inquire regarding early closing. If time allows, a message will be recorded on the school's voice mail.

GENERAL POLICIES AND INFORMATION

Hours of Operation

The building is not open to students before 7:00 a.m., and only at this time for those enrolled in Early Morning Care. It is closed to students at 3:45 except for those enrolled in After School Care. The regular business hours are 8:00 a.m. – 4:00 p.m. Students are not allowed in the school building unattended after they have been dismissed. They may not return to classrooms or lockers to obtain books, lunch boxes, or other materials **unless accompanied by a parent.**

Support Programs

Registration forms for Early Morning, Extended Day, and After School Care programs are included in the Registration Packet. Care is available on a regular (monthly) or as-needed (daily) basis. The Business Office will send a billing statement at the end of each month.

Early Morning Care

This supplementary program is available Monday – Friday beginning at 7:00 a.m. for all students whose parents must drop them off early due to work schedule or other obligations. The fee for this service is \$5.00 per day *unless* the student is also enrolled on a monthly basis in After School Care. In that case, there is no additional charge for Early Morning Care. Students should be walked to the designated room by their parent/guardian.

After School Care

This supplementary program is available Monday - Friday to all students enrolled in full day programs. The hours of operation are from 3:30 p.m. until 6:00 p.m. **A \$1.00 per minute fee will be assessed for every minute the student remains after 6:00 p.m.** Please note that students will only be released to the adults designated by the parents on the Emergency Card. This policy is for the protection of our children, and exceptions **will not** be made.

Mothers' Day Out

This program is available from 8:30 a.m. – 2:00 p.m. for children, ages fifteen (15) through thirty five (35) months as of September 1, 2009. Students may enroll for Monday/Wednesday/Friday or Tuesday/Thursday. **A late fee will be assessed in \$5 increments for each 30 minutes the child remains after 2:05 p.m.**

Enrichment Programs

A variety of after-school enrichment classes are presented for our students each semester. Details regarding these programs are included in the weekly Tuesday Letter (located on the school's website) and available in the school office.

Chapel Services

Chapel is part of the total philosophy and curriculum of EHCA. It is a weekly opportunity for all students and faculty members to experience worship, praise and fellowship. Every effort is made to provide chapel speakers who will be relevant, motivational, and challenging to our students. Student attendance is required. The weekly chapel schedule is as follows:

Pre-K - K 5	Wednesday or Thursday mornings, Sanctuary
First – 6 th Grades	Tuesday mornings, Sanctuary

Parents are welcome to attend chapel services.

Classroom Visits

Parents, friends, and prospective students are welcome to visit the school. Any student wishing to have a friend who is not a student at EHCA come to visit on campus must obtain approval from the Principal **the day before the visit**. Out of courtesy to the teacher, prior notice must be given and arrangements made. This must be done in order to prevent the conflict of having more than one family/student visit a classroom at a given time, and also to minimize distractions in the classroom. The teacher will arrange a time for the visit. **ALL VISITORS MUST SIGN IN AND OUT THROUGH THE SCHOOL OFFICE**. The Principal may refuse visitation to any student who is deemed inappropriate in dress or behavior.

In the case of divorced parents, visitation is naturally extended to both parents and step-parents of a child unless legal documentation is provided to the school by the custodial parent indicating otherwise.

Fundraising

In an attempt to keep tuition affordable and make quality Christian education accessible for as many families as possible, EHCA conducts fundraising endeavors throughout the school year. Through these efforts, families are offered an opportunity to decide in which ways they can best support the financial needs of the school. The monies raised help us maintain excellence in our comprehensive academic curriculum and support our extra-curricular activities. Participation and assistance is greatly appreciated. We realize that some families are able to give more, others less, and we look for God's blessings with each dollar entrusted to our stewardship.

Gifts to Teachers

It is very meaningful for teachers and other staff members to be remembered by students and their families at Christmas, birthday, etc. Homemade items, cards, notes, and baked goods are special reminders that EHCA families appreciate the staff member's dedication and hard work. It is important, however, that no families feel pressured or obligated to give gifts to a teacher or staff member. For this reason, it is the school policy that collections for group gifts must follow these guidelines:

- 1) Donations must be voluntary and anonymous. If a class decides to present a gift from the group, there must be no indication of which students participated. No parent or student should be made to feel that a contribution is expected; and
- 2) The person in charge may not purchase or select the gift until all contributions have been received.

Internet Usage

Internet use is permitted at EHCA *with teacher supervision*. Because the Internet and computer networks/data bases are available from around the world, our practices limit Internet use to academic pursuits in accordance with our school's goals, mission statement, and Christian philosophies. Inappropriate use of the Internet will result in the student's computer use and access being terminated by the school for a length of time determined by the administration, with additional penalties as determined by the nature of the violation, including full restitution for damages to computer(s) and network(s).

Students at Eagle Heights Christian Academy should use computer equipment (hardware, software, data and peripherals) responsibly.

Students should:

- Recognize that computer equipment is valuable and therefore treat it with respect and care. Computer equipment includes central processing units, monitors, keyboards, mice, floppy disks, cd rom disks, etc.
- Understand that copying licensed software without authorization is unlawful behavior and is not allowed.
- Use the computers at EHCA for school related projects **only**, unless special permission is given by faculty or staff to do otherwise.
- Understand that accessing the internet is permitted only under the supervision of faculty or staff and only allowed in direct relation to a class assignment or project. At no time are students permitted to access personal e-mail or any instant messaging feature while using the computer equipment at EHCA.

Failure to comply with these policies will result in disciplinary action by the teacher.

Library

The library program is designed to complement classroom activities, encourage an appreciation of quality literature, and foster the development of library skills. Students have regular library visits, and the number of books they are allowed to check out varies with the age and responsibility level of the student. Parental assistance is needed to ensure that books are returned by the due date. ***Lost or damaged books must be paid for by the student or parent.*** Report cards may be held for books that are significantly past due or in need of replacement.

Lost And Found

The school maintains a lost and found in the school office. Items considered valuable will be taken there and kept secure. Students may check the lost and found before and after school or during lunch. Items not claimed by the end of each academic semester will be donated to a charity.

EHCA strongly suggests that all clothing and personal items be marked with names or initials for easy identification.

Lunch Program

Students should bring a sack lunch or make arrangements to participate in the hot lunch program. A hot lunch program is available daily at a moderate price. Monthly calendars are prepared and distributed in advance in order to facilitate meal planning. Lunch accounts can be set up with the Receptionist. If a student forgets to bring a lunch, the parent will be notified as early as possible. The school cannot be responsible for or expected to furnish lunch supplies.

Students should stay in the assigned areas during lunch times, and may leave the lunchroom only with permission from a teacher or administrator.

*If parents plan to bring lunch for their child's entire class (i.e. pizza party for birthdays, etc.), they **must** notify their child's teacher two weeks in advance so that proper advance notice may be given to our lunch services provider.*

Lunchroom Rules:

- 1) Students will enter the lunchroom in an orderly manner and be seated at designated tables.
- 2) Students may talk quietly during lunchtime, talking only to those students sitting beside or in close proximity to them.
- 3) During clean-up time, students are responsible for the area in which they ate.
- 4) Students must raise their hand for permission to be out of their seat.
- 5) After students have been reminded to use a quiet voice while eating, lunch isolation will be given to those who persist in loud talking or inappropriate behavior.
- 6) After being excused, students must go to the area designated by the lunchroom monitor.

Parent Communication

Eagle News is the school's weekly communication with the parents. It includes details about special events, upcoming activities, calendar updates, and other pertinent information. It is located on the school's website: ***eagle-heights.org***. Paper copies are also available at the front office. In addition, a monthly calendar will be sent home highlighting events for the upcoming month. Please take the time to read the newsletter and calendar regularly to remain "current" on EHCA.

Telephone Usage

School telephones are for business use only. Student use of the office telephone is limited to important or emergency calls. If a student is ill and needs to call home, he/she may do so at the Nurse's station.

Students will not be called out of class or have class interrupted for phone calls or messages *with the exception of emergency situations*. If other emergencies require that parents be contacted during class time, the office staff must approve the phone call. Messages, lunches, books, packages, gifts, forgotten assignments, etc. will be delivered between classes, during lunch, or at the end of the day.

Cell phones may be carried on campus by students. Phones should be used solely for the purpose of before or after-school contact. The phone **MUST** remain in the "Off" position during school hours, and may **NOT** be carried on the student's person. Phones should be stored in the student's backpack, locker, or purse. Students who violate this policy will have their phones taken (returned only to a parent).

Textbook Care

Students should handle all textbooks with care, including books designated as consumable. Students must label all issued textbooks with their names. Non-consumable textbooks must be covered at all times.

Lost or Damaged Textbooks

Students are not allowed to write, highlight, or mark in school-owned textbooks in any way. Lost or damaged school-owned books will be paid for by the student or parent.

The following procedure for assessing fines for damaged books will be observed:

- At the time a book is issued, the student will be asked to go through the book thoroughly and make note of any writing, damage, and general condition of the text. The teacher will store this information until the book is returned. A rating of “New,” “Excellent,” “Good,” or “Fair” will be assigned to the book.
- If it is determined that a textbook has had more than usual wear, an evaluation will be made as to how much value of the book has been lost.
- A student will be charged the replacement cost of any lost textbook. No assessment will be made for the lost book’s previous condition.
- Final report cards will be held until all fines assessed to a student’s account have been collected.

Videotaping/Photographing Students

Parents’ signature on the Admission Form denotes permission for EHCA to videotape, photograph, and/or interview its students for the purpose of publicizing or promoting our school.

Volunteer Opportunities

Volunteers (parents, grandparents, any individuals interested in strengthening the impact of EHCA in the community) are essential in helping us to provide the best Christian Education for all of our students. If you are available and would like to become a member of our school “family,” please contact the School Office. Listed below are some of the opportunities available for service:

- Office staff support
- Teacher aides (in a variety of capacities)
- Lunchroom assistance
- Library helper
- Special events

In the interest of safety for all of our students, a criminal history check will be done on all volunteers.

Room Parents

At the beginning of the school year, each teacher attempts to identify one adult to serve as coordinator for field trips, class parties, service projects and fundraising endeavors. Please consider this opportunity to become more involved with your child’s class. In the interest of fairness and time contingencies, it is requested that a parent be a room parent for one class only.

GENERAL BEHAVIOR AND RESPECT

The behavior of each student is to be consistent with the level or his/her expected maturity. Respect must be shown at all times for all students, teachers, staff, parents, and visitors. Teachers and administrators will have complete authority at all times during the school day, in or out of the classroom, on or off-campus, and at school functions. Students who fail to cooperate with **any** teacher in carrying out instructions, or who do not show respect for those in authority, will be subject to disciplinary action.

A student's behavior will be considered in determining special awards or recognition. The use of vulgar, profane, abusive, or disrespectful language will not be tolerated at EHCA or any school-related events or activities.

Parent Responsibilities

While the discipline of the student is ultimately the parent's responsibility, parents and teachers must fully cooperate with one another. Anything said or done which tears down respect and confidence for either will harm the relationship and could undermine the common goal.

Exposure to movies, music, television, literature, and the Internet should be carefully chosen and supervised by the parents, in accordance with Philippians 4:8 in which Paul writes, "Finally brethren, ...whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good repute, think only on these things."

Grievance Procedure

If a student, parent, or staff member has questions or concerns regarding the behavior of another (including disciplinary action taken by the teacher or the administration, or the policy under which an action is taken), he/she should follow the principles given in Scripture as stated below:

- 1) Go directly to the person involved and discuss the matter with the individual. (Matthew 18:15)
- 2) If the matter is not resolved in discussion with the other, take the matter to the next higher authority (Principal or other Administrator). (Matthew 18:16; Romans 13:1)
- 3) If the matter cannot be resolved at other levels, a hearing before the Academy Ministry Team may be requested. (Matthew 18:16)

The decision reached at this level is final.

Cheating

Cheating is defined as any act of deceit, trickery or fraud on an assignment or test. It includes using or copying another person's work or lending one's own work to another. It could also include, but is not limited to,

- using written notes on a test,
- giving or receiving hand signals,
- looking at another student's test/paper/work,
- allowing another student to copy one's answers.

Plagiarism is defined as using another person's original ideas or writing as one's own without giving credit to the true author.

Both cheating and plagiarism are considered stealing and will not be tolerated. Any student caught or, with verifiable reason, suspected of either of these behaviors will be subject to severe disciplinary action.

Theft

Students are encouraged to take great care in the responsibility for their possessions. They should not bring valuables or large sums of money to school. The school will not be responsible for lost items due to theft. Please label all students' personal belongings.

Threats of Violence

EHCA has a **No Tolerance** policy involving threats or perceived threats of violence by students. Parents should understand that the school's first responsibility is the protection of all students. The school takes this responsibility very seriously; therefore, if a student

- a) brings a weapon to school or to school-related functions, or
- b) has a weapon on his/her person,

that student will be **immediately** expelled from the school. Parents are advised that the school **will**

- a) contact local law enforcement and/or other appropriate authorities, and
- b) document in the student's permanent file the reason for the expulsion.

Possession includes, but is not limited to, having a weapon in a locker, book bag/backpack, purse, or vehicle.

If the school determines that a threat of violence is *credible* and *specific* (i.e., directed toward a particular student or staff member), the administration will also report said threat to the "target" of the threat, and, in addition, to the appropriate authorities. For purposes of this policy, *credible* means "a reasonable belief or suspicion that the threat was or may be genuine/valid," or that the student was or might be capable of carrying out the threat.

For those circumstances in which the school determines that the threat is/was not *credible*, the student(s) involved will be suspended pending a meeting with the parents and school administration. This includes all cases in which the student was "just joking" or was "not serious." If circumstances warrant, the school may conduct further investigation, and, if deemed necessary, require assistance from a Christian counselor or other recommended professional. In this case, continued attendance at EHCA will be contingent upon the outcomes and recommendations of the above-named service provider(s) and the school administration.

Student Harassment Policy

Harassment is a behavior that is inappropriate, demeaning, offensive, or unwanted and is defined as any behavior received by a person that creates an intimidating environment. Typically, it is repeated over time. Harassment may be in response to an individual's race, religion, physical or mental disability, ethnic origin or nationality, or political belief. It can take many forms, such as hitting or punching (physical); teasing or name-calling (verbal); intimidation using gestures or social exclusion (nonverbal or emotional); sexual harassment; and sending insulting messages by e-mail (cyberbullying).

EHCA is committed to maintaining an environment in which all individuals treat each other with dignity and respect. The school is prepared to take action to prevent and correct any violations of this policy. Students who feel that they have been subjected to any conduct/behavior of a harassing nature are encouraged to promptly report the matter to a school official. *All complaints will be promptly investigated.*

Appropriate administrative actions will be generally followed in this order. It is the Principal's discretion to determine the best course of action based upon individual circumstances.

First Complaint:

- A meeting should be held with both the parents filing the complaint and the offending party at separate times. If the parent cannot meet in person, meetings can be done by email or on phone.
- Administrator will analyze all accusations and defense of both parties and determine what action should be taken.
- Each verbal discussion (in person or via phone) should be summarized in written form.
- A brief summary of the meetings (with possible solutions) and administrative actions should be forwarded to the parents of the victim and the offender.
- The pastor will come to the class to talk to the group as a whole on the manner in which students should treat each other and the effects of harassment/mistreatment of others.

Second Complaint:

- A meeting should be held with parent filing the complaint.
- Administrator and/or teacher should interview students who may have witnessed event to gather as much information as possible. Confidentiality should be of the utmost importance so that retaliation does not occur.
- A meeting should be set up with the offending student and his/her parents. If it is determined that there is enough evidence to warrant, a discipline contract should be written and signed by student, parent, and administrator.

- A formal letter should be sent to the parents of the student filing the complaint that a second offense has been recorded and appropriate action has been taken.

Third Complaint:

- Stronger administrative action will occur, if warranted, including, but not limited to:
 - o Requirement that the parents of the offending child to seek counseling from a licensed professional
 - o Suspension
 - o Expulsion

Child Protection Policy

When a school employee knows of or suspects abuse or neglect of an EHCA student, he/she is obligated to report it to the proper authorities. This is the case whether the suspected abuse or neglect occurs on or off the school premises. When child abuse is suspected, the procedure below will be followed:

- 1) The knowledge or suspicion shall be reported immediately to an administrator and the school nurse.
- 2) If necessary, the school nurse will examine the student and document findings. An administrator will meet with involved parties to discuss findings in order to determine a course of action.
- 3) The administrator or nurse shall immediately report what is known to Child's Protective Service (CPS) or other appropriate agency. NOTE: WE ARE NOT REQUIRED TO NOTIFY PARENTS / GUARDIANS WHEN THIS ACTION IS TAKEN.
- 4) School officials will cooperate to the extent required by the state agency.
- 5) Strictest confidence will be maintained.

***To report Child Abuse, please call the 24 hour hotline at 1-800-252-5400.**

DISCIPLINE

A high standard of conduct is required of each student at EHCA for the purpose of maintaining order and building Christ-like character.

Philosophy and Guiding Principles of Disciplining

As I Timothy 1:5 states, "the goal of instruction is love." We want to teach and exhort students to love God and obey Him out of that love. It is our desire to see our students learn to love others with the selflessness of Christ.

Discipline is inseparably linked with the process of discipleship. The goal of our disciplinary procedures is to teach personal responsibility for one's actions, obedience to authority, and dependence on God and His Word. The purpose is to teach and maintain order—not to punish. The Biblical model we follow is II Timothy 3:16: "All scripture is given by inspiration of God and is profitable for doctrine, reproof, correction and instruction in righteousness."

That Jesus Christ is Lord is a foundational principle at EHCA. Christ has ruled directly through His Word and a personal relationship with us, and indirectly through parents and teachers in the life of a student. The Lord places children under the authority of their parents and gives parents responsibility for educating them. EHCA provides a resource for parents to use to assist them in that responsibility. In return, we ask parents to recognize the school's authority over the children during the time they are under our supervision.

Biblical Guidelines for Student Management

Respect Authority

"Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. God has established the authorities that exist. Consequently, he who rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves. For rules hold not terror to those who do wrong. Do you want to be free from fear of the one in authority? Then do what is right, and he will commend you. For he is God's servant to do you good." Romans 13: 1-4

Be an Example

Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith, and in purity." I Timothy 4:12

Seek Excellence

“I can do all things through Christ who strengthens me.” Philippians 4:13

Be Honest

“Providing for honest things not only in the sight of the Lord, but also in the sight of man” II Corinthians 8:21

Be Truthful

“Therefore each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body.” Ephesians 4:25

Practice Clean Speech

“Do not let any unwholesome talk come out of your mouth, but only what is helpful for building others up according to their needs, that it may benefit those who listen.” Ephesians 4:29

Reflect Jesus

“Finally, brethren, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is admirable—if anything is excellent or praiseworthy—think about such things.” Philippians 4:8

STUDENT CODE OF CONDUCT

Honor Code

The Honor Code at Eagle Heights Christian Academy is based on strict, personal honesty and integrity. This system assures that each student will fulfill his/her role in the school with confidence and self-respect. Lying, cheating, stealing, or failing to report known offenders constitutes violation of the Honor Code.

General Rules of Conduct

The following rules are presented to the students at EHCA and reinforced at all times:

- 1) Students must attend all classes daily and be on time.
- 2) Students must be dressed properly, according to the Standardized Dress Code.
- 3) Students are expected to be prepared for each class with appropriate materials and assignments and to turn **all** work in on time.
- 4) Students must not leave the school property without permission of the principal unless they are with teachers, parents, or guardians.
- 5) Students are expected to exhibit an attitude of respect toward **all** individuals and property **at all times**.
- 6) Students should always speak in such a way as to lift up others (Eph. 4:29).
- 7) Students should bring only teacher-required materials and supplies, and approved personal items to school.
- 8) Students are expected to obey **all** rules.

When an offense is committed, reconciliation will be sought in a Biblical manner.

Acceptable vs. Unacceptable Behavior

To guarantee a good social and educational climate, it is important for students to understand that acceptable standards of behavior will be expected at all times. **Discipline will be administered when any individual's actions interfere with the right of the teachers to teach and students to learn.** Students are reminded that any faculty or staff member in the school has the right to correct unruly individuals at any place and at any time.

The following are some examples of student behavior which violate school policy when they occur at school or during school-related activities. This list is not intended to be all-inclusive. Students may be disciplined, suspended, or dismissed from school for any of the following:

- The possession, transmission, and/or use of tobacco, drugs, alcohol, knives, fireworks, firearms (or any item that is used as a weapon)
- Insolence, disrespect, insubordination, or defiance
- The use of improper language
- Fighting
- Inappropriate displays of affection
- Rowdy behavior: running, pushing, shoving, yelling, throwing objects
- Leaving a classroom or leaving the school campus without permission

- Class tardiness or truancy
- Threatening, intimidating, or causing bodily harm to any person
- Repeated classroom disruptions
- Forgery
- Cheating
- Destruction of property

Consequences of Unacceptable Behavior

The Discipline Report Form is used for reporting minor classroom infractions such as excessive talking, failure to follow classroom procedures, minor classroom disruptions, etc. These reports are filed only after sufficient warning has been given to the student and/or for obvious non-compliance to expected school conduct (e.g., no running in the building, etc.). Reports will be signed by the principal and issued to the student by the teacher. They are used as a form of communication to the parents. Signed Discipline Reports are to be returned to the homeroom teacher *on the day following issuance*. Continued behavior that results in the need for additional Discipline Reports will constitute cause for a conference between parents, the teacher(s), and the principal to discuss further disciplinary action.

Steps in Discipline

The disciplinary response chosen should be the least aggressive response adequate to correct the undesirable behavior. The following actions constitute acceptable responses to inappropriate behavior by students at EHCA. The options are listed in order of seriousness and are generally followed in this order:

- 1) Counseling, praying with and warning students regarding their actions and attitudes
- 2) Means of correction shall be in keeping with the offense, as well as the age and maturity level of the student(s) involved. This may include
 - a verbal reprimand,
 - re-direction,
 - time-out,
 - loss of privilege,
 - isolation from peers, or
 - removal from class
- 3) When **Detention** is deemed appropriate, the following procedure will be used:
 - lunch or after-school detention will be served the following day unless prior arrangements are made;
 - a Student Discipline Form will be sent home with the pertinent information. It **must** be signed and returned to the school the following day.
- 4) Correspondence with parents by telephone or in writing after second offense
- 5) Student referred to the principal for corrective action and parent conference
- 6) In-School Suspension
The following specific provisions shall apply for **In-School Suspension**:
 - Parents will be notified the day the student is suspended/removed from class.
 - Student will be placed in a designated area assigned by the administration and assignments and work will be brought to the student.
 - The term of the In-School Suspension will not exceed five consecutive school days.
 - Academic work will be required to be completed and tests will be made up at the teacher's convenience within the period of time established by the Teacher/Administration at the time of the suspension.

Suspension may only be assigned by the Principal or Pastor.

7) **Out-of-School Suspension**

A student may be suspended for a period of one (1) to five (5) days at the discretion of the Principal. An unexcused absence is issued for each day a student is on Suspension, and all classroom work and tests missed will receive a “Zero” (0) grade.

Grounds for suspension may include:

- Insubordination
- Disorderly conduct
- Persistent violation of rules and regulations
- Repeated truancy
- Infliction of physical harm to any student or employee
- Use of profane and/or abusive language
- Intentional damage or destruction of school property
- Commission of any act that is disruptive to the best interest of the school
- Other serious infractions deemed appropriate by the administration

Suspension may only be assigned by the Principal or Pastor.

8) *Disciplinary Probation*

A student placed on Disciplinary Probation is in imminent danger of losing the right to remain at EHCA. In addition, any behavior so unsatisfactory will cause the student to forfeit any class office or position of importance in any school-related organization. A student placed on Disciplinary Probation will not represent the school in any contest, competition, or performance; belong to any athletic team; receive any honors; or be granted any privileges.

When a student is placed on Probation, the principal will notify the parents immediately. A conference will then be held with the involved parties to determine terms and duration of the Probation. A written explanation of the details of the Probation will be signed by the parents and placed in the student’s permanent file. The administrators and other appropriate staff members will review the evidence at the end of the assigned probationary period (a minimum of three (3) weeks) to determine whether sufficient improvement has been made to lift the status. If not, the probation will be extended.

ANY STUDENT WHO IS ON DISCIPLINARY PROBATION FOR TWELVE (12) WEEKS DURING ONE ACADEMIC YEAR IS SUBJECT TO DISMISSAL FROM EHCA AND MAY NOT BE ALLOWED TO RE-ENROLL FOR THE FOLLOWING YEAR.

9) **Expulsion**

If extensive documented attempts to correct a student’s behavior have failed, if the misbehavior persists, or if the offense is so serious as to warrant EHCA’s most drastic sanction, then the Principal or Pastor may recommend to the Academy Ministry Team that a student be expelled. The following serious offenses are potential grounds for expulsion:

- Defiance or direct confrontation with school authorities
- A second out-of-school suspension
- Failure to comply with the terms of disciplinary probation
- Repeated instances of stealing, cheating, or other serious moral offenses.
- Activities outside the school which call for police intervention
- Assault of a teacher or other individual
- Intentional destruction of school/church property
- Possessing, delivering, or using any firearm, explosive, knife, or other weapon while on school premises or while in attendance at any school-related activity or event
- Possessing, delivering, using, or being under the influence of any alcoholic beverage; controlled substance or dangerous drug; abusable glue, paint, or other chemical substance; any mood-changing, mind-altering, or behavior-altering drugs while on school premises or while in attendance at any school-related activity or event
- Any off-campus misconduct seriously detrimental to the reputation and Christian witness of the school

Any expulsion is effective for the remainder of the school year in which the offense occurred. An expelled student may or may not be eligible for re-admission to EHCA the following school year, depending upon whether reconciliation is evident. References may be requested from family members, pastors, and/or other individuals or professionals before re-admittance is granted. The Academy Ministry Team makes the final determination in such cases. Refund of fees and tuition paid for the month in which expulsion occurs will not be given.

STANDARDIZED DRESS CODE

Dress Code for PreK3 ~ PreK4

In an effort to maintain an acceptable student appearance while eliminating competition, fads in clothing and unnecessary classroom distractions, Eagle Heights Christian Academy (“EHCA”) and the Academy Ministry Team have established the Dress Code outlined below. We also believe that this type of dress contributes to the overall identity of our school. It is the responsibility of each student, with the cooperation of the parent(s)/guardian(s), to comply with the Dress Code on a daily basis.

Girls Dress Code

Shirts & Blouses – Long or short sleeved with collars; must be a solid color.

Slacks – Standard, tailored style; may be full or Capri length and must fit appropriately at waist; must be solid in Khaki/Tan, Brown, Grey, Navy, Denim or Black.

No hip-huggers, bell-bottoms or low-rise styles. No sweat pants, overalls or athletic pants are acceptable.

Shorts – Standard, tailored style; must fit appropriately at the waist and be no shorter than 4 inches above the top of the knee; must be solid color in Khaki/Tan, Brown, Grey, Navy, Denim or Black.

No overalls, hip-huggers, bike shorts, stretch (lycra), laced, athletic, sweat shorts or other tight-fitting garments.

Skirts and Jumpers – Standard, tailored style; must fit appropriately at waist and be no shorter than 4 inches above the top of the knee; must be solid color in Khaki/Tan, Brown, Grey, Navy, Denim or Black; *it is recommended that tights or shorts be worn under skirts and jumpers for PE classes.*

Skorts – Standard, tailored style; must fit appropriately at waist and be no shorter than 4 inches above the top of the knee; must be solid color in Khaki/Tan, Brown, Grey, Navy, Denim or Black.

Boys Dress Code

Shirts – Long or short sleeved with collars (polo or oxford style); must be a solid color.

Slacks – Standard, tailored style; must fit appropriately at waist, must be solid color in Khaki/Tan, Brown, Grey, Navy, Denim or Black. *No hip-huggers, bell-bottoms or low-rise styles. No sweat pants, overalls or athletic pants are acceptable.*

Shorts - Standard, tailored style; must fit appropriately at the waist and be no shorter than 4 inches above the top of the knee; must be solid color in Khaki/Tan, Brown, Grey, Navy, Denim or Black. *No overalls, hip-huggers, bike shorts, stretch (lycra), laced, athletic, sweat shorts or other tight-fitting garments.*

General Requirements

Sweaters, Sweatshirts, Jackets and Coats – Must be a solid school color with no licensed logos, characters or writing of any kind; must fit appropriately; sweaters, sweatshirts, and light jackets may be worn in the classrooms only if temperature necessitates

Shoes, Belts and Socks

Shoes – must have non-marking soles and be comfortable for walking, climbing stairs, and exercise; shoes without characters are preferred; shoes must have backs; no open-toed or sandal styles are permitted.

Belts – are not required for PreK3- PreK4.

Socks – must be worn by all students and should be a solid color (white, red, navy khaki/tan or black).

Bookbags/Backpacks – will be provided by ECHA. PreK 3 and PreK 4 students use an EHCA tote bag that is provided by the school.

Hair and Hats

Hair – must be clean and neatly groomed; it may not be dyed, highlighted, tipped, streaked or colored in any shade other than a naturally occurring hair color; boys hair must be above the eyebrows and above the shirt collar.

Hats – should have no offensively themed logos or characters; they may not be decorated with any symbols that depict violence, sexuality, the occult, drugs, alcohol or tobacco products, music/musical groups other than the Christian genre; hats may not be worn inside the building.

Jewelry – Boys may **not** wear ear jewelry. Body piercings of any kind (other than ear lobes for girls) are not permitted at EHCA. Girls may have no more than two (2) pieces of jewelry per ear lobe. All jewelry should be removed during P.E. classes. *All jewelry is subject to the Principal's approval.*

Make-Up and Tattoos – Nail polish may be worn by girls only, must be neatly applied and may be of any solid color **except** black. Make-up may **not** be worn. No glitter. Tattoos of any kind must not be visible in any campus dress including P.E.

Chapel Dress – All students are required to wear White shirts/blouses and black/navy slacks (boys) or black/navy skirts/jumpers/slacks (girls) for Chapel services. (See corresponding subsection under the General Policies and Information section of the Parent Handbook for specific information regarding days and times.)

Field Trips – Unless otherwise instructed by the teacher, students should wear their EHCA shirt and appropriate slacks, skirts, or shorts on field trips.

All clothing must be appropriately sized for the student. Oversized, baggy, excessively tight, torn or tattered clothing of any kind will not be permitted either on campus or at any school-related activities or functions.

The Principal's decision **will be final** in all matters pertaining to interpretation of the Dress Code.

Dress Code for Kinder through Grade 6

In an effort to maintain an acceptable student appearance while eliminating competition, fads in clothing and unnecessary classroom distractions, Eagle Heights Christian Academy ("EHCA") and the Academy Ministry Team have established the Dress Code outlined below. We also believe that this type of dress contributes to the overall identity of our school. It is the responsibility of each student, with the cooperation of the parent(s)/guardian(s), to comply with the Dress Code on a daily basis

Girls Dress Code

- **Shirts & Blouses** – Long or short sleeved with collars or turtleneck; must be a solid color. No midriffs exposed and no longer than hip length.

- **Slacks** – May be full or Capri length and must fit appropriately at waist; must be solid color in Khaki/Tan, Brown, Grey, Navy or Black.
No hip-huggers, bell-bottoms or low-rise styles. No sweat pants, overalls or athletic pants are acceptable.
- **Shorts** – Must fit appropriately at the waist and be no shorter than 4 inches above the top of the knee; must be solid color in Khaki/Tan, Brown, Grey, Navy or Black.
No overalls, hip-huggers, bike shorts, stretch (lycra), laced, athletic, sweat shorts or other tight-fitting garments.
- **Skirts and Jumpers** – Must fit appropriately at waist and be no shorter than 4 inches above the top of the knee; must be solid color in Khaki/Tan, Brown, Grey, Navy or Black; *it is recommended that shorts be worn under skirts and jumpers.*
- **Skorts** – Must fit appropriately at waist and be no shorter than 4 inches above the top of the knee; must be solid color in Khaki/Tan, Brown, Grey, Navy or Black.

Boys Dress Code

- **Shirts** – Long or short sleeved with collars or turtleneck; must be a solid color. Must be appropriately sized and no longer than hip length.
- **Slacks** – Must fit appropriately at waist, must be solid color in Khaki/Tan, Brown, Grey, Navy or Black.
No hip-huggers, bell-bottoms or low-rise styles. No sweat pants, overalls or athletic pants are acceptable.
- **Shorts** - Must fit appropriately at the waist and be no shorter than 4 inches above the top of the knee; must be solid color in Khaki/Tan, Navy, Brown, Grey, or Black. *No overalls, hip-huggers, bike shorts, stretch (lycra), laced, athletic, sweat shorts or other tight-fitting garments.*

General Requirements

- **Sweaters, Sweatshirts, Jackets and Coats** – Must be a solid color with no licensed logos, characters or writing of any kind; must fit appropriately; sweaters, sweatshirts, and light jackets may be worn in the classrooms if temperature necessitates.
- **Shoes and Socks**
Shoes – must be comfortable for walking, climbing stairs, and exercise; shoes without characters are preferred; shoes must have backs; no open-toed or sandal styles are permitted.
Socks – must be worn by all students and should be a solid color
Bookbags/Backpacks – should have no offensively themed logos or characters; they may **not** be decorated with any symbols that depict violence, sexuality, the occult, drugs, alcohol or tobacco products, music/musical groups other than the Christian genre, etc. *Kindergarten students will be provided an EHCA tote bag.*
- **Hair and Hats**
Hair – must be clean and neatly groomed; it may **not** be dyed, highlighted, tipped, streaked or colored in any shade other than a naturally occurring hair color; boys' hair must be above the eyebrows and above the shirt collar. Girls' hair must not obstruct vision.
Hats – should have no offensively themed logos or characters; they may **not** be decorated with any symbols that depict violence, sexuality, the occult, drugs, alcohol or tobacco products, music/musical groups other than the Christian genre; hats may **not** be worn inside the building.

- **Undergarments**- appropriate undergarments must be worn at all times.
- **Jewelry** – Boys may **not** wear ear jewelry. Body piercings of any kind (other than ear lobes for girls) are not permitted at EHCA. Girls may have no more than two (2) pieces of jewelry per ear lobe. All jewelry should be removed during P.E. classes. *All jewelry is subject to the Principal's approval.*
- **Make-Up and Tattoos** – Nail polish may be worn by girls only, must be neatly applied and may be of any solid color **except** black. Make-up may **not** be worn. No glitter. Tattoos of any kind must not be visible in any campus dress including P.E.
- **Physical Education** – EHCA gray athletic t-shirts and athletic shorts (Navy or Black) are required for students in Grades 4-6 and may only be worn during PE classes or on special, designated days. Sweatshirts and sweatpants in acceptable solid colors (Red, White, Navy, Light Blue or Black) may be worn during PE classes in cold weather only. **ALL PE CLOTHES SHOULD BE CLEARLY MARKED WITH THE STUDENT'S NAME.**
- **Chapel Dress** – All students are required to wear white shirts/blouses. Girls must wear black/navy skirts, gauchos, jumpers, or slacks for Chapel services. Boys must wear navy/black slacks. (See corresponding subsection under the General Policies and Information section of the Parent Handbook for specific information regarding days and times.)
- **Field Trips** – Unless otherwise instructed by the teacher, students should wear their EHCA shirt and appropriate slacks, skirts, or shorts on field trips.

All clothing must be appropriately sized for the student. Oversized, baggy, excessively tight, torn or tattered clothing of any kind will not be permitted either on campus or at any school-related activities or functions.

The Principal's decision **will be final** in all matters pertaining to interpretation of the Dress Code.

STUDENT LIFE

General Information

Closed Campus

EHCA operates as a closed campus. Students are not allowed to travel off campus during lunch or any other breaks (e.g. school assembly), **except** with written permission from their parent(s) and accompanied by an adult. Students who leave during the school day **MUST** be signed out by their parent/guardian.

Field Trips

Prior to each field trip, a Field Trip Permission Form will be sent home in order to inform parents of all pertinent information regarding the field trip, and also to obtain a parent's signature (approval). All parent volunteers who assist on field trips by driving and/or chaperoning must sign and abide by the rules of the EHCA Driver/Chaperone Agreement Form. For the safety of our students, they must also submit to a Criminal History Check. Attendance on school field trips is restricted to students currently enrolled at EHCA and to those students who are in the designated grade level.

Hall Passes

All students are expected to be in an assigned classroom and under supervision at all times during the school day. All students who move through the halls or elsewhere on campus, and without direct supervision of teachers, will be required to have a written hall pass from a teacher. Students found outside of classrooms without a hall pass are subject to disciplinary action.

Lockers

Having a locker is a privilege given to students in upper grades; however, it is a privilege that may be withdrawn if circumstances warrant. Since the locker itself belongs to the school and not the student, it may be inspected by any teacher or administrator at any time deemed necessary. Each student is responsible for the contents of his/her locker. If items are stolen, the administration will do whatever is possible to retrieve the property. **Please do not store food items overnight in lockers.**

Music

EHCA believes that music which promotes rebellion, violence, sexual perversion or promiscuity, suicide, disrespect for authority, vulgarity, or satanic activity is not an acceptable form of entertainment for Christians. Therefore, while at school or school-sponsored functions, students may not listen to such music nor have in their possession magazines, t-shirts, notebooks, or other personal items that promote this type of music. We strongly encourage that parents closely monitor their student's music preferences/habits.

Off-Campus Conduct

Students of EHCA are representative of their school, their parents, and their Lord at all times. Therefore, there are certain guidelines that go beyond the school setting.

The following actions constitute serious breaches of discipline and make the student subject to disciplinary review and possible action, including expulsion, even if the event occurred away from school:

- Stealing or shoplifting
- Use of alcoholic beverages
- Sexual immorality
- Smoking or possession of cigarettes
- Possession or use of illegal drugs
- Vandalism
- Malicious prank against a school representative (e.g., teacher, coach, administrator)
- Involvement in a felony crime
- Shameful behavior (e.g., mooning)
- Involvement with the occult
- Inappropriate dress at school functions

Violations will be documented and parents notified. Violators will be subject to disciplinary action.

Personal Items

As a general rule, the only items that should be brought to school are those that serve the educational purposes of the school. Personal items brought to school without permission of the teacher or administration that are inappropriate for a school setting will be subject to confiscation.

Public Display of Affection

In its desire to provide a learning environment for all students which is both safe and spiritually wholesome, EHCA does not allow public display of affection among students. This specifically applies to heterosexual (boy-girl) relationships on school property or at school-sanctioned events.

Public display of affection is defined as physical contact including but not limited to holding hands, embracing, leaning on, or walking arm-in-arm.

Unauthorized Materials

Students must not bring items such as teen magazines, comics, sports magazines, beauty magazines, or other non-required books, magazines, or periodicals on campus unless directed by a teacher for a specific activity/project. Such items will be collected by the teacher.

Pornographic items of any type shall not be allowed on school property at any time. While this is aimed specifically at books, magazines, posters, and pictures, it also includes any printed material which is deemed obscene, pornographic, or otherwise not in the best interest of the students or in keeping with the spirit of Christian education.

STUDENT ACTIVITIES

Organizations and Clubs

Approval Process

All organizations and clubs must be approved by the Academy Ministry Team after submitting for approval the following information in written form to the administration:

- Purpose of organization or club
- Goals and objectives
- Grades or ages of students to be included
- Sponsoring EHCA employee
- Meeting time, day, frequency and place
- Cost per student member
- Fundraisers (number per year)
- Organizational structure
- Requirements for membership

Guidelines

All Clubs and organizations must receive approval from the Principal for all student activities. Each sponsor must furnish the Principal with a request for approval to schedule events by noon Friday preceding the week of said event.

All afternoon activities must end by 4:30 p.m. All exceptions must be approved by the Principal.

Social Events

Class Parties (During the School Day)

Class parties held during the school day must be supervised by the classroom teacher(s) and must be approved by the principal (except Christmas, Valentine's Day, end-of-year parties). Parties should be sponsored by the room mothers/parents, coordinated with the classroom teacher well in advance, and last no more than one hour. All activities should be within the school's standards of behavior and philosophy and must follow guidelines of this handbook.

Students celebrating birthdays may treat their classmates during the lunch period, snack time, or other previously arranged time (preferable no more than thirty minutes). If parents would like to provide lunch for the entire class, they **must** notify their child's teacher two weeks in advance so that proper advance notice may be given to our lunch services provider.

Parents are also asked not to send birthday party invitations to school unless the whole class, all enrolled girls, or all enrolled boys are invited. This will help eliminate the problem of hurt feelings for those not included in the invitation.

Class or School Events/Activities (Outside of School)

Class or school-sanctioned events held outside regular school hours must be approved by the Principal. Requests to hold such events must be done in writing at least two weeks prior to the scheduled event. The purpose and specifics concerning the event must be stated in the written request. All activities should be within the school's standard of behavior and philosophy and must include at least one adult supervisor/chaperone for every ten (10) students in at the elementary level. Costs should be reasonable and approved by the principal. Activities selected should be those in which all students may participate (following guidelines of Romans 14:13-21). Attendance at school-sanctioned socials shall be restricted to students currently enrolled at EHCA and their siblings only.

Contests and Competitions

Students at EHCA may represent their school in a variety of sanctioned contests *unless, due to Conduct and/or Behavior infractions, they have been declared ineligible*. These may include, but are not limited to Spelling Bee, Math Olympics, Science Fair, Debate Tournaments, Band and Choir Festivals, and Art Competitions.

With the recommendation of a teacher and parental permission, a student may be released for all or part of the school day (unless such day is a school holiday) to participate in an approved contest or competition. If the activity is not on the EHCA campus, location of the contest will be furnished to the parent. Proper chaperones, including one staff member, should also attend. All school assignments must be made up.

Athletics

EHCA endeavors to offer an active program of team and individual sports for all ages. The focus of these activities will provide students with opportunities to develop and demonstrate physical, social, spiritual and emotional skills in a non-classroom setting. The same Biblical principles and standard of excellence reflected in the EHCA academic program will be pursued in athletics.

Eligibility

Students participating in any extracurricular athletic program must maintain a passing grade in all subjects throughout the athletic sports season. Any student with a failing average at the mid-point (progress report) or end (report card) of a six-week grading period in any subject while participating in an extracurricular sport will be temporarily removed from the team (both from competition and practice). This ineligibility will not effect required participation during regularly scheduled P.E. instruction. This period of suspension will last until the student has brought the failing grade(s) to a passing level, and is at the discretion of the Athletic Director and/or Principal.

Students placed on academic ineligibility will be permitted to participate in practices scheduled during the student's physical education class; however, they will not be permitted to participate in any after-school practices and/or scheduled extracurricular athletic events.

Other Participation Requirements

All students wishing to participate in EHCA extracurricular athletic programs must have a current EHCA Sports Physical/Parent Permit Form filed with the school office prior to attending any practice and/or competing in an event.

Awards

End-of-Year Awards

Awards are presented to students who have had perfect attendance and to those who have remained on the Honor Roll during the entire school year.

A special chapel service is held at the end of the school year to recognize the godly character in each student as observed by the faculty throughout the year. Each child will receive a certificate from the classroom teacher that designates his/her special character trait.

Specialty Awards

Other awards and recognition may be given to students during the year as necessary and appropriate. The principal must approve the issuing of all awards and presentations.

OUR PURPOSE

God is transcendent, is spirit, and always acts in accordance with His loving and just nature. In addition, God in His Word places an eternal emphasis upon life. (Romans 11:36, II Corinthians 4:18, John 2:15-17)

Men, and thus children, are created in the image of God and have unbounded potential to mirror the qualities and character of Jesus Christ. Further, man is born with a sin nature that has marred but not ruined God's image in man. Finally, we believe that man's greatest need is redemption through Jesus Christ and not education. (Genesis 1:27, Psalms 8:3-6, Romans 3:23, Jeremiah 17:9)

Jesus Christ reflects truth--Truth about the nature of God, truth of man's need to be rightly related to God, and truth about the world He created. (John 14:6, John 17:7, Matthew 7:24-27, Psalms 19:1, I Corinthians 2:15, John 8:26, II Timothy 3:16)

The Bible is inerrant and authoritative. Because God both created the universe and appointed the writing of Scripture, no academic truth (man-discovered truth) can rightly be in conflict with God's Word.

Although man may not perceive truth in particular circumstances, truth is unchangeable and not relativistic. Biblical education focuses on what a person becomes rather than on what he knows; therefore, knowledge is only the basis for the development of wisdom and character. Further, the end of education is not the acquisition of status but rather to glorify God and fulfill His mandate to subdue and have dominion over God's creation.